



**CITY COUNCIL REGULAR AGENDA**  
**MONDAY, MARCH 15, 2021**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - March 1, 2021 City Council Meeting
  - [B.](#) General Operations Disbursements #21-03 \$308,373.54
  - [C.](#) Resolution 21-12, Expressing Support for Legislation Regulating the Sale of Catalytic Converters to Scrap Metal Dealers
  - [D.](#) Application for Payment #5 from Magney Construction - Arthur Street Water Treatment Plan Repairs
  - [E.](#) Data Practices Policy
  - [F.](#) Contractor's Licenses
  - [G.](#) Sign Permit
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - B. Parks and Recreation Report
- 8. NEW BUSINESS**
  - [A.](#) Authorize Police Chief Selection Process
- 9. REPORTS**
  - A. Attorney's Report
  - [B.](#) Engineer's Report
  - C. Administrator Report
- 10. OTHER**
  - A. Request for Closed Session pursuant to 13D.05(3) - Attorney Client Privilege - Garfield Pond Project
  - [B.](#) Correspondence
- 11. ADJOURN**

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

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

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

### **DISCUSSION FROM THE FLOOR**

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

### **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on March 01, 2021 at the City Hall, at 7:00 PM.

### **1. CALL TO ORDER**

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

### **2. ROLL CALL**

#### PRESENT

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

#### STAFF PRESENT

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

#### VISITORS

Virginia Moucha, 8037 6th Street NE

### **3. PLEDGE OF ALLEGIANCE**

### **4. ADDITIONS OR CORRECTIONS TO AGENDA**

Administrator Buchholtz requested that a Right of Way Application for Telcom Construction be added to the Consent Agenda as Item 6.I.

### **5. DISCUSSION FROM THE FLOOR - None**

### **6. CONSENT AGENDA**

- A. Approval of Minutes - December 7, 2020 City Council Work Session
- B. Approval of Minutes - January 11, 2021 Work Session
- C. Approval of Minutes - February 16, 2021 City Council Meeting
- D. Approval of Payment of First Half Assessment to Suburban Rate Authority
- E. Approve Resolution 21-09 Approving State of MN Joint Powers Agreements with the City of Spring Lake Park on Behalf of Its City Attorney and Police Department
- F. Right of Way Application - CenterPoint Energy
- G. First Quarter Billing for 2022 Payable 2023 Property Tax Assessment - Ken Tolzmann
- H. Contractor's Licenses
- I. Right of Way Application – Telcom Construction

Motion made by Councilmember Delfs to approve Consent Agenda.

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

## **7. DEPARTMENT REPORTS**

### **A. Public Works Report**

Public Works Director Randall reported that the ice rinks are no longer being maintained due to the warm weather. He stated that garbage and recycling continues to be picked up twice weekly at the parks. He reported that the Public Works Department plowed three times in the month of February and during the cold weather days staff performed maintenance on the trucks as well as cleared snow from the mailbox side of the street and cleaned the catch basins. He stated that staff has been trimming trees.

Mr. Randall reported a water main break at Osborne and Carriage Oaks Drive and four frozen water meters. He stated that antenna changeouts on the water towers are taking place and good progress is being made on the Arthur Street water treatment plant.

### **B. Code Enforcement Report**

Building Official Baker reported the monthly permit and inspection statistics. He reported that 19 administrative citations were issued for the month of February. He stated that final rental license letters have been sent. He stated that several inspections have taken place at Hy-Vee and progress is going well.

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

### **A. Resolution 21-10, Approving Rear Yard and Side Yard Variance to Allow Construction of an Accessory Building at 8037 6th Street NE**

Administrator Buchholtz reported that the City received an application for a variance from the rear yard and side yard setback to set a 200 square foot utility shed on the rear and side property line at 8039 6th Street NE. He reported that staff initially reviewed the application and recommended denial of the variance, due to the fact that the applicant did not appear to meet the practical difficulties test.

Administrator Buchholtz reported that the Planning Commission held a Public Hearing on February 22, 2021, and after reviewing the application and hearing testimony provided by the applicant, the Commission unanimously recommended approval of the variance application.

Mayor Nelson stated that he supports the variance as many of the sheds in the neighborhood were constructed before ordinances were in place. He stated that this new shed will be a benefit to the community.

Councilmember Goodboe-Bisschoff inquired why the complaint was filed. Ms. Moucha stated that the complaint came from a near-by neighbor who she has had difficulties with in the past. She noted that the shed is not near their property.

Councilmember Goodboe-Bisschoff inquired as to why Ms. Moucha had a survey completed. Ms. Moucha stated that it was required for the variance. She stated that the bumper of the shed is on the property line of the neighbor.

