



CITY COUNCIL REGULAR AGENDA

TUESDAY, SEPTEMBER 03, 2024

ABLE PARK BUILDING, 8200 ABLE STREET NE at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - August 19, 2024 City Council Meeting
 - [B.](#) Mayor's Proclamation - Constitution Week - September 17-23, 2024
 - [C.](#) Ratify City Administrator's Acceptance of Letter of Resignation from Public Works Maintenance Worker Travis Betz
 - [D.](#) 2024 Second Half Assessment - Suburban Rate Authority
 - [E.](#) Contractor's Request for Payment #3 - 2024 Street Project
 - [F.](#) Contractor's Request for Payment #7 - City Hall Renovation/Expansion Project - \$656,342.65
 - [G.](#) Contract Change Order #1 - American Engineering & Testing - City Hall Renovation/Expansion Project
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2024-48, Adopting Proposed 2024 Tax Levy Collectible in 2025
 - [B.](#) Resolution 2024-49, Cancelling or Reducing Bond Levies - 2024/2025
 - [C.](#) Resolution 2024-50, Approving a Variance from the Side Yard Setback for a Driveway Expansion at 725 82nd Avenue NE
 - [D.](#) Resolution 2024-51, Ordering Preparation of Report on Improvement for 2025 Street Improvement Project
- 9. NEW BUSINESS**
 - [A.](#) Approval of Purchase of Playground Equipment for Terrace Park
 - [B.](#) Accept Letter of Retirement from Recreation Director Kay Okey
 - [C.](#) Authorize Hiring Process for Public Works Maintenance Worker
 - [D.](#) Police Officer Candidate Conditional Job Offer
 - [E.](#) Authorize Hiring Process for Police Officer Position
 - [F.](#) Accept Proposal for Phase II Environmental Site Assessment - 8476/8478 Highway 65 NE
 - [G.](#) Approval of Loan Agreement between City of Spring Lake Park and Anoka County Housing and Redevelopment Authority
 - [H.](#) Schedule City Administrator Performance Evaluation

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

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

10. REPORTS

- A. Attorney Report
- B. Engineer Report
- C. Administrator Report

11. OTHER

- A. Correspondence
- B. Close Meeting to Develop or Consider Offers or Counteroffers for the Purchase of Real Property Pursuant to M.S. § 13D.05, subd. 3(c)(3)

12. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on August 19, 2024 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

Councilmember Ken Wendling
Councilmember Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran
Mayor Robert Nelson

STAFF PRESENT

Police Chief Josh Antoine, Recreation Director Kay Okey, Attorney John Thames, Public Works Director George Linngren, Deputy City Clerk Wanda Brown

VISITORS

Robert Kirchner	4131 115 th Avenue	Coon Rapids MN
Gary Kemmetmueller	13012 Bluebird Street NW	Coon Rapids MN
Lori Mahowald	12872 Bluebird Street NW	Coon Rapids MN
Joe Richardson	15224 Swallow Street NW	Andover MN
Richard Klabecher	19519 Lake George Blvd	Anoka MN
Brenda Miller	15160 Quinalt Street NE	Columbus MN
Lisa Henrickson	23130 Fontang Street NE	Stacy MN
Jeannie Erickson	241 110 th Lane NW	Coon Rapids MN
Paul Berndt	1235 129 th Circle	Coon Rapids MN
Derek Lind	15230 Germanium Street	Ramsey MN
Jon Liebsch		Ham Lake MN
Sue Peterson		Ham Lake MN

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Deputy City Clerk Brown requested that the following change be made to the agenda: 1) that Item 8A be removed from the Agenda.

5. DISCUSSION FROM THE FLOOR – None

6. PRESENTATION

A. Anoka County Elections Integrity Team – Robert Kirchner

Derek Lind, 15230 Germanium Street, from the Anoka County Election Integrity Team (ACEIT), gave an overview of the six (6) Election Integrity Goals. The goals are as follows:

1. Small Voting Precincts
2. Secured Election Judge Data
3. Verified Registered Voters
4. Validated Paper Poll Books
5. Hand-Counted Paper Ballots
6. Validated dated Paper Ballots

He stated that the group would like to do a more formal presentation at a later date to explore all six goals. Mr. Lind discussed the Election Integrity Goal #1, which is small voting precincts. He stated that the state recommends that precincts have 2000 voters or less.

Paul Brandt, 1235 129th Circle, gave an update on Goal #3, Verified Registered Voters. Mr. Brandt said that the ACEIT group was working with Anoka County Elections to clean up voter rolls by removing voters who have moved out of their precinct off of the Statewide Voter Registration System, so voters would not be duplicated.

Joe Richardson, 15224 Swallow Street NW, Andover MN gave an overview on Goal #6, Hand-Counted Paper Ballots. Mr. Richardson stated that on election night everything is double checked except for the actual votes. Mr. Richardson said that the group would like to see Post-Election Review (PER) hand count expanded to include races with two (2) or more people beyond the Federal Offices.

Lori Mahowald, 12872 Bluebird Street NW, Coon Rapids MN, requested that group be able to make a formal 20-30-minute presentation.

Councilmember Goodboe-Bisschoff inquired about the cost of the PER, and who pays for the it. Ms. Mohowald stated that the City pays for the expanded audit.

7. CONSENT AGENDA

- A. Approval of Minutes – August 5, 2024 City Council Work Session
- B. Approval of Minutes – August 5, 2024 City Council Meeting
- C. Approval of Claims List – General Disbursement #24-13 - \$1,980,857.64
- D. Change Order #2 – City Hall Renovation/Expansion Project - \$40,640.05
- E. Contractor's Licenses
- F. Approval – Public Right of Way Application - CenturyLink
- G. Approval – Public Right of Way Application - CenturyLink

Motion made by Councilmember Wendling to approve Consent Agenda.

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

8. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that the Police Department responded to 837 calls for service in July 2024 compared to 783 calls for service for the month of July 2023. Chief Antoine said Investigator Bennek handled 33 cases for the month of July, 30 of which were felony in nature and 5 misdemeanors. He said Investigator Bennek is monitoring 5 active forfeiture cases.

Chief Antoine stated that the Police Department underwent the MN POST Board “compliance review” and have passed the “compliance review” with no issues. Chief Antoine updated the City Council on the School Resource Officer position.

B. Recreation Report

Recreation Director Okey updated the City Council on the summer programs and the installation of the playground equipment at Able Park. She noted that the Tower Days 2025 Planning Committee will meet on August 20 at 6:30 PM.

Recreation Director Okey stated that the restrooms at Sanburnol Park have been closed for the summer and the restrooms at Able Park and Terrace Park will close at the end of September.

9. NEW BUSINESS

A. Police Officer Candidate Conditional Job Offer – Removed

B. Flock Camera System

Chief Antoine gave an overview of the Flock Camera System. He stated that the system is being utilized as License Plate Reader cameras to combat auto theft. He stated that the Flock system includes a robust cloud-based sharing program which allows users to view all Flock cameras in the area. Chief Antoine noted that the City would need to purchase two cameras to have access to the cloud-based sharing program.

Chief Antoine stated that the Flock System for two cameras and installation would cost \$6,800.00 for the first year. He stated the program would incur an annual reoccurring cost of \$6,000.00.

Chief Antoine stated that Keith Swaggert, owner of Perfect 10 Auto Sales, approached the Police Department to donate money for a project. He said Mr. Swaggert was interested in partnering with the Police Department on the Flock Camera project. He stated that Mr. Swaggert has agreed to pay up to \$3,000.00 for one Flock Camera.

Chief Antoine stated that staff is requesting the City cover the cost of the second camera of \$3,000.00, and the installation cost of \$800.00. He stated that the funds would come from the Traffic Education Program. He is recommending that the City Council approve a one-year contract with Flock Camera Systems.

Motion made by Mayor Nelson to Accept Updated Contract and Agreement to Execute Contract by Chief Antione or Administrator Buchholtz.

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

10. REPORTS

A. Attorney's Report

Attorney Thames stated that the Court order was issued to recover cost for 8064 Garfield Street NE. He stated that the purchase of the Highway 65 property is proceeding. Attorney Thames said that he should have something to bring to the City Council in the near future.

B. Engineer's Report

Report was accepted as presented.

Mayor Nelson inquired of Public Works Director Linngren about the status of Sanburnol Drive. Director Linngren gave an update on the project. He said that CenterPoint has completed the gas line work. He stated that paving will take place in mid-September. Public Works Director Linngren said that North Valley will begin concrete work on 83rd Avenue NE on August 26.

Mayor Nelson inquired of Chief Antoine on the enforcement of residents driving on Sanburnol Drive. Chief Antoine stated that now that the base coat has been laid the enforcement is not in effect.

Councilmember Goodboe-Bisschoff inquired about the Hayes Pond Project. Director Linngren said that the contractor is pumping the pond out to do work around the inlets and outlets. The contract will be moving the dirt to the edges of the pond in order for it to dry out, making it easier to load and truck out the dirt.

Director Linngren stated that the project is being focused on the middle of the pond since that is where the inlets and outlets flow from and the silt settles. Councilmember Goodboe-

Bisschoff asked if something could be done about the smell by removing the tree debris in the pond. Director Linngren stated that once the tree debris is covered with the filling of the pond the smell will disappear.

C. Administrator Report

Deputy City Clerk Brown gave an update on the August 13, 2024 State Primary Election.

11. OTHER

A. Council Reports

Councilmember Goodboe-Bisschoff stated that there have been issues of littering on Fillmore Street and the County 10 Service Road. She stated that she would like to have a work session on placing no parking signs and no littering signs in the area.

Councilmember Moran inquired if council could hold a work session on the placement of the fiber optic. Public Works Director Linngren stated that he has met with the contractor and the project manager to inform them that they will need to replace the lawn and fix the street in the Garfield area.

B. Correspondence

Councilmember Wendling congratulated the Fire Department on their 80 years of service to the community.

12. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:05 PM

Robert Nelson Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**MAYOR'S PROCLAMATION
CONSTITUTION WEEK
SEPTEMBER 17 – 23, 2024**

WHEREAS, September 17, 2024, marks the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, the Constitution stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms, and inalienable rights as enshrined in this document; and

WHEREAS, Constitution Week is celebrated annually across the United States during the week of September 17th through September 23rd to commemorate the adoption of the Constitution and to honor the ideals it embodies; and

WHEREAS, Constitution Week provides the opportunity for citizens to reflect on our nation's history, the role of our government, and the responsibilities that come with American citizenship; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation.

NOW, THEREFORE, BE IT RESOLVED that I, Robert Nelson, Mayor of the City of Spring Lake Park, officially proclaim the week of September 17 through September 23, 2024 as

CONSTITUTION WEEK

in the City of Spring Lake Park and urge all citizens to reaffirm the ideals of the Framers of the Constitution by studying and reflecting on the importance of the rights and responsibilities of American citizenship.

Dated this 3rd day of September, two thousand twenty four.

Robert Nelson, Mayor

ATTEST:

(SEAL)

Daniel Buchholtz, City Administrator



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 26, 2024

Subject: Ratify City Administrator's acceptance of Travis Betz resignation

On August 26, 2024, I received and accepted the resignation of Public Works Maintenance Worker Travis Betz. The resignation was effective August 26, 2024. The resignation has been processed in accordance with City policies and the terms of the Labor Agreement between the City and IUOE, Local 49.

I respectfully request the City Council ratify my acceptance of this resignation at the September 3, 2024 City Council meeting.

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



Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

JOSEPH L. SATHE
Attorney at Law
Direct Dial: (612) 337-9255
Email: jsathe@kennedy-graven.com

August 23, 2024

Mr. Daniel Buchholtz
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

Re: 2024 Second Half Suburban Rate Authority Assessment

Dear Mr. Buchholtz:

Enclosed is the second half assessment for 2024 membership in the SRA. Please note that if the City has already paid its full 2024 assessment, we are still enclosing the notice confirming the \$0.00 owing for 2024, and the attached updates. The SRA member option to cover its full annual assessment with the first half assessment invoice is always available to avoid the administration of two installments rather than one.

The first half of 2024 has been busy and successful for the SRA. In November 2023, both CenterPoint Energy and Xcel Gas filed general rate cases. The Xcel Gas case has settled and the CenterPoint case is ramping up, with the first major SRA action, filing testimony, due in October.

The parties to the Xcel Gas case reached a settlement on June 26, 2024 and the only remaining step is for the PUC to consider approving the settlement. The SRA advocated for positions that resulted in prioritization of replacing aging infrastructure, increased gas system location services (e.g., Gopher State One Call), and supported overall positions that benefited residential customers. The SRA's advocacy resulted in more support for safety programs and better residential gas rates.

Looking forward, the SRA anticipates that Xcel Electric will file a general rate case later this fall. The SRA also will continue to monitor and engage in issues within the SRA's purview, including issues related to right-of-way management, modernizing utility systems, and other related issues.

We value your membership in the SRA. Membership assists suburban communities address important utility rates, utility right-of-way use, and related issues.

Mr. Daniel Buchholtz

August 23, 2024

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Best Regards,



Joseph L. Sathe
Legal Counsel

Enclosures

cc: SRA Delegate
Bob Vose, General Counsel
Sam Ketchum, Legal Counsel

SUBURBAN RATE AUTHORITY

150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9233

INVOICE**TO:**

Mr. Daniel Buchholtz
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

DATE: 08/23/2024

<u>DESCRIPTION</u>	<u>NUMBER OF VOTES</u>	<u>AMOUNT</u>
2024 Membership Assessment: (\$488.00 per vote)	2	\$ 976.00
Assessment Paid:		\$ 488.00
<u>Second Half Assessment Due and Payable:</u>		\$ 488.00

Please Send Payment To:

Mr. Darin Nelson
Treasurer
Suburban Rate Authority
Minnetonka City Hall
14600 Minnetonka Boulevard
Minnetonka, MN 55345-1502



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

August 26, 2024

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

Re: 2024 Sanburnol Drive, Elm Drive and 83rd Avenue Improvements Project
Project No. 193806347
Contractor's Request for Payment No. 3

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 3 for the 2024 Street Project. The prime Contractor on this project is North Valley Inc.

This request includes payment for removals, concrete, and some storm sewer. The Contractor has now started work on 83rd Avenue. The final paving on all streets in the project will be completed towards the end of September.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to North Valley Inc. in the amount of \$7,681.57.**

Please execute the payment request document. Keep one copy for your records, forward a copy to North Valley Inc., and return one copy to me.

Feel free to contact Zach Naslund or me if you have any questions.

Regards,
STANTEC

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

Phil Gravel
City Engineer

Enclosures

cc: Matt Echols, North Valley Inc.
Geroge Linngren, Public Works Director



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

Page 1 of 4
 Client Project Number:
 Payment Number: 3

Contract Number: 193806347
Pay Request Number: 3

2024 85TH AVENUE/SANBURNOL DRIVE, ELM DRIVE, AND 83RD AVENUE IMPROVEMENTS

State Aid Project Numbers
106-115-007, 106-129-002, 183-103-001, 183-104-001, 183-107-002

Contractor: North Valley, Inc. 20015 Iguana St NW Nowthen, MN 55330	Up To Date: 08/23/2024
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Contract Amount		Funds Encumbered	
Original Contract	\$1,048,488.45	Original	\$1,048,488.45
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$1,048,488.45	Total	\$1,048,488.45


Work Certified To Date	
Base Bid Items	\$777,524.58
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$777,524.58

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$8,085.86	\$777,524.58	\$38,876.23	\$730,966.78	\$7,681.57	\$738,648.35
Percent: Retained: 5%					

I hereby certify that all items and amounts shown are correct for the work completed to date.
 Contractor: North Valley, Inc.

Approved by: _____ By e-mail _____ Date: _____

The Work on this project and application has been reviewed and the amount shown is recommended for payment.
 Stantec Engineer: Phil Gravel, PE

Approved by:  Date: 8/26/2024

Approved for Payment by Owner: City of Spring Lake Park

Approved by: _____ Date: _____



Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-06-25	\$254,787.33	\$12,739.37	\$242,047.96
2	2024-07-01	\$514,651.39	\$25,732.57	\$488,918.82
3	2024-08-01	\$8,085.86	\$404.29	\$7,681.57

Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LUMP SUM	\$39,120.85	1	0	\$0.00	0.9	\$35,208.77
2	2104.502	REMOVE CASTING	EACH	\$212.90	2	0	\$0.00	2	\$425.80
3	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$632.93	6	0	\$0.00	6	\$3,797.58
4	2104.502	SALVAGE SIGN TYPE C	EACH	\$43.05	1	0	\$0.00	0	\$0.00
5	2104.502	SALVAGE SIGN TYPE SPECIAL	EACH	\$64.57	3	0	\$0.00	0	\$0.00
6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$8.61	108	0	\$0.00	72.87	\$627.41
7	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$4.84	745	147	\$711.48	481	\$2,328.04
8	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	\$17.84	54	0	\$0.00	54	\$963.36
9	2104.503	REMOVE CURB & GUTTER	LIN FT	\$9.15	620	37.6	\$344.04	1411.7	\$12,917.06
10	2104.518	REMOVE BITUMINOUS WALK	SQ FT	\$3.93	71	0	\$0.00	71	\$279.03
11	2104.518	REMOVE CONCRETE SIDEWALK	SQ FT	\$4.31	2877	0	\$0.00	1512	\$6,516.72
12	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	\$2.53	991	0	\$0.00	580	\$1,467.40
13	2104.618	REMOVE CONCRETE VALLEY GUTTER	SQ FT	\$15.07	736	0	\$0.00	736	\$11,091.52
14	2106.507	EXCAVATION - COMMON (P)	CU YD	\$24.79	2505	0	\$0.00	2473	\$61,305.67
15	2106.507	EXCAVATION - SUBGRADE	CU YD	\$19.37	222	0	\$0.00	0	\$0.00
16	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$8.61	222	0	\$0.00	0	\$0.00
17	2211.507	AGGREGATE BASE (CV) CLASS 5 (P) (P)	CU YD	\$12.31	3559	0	\$0.00	3471	\$42,728.01
18	2215.504	FULL DEPTH RECLAMATION (P) (P)	SQ YD	\$4.41	12988	0	\$0.00	12988	\$57,277.08
19	2231.618	BITUMINOUS PATCH SPECIAL	SQ FT	\$6.19	1474	0	\$0.00	0	\$0.00
20	2232.504	MILL BITUMINOUS SURFACE (2.5")	SQ YD	\$1.72	3900	0	\$0.00	0	\$0.00



Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$95.56	1924	0	\$0.00	0	\$0.00
22	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$89.31	1743	0	\$0.00	1540.34	\$137,567.77
23	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	\$87.98	1743	0	\$0.00	1667.01	\$146,663.54
24	2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	\$60.42	819	43	\$2,598.06	834	\$50,390.28
25	2503.503	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$67.90	8	0	\$0.00	0	\$0.00
26	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,122.01	7	0	\$0.00	7	\$7,854.07
27	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,588.07	1	0	\$0.00	1	\$1,588.07
28	2504.602	ADJUST VALVE BOX	EACH	\$541.36	10	0	\$0.00	3	\$1,624.08
29	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$2,054.14	8	0	\$0.00	8	\$16,433.12
30	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	\$2,399.37	10	0	\$0.00	11	\$26,393.07
31	2506.502	CASTING ASSEMBLY	EACH	\$1,076.27	20	0	\$0.00	22	\$23,677.94
32	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,178.51	25	0	\$0.00	12	\$14,142.12
33	2506.602	CORE DRILLED HOLE	EACH	\$2,134.69	1	0	\$0.00	1	\$2,134.69
34	2521.518	4" CONCRETE WALK	SQ FT	\$7.00	2878	494.84	\$3,463.88	1394.84	\$9,763.88
35	2521.518	6" CONCRETE WALK	SQ FT	\$16.14	1258	60	\$968.40	560	\$9,038.40
36	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$37.13	620	0	\$0.00	1411.7	\$52,416.42
37	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$87.18	99	0	\$0.00	106.95	\$9,323.90
38	2531.618	TRUNCATED DOMES	SQ FT	\$75.34	183	0	\$0.00	138.6	\$10,442.12
39	2563.601	TRAFFIC CONTROL	LUMP SUM	\$10,224.55	1	0	\$0.00	0.9	\$9,202.10
40	2564.502	INSTALL SIGN TYPE C	EACH	\$215.25	1	0	\$0.00	0	\$0.00
41	2564.602	INSTALL SIGN TYPE SPECIAL	EACH	\$457.41	3	0	\$0.00	0	\$0.00
42	2573.601	EROSION CONTROL	LUMP SUM	\$10,277.29	1	0	\$0.00	0.9	\$9,249.56
43	2575.604	PERMANENT RESTORATION	SQ YD	\$13.43	713	0	\$0.00	200	\$2,686.00



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

Page 4 of 4
Client Project Number:
Payment Number: 3

Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
44	2582.503	4" SOLID LINE MULTI COMP	LIN FT	\$0.59	547	0	\$0.00	0	\$0.00
45	2582.503	24" SOLID LINE MULTI COMP	LIN FT	\$11.83	298	0	\$0.00	0	\$0.00
46	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	\$1.18	4622	0	\$0.00	0	\$0.00
47	2582.518	CROSSWALK MULTI COMP	SQ FT	\$5.84	696	0	\$0.00	0	\$0.00
Base Bid Totals:							\$8,085.86		\$777,524.58

Less 5% retainage, amount due this request is **\$7,681.57**

Stantec Architecture Inc.