Councilmember Delfs stated that Ms. Moucha is doing the right thing to apply for the variance and zoning applications despite what has been done in the past with other residents. He encouraged residents to contact staff at City Hall for the current requirements for new or replacement of sheds.

Motion made by Mayor Nelson to approve Resolution 21-10, Approving Rear Yard and Side Yard Variance to Allow Construction of an Accessory Building at 8037 6th Street NE.

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

B. Resolution 21-11, Expressing Support for SF 1044/HF 1034, A Bill Extending Eligibility for Unemployment Benefits to Secondary Students

Councilmember Dircks requested that a resolution be presented to the City Council expressing the City's support for SF 1044 / HF 1034. She reported that the bill, before the Legislature, would extend eligibility for unemployment benefits to secondary (high school) students. She stated that with the pandemic many high school students are either the main suppliers to their family income or help support their family. She reported that high school students are not eligible to collect unemployment benefits. She stated that there are specific requirements that an individual must meet to be eligible for unemployment benefits.

Councilmember Dircks stated that the bill is bipartisan, with supporters on both sides of the aisle. She stated that all employers pay into unemployment benefits.

Mayor Nelson stated that he contacted several local businesses and learned that many of the business would not hire younger students if this bill should pass as it could cause students to collect unemployment benefits from their employer and not be motivated to search for a new job.

Councilmember Dircks stated that there are many young individuals that have necessities now that they cannot afford versus what will happen in the future. She stated that many of

the students provide for their family members when parents cannot and many of the students could be living on their own. She stated that unemployment criteria must be met by the individual to be paid unemployment benefits. She stated that this bill impacts many residents and people who are in the community.

Councilmember Delfs stated that many business hire younger people so that benefits do not need to be paid. He stated that by approving the Resolution, it is only stating that the Council supports the bill. He reported that he has knowledge of students who were often not able to attend classes, before the pandemic, due to having to work to help support their family.

Mayor Nelson stated that he was not initially supportive of the bill; however, after reviewing the proposed language in the bills, he understands it more clearly. He stated that he hopes that the changes do not hurt jobs in the future and cause automation of jobs that are often filled by students.

Councilmember Wendling stated that many of the businesses he spoke to stated that the businesses did not know what they paid in unemployment rates and are not sure how they would handle having to pay unemployment to younger workers.

Motion made by Councilmember Dircks to approve Resolution 21-11, Expressing Support for SF 1044/HF 1034, A Bill Extending Eligibility for Accessory Building at 8037 6th Street NE.

Voting Yea: Mayor Nelson, Councilmember Delfs, Councilmember Goodboe-Bisschoff, Councilmember Dircks

Voting Nay: Councilmember Wendling.

Motion carried.

## **9. NEW BUSINESS**

### **A. Zoning Compliance Agreement - 7739 Monroe St NE**

Administrator Buchholtz reviewed that staff memo. He reported that staff drafted a Zoning Compliance Agreement and the property owner at 7739 Monroe Street NE has executed the agreement. He stated that it is similar to an agreement that has been done with other property owners in the past and has been successful.

Councilmember Goodboe-Bisschoff inquired if the drawing that was provided to the Council is the final plan for the driveway. Building Official Baker stated that the drawing was submitted by the contractor and there are no major changes to the driveway. He stated that the driveway will not change and there will be no new curb cuts. He reported that the proposed driveway and corrections provide plenty greenspace and flooding will not be an issue.

Councilmember Delfs inquired if it has been verified that all the vehicles are currently operable and licensed. Building Official Baker stated that the vehicles that are visible and those that are able to be seen from his allowable viewing area are licensed and operable.

Councilmember Goodboe-Bisschoff inquired if it has been verified that no business is being conducted at the home and the vehicles belong to the residents. Building Official Baker stated that the vehicles belong to the family members living at the property.

Motion made by Mayor Nelson to approve Zoning Compliance Agreement for 7739 Monroe Street NE.

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

B. Request for Work Session - March 8, 2021

Administrator Buchholtz requested that a Work Session be scheduled for Monday, March 8, 2021 at 5:30 PM. The consensus of the Council was to schedule the work session.

## 10. REPORTS

A. Attorney's Report – No report

B. Engineer's Report

Engineer Gravel provided his staff report in the Council packet. He had no new items to report.

C. Administrator Report

Administrator Buchholtz reported that he toured Hy-Vee and major changes and progress has been made to the interior of the building. He stated that construction is on track scheduled to open the end of May.

Administrator Buchholtz reported that he met with Anoka County regarding the mill and overlay project scheduled for work on CSAH 35. He reported that that he participated in a meeting on regional collaboration between Spring Lake Park Blaine Mounds View Fire and Centennial Fire.

**11. OTHER****A. Request for Closed Session pursuant to M.S. 13D.05(3) - Attorney Client Privilege - Garfield Pond Project**

Motion made by Mayor Nelson to close the meeting pursuant to Minnesota Statute 13D.05(3), Attorney-Client Privilege, to discuss possible claims and litigation regarding the Garfield Pond project.

Voting Yea: All. Motion carried.

Meeting was closed at 7:53 PM.

The City Council reconvened at 8:30 PM.

Attorney Thames reported that the City Council went into closed session to discuss possible claims and litigation regarding the Garfield Pond project. He reported that staff was given direction on how to proceed.

**12. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 8:31 PM.

---

Robert Nelson, Mayor

Attest:

---

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



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

Date: Feb 2021  
Page: 1  
Claim Res. #21-03

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69574	AID ELECTRIC SERVICE, INC	AIR COMPRESSOR REPAIR	301.99
69575	ANA-MARIA C. HALVERSON	UTILITY REFUND	58.95
69576	JOSH ANTOINE	REIMBURSEMENT- U. ALLOWANCE	109.20
69577	BERGLUND, BAUMGARTNER, KIMBALL & GLASER, LLC	2020 APPEALS	896.00
69578	CARSON CLELLAND & SCHREDER	ATTORNEY FEES	10,407.54
69579	CENTERPOINT ENERGY	MONTHLY UTILITIES	2,266.74
69580	CINTAS	OPERATING SUPPLIES - MATS	459.48
69581	CONNEXUS ENERGY	MONTHLY UTILITIES	9.92
69582	COTTENS INC	AUTO REPAIR/SERVICE	89.29
69583	FAWAZ AL HOMAIDI	UTILITY REFUND	75.00
69584	GOPHER STATE ONE-CALL INC	MONTHLY LOCATES	31.05
69585	H & L MESABI COMMUNITY	REPAIR EQUIPMENT	2,509.00
69586	HAWKINGS WATER TREATMENT	WATER CHEMICALS	1,643.41
69587	MICHAEL LEDMAN	RECREATION INSTRUCTOR	275.40
69588	MANSFIELD OIL COMPANY	FUEL	1,459.66
69589	MIKE LONG	REIMBURSEMENT U. ALLOWANCE	499.59
69590	MN DNR WATERS	WATER PERMIT	3,190.76
69591	OFFICE DEPOT	OFFICE SUPPLIES	54.04
69592	SLP FIRE DEPARTMENT	FEBRUARY FIRE PROTECTION	20,521.00
69593	TOLL GAS & WELDING SUPPLY	OXYGEN TANK & ARGON GAS	98.35
69594	WIPERS AND WIPES INC	SUPPLIES	1,210.84
69595	501 78TH APARTMENTS	UTILITY REFUND	5.05
69596	JOSH ANTOINE	REIMBURSEMENT U. ALLOWANCE	526.70
69597	ASPEN MILLS	UNIFORM - RESERVE HENDRICKSON	30.50
69598	AT & T MOBILITY	PHONE SERVICE - PUBLIC WORKS	315.81
69599	AT & T MOBILITY	PHONE SERVICE - POLICE	395.56
69600	BATTERIES PLUS BULBS	BATTERIES	31.90
69601	BAUER BUILT TIRE SENTER	TIRES	996.06
69602	CITY OF BLAINE	OFFICE SUPPLIES	314.52
69603	BLUE AND BROWN BACKGROUNDS	CONFERENCE/SCHOOL - CHLEBECK	300.00
69604	CINTAS	OPERATING SUPPLIES - MATS	76.58
69605	CITY OF ROSEVILLE	DATA SERVICES	144.96
69606	COON RAPIDS CHRYSLER	AUTO REPAIR/SERVICE	55.00
69607	COTTENS INC	AUTO REPAIR/SERVICE	13.98
69608	FIELD TRAINING SOLUTIONS	FTO TRAINING - IMIG	295.00
69609	GRAINGER INC	BLADES	52.85
69610	GREEN LIGHTS RECYCLING INC	JANUARY RECYCLING EVENT	3,762.74
69611	IDC AUTOMATIC	SUPPLIES	1,949.56
69612	INSTRUMENTAL RESEARCH INC	JANUARY WATER TEST	72.00
69613	MOHENDRA PERSAUD	UTILITY REFUND	215.86