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309
Phone: (612) 712-2000

To:	Dan Buchholtz	From:	Bruce Paulson
Company:	City of Spring Lake Park	<input type="checkbox"/>	For Your Information
Address:	1301 81st Avenue NE Spring Lake Park, MN 55432	<input checked="" type="checkbox"/>	For Your Approval
Phone:	(763) 792-7211	<input checked="" type="checkbox"/>	For Your Review
		<input type="checkbox"/>	As Requested
Date:	August 28, 2024		
File:	193806049		
Delivery:	Email		

Reference: Spring Lake Park City Hall Renovation/Expansion Application and Certificate for Payment

Attachment:

Copies	Doc Date	Pages	Description
1	8/27/2023	12	Application and Certificate for Payment No. 7

Hi Dan,

Please have the attached copy signed and then it can be scanned and emailed to Heather Clay at heather.clay@constructionresults.com and to me. Thank you.

Respectfully yours,

Stantec Architecture Inc.



Bruce P. Paulson

Senior Project Manager/Architect
Phone: (612) 712-2108
Cell: (651) 492-9089
Bruce.Paulson@stantec.com

c. File



Project: Spring Lake Park City Hall Renovation/Expansion	Date: August 28, 2024
For Period: 8/1/2024 to 8/31/2024	Request No 7
Contractor: Construction Results Corp., 5465 Hwy 169 North, Plymouth, MN 55442	

CONTRACTOR'S REQUEST FOR PAYMENT
 SPRING LAKE PARK CITY HALL RENOVATION/EXPANSION PROJECT
 CITY OF SPRING LAKE PARK
 SPRING LAKE PARK, MINNESOTA
 STANTEC FILE NO. 19386049

SUMMARY

1	Original Contract Amount		\$	<u>5,955,690.00</u>
2	Change Order - Addition	\$	<u>228,159.09</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>6,183,849.09</u>
5	Value Completed to Date		\$	<u>5,332,002.40</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>5,332,002.40</u>
8	Less Retainage 5%		\$	<u>266,600.12</u>
9	Subtotal		\$	<u>5,065,402.28</u>
10	Less Amount Paid Previously		\$	<u>4,409,059.63</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>7</u>		\$	<u><u>656,342.65</u></u>

Recommended for Approval by:
STANTEC ARCHITECTURE INC.

See attached for signature _____

Approved by Contractor:
CONSTRUCTION RESULTS CORPORATION

See attached for signature _____

Approved by Owner:
CITY OF SPRING LAKE PARK

Specified Contract Completion Date:
June 27, 2025

Date:



AIA Document G702 - 1992

Application and Certificate for Payment

TO OWNER: City of Spring Lake Park
1301 81st Avenue Northeast
Spring Lake Park, MN 55432

PROJECT: 7088-Spring Lake Park City Hall
Renovation - Expansion
1301 81st Avenue Northeast
Spring Lake Park, MN 55432

FROM: Construction Results Corp
5465 Hwy 169 North
Plymouth, MN 55442

VIA ARCHITECT:

CONTRACTOR: 5465 Hwy 169 North
Plymouth, MN 55442

APPLICATION NO: 007
PERIOD TO: August 31, 2024

CONTRACT FOR: General Construction
CONTRACT DATE: February 01, 2024
PROJECT NOS: 7088 /

Distribution to:
OWNER: ARCHITECT:
CONTRACTOR: FIELD:
OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703[®], Continuation Sheet, is attached.

- 1. ORIGINAL CONTRACT SUM \$5,955,690.00
- 2. NET CHANGE BY CHANGE ORDERS \$228,159.09
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$6,183,849.09
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$5,332,002.40

5. RETAINAGE:

- a. 5.00 % of Completed Work (Column D + E on G703) \$266,600.12
 - b. 0 % of Stored Material (Column F on G703) \$0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$266,600.12

- 6. TOTAL EARNED LESS RETAINAGE \$5,065,402.28
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$4,409,059.63
(Line 6 from prior Certificate)

- 8. CURRENT PAYMENT DUE \$656,342.65
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$1,118,446.81
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$64,147.40	\$0.00
Total approved this Month	\$164,011.69	\$0.00
TOTALS	\$228,159.09	\$0.00
NET CHANGES by Change Order		\$228,159.09

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: M. J. [Signature] Date: August 27, 2024
By: _____ State of: Minnesota

County of: Hennepin

Subscribed and sworn to before me this 27th day of August, 2024

Notary Public: Cindy Ladyka
My Commission expires: January 31, 2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$656,342.65
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: DMC F. Ruben Date: August 28, 2024
By: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA Document G703® - 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

007
 August 27, 2024
 August 31, 2024
 Stantec Consulting Services Inc.

APPLICATION NO:
 APPLICATION DATE:
 PERIOD TO:
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	138,000.00	138,000.00	0.00	0.00	0.00	138,000.00	0.00	6,900.00
2	Demobilization	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
3	Bonds & Insurance	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0.00	4,250.00
4	Procure	15,000.00	13,700.00	520.00	0.00	0.00	14,220.00	780.00	711.00
5	Contracts	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	750.00
6	Project Start up	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.00	1,300.00
7	General Conditions	310,000.00	250,824.00	25,927.00	0.00	0.00	276,751.00	33,249.00	13,837.55
8	Consumables	65,000.00	57,487.00	2,251.00	0.00	0.00	59,738.00	5,262.00	2,986.90
9	Site Clean up/ General Clean up	10,000.00	8,462.00	651.00	0.00	0.00	9,113.00	887.00	455.65
10	Equipment	35,550.00	32,379.00	1,028.00	0.00	0.00	33,407.00	2,143.00	1,670.35
11	Site Survey / Staking	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	400.00
12	Site Demolition	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
13	Earthwork - Excavation	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.00	800.00
14	Earthwork - Aggregate base Grading	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.00	650.00
15	Earthwork - Final Grading	2,000.00	0.00	1,254.00	0.00	0.00	1,254.00	746.00	62.70
16	Earthwork - Equipment	10,256.00	10,256.00	0.00	0.00	0.00	10,256.00	0.00	512.80
17	Bituminous Paving - Labor	11,000.00	8,250.00	0.00	0.00	0.00	8,250.00	2,750.00	412.50
18	Bituminous Paving - Materials	8,375.00	6,281.00	0.00	0.00	0.00	6,281.00	2,094.00	314.05
19	Landscaping - Labor	2,481.00	0.00	0.00	0.00	0.00	0.00	2,481.00	0.00
20	Landscaping - Materials	1,395.00	0.00	0.00	0.00	0.00	0.00	1,395.00	0.00
21	Dust Protection - Labor	13,112.00	11,762.00	0.00	0.00	0.00	11,762.00	1,350.00	588.10
22	Dust Protection -	7,250.00	6,641.00	0.00	0.00	0.00	6,641.00	609.00	332.05

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User Notes:

(3B9ADABE)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	% (G÷C)					
	Material								
23	Demolition - Labor	137,000.00	122,019.00	0.00	0.00	0.00	122,019.00	14,981.00	6,100.95
24	Demolition - Material	1,500.00	1,100.00	0.00	0.00	0.00	1,100.00	400.00	55.00
25	Demolition - Equipment	2,500.00	1,900.00	0.00	0.00	0.00	1,900.00	600.00	95.00
26	Cast in Place Curb & Gutter - Labor	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
27	Cast in Place Curb & Gutter - Material	2,551.00	2,551.00	0.00	0.00	0.00	2,551.00	0.00	127.55
28	Cast in Place Exterior Concrete - Labor	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	600.00
29	Cast in Place Exterior Concrete - Material	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	250.00
30	Cast in Place Interior Concrete - Mobilization	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	125.00
31	Cast in Place Interior Concrete - Labor	96,300.00	96,300.00	0.00	0.00	0.00	96,300.00	0.00	4,815.00
32	Cast in Place Interior Concrete - Material	53,200.00	53,200.00	0.00	0.00	0.00	53,200.00	0.00	2,660.00
33	Concrete Reinforcement - Labor	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	150.00
34	Concrete Reinforcement - Material	9,174.00	9,174.00	0.00	0.00	0.00	9,174.00	0.00	458.70
35	Architectural / Hollow Core Precast Concrete - Engineering	10,380.00	10,380.00	0.00	0.00	0.00	10,380.00	0.00	519.00
36	Architectural / Hollow Core Precast Concrete - Labor	31,426.00	31,426.00	0.00	0.00	0.00	31,426.00	0.00	1,571.30
37	Architectural / Hollow Core Precast Concrete - Material	41,806.00	41,806.00	0.00	0.00	0.00	41,806.00	0.00	2,090.30
38	Architectural / Hollow Core Precast Concrete -	9,296.00	9,296.00	0.00	0.00	0.00	9,296.00	0.00	464.80

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
	Logistics									
39	Architectural / Hollow Core Precast Concrete - Erection	74,902.00	74,902.00	0.00	0.00	0.00	74,902.00	100.00%	0.00	3,745.10
40	Architectural / Hollow Core Precast Concrete - Caulking	5,190.00	5,190.00	0.00	0.00	0.00	5,190.00	100.00%	0.00	259.50
41	Masonry - Mobilization	18,500.00	18,500.00	0.00	0.00	0.00	18,500.00	100.00%	0.00	925.00
42	Masonry - Labor	267,900.00	239,518.00	10,965.00	0.00	0.00	250,483.00	93.50%	17,417.00	12,524.15
43	Masonry - Material	150,916.00	150,916.00	0.00	0.00	0.00	150,916.00	100.00%	0.00	7,545.80
44	Masonry - Equipment	12,513.00	12,513.00	0.00	0.00	0.00	12,513.00	100.00%	0.00	625.65
45	Structural Steel - Detailing / Submittals	2,880.00	2,880.00	0.00	0.00	0.00	2,880.00	100.00%	0.00	144.00
46	Structural Steel - Labor	19,000.00	19,000.00	0.00	0.00	0.00	19,000.00	100.00%	0.00	950.00
47	Structural Steel - Material	56,760.00	56,760.00	0.00	0.00	0.00	56,760.00	100.00%	0.00	2,838.00
48	Miscellaneous Metals - Labor	14,000.00	12,892.00	1,108.00	0.00	0.00	14,000.00	100.00%	0.00	700.00
49	Miscellaneous Metals - Material	52,680.00	52,680.00	0.00	0.00	0.00	52,680.00	100.00%	0.00	2,634.00
50	Structural Steel - Delivery	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	100.00%	0.00	79.00
51	Metal Fabrications / Mesh Guarding System - Labor	5,000.00	1,259.00	3,741.00	0.00	0.00	5,000.00	100.00%	0.00	250.00
52	Metal Fabrications / Mesh Guarding System - Material	21,469.00	21,469.00	0.00	0.00	0.00	21,469.00	100.00%	0.00	1,073.45
53	Rough Carpentry - Labor	65,000.00	56,599.00	2,596.00	0.00	0.00	59,195.00	91.07%	5,805.00	2,959.75
54	Rough Carpentry - Material	8,743.00	8,041.00	702.00	0.00	0.00	8,743.00	100.00%	0.00	437.15
55	Finish Carpentry -	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	40,000.00	0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
	Labor									
56	Finish Carpentry - Materials	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
57	Solid Surface Fabrications / Casework - Labor	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	15,000.00	0.00
58	Solid Surface Fabrications / Casework - Material	56,005.00	0.00	0.00	0.00	0.00	0.00	0.00%	56,005.00	0.00
59	Bituminous Dampproofing - Labor	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	100.00%	0.00	187.50
60	Bituminous Dampproofing - Material	4,186.00	4,186.00	0.00	0.00	0.00	4,186.00	100.00%	0.00	209.30
61	Insulation - Labor	2,000.00	1,459.00	0.00	0.00	0.00	1,459.00	72.95%	541.00	72.95
62	Insulation - Material	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00%	0.00	60.00
63	Joint Sealants - Labor	9,784.00	0.00	3,528.00	0.00	0.00	3,528.00	36.06%	6,256.00	176.40
64	Joint Sealants - Material	2,200.00	0.00	1,059.00	0.00	0.00	1,059.00	48.14%	1,141.00	52.95
65	Aluminum Composite Panels - Submittals	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%	0.00	75.00
66	Aluminum Composite Panels - Labor	39,129.00	0.00	5,123.00	0.00	0.00	5,123.00	13.09%	34,006.00	256.15
67	Aluminum Composite Panels - Material	29,017.00	0.00	0.00	0.00	0.00	0.00	0.00%	29,017.00	0.00
68	Thermoplastic Polyolefin Roofing - Submittals	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00%	0.00	60.00
69	Thermoplastic Polyolefin Roofing - Mobilization	4,150.00	4,150.00	0.00	0.00	0.00	4,150.00	100.00%	0.00	207.50
70	Thermoplastic Polyolefin Roofing - Labor	95,545.00	84,715.00	0.00	0.00	0.00	84,715.00	88.67%	10,830.00	4,235.75
71	Thermoplastic	273,250.00	273,250.00	0.00	0.00	0.00	273,250.00	100.00%	0.00	13,662.50

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Polyolefin Roofing - Material								
	Thermoplastic Polyolefin Roofing - Equipment	5,850.00	5,850.00	0.00	0.00	0.00	5,850.00	0.00	292.50
72	Hollow Metal Frames - Labor	5,000.00	2,580.00	1,689.00	0.00	0.00	4,269.00	731.00	213.45
73	Hollow Metal Frames - Material	62,757.00	62,757.00	0.00	0.00	0.00	62,757.00	0.00	3,137.85
74	Wood / Hollow Metal Doors - Labor	9,000.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00
75	Wood / Hollow Metal Doors - Material	21,759.00	21,759.00	0.00	0.00	0.00	21,759.00	0.00	1,087.95
76	Finish Hardware - Labor	16,000.00	0.00	0.00	0.00	0.00	0.00	16,000.00	0.00
77	Finish Hardware - Materials	89,093.00	78,895.00	0.00	0.00	0.00	78,895.00	10,198.00	3,944.75
78	Detention Doors - Shop Drawings / Submittals	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	50.00
79	Detention Doors - Labor	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
80	Detention Doors - Material	12,650.00	0.00	12,650.00	0.00	0.00	12,650.00	0.00	632.50
81	Upward Acting Sectional Doors - Labor	26,425.00	0.00	26,425.00	0.00	0.00	26,425.00	0.00	1,321.25
82	Upward Acting Sectional Doors - Material	55,227.00	0.00	55,227.00	0.00	0.00	55,227.00	0.00	2,761.35
83	Aluminum Storefront - Submittals	14,275.00	14,275.00	0.00	0.00	0.00	14,275.00	0.00	713.75
84	Aluminum Storefront - Shop Drawings	5,259.00	5,259.00	0.00	0.00	0.00	5,259.00	0.00	262.95
85	Storefront Bullet Resistant & Hardware - Labor	51,388.00	38,569.00	5,689.00	0.00	0.00	44,258.00	7,130.00	2,212.90
86									

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
87	Storefront - Material	109,867.00	109,867.00		0.00	0.00	109,867.00	100.00%	0.00	5,493.35
88	Bullet Resistant Framing - Material	42,918.00	42,918.00		0.00	0.00	42,918.00	100.00%	0.00	2,145.90
89	Storefront / Door Glazing - Labor	12,113.00	7,852.00		3,261.00	0.00	11,113.00	91.74%	1,000.00	555.65
90	Storefront / Door Glazing - Material	29,926.00	29,926.00		0.00	0.00	29,926.00	100.00%	0.00	1,496.30
91	Bullet Resistant Glazing - Labor	1,686.00	1,025.00		661.00	0.00	1,686.00	100.00%	0.00	84.30
92	Bullet Resistant Glazing - Material	1,028.00	1,028.00		0.00	0.00	1,028.00	100.00%	0.00	51.40
93	Aluminum Door Hardware / Auto Opener - Material	75,552.00	55,659.00		19,893.00	0.00	75,552.00	100.00%	0.00	3,777.60
94	Aluminum Storefront Equipment	7,566.00	3,584.00		2,951.00	0.00	6,535.00	86.37%	1,031.00	326.75
95	Metal Wall Louvers - Labor	2,050.00	2,050.00		0.00	0.00	2,050.00	100.00%	0.00	102.50
96	Metal Wall Louvers - Material	2,143.00	2,143.00		0.00	0.00	2,143.00	100.00%	0.00	107.15
97	Gypsum Board Assemblies - Summittals	1,000.00	1,000.00		0.00	0.00	1,000.00	100.00%	0.00	50.00
98	Cold Formed Metal Framing - Labor	10,000.00	7,500.00		1,289.00	0.00	8,789.00	87.89%	1,211.00	439.45
99	Cold Formed Metal Framing - Material	10,000.00	10,000.00		0.00	0.00	10,000.00	100.00%	0.00	500.00
100	Gypsum Drywall - Labor	190,200.00	166,683.00		10,235.00	0.00	176,918.00	93.02%	13,282.00	8,845.90
101	Gypsum Drywall - Material	126,700.00	106,102.00		10,569.00	0.00	116,671.00	92.08%	10,029.00	5,833.55
102	Ceramic Tile - Labor	61,464.00	0.00		48,956.00	0.00	48,956.00	79.65%	12,508.00	2,447.80
103	Ceramic Tile - Material	53,870.00	9,386.00		44,484.00	0.00	53,870.00	100.00%	0.00	2,693.50
104	Acoustical Ceilings -	28,990.00	0.00		8,569.00	0.00	8,569.00	29.56%	20,421.00	428.45