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

Date: Feb 2021  
Page: 2  
Claim Res. #21-03

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69614	PAUL SCHULTZ	CONFERENCES/SCHOOLS	1,281.25
69615	PLAISTED COMPANIES INC	CRUSHED CONCRETE	2,212.81
69616	STEVE BOSTROM	UTILITY REFUND	94.33
69617	VADIM MUNICIPAL SOFTWARE	MAINTENANCE AGREEMENT	4,339.65
69618	WASTE MANAGEMENT OF WI-MN	RECYCLIGN SERVICES - JANUARY	7,861.02
69619	AMERITAS	PAYROLL	37.42
69620	CENTRAL PENSION FUND	PAYROLL	1,040.04
69621	DEARBORN LIFE INSURANCE CO	PAYROLL	329.74
69622	DELTA DENTAL	PAYROLL	1,281.97
69623	HEALTH PARTNERS	PAYROLL	VOID
69624	L.E.L.S.	PAYROLL	317.50
69625	LOCAL 49	PAYROLL	105.00
69626	MN CHILD SUPPORT PAYMENT CTR	PAYROLL	267.60
69627	NCPERS GROUP LIFE INS	PAYROLL	56.00
69628	PREFERREDONE INSURANCE CO.	PAYROLL	14,176.91
69629	AARON IMIG	REIMBURSEMENT - U ALLOWANCE	526.70
69630	LEAGUE OF MN CITIES INS. TRUST WC	WORKERS' COMP. COVERAGE	83,934.00
69631	CADY BUSINESS TECHNOLOGIES	MAINTENANCE AGREEMENT	1,898.40
69632	CENTERPOINT ENERGY	MONTHLY UTILITIES	2,105.03
69633	CINTAS	OPERATING SUPPLIES - MATS	76.58
69634	COMCAST	MONTHLY UTILITIES	105.92
69635	COON RAPIDS CHRYSLER	AUTO REPAIR/SERVICE	222.00
69636	FASTENAL COMPANY	NUTS, BOLTS & BATTERIES	40.08
69637	LUANN LARSON	REIMBURSEMENT - U ALLOWANCE	86.85
69638	MANSFIELD OIL COMPANY	FUEL	647.05
69639	METRO SALES	PRINT CARTRIDGES	295.00
69640	METROPOLITAN COUNCIL	WATER SERVICE	44,271.83
69641	OFFICE OF MN.IT SERVICES	FIBER	40.60
69642	PAT DENKERT	RECREATION REFUND	100.00
69643	QUILL	OFFICE SUPPLIES	329.06
69644	JEFF SANDINO	RECREATION INSTRUCTOR	20.00
69645	STAPLES	OFFICE SUPPLIES	225.66
69646	SYMBOL ARTS	UNIFORM ALLOWANCE - EBELTOFT	130.00
69647	TOPWASH.COM	AUTO REPAIR/SERVICE	90.00
69648	VADIM MUNICIPAL SOFTWARE	MAINTENANCE AGREEMENT	4,611.92
69649	VALLEY-RICH CO. INC	STREET REPAIR	14,055.98
69650	WATER CONSERVATION SERVICE INC	LEAK LOCATES	314.36
69651	XCEL ENERGY	MONTHLY UTILITIES	3,139.17
69652	COON RAPIDS CHRYSLER	AUTO REPAIR/SERVICE	1,270.50
69653	TWIN CITIES BMEU WEST	POSTAGE - RECREATION BROCHURE	2,271.39
69654	AUTOMATIC SYSTEMS CO	WTP REPAIR	394.00

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

Date: Feb 2021  
Page: 3  
Claim Res . #21-03

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69655	BLUE ROSE CAPITAL ADVISORS LLC	PRICING OPINION	1,800.00
69656	CINTAS	OPERATING SUPPLIES - MATS	76.58
69657	COMPUTER INTERGRATION TECH	MAINTENACE AGREEMENTS	1,048.00
69658	CONNEXUS ENERGY	MONTHLY UTILITIES	362.83
69659	COTTENS INC	AUTO REPAIR/SERVICE	37.97
69660	ECM PUBLISHERS, INC.	PUBLISHING	43.00
69661	H & L MESABI COMMUNITY	BOLTS & BLADES	401.34
69662	BARBARA HARLAN	REIMBURSMENT - MEMBERSHIP	55.00
69663	KENNEDY & GRAVEN, CHARTERED	BOND COUNSEL	6,500.00
69664	MICHAEL LEDMAN	RECREATION INSTRUCTOR	428.40
69665	MANSFIELD OIL COMPANY	FUEL	572.54
69666	MENARDS-CAPITAL ONE COMM.	CREDIT CARD PAYMENT	13.73
69667	NORTHLAND TRUST SERVICES INC	COUNTY AUDITOR'S CERTIFICATE	665.00
69668	PREFERREDONE INSURANCE CO	PAYROLL	205.75
69669	STAPLES	OFFICE SUPPLIES	24.99
69670	WALTERS RECYCLING REFUSE SERV	MONTHLY SERVICE	498.32
69671	DODGE OF BURNSVILLE	2021 SQUAD CAR	27,472.00
69672	DVS	NEW TITLE & REGISTRATION	25.00
69689	AMERITAS	PAYROLL	37.42
69690	CENTRAL PENSION FUND	PAYROLL	1,040.04
69691	DEARBORN LIFE INSURANCE CO	PAYROLL	329.74
69692	DELTA DENTAL	PAYROLL	1,281.97
69693	L.E.L.S.	PAYROLL	317.50
69694	LOCAL 49	PAYROLL	105.00
69695	MN CHILD SUPPORT PAYMENT CTR	PAYROLL	267.60
69696	NCPERS GROUP LIFE INS	PAYROLL	56.00
69697	PREFERREDONE INSURANCE CO	PAYROLL	14,382.66
<b>TOTAL DISBURSEMENTS</b>			<b>308,373.54</b>