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User Notes:
(3B9ADABE)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
	Labor									
105	Acoustical Ceilings - Material	36,700.00	0.00	15,256.00	0.00	0.00	15,256.00	41.57%	21,444.00	762.80
106	Vinyl Base - Labor	500.00	0.00	0.00	0.00	0.00	0.00	0.00%	500.00	0.00
107	Vinyl Base - Material	400.00	400.00	0.00	0.00	0.00	400.00	100.00%	0.00	20.00
108	Carpet - Labor	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,000.00	0.00
109	Carpet - Material	36,100.00	36,100.00	0.00	0.00	0.00	36,100.00	100.00%	0.00	1,805.00
110	Concrete Floor Sealer - Labor	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,100.00	0.00
111	Concrete Floor Sealer - Material	5,950.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,950.00	0.00
112	Painting - Labor	57,777.00	0.00	41,238.00	0.00	0.00	41,238.00	71.37%	16,539.00	2,061.90
113	Painting - Materials	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00	400.00
114	Concrete Floor Coating - Labor	5,840.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,840.00	0.00
115	Concrete Floor Coating - Material	3,150.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,150.00	0.00
116	Signs - Labor	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,500.00	0.00
117	Signs - Material	4,938.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,938.00	0.00
118	Interior Way Finding Allowance	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	10,000.00	0.00
119	Operable Partitions - Labor	4,000.00	0.00	2,896.00	0.00	0.00	2,896.00	72.40%	1,104.00	144.80
120	Operable Partitions - Material	15,950.00	0.00	6,592.00	0.00	0.00	6,592.00	41.33%	9,358.00	329.60
121	Stainless Steel Corner Guards - Labor	1,188.00	0.00	0.00	0.00	0.00	0.00	0.00%	1,188.00	0.00
122	Stainless Steel Corner Guards - Material	3,977.00	3,977.00	0.00	0.00	0.00	3,977.00	100.00%	0.00	198.85
123	Toilet Accessories - Labor	9,801.00	0.00	0.00	0.00	0.00	0.00	0.00%	9,801.00	0.00
124	Toilet Accessories - Material	7,408.00	7,408.00	0.00	0.00	0.00	7,408.00	100.00%	0.00	370.40

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			FROM PREVIOUS APPLICATION (D + E)						
125	Adult Changing Stations - Labor	1,188.00	0.00	0.00	0.00	0.00	0.00	1,188.00	0.00
126	Adult Changing Stations - Material	9,731.00	9,731.00	0.00	0.00	0.00	9,731.00	0.00	486.55
127	Fire Protection Specialties - Labor	2,645.00	0.00	0.00	0.00	0.00	0.00	2,645.00	0.00
128	Fire Protection Specialties - Material	2,645.00	2,645.00	0.00	0.00	0.00	2,645.00	0.00	132.25
129	Heavy Duty Personnel Lookers - Labor	4,250.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
130	Heavy Duty Personnel Lookers - Material	55,337.00	55,337.00	0.00	0.00	0.00	55,337.00	0.00	2,766.85
131	Entrance Floor Mats & Frames - Submittals	200.00	200.00	0.00	0.00	0.00	200.00	0.00	10.00
132	Entrance Floor Mats & Frames - Labor	1,800.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00
133	Entrance Floor Mats & Frames - Material	4,773.00	4,773.00	0.00	0.00	0.00	4,773.00	0.00	238.65
134	Fire Suppression - Engineered Design Submittals	13,568.00	13,568.00	0.00	0.00	0.00	13,568.00	0.00	678.40
135	Fire Suppression - Labor	67,840.00	48,323.00	8,529.00	0.00	0.00	56,852.00	10,988.00	2,842.60
136	Fire Suppression - Material	88,192.00	70,968.00	10,289.00	0.00	0.00	81,257.00	6,935.00	4,062.85
137	Plumbing Insulation - Labor	31,330.00	23,176.00	0.00	0.00	0.00	23,176.00	8,154.00	1,158.80
138	Plumbing Insulation - Material	17,700.00	13,806.00	3,894.00	0.00	0.00	17,700.00	0.00	885.00
139	Facility Water Distribution - Labor	32,420.00	24,675.00	2,489.00	0.00	0.00	27,164.00	5,256.00	1,358.20
140	Facility Water Distribution - Material	36,565.00	32,004.00	4,561.00	0.00	0.00	36,565.00	0.00	1,828.25

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			FROM PREVIOUS APPLICATION (D + E)						
141	Facility Sanitary Sewage - Labor	92,260.00	76,121.00	3,584.00	0.00	79,705.00	12,555.00	3,985.25	
142	Facility Sanitary Sewage - Material	99,275.00	92,149.00	7,126.00	0.00	99,275.00	0.00	4,963.75	
143	Domestic Water Heaters - Labor	2,250.00	895.00	0.00	0.00	895.00	1,355.00	44.75	
144	Domestic Water Heaters - Material	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	750.00	
145	Plumbing Fixtures - Labor	14,630.00	2,850.00	0.00	0.00	2,850.00	11,780.00	142.50	
146	Plumbing Fixtures - Material	82,550.00	0.00	45,892.00	0.00	45,892.00	36,658.00	2,294.60	
147	HVAC Testing Adjusting & Balancing - Labor	8,900.00	0.00	0.00	0.00	0.00	8,900.00	0.00	
148	Facility Natural Gas Piping - Labor	6,700.00	5,380.00	0.00	0.00	5,380.00	1,320.00	269.00	
149	Facility Natural Gas Piping - Material	6,950.00	5,587.00	0.00	0.00	5,587.00	1,363.00	279.35	
150	HVAC Ducts & Casings - Labor	39,830.00	30,244.00	0.00	0.00	30,244.00	9,586.00	1,512.20	
151	HVAC Ducts & Casings - Material	87,525.00	66,772.00	0.00	0.00	66,772.00	20,753.00	3,338.60	
152	HVAC Fans - Labor	3,560.00	956.00	0.00	0.00	956.00	2,604.00	47.80	
153	HVAC Fans - Material	18,245.00	18,245.00	0.00	0.00	18,245.00	0.00	912.25	
154	Air Outlets & Inlets - Labor	14,300.00	8,956.00	0.00	0.00	8,956.00	5,344.00	447.80	
155	Air Outlets & Inlets - Material	19,350.00	15,892.00	3,458.00	0.00	19,350.00	0.00	967.50	
156	Gas Fired Unit Heaters - Labor	5,125.00	1,052.00	0.00	0.00	1,052.00	4,073.00	52.60	
157	Gas Fired Unit Heaters - Material	21,270.00	21,270.00	0.00	0.00	21,270.00	0.00	1,063.50	

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			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
158	Packaged Outdoor HVAC Equipment - Labor	16,450.00		10,525.00	0.00	0.00	10,525.00	63.98%	5,925.00	526.25
159	Packaged Outdoor HVAC Equipment - Material	225,550.00	225,550.00		0.00	0.00	225,550.00	100.00%	0.00	11,277.50
160	Electrical Mobilization	35,000.00	35,000.00		0.00	0.00	35,000.00	100.00%	0.00	1,750.00
161	Electrical Demolition - Labor	15,000.00	12,550.00		0.00	0.00	12,550.00	83.67%	2,450.00	627.50
162	Electrical Demolition - Material	7,500.00	6,195.00		0.00	0.00	6,195.00	82.60%	1,305.00	309.75
163	Lighting Control - Labor	45,000.00	41,004.00		0.00	0.00	41,004.00	91.12%	3,996.00	2,050.20
164	Lighting Control - Labor	25,000.00	21,493.00		0.00	0.00	21,493.00	85.97%	3,507.00	1,074.65
165	Light Fixture - Labor	86,000.00	0.00		0.00	0.00	0.00	0.00%	86,000.00	0.00
166	Light Fixture - Material	231,000.00	157,893.00		45,896.00	0.00	203,789.00	88.22%	27,211.00	10,189.45
167	Mechanical Power - Labor	32,750.00	27,323.00		0.00	0.00	27,323.00	83.43%	5,427.00	1,366.15
168	Mechanical Power - Material	36,000.00	34,301.00		0.00	0.00	34,301.00	95.28%	1,699.00	1,715.05
169	Panels / Feeder - Labor	43,000.00	43,000.00		0.00	0.00	43,000.00	100.00%	0.00	2,150.00
170	Panels / Feeder - Material	122,000.00	122,000.00		0.00	0.00	122,000.00	100.00%	0.00	6,100.00
171	Branch Circuit Devices - Labor	65,000.00	49,647.00		5,289.00	0.00	54,936.00	84.52%	10,064.00	2,746.80
172	Branch Circuit Devices - Material	30,000.00	23,185.00		3,572.00	0.00	26,757.00	89.19%	3,243.00	1,337.85
173	Fire Alarm - Labor	23,000.00	18,783.00		0.00	0.00	18,783.00	81.67%	4,217.00	939.15
174	Fire Alarm - Material	17,000.00	12,589.00		0.00	0.00	12,589.00	74.05%	4,411.00	629.45
175	CO #1	64,147.40	64,147.40		0.00	0.00	64,147.40	100.00%	0.00	3,207.37
176	CO #2	164,011.69	0.00		159,325.00	0.00	159,325.00	97.14%	4,686.69	7,966.25
	GRAND TOTAL	\$6,183,849.09	\$4,641,115.40		\$690,887.00	\$0.00	\$5,332,002.40	86.22%	\$851,846.69	\$266,000.12

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Contract Change Order No. 1

Date: July 23, 2024

Project: Spring Lake Park City Hall
Renovation/Expansion
1301 81st Ave NE
Spring Lake Park, MN 55432
AET Project No. P-0028430

To: City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432

Attn: Dan Buchholtz

American Engineering Testing, Inc., is submitting this Change Order for the following changes or additions to our work scope outlined in our proposal to the City of Spring Lake Park, dated February 20, 2024.

CHANGE ORDER DETAIL	AMOUNT
Additional inspections & testing:	
1. Soil Density Testing, Technician II - travel, testing, and reporting, 6.75 hours at \$115/hour.	\$776.25
7. Company vehicle mileage, 119 miles at \$1.30/mile	\$154.70
8. Project Manager for coordination of AET personnel and activities and report preparation, 2 hours at \$190/hr.	\$380.00
9. Change Order Total:	\$1,310.95

CONTRACT SUMMARY	AMOUNT
1. Original contract amount:	\$11,626.00
2. Previous change order amounts:	\$0.00
3. Contract amount prior to this change order:	\$11,626.00
4. Contract increase by this change order amount:	\$1,310.95
5. New contract amount, including this change order:	\$12,936.95

 Authorized Signature Date

Ryan S. Schaefer 7/23/24
 AET Project Manager Date

Please sign the original Contract Change Order and return to the American Engineering Testing, Inc., Project Manager.



Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Dan Buchholtz, City Administrator

From: George Linngren, Public Works Director

Date: August 29, 2024

Subject: August 2024 Public Works Report

Here is my summary of our work activities that were carried out in August.

1. **Hayes pond work:**

- The pond work is complete and they have put down seed and straw around the excavation areas. It was a difficult job with it being so wet but they worked through it and got it complete. They will come back to put more seed down if needed.

2. **Sanburnol street project**

- We had an issue on Sanburnol with a sink hole that was in line with the sewer service line for the warming house. We had Perkins contracting dig it up and found nothing but an old conduit running through the hole. We traced it back and found it to be 67 feet to the west of where it should be. It ran over the main and is connected on the north side of the road. It was not cut open with the lining as we thought it to be a dead service going towards Cubs lot. We will have visa sewer come and cut the service open.

3. **Sewer Line Jetting:**

- We have completed all the cleaning ahead of schedule before our seasonal staff leaves. It's nice to have Ken working here doing this as a professional and without having to supervise any of his work. Before he leaves on his vacation to Portugal, he raised a manhole for me back behind Arthur treatment plant. His knowledge is incredible. Thank you Ken.

4. **Seasonal work staff:**

- As the year ends and half the staff has left, I would like to thank our entire seasonal staff for all the hard work they do for the city while they are here. Their help makes our job easier and helps us be able to get more done with the full time

staff. I look forward to having them back next year if they want to come back. On that note, with us being down one full time employee, another retired full timer has offered to come back and help us as we need it. I would like to thank him and welcome back Terry Randall to the crew. He will be filling in and helping out as his schedule allows.

5. Sanburnol Construction:

- The contractor should be in next week paving our patch in and then starting the final road work. The project should be done in mid-September.
- The other portion of the street project is 83rd Ave. they have started removals and pouring concrete back in and should be doing milling this week. This should also be finished in mid- September.

6. Parks Maintenance:

- The sidewalks are complete at Terrace park and seed has been put down. We just need to do a couple touch ups in the parking lot striping and it will be finished.
- The work has been done and the inspections have passed to open up the playground at Able park. Kay did a great job of working with the contractor that was not always easy to deal with and the equipment issues. On to Terrace park next.

7. Meetings and Community Engagement:

- I attended two council meeting and participated in weekly construction meetings for city hall.
- I met with a grant writer from CCWD about the grant for a new street sweeper.
- I attended the monthly SUSA meeting.

8. Coon Creek Water Shed Grant:

- The grant has been submitted for the street sweeper. We will know later this year if we receive the grant. It looks positive and I can't thank Justine Dauphinais enough for her work on this. More to follow.

This concludes my report for the month of August. I am available to answer any questions.



City of Spring Lake Park

Code Enforcement Division

1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
(763) 783-6491 Fax: (763) 792-7257

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Director
RE: Code Enforcement Monthly Report for August 2024
DATE: August 29, 2024

The Spring Lake Park Code Enforcement department is the authority having jurisdiction for all building, mechanical, plumbing, fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In August, a total of 25 building, 0 Certificate of Occupancy, 0 Fire Alarm, 0 Fire Suppression, 5 mechanical, 9 plumbing, 3 sign and 6 zoning for a total of 49 permits issued compared to a total of 65 in 2023. Code Enforcement conducted 174 inspections in the month of August including 27 rental, 17 fire, 42 Building and 93 nuisance inspections.

A total of 21 Administrative Offense tickets were issued for various violations, including illegal rental properties, parking on unapproved surfaces, and long grass; however, only 5 of these tickets have been paid.

This month, Inspector Morris has identified or received complaints about multiple properties conducting work without a permit. While most residents have been cordial and willing to become compliant when approached, a few cases required stop work orders and administrative fines. Remember, calling and asking questions is a much easier and more cost-effective way to ensure your project is done correctly and safely. The City of Spring Lake Park is committed to making sure your project is completed the right way, which also means the safe way, to protect both the safety of homeowners and the value of your property.

In August of 2024, I also attended the following appointments:

- City Council meetings August 5th.
- ICC Building Official Training August 22nd.
- Planning Commission Meeting August 26th.

This concludes the Code Enforcement Department monthly report for August 2024. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 26, 2024

Subject: Resolution Adopting Proposed Levy for Taxes Collected in 2025

The City Council, at its August 5, 2024 workshop, reviewed the proposed 2025 Administrator's budget proposal. As the preliminary levy is required to be submitted no later than September 30, 2024, it is necessary for the City Council to take action to set the preliminary levy.

Resolution 2024-48 establishes the proposed 2024 pay 2025, tax levy at \$4,721,272. This is an increase of 14.78% from the 2023, pay 2024, tax levy. The increase is due primarily to the increase in the debt service levy to begin repayment of the 2024 G.O. Capital Improvement Plan Bond for the City Hall Renovation/Expansion project. Other factors for the increase include employee salary and benefits and increases in the City's share of the SBM Fire Department contract.

The Resolution sets the date of the annual Truth-in-Taxation (TNT) public hearing for Monday, December 2, 2024 at 7:00pm at City Hall.

The preliminary tax levy establishes the maximum tax levy for 2024, collected 2025. The final tax levy, which will be set on December 16, 2024, can be the same or lower than the preliminary tax levy.

Staff recommends approval of Resolution 2024-48.

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

RESOLUTION NO. 2024-48

RESOLUTION ADOPTING PROPOSED 2024 TAX LEVY COLLECTIBLE IN 2025

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectible in 2025, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$4,029,435
Capital Improvement Plan Levy	\$ 194,591
2022 Street Improvement Project Levy	\$ 24,078
2024 Street Improvement Project Levy	\$ 28,421
2024A G.O. Capital Improvement Plan Bond	<u>\$ 444,747</u>
TOTAL LEVY:	\$4,721,272

BE IT FURTHER RESOLVED that the City Clerk of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota; and

BE IT FURTHER RESOLVED that the annual Truth in Taxation Public Hearing is scheduled to be held at 7:00 P.M. on Monday, December 2, 2024 at Able Park Building, 8200 Able Street NE.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 3rd day of September, 2024.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

State of Minnesota)
Counties of Anoka and Ramsey)ss
City of Spring Lake Park)

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-48, A Resolution Adopting Proposed 2024 Taxes Collectible in 2025, adopted by the Spring Lake Park City Council at their regular meeting on the 2nd day of September 2024.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: August 26, 2024
Subject: Cancel Bond Levies

State Law requires the County Auditor to levy the amount of debt service originally certified unless the City passes a resolution cancelling the levy. Resolution 2024-49 would cancel two debt service levies and reduce a third due to the City having funds on-hand to make the debt service payment.

The following debt service levies would be reduced by the proposed resolution:

<u>Issue</u>	<u>Original</u>	<u>Proposed</u>
2016A GO Capital Note (NMTV cable upgrade)	\$ 13,263.26	\$ 0.00
2021A GO Improvement Refunding Bond (streets)	\$265,214.72	\$ 0.00
2024A GO Capital Improvement Plan Bond (City Hall)	\$604,747.50	\$444,747.00

The following bonds are reduced due to a combination of Public Utilities funds, Special Assessments, Cable PEG Fees, Municipal State Aid funds, and General Fund budget allocations.

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

RESOLUTION NO. 2024-49

RESOLUTION CANCELLING OR REDUCING BOND LEVIES – 2024/2025

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that there is irrevocably available and on-hand funds for the following General Obligation bonds:

1. The sum of \$13,263.26 for the 2025 installment of the 2016A G.O. Capital Note (NMTV-City of Circle Pines)
2. The sum of \$265,214.72 for the 2025 installment of the 2021A G.O. Improvement Refunding Bond.
3. The sum of \$160,000.50 for the 2025 installment of the 2024A G.O. Capital Improvement Plan Bond.

BE IT FURTHER RESOLVED that, in accordance with Minnesota Statutes Section 475.61, as amended from time to time, the County Auditors of Anoka and Ramsey Counties are hereby authorized and directed to reduce by the amounts above mentioned the tax that would otherwise be included on the rolls for 2024, collectable in 2025.

BE IT FURTHER RESOLVED that the City Clerk of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota.

The foregoing resolution was moved for adoption by Councilmember.

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 3rd day of September, 2024.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

State of Minnesota)
Counties of Anoka and Ramsey)ss
City of Spring Lake Park)

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-49, A Resolution Cancelling Bond Levies – 2024/2025, adopted by the Spring Lake Park City Council at their regular meeting on the 3rd day of September 2024.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: August 26, 2024
Subject: Variance – 725 82nd Avenue NE

Background

Gene Pagel, 725 82nd Avenue NE, has submitted an application for a variance from the side yard setback for a driveway addition to his property.

The applicant is seeking a variance from the 5 foot side yard setback requirement, as set forth in SLPC 16.40.030 of the Spring Lake Park City Code.

The site is located on the 700 block of 82nd Avenue NE. The property is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential – allowed uses include single-family homes and duplexes. Property records show that the house on the property was constructed in 1964.



The City’s current yard setback standards for the R-1 zoning district is as follows:

Dwelling, single family – front yard	35 feet
Dwelling, single family – rear yard	40 feet
Dwelling, single family – side yard	10 feet
Accessory uses, rear yard	5 feet
Accessory uses, side yard	5 feet

SLPC 16.40.030 governs parking and loading spaces.

§ 16.40.030 Yards; Setbacks

Off-street parking and loading facilities shall be subject to the front yard, side yard, and rear yard regulations for the use district in which the parking is located, with the following exceptions.

In any of the residence districts, no parking or loading space shall be located within 15 feet of any property line. Driveways, garages and carports in conjunction with any single- or two-family residence shall be exempted from this requirement; however, they shall not be located less than five feet from the property line, except by variance obtained in the manner provided in this code. Variances in the case of driveways may be allowed down to zero feet setback from the property line. Recreational vehicles parked in conformance with SLPC 16.20.120 paragraph B,2 are also exempted from the above yard setback regulations.

The applicant is seeking a 5 foot variance from the side yard setback (0 feet from the western property line instead of 5 feet). **This is an after-the-fact variance, as the concrete driveway has already been poured**



APRIL 2024



AUGUST 2024

Previous applications: Applicant received a variance in 2002 to extend the existing garage 20 feet toward the rear property line while maintaining the existing width of the garage. This resulted in an 8 inch variance from the 10 foot side yard setback.

Variance

Section §16.60.040 of the City of Spring Lake Park's zoning code outlines the criteria for considering variances:

“The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan. “Practical difficulties” as used in connection with granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.”

Recommendations

Staff recommended approval of the variance. Staff's analysis of the application shows that the proposed driveway expansion will not alter the character of the neighborhood as there are other driveways in the vicinity of this property that are located within the side yard setback, including the neighbor to the north.

The Planning Commission unanimously voted to recommend approval of the variance, subject to the following conditions:

1. Driveway modifications must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit, after the fact, from the Code Enforcement Department for the expanded driveway.
2. Drainage must be handled in such a way not to deposit storm water or snow onto a neighboring property.

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

RESOLUTION NO. 2024-50

**A RESOLUTION APPROVING A VARIANCE FROM THE SIDE YARD SETBACK
FOR A DRIVEWAY EXPANSION AT 725 82ND AVENUE NE**

WHEREAS, Gene Pagel (“Applicant”) have made application for a variance from SLPC 16.40.030, which requires a minimum side yard setback of 5 feet for a driveway; and

WHEREAS, the property, 725 82nd Avenue NE, is legally described as follows:

Lot 9, Block 2, Park Highlands 2nd Addition, Anoka County, Minnesota; and

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

WHEREAS, a public hearing to consider the proposed variance was held on August 26, 2024; and

WHEREAS, the request was made for a variance allowing the applicant to widen his driveway from the point where it complies with the required setback, angling diagonally toward the lot line as it approaches a line perpendicular with the front of the garage; and

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

WHEREAS, the Planning Commission has recommended approval based on the following findings of fact:

1. The proposed driveway expansion will not alter the character of the neighborhood as there are other driveways within the vicinity of this property that are located within the required side yard setback.
2. The proposed driveway expansion is not done for purely economic reasons.
3. The SLPC code language anticipates periodically approving variances for driveways.

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Gene Pagel, 725 82nd Avenue NE, for a variance from the minimum side yard setback for a driveway from 5 feet to 0 feet, subject to the following conditions:

1. Driveway modifications must be constructed pursuant to the standards set forth by the City of Spring Lake Park. Applicant must secure a zoning permit from the Code Enforcement Department.
2. Drainage must be handled in such a way not to deposit storm water or snow onto the neighboring property.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 3rd day of September 2024.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



August 27, 2024

Mr. Dan Buchholtz, Administrator
City of Spring Lake Park
1301 Eighty-First Avenue NE
Spring Lake Park, MN 55432-2188

Reference: 2025 79th Avenue NE Mill And Overlay Project
Authorize Preparation of Feasibility Report and Preliminary Engineering

Dear Dan:

The Public Works Director has identified 79th Avenue NE between Monroe St. and TH-65 as a priority street for a pavement mill and overlay project as part of the city’s ongoing pavement management program. 79th Ave. from Monroe to Able was paved in 2003. East of Able was last paved in 1997.

The city intends to assess a portion of the project costs to the adjacent property owners. To keep the project on schedule, we recommend working on the preliminary matters soon. **We request that the Council order preparation of a Feasibility Report for the 2025 79th Avenue NE Street Project.**

The following schedule outlines the major project tasks necessary to complete the project.

Accept Report and Call for Improvement Hearing	October 7, 2025
Public Improvement Hearing	November 4, 2024
City Council Order Plans and Specifications	November 4, 2024
City Council Approve Plans and Specifications	December 16, 2024
Open Bids	January 2025
Declare Costs and Order Final Assessment Roll	February 3, 2025
Receive Assessment Roll & Order Assessment Hearing	February 18, 2025
Public Assessment Hearing & Award Bids	March 17, 2025
Begin Construction	June 2025 (after school year)

An initial planning level estimate of the project costs at this time is \$390,000. Please feel free to contact us if you have any questions or require any additional information.

Sincerely,
Stantec

Phil Gravel



RESOLUTION NO. 2024-51

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR
2025 STREET IMPROVEMENT PROJECT**

WHEREAS, it is proposed to improve 79th Avenue NE between the right of way line of Minnesota State Highway 65 to the centerline of Monroe Street NE by rehabilitating said street, along with any needed curb, sanitary sewer, storm water and water system repairs discovered during the project; and

WHEREAS, it is the City's intent to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Spring Lake Park that the proposed improvement, called "2025 Street Improvement Project", be referred to the City Engineer for study and that that person is instructed to report to the Council will all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 3rd day of September, 2024.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



Memorandum

To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Date: 9-3-2024
Subject: **Approval of Terrace Park Playground Recommendation**

The Park and Recreation Commission will be forwarding its recommendation for the selection of new playground equipment for Terrace Park. The Commission meets prior to Council on September 3 and will provide documents for Council review immediately following their meeting.

This initiative is funded by the Community Development Block Grant. The project is scheduled to begin this fall, starting with the purchase of the new equipment and the removal of the existing equipment by the Public Works Department.

Respectfully submitted,

Kay Okey

Director of Parks and Recreation

September 3, 2024

Dan Buchholtz – City Administrator
Bob Nelson – Mayor
City Council Members
City of Spring Lake Park

Dear Mr. Buchholtz, Mayor Nelson, and City Council Members,

I am writing to formally announce my retirement from my position with the City of Spring Lake Park, effective March 3, 2025.

It has been a pleasure working alongside the dedicated citizens and staff of our community, and I am grateful for the experiences and relationships I have built during my time here.

Thank you for the opportunity to serve.

Sincerely,


Kay Okey



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 26, 2024

Subject: Authorize Public Works Hiring Process

As a result of the recent resignation of Travis Betz, a vacancy has arisen in the Public Works Department for a Maintenance Worker position. This role is critical to the department's operations, particularly in maintaining the City's infrastructure, including streets, parks, and public facilities.

To ensure continued effective service delivery and to minimize any disruption in Public Works operations, I am seeking authorization from the City Council to initiate the hiring process to fill this vacancy. This process will include posting the job, conducting interviews, and making a recommendation for hire.

Given the essential nature of this position and the workload demands within the department, it is recommended that the City Council authorize staff to proceed with the hiring process for a Public Works Maintenance Worker.

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



Memorandum

To: Mayor and City Council

From: Chief Antoine

Re: Police Officer Candidate Job Offer

Date: September 3rd, 2024

We have successfully completed the officer hiring process. This process included an application, two oral interviews and a comprehensive background.

I am happy to announce that I have given a conditional job offer to Rachelle Gulbranson for the position of Patrol Officer for the City of Spring Lake Park. Rachelle is currently working as a CSO for the Fridley PD. I believe that Rachelle will be an excellent addition to our police department.

I am seeking Council's final approval of Rachelle Gulbranson, pending passing a psychological, medical and drug exam and a physical agility test. We are anticipating a tentative start date in late September.

Sincerely,

Josh Antoine

Police Chief



Memorandum

Date: August 27th, 2024

To: Mayor and City Council

From: Joshua Antoine
Chief of Police

Re: Authorization to begin testing process for additional Police Officer position.

Mayor and City Council Members,

As many of you may recall, in March 2023 I presented a staffing study to the City Council, which indicated that our police department could support the addition of up to two new officers. The last time we added to our force was in the early 1990s when we hired a School Resource Officer (SRO). This new position will bring our total to 12 licensed officers, including myself.

Since the SRO contract was canceled for the 2023-2024 school year, we have not yet moved forward with hiring for that position. However, with the SRO program set to resume for the 2024-2025 school year, I believe now is the appropriate time to proceed with filling this additional officer position.

I have discussed this with Administrator Buchholtz, and we agree that it is the right moment to initiate the hiring process. Therefore, I am requesting authorization from the Mayor and City Council to begin advertising for the new officer position, accepting applications, and conducting interviews to select the top candidates.

I plan to start this process as soon as I receive the Council's approval.

Thank you,

Chief Antoine



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 26, 2024

Subject: Phase 2 ESA Quote

The City of Spring Lake Park has a purchase agreement with the owner of the Guang Zhou property located at 8478/8476 Highway 65 NE. As part of our due diligence, a Phase I Environmental Site Assessment (ESA) was conducted, which identified a recognized environmental condition (REC) due to the historical use of an adjacent property as a dry-cleaning facility. The REC warrants further investigation through a Phase II Environmental Site Assessment.

Stantec Consulting Services Inc. has submitted a proposal to conduct a Phase II ESA at the subject property. The scope of work includes:

- Conducting environmental soil borings and assessing soil and groundwater conditions.
- Collecting and analyzing soil and groundwater samples for volatile organic compounds (VOCs).
- Performing vapor intrusion assessments, including sub-slab and soil gas sampling.
- Preparing a comprehensive report detailing findings and recommendations.

The estimated cost for this assessment is \$11,360, billed on a time and materials basis. This cost includes the drilling, sampling, and reporting but does not include potential costs for waste disposal or participation in the MPCA Voluntary Brownfield Program.

Staff recommends that the City Council approve the quote from Stantec Consulting Services Inc. for the Phase II Environmental Site Assessment at 8478/8476 Highway 65 Northeast in the amount of \$11,360. This assessment is critical to ensuring that the property is environmentally sound for future redevelopment and to mitigate any potential environmental liabilities.

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



Stantec Consulting Services Inc.

One Carlson Parkway, Suite 100
Plymouth, MN 55447

August 21, 2024

Daniel Buchholtz
City of Spring Lake Park
1301 81st Avenue Northeast
Spring Lake Park, Minnesota 55432

Dear Mr. Buchholtz,

Reference: Proposal for a Phase II Environmental Site Assessment for 8478/8476 Highway 65 Northeast, Spring Lake Park, Hennepin County, Minnesota (the Subject Property)

Stantec Consulting Services Inc. (Stantec) has prepared this proposal to provide a Phase II Environmental Site Assessment (ESA) for the Subject Property located at located at 8478/8476 Highway 65 Northeast, Spring Lake Park, Hennepin County, Minnesota. The Subject Property consists of approximately 0.3 acres of land developed with a one-story, approximate 3,500 square foot restaurant with a basement and paved parking/driving areas. Stantec understands that the City of Spring Lake Park is considering purchasing and redeveloping the Subject Property.

Stantec completed a draft Phase I ESA dated July 25, 2024, for the Subject Property which identified the following recognized environmental condition (REC):

“The historical city directories identified Spring Lake Park Cleaners & Launderers, Servall Laundry, and Central Cleaners in the north adjoining building from approximately 1967 to 1988. Based on the length of occupancy, likely use of chlorinated solvents (i.e. tetrachloroethene) in the dry-cleaning process, and proximity to the Subject Property, a potential release represents a REC for the Subject Property.”

This Phase II ESA is proposed to assess the REC identified during completion of a recent Phase I ESA and to evaluate soil, groundwater, and vapor conditions at the Subject Property in preparation of acquisition and/or redevelopment activities.

Scope of Service

The Phase II ESA will include the following scope of services:

- Prepare a site-specific health and safety plan and complete a tailgate safety meeting with Stantec field staff and the drilling subcontractor prior to commencing with the fieldwork.
- Complete three (3) environmental soil borings to approximately 15 feet and assess current soil and groundwater conditions. The boring locations will be located adjacent to the former laundry services facility and are shown on the attached sampling location diagram. During the advancement of the soil borings, soil samples will be collected to boring termination. Following sampling, the borings will be sealed per Minnesota Department of Health (MDH) regulations.
- Provide field oversight of soil boring, sample collection and field-screening of soil for the presence of volatile organics with a photoionization detector (PID) and collect soil samples for laboratory

Reference: Proposal for Phase II Environmental Site Assessment for 8478/8476 Highway 65 Northeast, Spring Lake Park, Hennepin County, Minnesota (the Subject Property)

analysis. Soil classification will also be performed in the field in accordance with ASTM Method D2488, Standard Practice for Description and Identification of Soils. A log will be created for the soil boring showing stratigraphic sequence and associated field screening notes and observations. Visual evidence of contamination will be noted on the field geologist's log.

- Stantec proposes to collect one soil sample from each of the soil borings for analyses of volatile organic compounds (VOCs) using EPA Method 8260B. Soil samples will be collected at the interval(s) revealing the highest PID response or at intervals revealing visual evidence of contamination. In the absence of obvious soil impacts, soil samples will be analyzed from intervals deemed most likely to be impacted based on other factors or from the upper fill soils.
- If encountered, collect three (3) groundwater samples for analyses of VOCs. Groundwater is expected between 10-15 feet below grade.
- In accordance with Minnesota Pollution Control Agency (MPCA) Vapor Intrusion Best Management Practices (BMPs), Stantec will complete a Building Survey Form prior to sampling. Stantec also proposes install four (4) temporary sub-slab vapor sampling points and collect four (4) sub-slab soil vapor samples for analysis of VOCs using EPA Method TO-15 Method per the recommended MPCA BMP sampling density (~3,500 square feet). Laboratory provided; batch certified 1-liter sampling canisters with negative pressure will be used to collect the sub-slab vapor. The sample ports will be installed by drilling a 5/8" hole through the floor slab and installing a Vapor Pin™. Prior to sample collection, a MPCA recommended "shut in" test and associated water dam will be completed to affirm tightness of the vapor sampling apparatus. Following vapor sampling, a PID will be connected to the sampling tubing and a reading will be recorded. The vapor port will be removed upon completion of sampling and the hole patched with concrete.
- Advance two (2) soil gas probes using hand auger. The vapor probes will be advanced to 5 feet below grade and pulled back to approximately 1 foot to allow for vapor collection and the annulus between the vapor sampling tooling and ground surface will be sealed with a hydrate bentonite mixture. Prior to sample collection, an MPCA recommended "shut in" test will be completed to affirm tightness of the vapor sampling apparatus. Laboratory provided, batch certified 1-liter sampling canisters with negative pressure will be used to collect the sub-slab vapor. The vapor samples will be analyzed for VOCs using EPA Method TO-15. Following sampling collection, the probe tooling will be removed, and probe hole will be sealed with bentonite.
- Investigation derived wastes (IDW) (e.g., soil cuttings, purge water, and PPE) will be containerized, labeled, and left on-site pending laboratory analysis of the samples, if appropriate. If not grossly impacted, soil cuttings and purged groundwater can be thin-spread in gravelly or landscaped areas with client/owner approval.
- Prepare a draft Phase II report, with supporting figures, data results and appendices for your review and comment.
- Complete a final Phase II ESA report.

Reference: Proposal for Phase II Environmental Site Assessment for 8478/8476 Highway 65 Northeast, Spring Lake Park, Hennepin County, Minnesota (the Subject Property)

The scope of services is not intended to identify every chemical possibly associated with the Subject Property plus the scope of services is not intended to determine the extent of magnitude of contamination, if present. If impacts are identified, the client, owner, or other potentially responsible party may have reporting obligations per Minnesota statutes. Also note that if the Subject Property is enrolled into the MPCA Voluntary Brownfield Programs, additional investigation may be required to obtain requested liability assurance/closure letters and the fee does not include a second seasonal round of vapor sampling.

Public and Private Utilities Identification

- Prior to initiating the proposed drilling activities, Stantec's subcontractor will notify "Gopher One Call" to identify any publicly owned underground utility lines in the vicinity of the drilling site. Public utility lines buried at the Subject Property will be located by the appropriate public utility company and indicated on the ground surface with flags and/or paint. The drilling subcontractor will not advance borings closer than the recommended distances from each of the public utility lines.
- Private utility lines may also be buried at the Subject Property. Stantec's drilling contractor will retain a private utility contractor to locate private buried utilities (i.e., private sewer, private electric, private gas or underground storage tank systems). Please note that some private lines made of clay, cement or tile or other materials that are not identifiable by private locators. Stantec requests that the soil boring locations be approved by the Subject Property owner as Stantec is not responsible for damage to private utility systems or releases that may result from inaccurately located utilities. A fee for the private utility locator of \$475 is included in this proposal.