WHEREAS,

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

WHEREAS,

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

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

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

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

Councilmembers:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

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

**RESOLUTION NO. 21-12**

**RESOLUTION EXPRESSING SUPPORT FOR LEGISLATION REGULATING THE  
SALE OF CATALYTIC CONVERTERS TO SCRAP METAL DEALERS**

WHEREAS, in the Twin Cities and across Minnesota, there has been a huge surge in catalytic converter thefts from cars, trucks and SUV's; and

WHEREAS, thieves target catalytic converters because the converters contain rare metals such as platinum, palladium and rhodium; and

WHEREAS, while thieves can receive \$200-\$300 from an online recycler for a stolen catalytic converter, the replacement cost for a new catalytic converter can exceed \$2,000; and

WHEREAS, a number of state legislators have introduced bills making it illegal for anyone except licensed scrap metal dealers from buying used catalytic converters and limiting who those licensed scrap metal dealers can purchase a catalytic converter from; and

WHEREAS, while it is oftentimes difficult to prove that a catalytic converter was stolen, disrupting the black market will have the effect of reducing the attractiveness of this crime.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby express its support for legislation before the State Legislature regulating the sale of catalytic converters to scrap metal dealers.

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 fifteenth day of March, 2021.

---

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. 21-12, A Resolution Expressing Support for Legislation Regulating the Sale of Catalytic Converters to Scrap Metal Dealers.

Daniel R. Buchholtz, Administrator

(SEAL)

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



March 3, 2021

RE: Application for Payment No. 5  
City of Spring Lake Park  
Arthur Street WTP Repairs  
SEH No. 154852

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

Dear Mr. Buchholtz:

Attached is Application for Payment No. 5 from Magney Construction, Inc. This application for payment is for work on the Arthur Street WTP Repairs project through February 28, 2021. I have reviewed this application for payment and believe it to accurately reflect work completed through the above referenced date. We recommend that the City pay the requested amount of \$188,745.60. Please sign the application for payment and provide a copy to me.

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

Sincerely,

Miles Jensen  
Project Manager

Enclosures



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

Payment No.: 5

For Period: 2-28-21

Date:

March 1, 2021

**SUMMARY**

1	Original Contract Amount		\$	552,700.00
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	552,700.00
5	Work Completed to Date		\$	198,679.58
6	Material on Hand		\$	0.00
7	Amount Completed and Stored		\$	437,092.46
8	Less Retainage		\$	21,854.62
9	Subtotal		\$	415,237.84
10	Less Amount Paid Previously		\$	226,492.24
11	Liquidated Damages		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.		\$	188,745.60

Recommended for Approval by:  
**SEH**

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

Date:

Date:

Approved by Contractor:  
**MAGNEY CONSTRUCTION**

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

*Peter Aldritt*

Peter Aldritt - Project Manager

Date:

Date:

3/1/2021



APPLICATION FOR PAYMENT SCHEDULE

APPLICATION #:

Unit Prices		DESCRIPTION OF WORK		SCHEDULED VALUE		WORK COMPLETED		TOTAL COMPLETED TO DATE		BALANCE TO FINISH		RETAINAGE	
Item No.		ITEM	QTY	UNIT	PRICE	TOTAL	QTY	TOTAL	TO DATE	QTY	TOTAL	5%	
1	LS	Clean and Paint walls, ceilings, pipe, filters	1		25,500.00	25,500.00	0	\$0.00	\$24,225.00	0.1	\$1,275.00	\$1,211.25	
2	LS	Replace Chlorine Automatic Shutoff system	1		19,200.00	19,200.00	1.00	\$0.00	\$19,200.00	0.0	\$0.00	\$960.00	
3	LS	Relplace Chlorine Gas Detector	1		12,700.00	12,700.00	1.00	\$0.00	\$12,700.00	0.0	\$0.00	\$635.00	
4	LS	Relplace Sample Taps	1		2,800.00	2,800.00	0	\$0.00	\$1,400.00	0.5	\$1,400.00	\$70.00	
5	LS	Replace Chlorine Room Window	1		3,500.00	3,500.00	1	\$3,500.00	\$3,500.00	0.0	\$0.00	\$175.00	
6	LS	Replace Water Heater	1		7,500.00	7,500.00	0.45	\$1,125.00	\$7,500.00	0.0	\$0.00	\$375.00	
7	LS	Replace Air Compressor, Air Dryer & Filter	1		17,500.00	17,500.00	1	\$0.00	\$8,750.00	0.5	\$8,750.00	\$437.50	
8	LS	Relplace Faucet and Eiewash	1		1,600.00	1,600.00	1	\$1,280.00	\$1,600.00	0.0	\$0.00	\$80.00	
9	LS	Relplace Filter Pressure Transmitter	1		4,800.00	4,800.00	0	\$0.00	\$4,800.00	0.0	\$0.00	\$240.00	
10	LS	Replace Door Hdwe #101A, 102A, 102B, 103A	1		16,800.00	16,800.00	0.70	\$11,760.00	\$11,760.00	0.3	\$5,040.00	\$588.00	
11	LS	Replace Windows	1		27,600.00	27,600.00	1.00	\$27,600.45	\$27,600.45	0.0	\$0.00	\$1,380.02	
12	LS	Replace Supervisory Control Panel	1		167,500.00	167,500.00	0.31	\$52,330.50	\$100,500.00	0.1	\$16,075.00	\$7,641.53	
13	LS	Replace MCC	1		96,700.00	96,700.00	0	\$2,901.00	\$48,350.00	0.5	\$45,449.00	\$2,562.55	
14	LS	Relplace Fire Alarm Panel	1		8,100.00	8,100.00	0	\$0.00	\$1,620.00	0.8	\$6,480.00	\$31.00	
15	LS	Replace Emergency Light	1		500.00	500.00	0	\$0.00	\$500.00	0.0	\$0.00	\$25.00	
16	LS	Replace Local Disconnects rooms 101, 102 & 103	1		5,000.00	5,000.00	0	\$0.00	\$2,500.00	0.5	\$2,500.00	\$125.00	
17	LS	Replace Filter Valve Solenoids (6 total)	1		12,600.00	12,600.00	0	\$0.00	\$0.00	1.0	\$12,600.00	\$0.00	
18	LS	Replace Mixing Valves	1		4,600.00	4,600.00	1	\$2,300.00	\$0.00	0.5	\$2,300.00	\$115.00	
19	LS	Relplace Wiring and receptacles rms 101,102, 103	1		1,800.00	1,800.00	0	\$0.00	\$0.00	1.0	\$1,800.00	\$0.00	
20	LS	Replace RP-2's	1		3,400.00	3,400.00	0	\$0.00	\$0.00	1.0	\$3,400.00	\$0.00	
21	LS	Replace Sprinkler Flow Monitoring sensors and wirl	1		4,300.00	4,300.00	0	\$0.00	\$0.00	1.0	\$4,300.00	\$0.00	
22	LS	Relplace unit heaters and thermostats rms 102 & 103	1		11,200.00	11,200.00	0.41	\$4,580.42	\$8,619.58	0.0	\$0.00	\$560.00	
23	LS	Wash Building Exterior	1		2,000.00	2,000.00	1	\$2,000.00	\$2,000.00	0.0	\$0.00	\$100.00	
24	LS	Replace Floating Suction Strainer and Hose	1		4,200.00	4,200.00	1.00	\$4,200.00	\$0.00	0.0	\$0.00	\$210.00	
25	LS	Construct Masonry Partition	1		63,900.00	63,900.00	1	\$63,900.00	\$0.00	0.0	\$0.00	\$3,195.00	
26	LS	Replace Light Fixtures	1		11,200.00	11,200.00	0.17	\$1,935.45	\$6,720.00	0.2	\$2,544.55	\$432.77	
27	LS	Replace Flow Control Valve	1		13,100.00	13,100.00	1.00	\$13,100.00	\$0.00	0.0	\$0.00	\$655.00	
28	LS	Replace removable Aluminum Railing Section	1		3,100.00	3,100.00	0	\$0.00	\$0.00	1.0	\$3,100.00	\$0.00	
TOTAL SECTION No.2						\$552,700.00		\$238,412.88	\$437,082.46		\$116,013.95	\$21,854.62	