Schedule

Stantec estimates the following standard project timeline:

- Phase II ESA Field Work – within 15 business days of authorization;
- Phase II ESA laboratory results within 10 business days of completing field work; and
- Phase II ESA Report – within 15 business days of receiving lab results;

If an expedited timeline is necessary Stantec will work with you to accommodate your schedule as necessary. Additional costs may apply for rush lab charges or drilling contractor fees.

Cost Estimate

Stantec estimates a cost of **\$11,360** for the environmental investigation, sampling, and reporting services to be billed on a time and material (T & M) basis. Any deliverables outside of the defined scope will be charged T&M based on the attached rate table. This is an estimate only, not a limit, invoices will reflect the actual effort it takes to complete the scope of work proposed. Also note that the above costs do not include management/disposal of IDW, MPCA Voluntary Brownfield Program fees, or follow-up reporting.

Reference: **Proposal for Phase II Environmental Site Assessment for 8478/8476 Highway 65 Northeast, Spring Lake Park, Hennepin County, Minnesota (the Subject Property)**

We appreciate the opportunity to be of service and request that you call if you have any questions regarding this proposal.

Regards,

Stantec Consulting Services Inc.



Jeannie Martin, MBA
Senior Project Manager
651.497.9642

Jeannie.martin@stantec.com



Eric Sommes
Senior Associate
Phone: 612-709-7198
Eric.stommess@stantec.com

By signing this proposal, the City of Spring Lake Park authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the terms in the Master Services Agreement dated September 6, 2023.

This proposal is accepted and agreed on the ____ day of _____, _____.

Per: City of Spring Lake Park

Print Name & Title

Signature

Attachment: Proposed Sampling Location Diagram



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 27, 2024

Subject: ACHRA Loan Agreement

The City of Spring Lake Park has been actively pursuing the redevelopment of a blighted area located at the southeast corner of Central Avenue and 85th Avenue. As part of this effort, the City has successfully negotiated a purchase agreement for a property located at 8478 Highway 65 N.E. The total purchase price for the property is anticipated to be \$650,000.

The City currently has approximately \$480,000 available from the Anoka County Housing and Redevelopment Authority (ACHRA), which will be used toward this purchase. However, there is a funding gap of \$170,000. To bridge this gap, the City has requested a loan of up to \$200,000 from the ACHRA, to be repaid through future ACHRA levy funds collected within the City. This request was approved by the ACHRA Board of Trustees on August 27, 2024.

The loan agreement, as included in the packet, outlines the terms under which the ACHRA will provide the City with an interest-free loan to complete the property purchase, with repayment to be made from future ACHRA levy funds.

Staff recommends that the City Council approve the loan agreement between the City of Spring Lake Park and the Anoka County Housing and Redevelopment Authority and authorizes the Mayor and City Administrator to execute the agreement on behalf of the City.

If you have any questions, please do not hesitate to contact me at

LOAN AGREEMENT



This loan agreement is made by and between the City of Spring Lake Park, Minnesota (the “City”) and the Anoka County Housing and Redevelopment Authority (“ACHRA”), both political subdivisions of the State of Minnesota.

RECITALS

1. The City is a participating city within the ACHRA’s jurisdiction; and
2. The ACHRA levies a tax on all taxable properties within the City and reserves those taxes for the City to use for housing and economic development projects; and
3. The City has identified a set of four properties located at the southeast corner of Central Avenue and 85th Avenue as a blighted area and as strategic targets for redevelopment and reinvestment; and
4. The City previously purchased two of the four target properties, and it has now negotiated a purchase agreement for a third, located at 8478 Highway 65 N.E. (the “Property”); and
5. The City adopted Resolution 2024-46 requesting that the ACHRA release the current balance of the City’s levy funds to the City for use in purchasing the property; AND
6. Because the current balance of the City’s levy funds – approximately \$480,000 – is not sufficient to meet the anticipated \$650,000 purchase price for the Property, Resolution 2024-46 also requested the ACHRA issue a loan to the City of up to \$200,000, using the ACHRA’s general fund, to be repaid by future levies the ACHRA collects within the City; and
7. On August 27, 2024, the ACHRA’s Board of Trustees approved the City’s request; and
8. The parties believe that the City’s acquisition of the Property serves the public purpose of redevelopment and reinvestment within the City and is in accord with the requirements of any applicable federal, state, and local laws.

AGREEMENT

1. The recitals above are true and correct and are hereby incorporated into this agreement.
2. Purpose. The purpose of this agreement is to allow the City to purchase the Property – located at 8478 Highway 65 N.E. – using its current ACHRA levy balance and a loan made against future funds collected by the ACHRA from properties within the City so that the City can complete an economic development project at the southeast corner of Central Avenue.
3. Term. This agreement shall commence upon execution by all parties and will end upon repayment in full of the total amount loaned by the ACHRA to the City unless it is earlier terminated consistent with this agreement.
4. ACHRA Obligations. The ACHRA
 - a. Shall transfer to the City the balance of all ACHRA levy funds currently allocated to the City and available for the City’s use as of the date of the request; and
 - b. Shall provide an interest-free loan (the “Loan”) from its general fund to the City in the amount of any difference between the funds transferred under the previous paragraph (the balance of funds currently allocated to the City) and the purchase price of the Property, so long as the amount of the Loan does not exceed \$200,000.
5. City’s Obligations. The City
 - a. Shall use the funds provided under this agreement solely to purchase the Property; and
 - b. Shall not request the creation of a city housing and redevelopment authority and shall remain in the ACHRA’s taxing jurisdiction during the term of this agreement; and
 - c. Shall commit all future funds collected through the ACHRA’s levy of properties within the City to repayment of the Loan and waives any other use of those ACHRA levy funds until the Loan has been repaid in full.
6. Waiver. The waiver of any of the rights or remedies arising under this agreement on any one or more occasions by a party shall not constitute a waiver of any rights or remedies in respect to any subsequent breach of the

terms of this agreement. The rights and remedies provided or referred to in this agreement are cumulative and not mutually exclusive.

7. Severability. The provisions of this agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decisions shall not affect the remaining portions of this agreement.
8. Entire Agreement. This agreement constitutes the entire agreement between the parties and supersedes all prior written or oral negotiations with respect to the loan of funds provided herein.
9. Modification. An alteration, variation, modification, or waiver of the provisions of this agreement shall be valid only after it has been reduced to writing and duly signed by all parties.
10. Notices. All notices or communications required or permitted under this agreement shall be either hand delivered or mailed to the City or ACHRA at the following addresses:
 - a. City of Spring Lake Park
1301 – 81st Avenue N.E.
Spring Lake Park, MN 55432
Attn: City Administrator
 - b. Anoka County Housing and Redevelopment Authority
2100 Third Avenue, Anoka, MN 55303
Attn: Executive Director

[Signatures follow on next page]

The parties have executed this agreement on the dates below.

CITY OF SPRING LAKE PARK	
By: _____ ROBERT NELSON Mayor	Date: _____

CITY OF SPRING LAKE PARK	
By: _____ DANIEL R. BUCHHOLTZ City Administrator	Date: _____

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY	
By: _____ MICHAEL R. GAMACHE Chair ACHRA Board of Trustees	Date: _____

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY	
By: _____ TONJA WEST-HAFNER Executive Director	Date: _____

APPROVED AS TO FORM:	
By: _____ City Attorney	Date: _____

APPROVED AS TO FORM:	
By: _____ DAVID PEDERSEN Assistant Anoka County Attorney	Date: _____



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 28, 2024

Subject: Schedule City Administrator Performance Evaluation

It is that time of year again for the City Council to conduct my annual performance evaluation. I would like to schedule it for the September 16, 2024 City Council meeting.

Evaluation forms and my self-evaluation have been submitted to you under separate cover.

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



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 09.03.24 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2024 MS4 Permit and SWPPP Update (193801776 Task 450). Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meeting is usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June (MPCA is not requiring a report in 2024). *We are preparing an outline of the MS4 requirements for 2024.*

City Hall Building (193806049). Design started in January 2023. City Council updated at workshops. Public Open House was held on May 8th. Plans were approved by Council on October 16, 2023. Bids were opened on November 20, 2023. Contract was awarded on February 5, 2024. *Construction is on or ahead of schedule.*

2024 Sanburnol Drive NE, Elm Drive NE, and 83rd Avenue NE (193806347). Sanburnol Drive (AKA 85th Ave. NE) is a shared road between Spring Lake Park and Blaine. Spring Lake Park is the lead agency on this project, but it is a cooperative project between Blaine and Spring Lake Park.

Construction on Sanburnol and Elm started on June 10th. Paving of the first two lifts of bituminous has been completed. CenterPoint Energy gas main replacement has been completed on Sanburnol. *The contractor has installed the final 2 storm sewer catch basins. Final paving on Sanburnol/Elm is scheduled for the week of September 9th.*

Work on 83rd Avenue has begun. Additional sidewalk replacement has been added to the project. Milling is scheduled for the week of Labor Day. Paving is scheduled for the week of September 9th.

Geographic Information System (GIS) and Mapping (193806747). Staff developed a process for implementing an online ArcGIS system to maintain public works documents and mapping of infrastructure. The system is now active. Training continues as requested. *System updates can be completed later this year if any issues are identified.*

Possible Future Storm Sewer Lining Project (19380xxxx). The Capital Improvement Plan includes future lining of storm sewers. Public works is evaluating sewers for a possible lining project in 2025.

Possible 2025 Street 79th Avenue Mill and Overlay Project (19380xxxx). The PW Director has identified 79th Avenue between Monroe St. and TH-65 as a potential mill and overlay project for 2025. *See separate letter regarding Feasibility Report.*

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



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 29, 2024

Subject: City Hall Renovation Update

Staff wanted to provide the City Council with a brief renovation update.

- Finishes are starting to be applied. The painters have been busy painting all of the spaces in Phase 1. The tile flooring is being installed in the common areas. Doors are being hung throughout Phase 1. The ceiling tile is begin installed in the Council Chambers and the Recreation offices.
- The emergency generator arrived today. It has been set on the slab and the electrician is in the process of wiring the generator into the electrical system. Once the City is ready to start up the generator, the contractor will schedule training on the operation and maintenance on the generator with our Public Works staff.
- We are still awaiting the new transformer from Xcel Energy. There is no date projected for arrival. We are looking at other options to power the new building systems until the transformer arrives.
- The week of September 19 will be a week of transition. Phase 1 of the project will be substantially complete. Alternative Business Furniture will be delivering and installing the office furniture for the portions of the Police Department and Recreation Department that were included in Phase 1. The existing furniture in Administration will be moved into the Multi-purpose Room and Council Chambers to house Administration during Phase 2 of the project.

I have attached the most recent 3 week look ahead for your review. If you would like a tour of the progress so far, please let me know.

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

Three Week Look Ahead Schedule



8/26- 9/13

Period:

Spring Lake Park

Job # 7088

PM: Jason H

Contractor	Activity	8/26	8/27	8/28	8/29	8/30	#	#	9/2	9/3	9/4	9/5	9/6	#	##	9/9	9/10	9/11	9/12	9/13	#	Remarks
		Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri	Sa	Sur	Mon	Tue	Wed	Thu	Fri		
ARC Paving	Top layer												X									Pending brick is done
Murphy Window & Door	Install Doors/ Caulk / INTAL metal trim at doors.										X	X	X			X	X					
Construction results	Hang doors & hardware	X	X	X	X	X				X	X	X	X			X	X	X	X	X		
	Patch floors needed	X	X																			
	Caulking door frames	X	X	X	X	X																
	Install casework/ window sills/ Corner guards															X	X	X	X	X		
PBS Aluminum panels	Install Aluminum panels															X	x	X	X	X		
Knetic Ecavating	Grade around generator & addition										X	X										
Acoustics door	Install after carpet???? After Phase 2 is done																					
Minnesota Acoustics	Ceiling grid install	X	X	X	X	X				X	X											
	Cut borders										X	X	X			X	X	X	X	X		
	Drop full tile after inspections																		X	X		
Foley Masonry	Wash brick / stone		X	X																		
HVAC Precise	Install diffusers					X				X	X	X	X			X						
	Above ceiling Inspections inspection																X					
RTL	Build wall at mechanical room		X	X	X	X				X												
	Tie in last door frame & drywall/tape													?								
Miner Garage doors	Install Garage doors North garage first	X	X	X	X	X																
Brush Masters	Prime paint walls, Frames		X	X	X	X				X	X	X	X									
	Paint police garage															X	X	X	X			
TRC Electrical	Run Conduit to new panel location	X	X	x	X	X				X	X	X	X			X	X	X	X	X		
	Get ready for new transformer MEC room	X	X																			
	Install lights in grid ceiling		X	X	X	X				X	X	X	X			X						
	Overhead inspections																				X	
	Final inspection phase 1																					
QC Companies	Concrete floor Coating															X	X	X	X	X		
Mavo	Sealed Concrete floor																					x
ATR Flooring tile	Tile in bathrooms then halls		X	X	X	X					X	X	X	X								
Centennial Flooring	Floor carpet offices															X	X	X	X	X		

CORRESPONDENCE

PIPELINE AWARENESS

Safety Information for



Local
Leaders



Community
Planning



Emergency
Management



HAZMAT COMMANDER SHARES BEST PRACTICES FOR PIPELINE INCIDENT RESPONSE



Collaboration between pipeline operators and emergency responders is a critical aspect of community safety. Get the tools and info you need as a public or emergency official inside! Photo credit: TC Energy

Meet Mike Wallingford, a dedicated fireman with nearly 30 years of experience serving his community. For the first 9 years of his career, Mike was part of a volunteer fire department, and for the past 20 has been a career fireman, currently serving as the Captain of the Jefferson Town Fire Department in Louisville, Kentucky. He also holds the critical role of one of Metro Louisville's HAZMAT Commanders.

Reflecting on memorable incidents, Captain Wallingford recounted the harrowing experience of responding to a high-pressure gas line leak. Although these types of incidents are rare, being prepared is critical.



"The sound of gas escaping from a high-pressure line is a sound that will stay with a responder his entire career."

...continued on back



DOWNLOAD: *Critical Information for Emergency Preparedness* qrco.de/emergency_prepared



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If you have questions about the Pipeline Association for Public Awareness, our programs or need more information from any of our members, please visit pipelineawareness.org.

Resources for Local Officials

Scan the QR code to view Public Official Resources



PIPELINE EMERGENCY TRAINING

The Pipeline Association for Public Awareness offers **free training and scenarios** for fire, law enforcement and 911 center personnel online at: qrco.de/PAPA_Training



PIPELINE MAPS FOR PUBLIC OFFICIALS

Register for access to the Pipeline Information Management Mapping Application (PIMMA) at: qrco.de/Access_PIMMA



PIPELINE MAPS & EVACUATION DISTANCE

Access maps that show location of pipelines and evacuation distance considerations at: qrco.de/Access_Pipevision



EVACUATION GUIDANCE

The Pipeline Association for Public Awareness provides emergency response technical guidance on when to shelter-in-place versus evacuate at: qrco.de/Evacuation_Guidance



PIPELINE MEMBER DIRECTORY

Access contact information for pipeline operators in your community who participate in the Pipeline Association for Public Awareness at: qrco.de/Member_Directory



Digital Publication

Download an electronic version of this publication at: pipelineawareness.org/newsletter



SAFETY CHECKLIST

Download an excavation safety checklist for projects near pipelines at: qrco.de/Digging_Checklist

COPIES OF MATERIALS PROVIDED TO THE GENERAL PUBLIC OR EMERGENCY RESPONSE OFFICIALS

Pipeline members will send you copies of the public awareness materials they provide to the general public or emergency officials in your area. Email your request to the company contact person listed in the Pipeline Member Directory. Access the directory at: qrco.de/Member_Directory

Follow Us on Social



PIPELINE RIGHT-OF-WAY

FIVE COMMON QUESTIONS



Want to know the location of pipelines in your community and the products they transport? Access to pipeline maps differs from state-to-state, but the following resources can assist public officials in requesting maps from pipeline operators and accessing available maps online.



The Pipeline Informed Planning Alliance (PIPA) provides information and resources for local officials at: qrco.de/PIPA-Info

1 What requirements are normally included in easement agreements?

Most easement agreements prohibit storing vehicles or flammable materials, require special procedures for digging and limit or prohibit building structures and planting trees on the right-of-way. Exceptions can be granted through a specific encroachment agreement with the pipeline operator.

2 Who maintains the pipeline right-of-way?

The pipeline operator is typically responsible for ensuring the right of-way is visible from the air and easily accessible on the ground. Maintenance may include mowing, trimming trees or removing trees or structures.

3 How can I help protect people living and working near pipelines?

Planning/zoning officials, city engineers and other public officials can help prevent pipeline emergencies. Encourage builders and developers to consider the location of pipeline rights-of-way in their development plans and encourage property owners to contact 811 and notify pipeline operators before building or digging near the right-of-way.

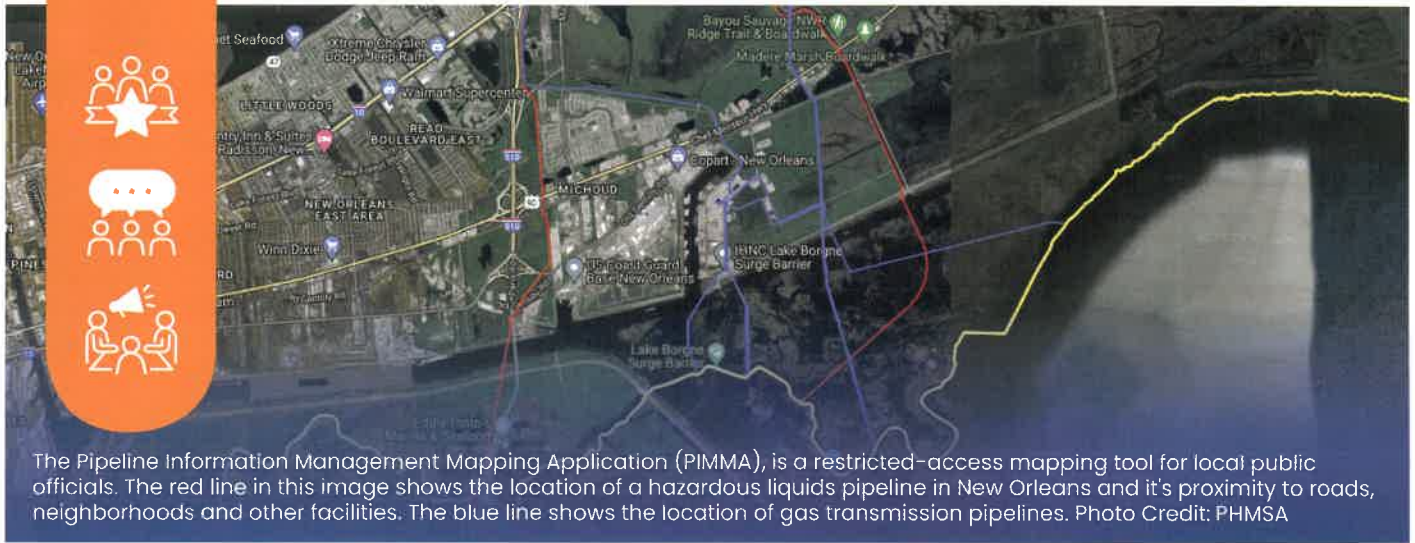
4 How do I help protect important structures, foliage or animals on a right-of-way?