# City of Spring Lake Park

## Data Practices Policy

- I. **Responsible Authority and Compliance Official.** The data practices compliance official is the designated employee of the government entity to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices issues. The City Council has appointed Daniel Buchholtz, Administrator, Clerk/Treasurer, as the City's Responsible Authority and the Compliance Official for the Act. The people listed in Appendix A have been appointed as Responsible Authority Designees to assist in complying with the Act.
- II. **Government Data Generally Accessible to the Public.** "Government Data" means all data collected, created, received, maintained or disseminated by the City regardless of its physical form, storage media or conditions of use. Government Data is public data and is generally accessible by the public according to the terms of the Minnesota Government Data Practices Act (MGDPA), unless it is specifically classified differently by the MGDPA or other law, and may be subject to a fee. The MGDPA classifies categories of Government Data that are not generally accessible to the public as follows:
  - **"Confidential data on individuals"** is inaccessible to the public or to the individual subject of the data.
  - **"Private data on individuals"** is inaccessible to the public, but is accessible to the individual subject of the data.
  - **"Protected nonpublic data"** is data *not on individuals* that is inaccessible to the public or the subject of the data, if any.
  - **"Nonpublic data"** is data *not on individuals* that is inaccessible to the public, but accessible to the subject of the data, if any.
- III. **Access to Public Data.** All data maintained by the City is public unless there is a specific statutory designation which gives it a different classification.
  - A. **People Entitled to Access.** Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name, provide identification or give the reason for the request (MS 13.05, subd. 12). To fulfill the request, the representative of the City may ask questions to clarify the request and may use the form contained in this policy as Exhibit B. The City must determine whether it maintains the requested data. The City is not required by the Minnesota Government Data Practices Act to provide data that it does not maintain, nor is the City required to produce data in a new format.
  - B. **Form of Request.** The request for public data may be verbal or written. The City will consult with its attorney in preparing a response to a request for data relating to litigation.
  - C. **Time Limits.** Requests will be received and processed during normal business hours. If requests cannot be processed or copies cannot be made immediately at the time of the request, the information must be supplied as soon as reasonably possible. Standing requests will be valid for one year at which time the request must be renewed by the party making the request.

- D. Fees.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. The fee does not include time necessary to separate public from non-public data. Fees will not be charged for inspection of government data.

➤ **Single –Sided, Black and White, Letter or Legal-Size Documents**

1-100 pages (MN Statute 13.03, subd. 3c)	\$0.25 per page
101 or more pages	Actual Cost (as defined below)

The *actual cost of copies* includes the cost of searching for and retrieving the data, including the cost of employee time, and for making, certifying and electronically transmitting copies of the data and/or mailing copies of the data and any other production expenses. Actual costs shall be determined by the department fulfilling the data request.

The City may require the requesting party to prepay any fees associated with a request for copies or transmission.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

- IV. Access to Data on Individuals.** Data about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is attached as Exhibit C (Non-public Data Maintained by City). Information to be incorporated on forms used to collect private and confidential information is also attached as Exhibit E (Tennessen Warning).

**A. People Entitled to Access.**

- **Public data about an individual may be shown or given to anyone.**
- **Private data about an individual may be shown or given to:**
- The individual, but only once every six months, unless a dispute has arisen or additional data has been collected.
  - A person who have been given access by the express written consent of the data. This consent must be on the form attached as Exhibit E, or a form reasonably similar.
  - People who are authorized access by federal, state or local law or court order.
  - People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the Tennessen Warning.
  - People within the City staff, the City Council and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

- **Confidential information may not be given to the subject of the data, but may be shown or given to:**
  - People who are authorized access by federal, state or local law or court order.
  - People within the City staff, the City Council and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

**B. Form of Request. Any individual may verbally or in writing whether the City has stored data about that individual and whether the data is classified as public, private, or confidential.**

All requests to see or copy private or confidential information must be in writing. An information disclosure request, attached as Exhibit F, must be completed to document who requests and who receives this information. The Responsible Authority or Designee must complete the relevant portions of the form. The Responsible Authority or Designee may waive the use of this form if there is other documentation of the requesting party's identity, the data requested, and the City's response. A response to a request for data relating to litigation will be made after consultation with the City Attorney.

The City is not required to provide information verbally over the telephone. The City may provide information by fax or e-mail, at its own discretion. The City is not required to provide information in any specific format, except that if the data is maintained in electronic format and is requested to be in electronic format, then it must be provided in that medium. This does not mean that the city will provide the data in an electronic format or program that is different from what the city has. Requests for names and addresses of residents must be made in person or in writing.

- C. Identification of Requesting Party.** The Responsible Authority or Designee must verify the identity of the requesting party as a person entitled to access. This can be done through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.
- D. Time Limits.** Requests will be received and processed during normal business hours. The response must be immediate, if possible, or within 10 days (excluding Saturdays, Sundays and legal holidays) if an immediate response is not possible (M.S. 13.04 subd. 3).
- E. Fees.** Fees may be charged in the same manner as for public information.
- F. Summary Data.** Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority or Designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or Designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the

Responsible Authority or Designee must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may authorize an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The Responsible Authority may use the form attached as Exhibit F.