In most cases, issues related to existing structures, foliage or animals on or near the right-of-way are resolved before pipeline construction and addressed within the easement agreement. If not, landowners, permitting, planning, zoning and emergency management officials should contact the pipeline operator to discuss options. This could include relocating a structure, arranging to inspect the right-of way at ground level, testing or other accommodations.

5 What special procedures may be needed to build roads or install utilities on an existing right-of-way?

Construction plans may require hydro excavation to confirm the location of existing pipelines before installing new roads or utilities. Pipeline operators may request to be onsite during construction activity. Always contact 811 before beginning a project near an existing pipeline right-of-way even if your agency is typically exempt from state One Call requirements.





The Pipeline Information Management Mapping Application (PIMMA), is a restricted-access mapping tool for local public officials. The red line in this image shows the location of a hazardous liquids pipeline in New Orleans and its proximity to roads, neighborhoods and other facilities. The blue line shows the location of gas transmission pipelines. Photo Credit: PHMSA

PIPELINE MAPS ENHANCE COMMUNITY SAFETY

Want to know the location of pipelines in your community and the products they transport? Access to pipeline maps differs from state-to-state, but the following resources can assist public officials in requesting maps from pipeline operators and accessing available maps online.

NATIONAL PIPELINE MAPPING SYSTEM



The Pipeline and Hazardous Materials Safety Administration (PHMSA) provides access to maps through the National Pipeline Mapping System (NPMS). Local, state, tribal and federal officials can access detailed maps of hazardous liquid and gas transmission pipelines in their jurisdiction by registering for NPMS's Pipeline Information Management Mapping Application (PIMMA). Register for PIMMA access to view maps and request mapping files at: qrco.de/Access_PIMMA

NATIONAL ASSOCIATION OF PIPELINE SAFETY REPRESENTATIVES

National Association of Pipeline Safety Representatives (NAPSR) provides regulatory oversight for natural gas and gas utility lines in all states, and sometimes hazardous liquids pipelines and gas utility lines in all states.

NAPSR members can help state and local government officials access and request pipeline mapping information for their jurisdiction. Contact your state's NAPSR program manager for assistance requesting pipeline maps and for access to state-specific resources at: qrco.de/NAPSR-Resources

PIPELINE ASSOCIATION FOR PUBLIC AWARENESS



The Pipeline Association for Public Awareness offers its more than 300 pipeline and utility operator members the ability to share pipeline location information with local, state and tribal officials online through the Pipelines Nearby and the password-protected PipeVision application. Access Pipelines Nearby at: qrco.de/Pipelines_Nearby and Pipe Vision at: qrco.de/Access_PipeVision

STATE ONE CALL CENTERS



The 811 system and state One Call centers are a hub for connecting public works departments, community planners and other local and tribal officials with pipeline location information. Learn more about 811 in your state at: qrco.de/One_Call_Laws

PIPELINE MAPS & INFORMATION TOOLS



Pipeline maps are available to local emergency and public officials in a variety of online resources. The table below compares features and information available through four different information sources for local public and emergency officials. Pipeline operators are always the best resource for information about their lines in your community.

Information & Features	Public Viewer ¹	PIMMA ¹	PIPEVISION ²	Pipeline Markers ³
Includes evacuation distance guidance			✓	
GIS data files available for request		✓		
Includes operator emergency contact information		✓	✓	✓
Includes operator non-emergency contact information	✓	✓	✓	
Includes pipeline product information	✓	✓	✓	✓
Identifies location of transmission pipelines	✓	✓	✓	✓
Identifies location of distribution mains			✓	✓
Identifies location of gathering pipelines			✓	✓
Identifies location of offshore pipelines	✓	✓		✓
Allows local officials to help operators locate identified sites ⁴ near pipelines in their community		✓	✓	✓
Password-protected access to data		✓	✓	
Data is available for the public	✓			✓

1. Public Viewer and PIMMA are managed by the Department of Transportation's Pipeline and Hazardous Material Safety Administration as part of the National Pipeline Mapping System (NPMS). Information in NPMS is updated annually and limited to transmission pipelines.

2. PipeVision is managed by the Pipeline Association for Public Awareness. PipeVision is limited to data submitted by members of the Association.

3. Pipeline markers indicate the approximate, but not exact location of underground lines. Permanent pipeline markers are located along transmission pipelines, but they may not be located continuously along gathering, distribution or offshore pipelines.

4. "Identified Sites" refers to indoor or outdoor places near a pipeline where a large number of individuals regularly gather (i.e. parks, stadiums, shopping malls, etc.)

WEBINAR

PIPELINE EMERGENCY PREPAREDNESS BEST PRACTICES FOR COMMUNITY SAFETY

EDUCATION FOR PUBLIC OFFICIALS & EMERGENCY RESPONDERS

Wednesday, October 9, 2024

12 PM MT - FREE

Hosted by: Mike Callan, Former Fire Captain & Pipeline Emergencies Training Expert

REGISTER: PIPELINEAWARENESS.ORG/WEBINARS

SAFEGUARDING COMMUNITIES

Promoting Safe Horizontal Directional Drilling (HDD) Practices

In the wake of the Infrastructure Bill, communities nationwide are poised for a surge in construction projects aimed at fortifying our nation's infrastructure. Amidst this wave of progress, it's important to bring safety to the forefront, particularly when it comes to Horizontal Directional Drilling (HDD), a vital technique for installing pipelines and utilities underground.

Horizontal Directional Drilling (HDD) is a construction technique where a borehole is drilled horizontally under a designated area and a utility is pulled through that borehole. A drill head guides the drilling pipe electronically to ensure angle, depth, and the exit point adhere to designed engineering plans.

HDD allows for the installation of underground pipes and conduits with minimal surface disruption, offers numerous benefits, including reduced environmental impact and less disruption to communities. However, it also presents unique safety challenges, especially when conducted near existing pipelines and utilities.

Public officials play a pivotal role in promoting safe work practices within their communities, especially in the context of HDD operations. One of the most critical steps in ensuring safety during HDD projects is by calling or clicking 811, the national "Call Before You Dig" service, before excavation begins. This initiates the process of locating and marking underground pipelines and utilities, allowing contractors to work with confidence and avoid accidental damage.

Furthermore, public officials must advocate for robust coordination between contractors and utility operators throughout the HDD process.

Clear communication and collaboration are essential to prevent conflicts and ensure that construction activities proceed smoothly. By facilitating dialogue between stakeholders, public officials can help mitigate risks and address any concerns that may arise during the course of the project.

In addition to coordination and communication, ongoing education and training are crucial components of promoting safety in HDD operations. Public officials should work to raise awareness within their communities about the potential hazards associated with HDD and the importance of following established safety protocols. By empowering residents with knowledge, public officials can foster a culture of safety that extends beyond the construction site and into the community at large.

As stewards of public safety, public officials must lead by example, prioritizing safety in all infrastructure projects, including HDD. By advocating for the responsible use of HDD techniques, promoting adherence to safety guidelines, and facilitating collaboration between stakeholders, public officials can ensure that development projects proceed safely and sustainably, benefiting both present and future generations.



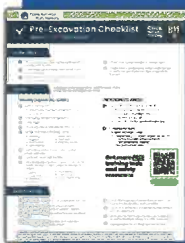
Points of Consideration:

- **Public Safety Risk:** Damaged underground utilities from HDD accidents endanger first responders and the public.
- **Lack of Awareness:** Firefighters and other emergency responders may not be familiar with HDD operations and potential hazards.
- **Importance of Safe Procedures:** Following safety measures like locating and marking underground utilities before digging is crucial.
- **State Legislation:** Some states are considering legislation to empower responders to stop unsafe HDD operations.
- **Focus on Prevention:** Accidents are preventable by prioritizing safety over speed during HDD projects.

Recommendations:

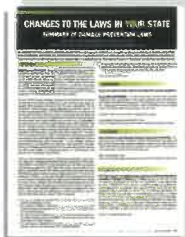
- **Educate Emergency Responders:** Train responders on HDD operations and how to identify potential safety risks.
- **Collaboration is Key:** Open communication between HDD operators and emergency services is essential.
- **Prioritize Safety:** Always prioritize safety procedures over expediency during HDD projects.

By working together, educating, and keeping the lines of communication open, HDD operators and public officials can ensure the safety of both the public and emergency responders.



PRE-EXCAVATION CHECKLIST

Download an excavation safety checklist for projects near pipelines at: qrco.de/ES_Checklist



ONE CALL LAW UPDATES

State-specific One Call laws outline requirements for notification systems and set standards for locating and marking pipelines and underground facilities. This guide, produced by the Pipeline Association for Public Awareness, includes updates on laws in 18 states. qrco.de/Law_Updates



EXCAVATION SAFETY

TIPS FOR PUBLIC WORKS, MUNICIPAL & COUNTY OFFICIALS

Public Works and other municipal excavation activities often require coordination with pipeline and utility companies. Encourage work crews to adopt the following critical safety steps when excavating near underground lines.



ALWAYS CALL OR CLICK 811 BEFORE DIGGING

Call or click 811 or contact your state's One Call center at least 2-3 days before digging, grating or excavating in compliance with state law to request a "dig ticket." For large or unusual projects, request planning, design and meet tickets before starting your project. These tickets are available in most states and can be requested during the project planning phase.



PRE-MARK THE AREA & WAIT FOR OPERATORS TO MARK LINES

Identify the excavation area for line locators by pre-marking or white-lining using white marking paint. Wait to start your job until all pipeline and utility operators mark the location of their lines or indicate "all clear."



DIG WITH CARE & BACKFILL PROPERLY

Dig with care using appropriate hand and vacuum-digging tools near pipelines and utility lines. Backhoes, augers and other mechanical equipment should not be used to expose underground lines. Maintain temporary flags, stakes or paint marks until you have finished digging. If you expose a pipeline, a pipeline or utility representative will typically request to be onsite to inspect the pipe before you backfill and compact the soil.



REPORT DAMAGE OR LEAKS

If a pipeline is dented, scraped or damaged while digging or you suspect a pipeline leak, immediately leave the area and warn others to stay away. From a safe location, call 9-1-1 and notify the pipeline or utility owner. In some states, you may be required to also notify the One Call center. Do not operate mechanical equipment in an area where you suspect a leak.



KNOW THE HAZARDS

PRODUCTS AND FACILITIES SAFETY INFORMATION FOR PUBLIC OFFICIALS



Scan here for our
Emergency
Response Checklist

NATURAL GAS

is a naturally occurring resource formed millions of years ago because of heat and pressure acting on decayed organic material. It is extracted from wells and transported through gathering pipelines to processing facilities. From these facilities, it is transported through transmission pipelines to distribution pipeline systems. The main ingredient in natural gas is methane (approximately 94 percent).

Natural gas is odorless, colorless, tasteless and nontoxic in its natural state. An odorant (called mercaptan) is normally added when it is delivered to a distribution system. At ambient temperatures, natural gas remains lighter than air. However, it can be compressed (CNG) under high pressure to make it convenient for use in other applications or liquefied (LNG) under extremely cold temperatures (-260° F) to facilitate transportation.

PETROLEUM GAS

is a mixture of gaseous hydrocarbons, primarily propane, butane and ethane. These products are commonly used for cooking, heating and other industrial applications. They are easily liquefied under pressure and are often stored and transported in portable containers labeled as Liquefied Petroleum Gas (LPG). When transported in transmission pipelines they may also be identified as Highly Volatile Liquids (HVLs) or Natural Gas Liquids (NGLs). Vaporized LPG may also be found in smaller gas distribution systems. Typically, LPG is a tasteless, colorless and odorless gas. When transported via transmission pipelines it normally will not have odorant added. Odorant is added

when LPG is offloaded to a distribution pipeline system or transport tanks to facilitate leak detection. Ethylene and propylene do have a faint natural odor like petroleum.

PETROLEUM LIQUIDS

is a broad term covering many products, including: crude oil, gasoline, diesel fuel, aviation gasoline, jet fuel, fuel oil, kerosene, naphtha, xylene and other refined products. Crude oil is unrefined petroleum that is extracted from beneath the Earth's surface through wells. As it comes from the well, crude oil contains a mixture of oil, gas, water and other impurities, such as metallic compounds and sulfur. Refinement of crude oil produces petroleum products that we use every day, such as motor oils and gasoline. Crude oil is transported from wells to refineries through gathering or transmission pipelines. Refined petroleum products are transported in transmission pipelines to rail or truck terminals for distribution to consumers. Odorant is not added to these products because they have a natural odor.

ANHYDROUS AMMONIA

is the liquefied form of pure ammonia gas. It is a colorless gas or liquid with an extremely pungent odor. It is normally transported through transmission pipelines and is used primarily as an agricultural fertilizer or industrial refrigerant.

CARBON DIOXIDE

is a heavy gas that is normally transported in transmission pipelines as a compressed fluid. It is a naturally occurring, colorless, odorless and tasteless gas used in various industries, including meat packaging,

produce, petroleum, beverage industries. Under normal conditions, carbon dioxide is stable, inert and nontoxic. However, it acts as asphyxiant when released in large concentrations to the atmosphere.

ETHANOL

(also called ethyl alcohol) is a colorless liquid that is widely used as an additive to automotive gasoline. It may be transported in buried transmission pipelines. Ethanol has a natural odor similar to gasoline and will mix easily with water.

HYDROGEN GAS

is commonly produced from the steam reformation of natural gas. It is frequently used near its production site, with the two main uses being petrochemical processing and ammonia production. Hydrogen is a flammable gas that is colorless, odorless and lighter than air. It is nontoxic, but can act as an asphyxiant.

"SOUR" CRUDE OIL & "SOUR" GAS

refer to products containing high concentrations of sulfur and hydrogen sulfide. Products containing little or no sulfur are often referred to as "sweet." Hydrogen sulfide (H₂S) is a toxic, corrosive contaminant found in natural gas and crude oil. It has an odor like the smell of rotten eggs or a burnt match. Exposure to relatively low levels of hydrogen sulfide (500 ppm) can be fatal.

LEAK, HAZARD & EMERGENCY RESPONSE INFORMATION

INDICATIONS OF A LEAK

- SEE – liquid pooling on the ground
- SEE – a white vapor cloud that may look like smoke
- SEE – fire coming out of or on top of the ground
- SEE – dirt blowing from a hole in the ground
- SEE – a sheen on the surface of water
- SEE – an area of frozen ground in the summer
- SEE – an unusual area of melted snow in the winter
- SEE – an area of dead vegetation
- SEE – bubbling in pools of water
- HEAR – a loud roaring sound like a jet engine
- HEAR – a hissing or whistling noise
- SMELL – an odor like rotten eggs or a burnt match
- SMELL – an odor like petroleum liquids or gasoline
- SMELL – an irritating and pungent odor

HAZARDS OF A RELEASE

- Highly flammable and easily ignited by heat or sparks
- Will displace oxygen and can cause asphyxiation
- Vapors are heavier than air and will collect in low areas
- Contact with skin may cause burns, injury or frostbite
- Initial odor may be irritating and deaden the sense of smell
- Toxic and may be fatal if inhaled or absorbed through skin
- Vapors are extremely irritating and corrosive
- Fire may produce irritating and/or toxic gases
- Runoff may cause pollution
- Vapors may form an explosive mixture with air
- Vapors may cause dizziness or asphyxiation without warning
- Is lighter than air and can migrate into enclosed spaces

EMERGENCY RESPONSE

- Avoid any action that may create a spark
- Do NOT start vehicles, switch lights or hang up phones
- Evacuate the area on foot in an upwind and/or uphill direction
- Alert others to evacuate the area and keep people away
- From a safe location, call 911 to report the emergency
- Call the pipeline operator and report the event
- Wait for emergency responders to arrive
- Do NOT attempt to close any pipeline valves
- Take shelter inside a building and close all windows

	NATURAL GAS	PETROLEUM GAS	PETROLEUM LIQUIDS	ANHYDROUS AMMONIA	CARBON DIOXIDE	ETHANOL	HYDROGEN GAS	SOUR CRUDE OIL (H ₂ S)	SOUR GAS (H ₂ S)
SEE – liquid pooling on the ground			●			●		●	
SEE – a white vapor cloud that may look like smoke		●		●					
SEE – fire coming out of or on top of the ground	●	●				●		●	
SEE – dirt blowing from a hole in the ground	●	●		●	●	●		●	
SEE – a sheen on the surface of water		●	●				●		
SEE – an area of frozen ground in the summer	●	●			●	●		●	
SEE – an unusual area of melted snow in the winter	●	●			●	●		●	
SEE – an area of dead vegetation	●	●	●			●	●	●	●
SEE – bubbling in pools of water	●	●			●	●		●	●
HEAR – a loud roaring sound like a jet engine	●	●						●	●
HEAR – a hissing or whistling noise	●	●		●	●		●	●	●
SMELL – an odor like rotten eggs or a burnt match	■	■					●	●	
SMELL – an odor like petroleum liquids or gasoline		●	●			●		●	
SMELL – an irritating and pungent odor				●			●	●	
Highly flammable and easily ignited by heat or sparks	●	●	●			●	●	●	●
Will displace oxygen and can cause asphyxiation	●	●		●	●		●	●	●
Vapors are heavier than air and will collect in low areas		●	●	●	●	●		●	●
Contact with skin may cause burns, injury or frostbite		●	●	●	●	●		●	●
Initial odor may be irritating and deaden the sense of smell							●	●	
Toxic and may be fatal if inhaled or absorbed through skin				●			●	●	
Vapors are extremely irritating and corrosive				●			●	●	
Fire may produce irritating and/or toxic gases	●	●	●	●		●	●	●	●
Runoff may cause pollution			●	●		●		●	
Vapors may form an explosive mixture with air	●	●	●			●	●	●	●
Vapors may cause dizziness or asphyxiation without warning	■	■			●		●		
Is lighter than air and can migrate into enclosed spaces	●						●		
Avoid any action that may create a spark	●	●	●			●	●	●	●
Do NOT start vehicles, switch lights or hang up phones	●	●	●			●	●	●	●
Evacuate the area on foot in an upwind and/or uphill direction	●	●	●	◆	◆	●	●	◆	◆
Alert others to evacuate the area and keep people away	●	●	●	◆	◆	●	●	◆	◆
From a safe location, call 911 to report the emergency	●	●	●	●	●	●	●	●	●
Call the pipeline operator and report the event	●	●	●	●	●	●	●	●	●
Wait for emergency responders to arrive	●	●	●	●	●	●	●	●	●
Do NOT attempt to close any pipeline valves	●	●	●	●	●	●	●	●	●
Take shelter inside a building and close all windows				◆	◆			◆	◆

■ The majority of these products are naturally odorless and only certain pipeline systems may be odorized. Odorant can also fade or be scrubbed out when leaking products migrate through soil.

◆ Sheltering in place is an alternative to evacuation when the products are toxic or the risk of fire is very low. Refer to "Shelter-In-Place or Evacuate Guidance Document" provided online at: qrco.de/Evacuation



ENHANCING COMMUNITY SAFETY AND OPTIMIZING DEVELOPMENT

Chicago Achieves 50% Reduction in Utility Damages Through Effective Partnerships

By Matthew Peterson, Assistant Commissioner, CDOT-Division of Infrastructure Management, Chicago DOT
Jai Kalayil, Deputy Commissioner, CDOT-Division of Infrastructure Management, Chicago DOT

The Chicago Department of Transportation (CDOT) has achieved a remarkable 50% reduction in utility damages since 2017 through implementing a comprehensive workflow and collaborative approach to projects that impact underground infrastructure. This case study is being provided as an opportunity for public officials who want to lead the way in safe, efficient community development.

Project Design Review. The workflow begins when a project owner submits a project for review to CDOT's Office of Underground Coordination (OUC). All new installations in the public way must receive OUC approval before moving forward. OUC staff distribute the project to 29 utility owners for review. If a utility owner determines that the proposed installation encroaches upon existing infrastructure, they ask the project owner to redesign the project. OUC approves the plan only after all utility owners agree that it can proceed. In this way, Division of Infrastructure Management (DIM) reduces the likelihood of damage before excavation begins.

Right of Way Permitting. Following project review, the project owner can apply for a work permit. Only licensed contractors with approved OUC projects can request work permits. Permits incorporate and codify the OUC requirements. For example, the permit address range is limited to the specific sections of the right-of-way and address range is reviewed by OUC members.

Locating. After the Permit Office issues the work permit, the contractor can request a dig ticket by calling (or clicking) "811." Chicago is unique in that CDOT operates Chicago's One Call center known as 811 Chicago. The upshot of having the One Call affiliated with CDOT is that staff, technology, and laws are aligned. For example, the 811 system will not allow staff to issue a public right of way dig ticket without a valid permit. And, since the permit is considerate of OUC proscriptions, the dig ticket would necessarily be limited to the approved address and time parameters.

Enforcement. The final step in the CDOT's workflow is enforcement. CDOT has two dedicated inspection units: **public way inspections** and **811 inspections**. Public way inspectors ensure contractors comply with permit terms, while 811 inspections investigate every reported utility damage in Chicago. Both units have the authority to revoke permits and issue sanctions if necessary.

CDOT's comprehensive workflow has proven effective in reducing utility damages by 50% over five years. By adopting similar strategies, public officials can enhance the safety and efficiency of infrastructure development in their own communities. Collaborative project design, stringent permitting, integrated locating systems, and effective enforcement are key elements that can contribute to safer and more efficient utility management.

Key Takeaways for Public Officials

1. Collaborative Design

Review: Involve all relevant utility stakeholders in the project design phase to preemptively identify and resolve potential conflicts. This collaborative approach can significantly reduce the risk of utility damages.

2. Stringent Permitting

Processes: Ensure that permits are only issued to licensed contractors with approved projects. Integrating project review criteria into the permitting process helps maintain high safety and compliance standards.

3. 811 Every Time: Require utilization of the 811/One Call system. This ensures that excavation activities are authorized and monitored, reducing the likelihood of accidental utility damages.

4. Effective Enforcement:

Establish dedicated inspection units with the authority to enforce compliance and address violations. Effective enforcement ensures that contractors adhere to safety protocols and project specifications.

To learn more about CDOT's damage prevention workflow, please read the CGA's case study: **The Path to 50-in-5: 811 Chicago Reduced Damages by 50% Over Five Years**
<https://qrco.de/pathto50>

PROPOSED RULEMAKING TO ENHANCE EXISTING REGULATIONS FOR THE SAFE TRANSPORTATION OF CARBON DIOXIDE (CO₂)

What is CO₂?

Carbon dioxide (CO₂) is a naturally occurring heavy gas that is colorless, odorless, and tasteless. It is utilized across various industries, including meat packaging, produce, petroleum, and beverages. Under normal conditions, CO₂ is stable, inert, and nontoxic. However, it can act as an asphyxiant when released in large concentrations into the atmosphere. When CO₂ is released into the air, it naturally vaporizes into a gas that is heavier than air and dissipates.

How is it Transported?

CO₂ is typically transported in transmission pipelines as a compressed fluid.

Is it Regulated?

Yes, carbon dioxide has long been subject to regulatory oversight to ensure its safe transportation through pipelines.

Existing Safety Regulations:

Before the new proposed rulemaking, several safety regulations have been in place to promote the safe transportation of CO₂ through pipelines. These regulations are similar to the standards in place for all regulated pipeline systems.

Proposed Rulemaking Update:

On February 1, 2024, PHMSA submitted a Notice of Proposed Rulemaking (NPRM) to the White House Office of Management and Budget (OMB) for pre-publication review. This proposed NPRM aims to enhance existing safety standards for CO₂ pipelines in anticipation of an increase in the number and volume of CO₂ transported. The proposed rulemaking includes updated requirements for emergency preparedness and response, ensuring the regulations continue to protect public safety and the environment effectively.

Process for the Proposed Rule to Become Law: To become law, the proposed rule undergoes several steps: PHMSA submits the NPRM to the OMB for review. Once approved, it is published in the Federal Register for public comment. After reviewing feedback, PHMSA finalizes the rule, and upon OMB approval, it is published with an effective date.



EXISTING CO₂ SAFETY REGULATIONS

1 Pipeline Safety Standards:

- The Pipeline and Hazardous Materials Safety Administration (PHMSA) has established comprehensive safety standards for the design, construction, operation, and maintenance of CO₂ pipelines.
- These standards include requirements for materials, welding, pressure testing, and corrosion protection to ensure the integrity and safety of the pipelines.

2 Leak Detection and Monitoring:

- CO₂ pipelines must be equipped with systems to detect leaks and monitor pipeline integrity.
- Operators are required to conduct regular inspections and maintenance to identify and repair any potential issues that could compromise pipeline safety.

3 Emergency Preparedness

- Pipeline operators are mandated to conduct public awareness programs to inform communities about CO₂ pipelines, potential risks, and safety measures.
- These programs aim to educate the public on how to recognize and respond to CO₂ pipeline emergencies.

4 Public Awareness and Education:

- Pipeline operators are mandated to conduct public awareness programs to inform communities about CO₂ pipelines, potential risks and safety measures.
- These programs aim to educate the public on how to recognize and respond to CO₂ pipeline emergencies.

5 Regulatory Oversight and Enforcement:

- PHMSA conducts regular inspections and audits of CO₂ pipelines to ensure compliance with safety regulations.
- Non-compliance can result in penalties and enforcement actions to maintain high safety standards.

The Six P's of Emergency Planning



Emergency Response Community:

For over 40 years I have been involved in emergency response, planning, and training. I was a fire officer and HAZMAT instructor -- and my community, Wallingford, CT, has more than 14 major chemical institutions.

I am writing this letter to share an important message that I hope you will take away:

Any community with hazardous materials or pipelines within its boundaries NEEDS to have a plan and be ready to respond to an accident or release. With more than 2.6 million miles of pipelines in the United States, this likely includes your community.

Problems normally occur with hazardous materials when a community says, "I was unaware they were located here."

Emergency planners and pipeline operators must know the chemicals, hazards, and risks. In over 40 years associated with emergency response planning, I believe there are six critical fundamentals of planning. I refer to them as **The Six P's of Emergency Planning**:

POLICY

Policy serves as a guiding principle and a defined course of action. In the context of hazardous materials and pipeline transportation, it mandates a proactive approach, emphasizing the anticipation and prevention of incidents rather than merely reacting to them.

PROCEDURES

One of the stumbling blocks I have seen in many procedures is in 4-inch binders. They are often extensive and used only to be compliant. Compliance does not mean competence. How can you strive for procedures that go beyond compliance to provide practical guidance in a pipeline emergency?

PREVENTION

The more time we spend preventing emergencies from happening, the safer our community will be. The ultimate prevention in pipelines and utilities is 811 – "Call or Click Before You Dig." Community leaders can prevent accidents by promoting and requiring the use of this free service within their jurisdiction.

PERFORMANCE

Performance means approaching your duties with dedication and a sense of responsibility. High-quality performance is the result of thorough preparation and consistent practice, ensuring that every task is executed with excellence and precision.

PREPAREDNESS

This step is all about getting ready. Do you know the pipeline operators in your area and the products they transport in their pipelines? Do you have the resources and capabilities to respond and mitigate the emergency you are planning for? Have you received training or participated in drills or tabletops around pipeline emergencies? We must be prepared, and this is bolstered by all other P's as well.

PRACTICE

Doing a task repeatedly is exercise. The more we perform a skill, the more competent we are. Successful performance requires successful practice.

By embracing the six P's, we lay the groundwork for a safer community. It's crucial that pipeline operators, emergency planners, and local emergency community planners come together at the table. As technology advances rapidly, fostering strong liaisons among these stakeholders will enhance our collective success in safeguarding our communities.

The moment we begin to prioritize and communicate safety is the moment we start building a safer community. The time is now to turn this into reality by developing best practices and forging strong working relationships between pipeline operators and the community.

I would like to invite you – emergency responders, emergency planners and public officials – to join me at a very special event where we will be creating open dialogue about best practices for pipeline emergency response. Find out more about this special webinar event on page 5.

Sincerely,
Mike Callan
HAZMAT Trainer

24/7 UTILITY SAFETY



Pipeline Association
for Public Awareness

pipelineawareness.org/247safety



Aerial Patrols

Operators regularly survey their pipeline rights-of-way from the sky



Ground Patrols

Operators monitor their pipelines from the ground and respond to potential issues along their rights-of-way



Click
Before
You Dig

One Call

One Call centers communicate with utility locators after a One Call ticket has been submitted so appropriate utilities are properly marked before excavation

Communicating with Neighbors

Operators regularly communicate with the community and their customers about safety around their pipelines and facilities

In-Line Inspection

Technology allows operators to monitor their utilities from the inside out



Pipeline Integrity

Pipelines are rigorously inspected and tested to ensure they are operating safely. Pipeline pressure, movement, vibration, and temperatures are analyzed

Preventative Maintenance

If in-line inspections identify anything abnormal, pipelines are exposed, examined, and if necessary, repairs are made





PIPELINES IN YOUR COMMUNITY

Gathering, transmission and distribution pipeline networks safely transport natural gas, gasoline, crude oil and other energy products across the country and to homes and businesses in your community. Gathering lines transport natural gas and other energy products from production sites to processing facilities and connect to transmission lines that carry energy products from one part of the state to another and across the country. Distribution lines are located throughout communities and connect to homes and businesses.



PIPELINE MAPS

Use the National Pipeline Mapping System, bit.ly/PHMSA-NPMS or Pipelines Nearby pipelinesnearby.org to learn more about the pipelines in your community. Pipeline and utility operators also maintain maps of their pipeline system.



PIPELINE MARKERS & METERS

Pipeline markers and gas meters identify the general location of underground pipelines. Markers include the pipeline operator's name, emergency number and product transported. Some but not all distribution lines are identified by pipeline marker signs including curb markers. Gathering lines are generally located in rural areas and may or may not be identified with permanent pipeline markers.



SUSPECT A PIPELINE LEAK?

If you suspect a pipeline leak, leave the area, call 9-1-1 and notify the pipeline or utility operator. Do not operate any device that might cause a spark near a pipeline leak.

Signs of a leak can include:

- Smell of "rotten eggs" (if odorant is added) or a chemical smell
- Hissing, whistling, or roaring sound near pipeline or gas appliance
- Sheen on water or continuous bubbling, dying vegetation, dirt spraying in air



KEEPING PIPELINES SAFE

Pipeline and utility operators protect underground lines and host communities through employee training, regular maintenance and testing, corrosion protection, system monitoring, cybersecurity protocols and inspections to check for leaks or other damage. Operators also conduct regular maintenance activities within the pipeline easement, including mowing, trimming and tree removal. Pipeline Integrity Management plans are available for review and outline an operator's ongoing safety and maintenance activities.



EMERGENCY RESPONSE COORDINATION

A pipeline leak can ignite or contaminate water or soil. While first responders secure the area, assess the scene and respond to immediate medical and safety needs, pipeline and utility personnel will restrict the flow of gas or other products and will take action to minimize the impact of the emergency and protect the public. Public safety personnel should not attempt to operate pipeline valves.



ALWAYS CONTACT 811 BEFORE DIGGING

Call or click 811 to request a "dig ticket" at least 2-3 days before starting work in compliance with state law. Wait until all lines are marked and dig with care using non-mechanical tools near underground lines. If a pipeline is damaged, immediately report the damage from a safe location. For more information, visit clickbeforeyoudig.com or call811.com.



This page is available in English, Vietnamese,
Mandarin Chinese, and Spanish!
qrco.de/Pipelines_Community



PIPELINE MARKER ANATOMY



REMINDER THAT SIGNS ARE PROTECTED BY FEDERAL LAW



WARNING TO WORK NEAR PIPELINES WITH EXTREME CAUTION



NAME OF PRODUCT TRANSPORTED



NAME OF THE PIPELINE OPERATOR



EMERGENCY PHONE NUMBER



REMINDER TO ALWAYS CALL OR CLICK 811 BEFORE DIGGING



WHAT TO KNOW

- Pipeline markers **vary in size, shape and color**, but always include common information about the pipeline or utility line.
- Pipeline markers **do not** identify the exact location, depth or number of pipelines in the area.
- Pipelines **do not** always run in a straight line between markers.
- Pipeline markers are located along transmission pipelines, but they **may not** be located continuously along gathering or distribution lines.
- Pipeline markers **are not** typically used to identify the location of natural gas service lines that connect directly to homes or businesses.
- Pipeline markers **are protected by federal law**, and intentionally damaging or removing one can result in a fine.
- Report missing or damaged pipeline markers to the pipeline operator so they can be replaced.

REQUEST INFO

We want to hear from you. Contact us online or by email to request additional information from pipeline companies. Your request will be forwarded to all pipeline member companies operating facilities in your state/county.

ONLINE

pipelineawareness.org/request-info

EMAIL

admin@pipelineawareness.info



FEEDBACK

Complete a short survey and tell us what you found useful in this publication and any topics you'd like us to include in the future. qrco.de/2024-Survey



DID YOU KNOW?



Failure to notify/contact 811 continues to be the most persistent singular damage root cause year-over-year (CGA's DIRT Annual Report for 2022).

SAFETY TIP:

Focus 811 outreach and education on behavior change – particularly consistent and effective use of 811 (call or click).

811

VS

911



Primary Responsibility: Coordinates pipelines/utility line locating and marking prior to excavation projects

During Emergencies: Can alert operators who are near but not directly involved

Contact Instructions: Call prior to excavating, grating or ditch clearing and to comply with damage reporting requirements



Primary Responsibility: Coordinates pipeline emergency notifications and initial response actions

During Emergencies: Can access pipeline maps, pipeline product information and pipeline emergency contact information

Contact Instructions: Call 911 immediately and notify the pipeline operator if you suspect a pipeline leak or witness intentional damage or pipeline vandalism

...continued from cover

"We responded to such an event, and upon arrival we were thankful there was no fire or explosion. However, the pressure of trying to stay calm while blocking traffic and evacuating nearby buildings with that screaming sound, reminded me time was not on our side. We were fortunate that day, as the event was controlled without loss of life. Reflecting on how effective my team was on that run reminded me how important relationships with operators are."

Captain Wallingford emphasized the importance of clear communication among all response parties. He noted, "Not just the pipeline operator, but excavators and 911 dispatchers also need to be trained on the information emergency responders need. Rest assured, when the 911 call is received, we're rolling. It would be helpful to know how many crews are needed, what special equipment may be needed, especially in the rural areas where many of the long-distance [transmission] pipelines are located."

"We all want the same thing. We have the same goal as the pipeline operators. We want to protect the public and reduce line strikes. I can tell you that life safety is the first priority for emergency responders. The main reason for building relationships with operators is to find ways to achieve our common goal more effectively. We teach our new recruits that utility operators and emergency responders are an extended team, but we have different responsibilities when we meet onsite at an incident. If we do our job and allow the operators to do their job, we have fulfilled our mission."

There are specific pieces of information that are critical for emergency responders to be aware of in advance of a potential incident response, in order to fulfill the mission of a safe and effective response:

- The names of companies operating pipelines in your community along with their emergency and non-emergency contact information
- The approximate location of the pipelines and the products they carry
- The physical indications of a leak and the possible hazards associated with a release
- The potential impact on the community and what steps should be taken to protect the public
- The response capabilities of the pipeline companies and how to engage in mutual assistance with operators

This information can be obtained through utilizing the mapping resources on page 4 of this newsletter and by contacting and meeting with the operators in your area. Additionally, the Pipeline Association for Public Awareness offers free training and resources for emergency responders, including a Pipeline Incident Response Checklist. There is also a guidance document for the 9-1-1 centers. You can find all this and more at pipelineawareness.org/training.

Thank you to Captain Wallingford for underscoring the critical importance of communication, training, and collaboration between emergency responders and pipeline operators to ensure public safety.



BEST PRACTICES: UNDERGROUND SAFETY & DAMAGE PREVENTION

The Common Ground Alliance provides free access to best practices for underground safety and damage prevention. Download a copy at qrco.de/CGA_BP



ONE CALL REQUIREMENTS

Download a summary of One Call requirements for all states at: qrco.de/One_Call_Laws



Daniel Buchholtz

From: Wilhelmi, Michael S <Michael.S.Wilhelmi@xcelenergy.com>
Sent: Wednesday, August 28, 2024 5:12 PM
To: Wilhelmi, Michael S
Subject: FW: NEWS RELEASE: Xcel Energy crews restore power for 95% of customers affected by recent storms in Twin Cities

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Dear City Leader,

Sharing with you a recent company update regarding our progress in restoring our customers to power. It contains some good information to help address citizen questions that may come your way.

As of this writing, about 95% of our metro-area outages have been restored. In the east metro suburbs, we have about 3,000 customers remaining without power. Our crews and contractors will continue to work through the evening and night.

Please contact me with any questions, or with needs you may have.

Mike Wilhelmi
o. 612-216-8278



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Xcel Energy crews restore power for 95% of customers affected by recent storms in Twin Cities

Remaining customers to be restored by Thursday evening

MINNEAPOLIS (August 28, 2024) — Xcel Energy crews have restored power for 95% of customers affected by severe thunderstorms that brought heavy rain, hail and winds of 60-plus miles an hour to the Twin Cities Metro and western Wisconsin this week.

About 1,800 workers, including Xcel Energy team members and contractors, have now gotten the lights back on for approximately 250,000 customers who lost power during the two rounds of powerful storms that downed trees and power lines Monday evening and Tuesday morning. Over the past 48 hours, crews have replaced the equivalent of 14 miles of wire and more than 250 power poles in total or in part.

Xcel Energy anticipates restoring most of the remaining 12,000 customers' power by Thursday evening. Crews focus on repairs that get the largest number of customers back in service as quickly as possible and are now addressing smaller outages affecting a few customers at a time.

Xcel Energy thanks customers for their patience as crews respond to hundreds of outage jobs following the widespread storm damage. Customers can check their outage status by visiting Xcel Energy's [outage map](#), which displays the

anticipated time for restoration when available, texting STAT to 98936, or using the company's [website](#). Customers can sign up for outage notifications using the My Account feature on Xcel Energy's website. As crews continue their work, Xcel Energy will adjust estimated restoration times as needed.

Stay safe and informed

Customers who remain without power should check for damage to their mast, which is the electric service connection to their home. If the mast is damaged, a licensed electrician must make repairs and it must be inspected before service can be restored. For additional details, visit Xcel Energy's [Outage Checklist](#).

Always assume an electric line, even one that is on or near the ground, is energized and therefore dangerous. Never, under any circumstance, touch or move a downed power line. If you come across a downed power line, leave the area and report it immediately by calling **1-800-895-1999**.

To maintain refrigerator and freezer temperatures, keep doors closed as much as possible. A full freezer will stay at freezing temperatures for approximately two days and a half-full freezer approximately one day. Visit the [USDA website](#) for more information. To keep mobile devices charged, customers can consider using laptops or car chargers. Coffee shops and community centers are also good places to charge devices.

###

About Xcel Energy

Xcel Energy (NASDAQ: XEL) provides the energy that powers millions of homes and businesses across eight Western and Midwestern states. Headquartered in Minneapolis, the company is an industry leader in responsibly reducing carbon emissions and producing and delivering clean energy solutions from a variety of renewable sources at competitive prices. For more information, visit xcelenergy.com or follow us on [X](#) and [Facebook](#).

U.S. Municipal Bond Market
Bonds are Back

- We remain very bullish on bonds, especially U.S. municipal bonds.
- The severe market volatility witnessed last week underscores the importance of bonds. Fixed income investments, such as municipal bonds, could be considered a fundamental defensive play in the face of further market uncertainty.
- Municipal yields have dropped slightly but remain generationally attractive and tax-backed credit quality remains relatively strong.
- Demand for U.S. municipal bonds, in the form of investment dollars flowing into municipal mutual funds, continued to intensify in the beginning of August.

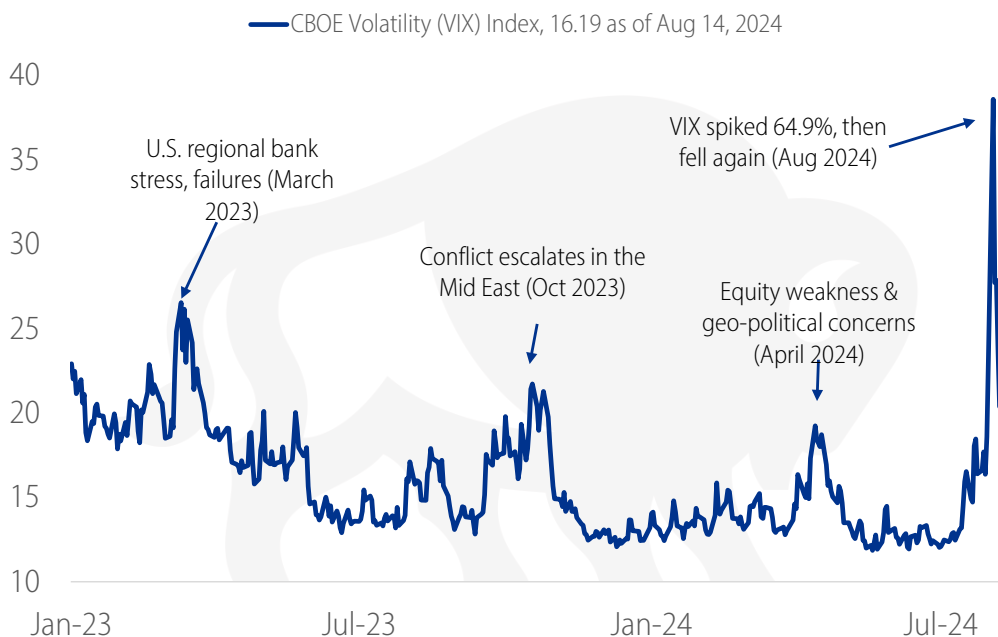
Tom Kozlik
Head of Public Policy and
Municipal Strategy
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tom.kozlik@hilltopsecurities.com

Very Bullish on Bonds

Economic data released this week was mixed. Inflation related data was softer, further making the case for the Fed to begin lowering their rate target in September. Meanwhile, retail sales and jobless claims were stronger than expected. As a reminder, The Federal Open Market Committee (FOMC meets) next on Sept. 17-18; then on Nov. 6-7 and finally on Dec. 17-18. The futures market is pricing a 100% likelihood of a 25-basis point rate cut when the FOMC meets in September. The current backdrop would give investors the opportunity to obtain attractive yields before the Fed’s easing campaign begins. We understand many investors are apprehensive because of the dynamic we have had to navigate since the beginning of 2022. This could be the time for investors to acknowledge the current market dynamic which includes generationally attractive fixed income yields and the potential for investment gains as well if, or when yields decline and prices rise.

Demand for U.S. municipal bonds, in the form of investment dollars flowing into municipal mutual funds, continued to intensify in the beginning of August.

The VIX Index Flashed a Warning-Sign Last Week, Then Fell Again



Source: Chicago Board Options Exchange and HilltopSecurities.

Please see disclosure starting on page 3.

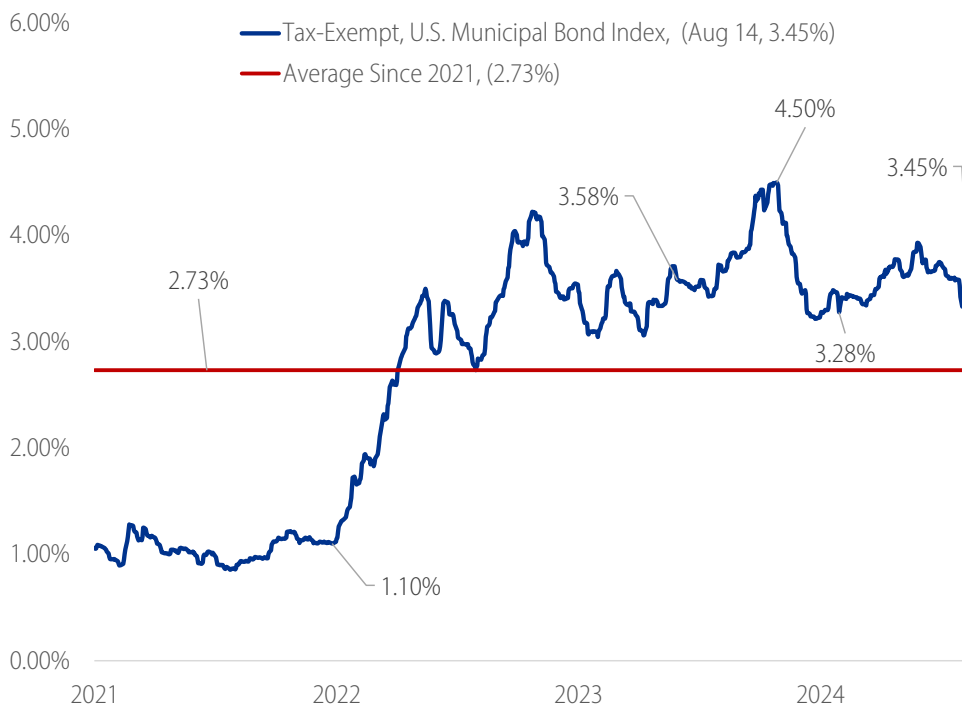
Importance of Bonds Underscored by Last Week's Uncertainty

Last week's market uncertainty underscored the importance fixed income investments and especially the role municipal bonds can play in an investment portfolio. The week of August 5 was deemed, "a wild and crazy" period [by Barron's](#). The volatility of market sentiment is well-encapsulated in the magnitude of the quick rise, then drop of the Chicago Board Options Exchange Volatility Index (VIX). The VIX sharply rose by almost 65%, then dropped close to where it began the week in just days. See more about the market pressures of last week in [Bond Yields Rise as Market Nerves Steady](#) (Aug. 7, 2024) by HilltopSecurities' Scott McIntyre and Greg Warner.

Last week's market uncertainty underscored the importance fixed income investments and especially the role municipal bonds can play in an investment portfolio.

The market backdrop is sending the message that bonds are back. Bonds are appealing for those looking for attractive yields. The substance of our message about generationally attractive municipal bond yields still holds. In addition, municipal credit quality remains well above normal for tax-backed issues. Tax-backed credit will remain resilient in the event of a macro-economic downturn. Revenue bonds generally require more scrutiny. Municipal to Treasury (M/T ratios) ratios have still not recovered to attractive levels yet, however the above-mentioned pros outweigh this factor, especially for investors who value the tax-exemption. The premiere take-away for investors from last week's market fright could be that bonds, especially U.S. municipal bonds, could be considered a fundamental defensive play in the face of further market uncertainty.

Municipal Yields are Lower Compared to July but Remain Generationally Attractive



The premiere take-away for investors from last week's market fright could be that bonds, especially U.S. municipal bonds, could be considered a fundamental defensive play in the face of further market uncertainty.

Source: Bloomberg and HilltopSecurities.

Investors are also sending the message that bonds are back. Demand for U.S. municipal bonds has continued to strengthen. A little over \$670 million flowed into municipal mutual funds per Lipper data reported last week. That was the sixth straight week of positive fund flows totaling almost \$5 billion going back to the beginning of July. Municipal fund flows have also been positive in nine of the last ten weeks going back to the beginning of June.

Investors are also sending the message that bonds are back. Demand for U.S. municipal bonds has continued to strengthen.

Recent HilltopSecurities Municipal Commentary

- [Our Optimism Endures from the Growth Surge, Record Housing Prices, Still Appealing Tax-Exempt Yields, & a Fed Poised to Communicate Rate Easing Progress, July 30, 2024](#)
- [2024 Municipal Analyst Bond Survey, April 30, 2024](#)
- [The Efficiency of the Municipal Bond Tax-Exemption was Called into Question and the Same Analysis Proposes to Eliminate the Tax-Exemption, March 26, 2024](#)
- [The Golden Age of Municipal Bonds is Not Over, March 25, 2024](#)

Readers may view all of the HilltopSecurities Municipal Commentary [here](#).

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Designing Affordable Water & Sewer Rates

By Naeem Qureshi, PE, Sambatek, LLC

The affordability of water and wastewater services has become one of the greatest concerns over the past decade as utilities struggle to fund aging and long delayed infrastructure reconstruction projects. With more than 16% of North America’s underground infrastructure exceeding design service life, it is no surprise that there are more than 240,000 watermain breaks a year, with a 27% increase in break rates since 2012. The problem continues to worsen with up to 30% nonrevenue water in some utilities. Affordability is increasingly being discussed by decision makers as councils and utility boards decide how to pay for infrastructure investments. The old practice of cutting off service for nonpayment of water bills is no longer desirable as nobody can live in a house without water service, resulting in neighborhood blight.

For the first time in a generation, water and sewer infrastructure is on the national political agenda especially after the Flint, Michigan crisis. Over the past few years there has been a steady increase in the cost of housing and healthcare – essential costs for living. This combined with a generation of wage stagnation, especially for the lower and middle working class, has caused a real squeeze on the resources needed to pay for necessities of life. This had put affordability at the forefront of the national conversation about water.

Despite the importance of water and sewer services, providing drinking water at affordable rates is a challenge for utilities faced with significant capital needs and increasing operating costs. Low-income households spend 16.5% of their disposable income on water and sewer bills. According to National Energy Assistance Directors’ Association, 20 million households are behind on utility bills, owing \$16.1 billion with an average outstanding bill of \$788. According to AWWA 2021 study “Public Perception of Tap Water”, roughly a quarter of the respondents reported struggling to pay their water bill. Residential water service costs have increased at twice the rate of inflation over the last 20 years.

One third of large drinking water utilities offer some type of customer assistance programs (CAP), which offer some subsidies to increase the ability of financially constrained households to maintain access to water services. This may include bill discounts, special rate structures, and other means.

The Federal Government Low Income Household Assistance Program presently has \$1.138 billion to assist low-income households pay past due bills for drinking water and/or wastewater services. The program is designed especially for those households facing imminent disconnection.

To ensure that assistance is provided to deserving households, it is important to examine records of delinquent bills and disconnected accounts due to nonpayment of bills and reconnect accounts. It is important to publicize the CAP possibility by phone since delinquent customers

avoid opening a bill and thus may never learn that the program existed. Delinquent customers should be allowed to apply online so they can easily get the help they need.

Meaningful and accurate assessment of affordability is critical as utilities seek to serve low-income customers while raising the revenue needed to maintain and advance public health and conservation.

The Detroit Water and Sewage Authority (DWSD) has implemented an income based water Residential Assistance Program (WRAP) as shown below:

TIER 1 135% FPL*		TIER 2 136% - 150% FPL*		TIER 3 151% - 200% FPL*	
YOU PAY MONTHLY		YOU PAY MONTHLY		YOU PAY MONTHLY	
\$18		\$42		\$56	
For water, sewer & drainage if your income is:		For water, sewer & drainage if your income is:		For water, sewer & drainage if your income is:	
Number of People Living in the Household	Maximum Annual Household Income	Number of People Living in the Household	Maximum Annual Household Income	Number of People Living in the Household	Maximum Annual Household Income
1	\$18,075	1	\$20,395	1	\$27,380
2	\$24,352	2	\$27,465	2	\$36,620
3	\$30,630	3	\$34,545	3	\$46,060
4	\$36,908	4	\$41,625	4	\$55,500
5	\$43,185	5	\$48,705	5	\$64,940
6	\$49,463	6	\$55,785	6	\$74,380
7	\$55,740	7	\$62,865	7	\$83,820
8	\$62,018	8	\$69,945	8	\$93,260

This Lifeline Plan based on income eliminates past due balances on enrollment into the program and provides water, sewer and drainage service for as low as \$18 per month. This is funded by 0.5 % of the Great Lakes Water Authority (GLWA) serving Detroit and the suburbs and by Federal Funding through the Low-Income Household Water Assistance program (LIHWAP).

Steps in providing meaningful assistance to low-income households struggling to pay the water and sewer bills include:

- Understand the community.
- Work on identifying areas of greatest density of delinquent bills and shut-offs.
- Partner with community-based organization to raise awareness of CAP. Contact by phone frequently to delinquent households instead of letters to see the human side of economic hardship.
- Move the CAP under the utilities administration for quick access to data.
- Provide plumbing assistance to low-income households with high water use to fix leaking fixtures causing high bills.
- Lower fixed charges to benefit low water users who usually are low-income households.

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Weekly Financial Markets Update August 26, 2024

News & Insights

Weekly Financial Markets Update: August 26, 2024

This Weekly Financial Markets Update reviews the top market headlines:
Fed Chair Opens the Door to Rate Cuts, Leading Indicators Fall in July,
Home Sales Decline Halted in July

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- **The current federal funds rate target set by the Federal Reserve is 5.25% to 5.50%**
- **The U.S. Leading Economic Index declined 0.6% in July**
- **Existing home sales grew 1.3% in July versus the prior month**

Top Three Market Headlines

Fed Chair Opens the Door to Rate Cuts: In a highly anticipated speech last week at an economic policy forum in Jackson Hole, WY, Federal Reserve Chair Jerome Powell laid the groundwork for the central bank to cut the federal funds rate at its next meeting in September. The Fed began raising its policy benchmark rate in March 2022 in a bid to quell inflation and has held the target range steady at 5.25% to 5.50% since July 2023. Citing growing confidence that inflation is on a "sustainable path" back to 2%, while recognizing the goal of maintaining a strong labor market, Powell said "The time has come for policy to adjust."

Leading Indicators Fall in July: The Conference Board's U.S. Leading Economic Index (LEI) fell by 0.6% in July 2024, the fifth straight monthly decline. Underlying factors keying the drop included lower new orders, pessimistic consumer expectations, and fewer hours worked in the manufacturing sector. Over the six-month period through July, the LEI fell by 2.1%, which officials noted was a smaller decline compared to the prior six-month period, an encouraging sign. Nonetheless, based on the latest LEI readings the organization expects U.S. real GDP to slow to a +0.6% annualized pace in Q3 2024 and +1.0% in Q4.

Home Sales Decline Halted in July: Existing home sales improved modestly in July, breaking a streak of four consecutive monthly declines, according to the National Association of Realtors (NAR). Sales grew 1.3% from the prior month to a seasonally adjusted annual rate of 3.95 million. Despite the rise, the NAR pointed out that "home sales are still sluggish," though it noted that affordability has improved as mortgage rates have declined since the spring. The median existing-home sales price rose 4.2% in July from one year ago to \$422,600, marking the 13th consecutive month of year-over-year price gains.

Please note: There will be no Weekly Financial Market Update published next Monday, September 2, due to Labor Day.

As of August 23, 2024	Week	Quarter-To-Date	Year-To-Date	One-Year
MSCI All Country World	1.73%	3.88%	15.62%	25.07%
S&P 500	1.47%	3.39%	19.20%	28.91%
Russell 2000	3.62%	8.53%	10.41%	20.43%
MSCI EAFE	2.76%	5.64%	11.28%	20.43%
MSCI Emerging Markets	0.70%	1.97%	9.60%	16.35%
FTSE NAREIT Equity	3.63%	12.09%	11.94%	23.03%
Bloomberg Commodity	0.88%	-3.71%	1.24%	-2.73%
Bloomberg U.S. Aggregate	0.67%	4.34%	3.60%	8.61%

The Conference Board 8/19/2024, Bloomberg 8/23/2024, Federal Reserve 8/23/2024, Nat'l Assoc. of Realtors 8/22/2024. Data from Morningstar Direct. Returns for periods greater than one year are annualized. Investment advisory, named and independent fiduciary services are offered through Gallagher Fiduciary Advisors, LLC, an SEC Registered Investment Adviser. Gallagher Fiduciary Advisors, LLC does not express an investment opinion regarding any specific commodity, sector or individual security. Unless otherwise expressly noted, the contents of this communication do not constitute securities or investment advice, nor should this communication be construed as an opinion regarding the appropriateness of any investment. Gallagher Fiduciary Advisors, LLC is a single-member, limited-liability company, with Gallagher Benefit Services, Inc. as its single member. Neither Arthur J. Gallagher & Co., Gallagher Fiduciary Advisors, LLC nor their affiliates provide accounting, legal or tax advice. The information provided cannot take into account all the various factors that may affect your particular situation; therefore, you should consult your Gallagher Fiduciary Advisors consultant before acting upon any information or recommendation contained herein to discuss the suitability of the information/recommendation for your specific situation.

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