**G. Juvenile Records.** The following applies to private (but not confidential) data about people under the age of 18.

- **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile subject. “Parent” means the parent or legal guardian of a juvenile data subject, or individual acting as a parent or legal guardian in the absence of a parent or legal guardian. The parent is presumed to have this right unless the Responsible Authority or Designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.
- **Notice to Juvenile.** Before requesting private data from juveniles, City personnel must notify the juveniles that they may request that the information not be given to their parent(s). This notice should be in the form attached as Exhibit H.
- **Denial of Parental Access.** The Responsible Authority or Designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority or Designee will consider:
  - Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences;
  - Whether denying access may protect the juvenile from physical or emotional harm;
  - Whether there is reasonable grounds to support the juvenile’s reasons; and
  - Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor. The city complies with all HIPPA requirements.

The Responsible Authority or Designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

**V. Denial of Access.** If the Responsible Authority or Designee determines that the requested data is not accessible to the requesting party, the Responsible Authority or Designee must inform the requesting party orally at the time of the request or in writing as soon after that

as possible. The Responsible Authority or Designee must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority or Designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

- VI. *Collection of Data on Individuals.*** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, or federal government.

When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning. This warning must contain the following:

- The purpose and intended use of the requested data
- Whether the individual may refuse or is legally required to supply the requested data;
- Any known consequences from supplying or refusing to supply the data; and
- The identity of other persons or entities authorized by state or federal law to receive the data.

A Tennesen warning is not required when an individual is requested to supply investigative data to a law enforcement officer.

A Tennesen warning may be on a separate form or may be incorporated into the form which requests the private or confidential data. See Exhibit E.

- VII. *Challenge to Data Accuracy.*** An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or Designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the Authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

**VIII. *Data Protection.***

**A. *Accuracy of Data.***

- All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate staff person, which is necessary for tax purposes, insurance coverage, emergency notifications, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
- Department Heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
- All records must be disposed of according to the City's records retention schedule.

**B. Data Safeguards.**

- Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
- Private and confidential data must be kept only in City offices, except when necessary for City business.
- Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private and confidential information. These employees will be instructed to:
  - not discuss, disclose or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data;
  - not leave private or confidential data where non-authorized individuals might see it;
  - securing not public data within locked work spaces and in locked file cabinets;
  - password protecting employee computers and locking computers before leaving workstations; and
  - shred private or confidential data before discarding, or dispose through confidential locked recycling;
- When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City may include in a written contract the language contained in Exhibit G.
- The City will utilize the penalties for unlawful access to not public data as provided for under Minnesota Statutes Section 13.09. Penalties include suspension without pay, dismissal of the public employee or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.



## **EXHIBIT A LIST OF DESIGNEES**

The following persons are officially designated by the Responsible Authority as “Designees” to be in charge of individual files or systems containing government data and to receive and comply with the request for government data.

### Administration

Melissa Barker  
Wanda Brown  
Jennifer Gooden  
Dena Brunette  
Kristine Pearson

### Parks and Recreation

Kay Okay

### Police Department

Doug Ebeltoft  
Mike Long  
Josh Antoine

### Public Works

Terry Randall

### Code Enforcement

Jeff Baker

**EXHIBIT B**  
**CITY OF SPRING LAKE PARK**  
**REQUEST FOR PUBLIC DATA**  
**MINNESOTA GOVERNMENT DATA PRACTICES ACT**

**REQUESTER:** Complete this form and return it to Spring Lake Park City Hall. You may submit it via e-mail at [info@slpmn.org](mailto:info@slpmn.org), in person or by U.S. Mail.

You do not have to provide contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

The City of Spring Lake Park will respond to you as soon as reasonably possible.

**NOTICE:** You may cancel this request at any time prior to the release of information.

*You may be required to pay the actual costs of making copies.*

[illegible]

**DEPARTMENT USE ONLY - Requester, please do not write below this line.**

Department \_\_\_\_\_ Handled by: \_\_\_\_\_

Request Type: ☐ In-person, ☐ Mail ☐ Phone ☐ E-mail

Fees Charged: \_\_\_\_\_

*If no fee is charged enter "None"*

**City of Spring Lake Park  
1301 81<sup>st</sup> St NE  
Spring Lake Park, MN 55432  
Phone: 763-784-6491, Fax 763-792-7257**

**EXHIBIT C**  
**CLASSIFIED DATA ACCESS REQUEST**  
**Government Data Practices Act**

**REQUESTER: Complete this form and return it to Spring Lake Park City Hall.**

**NOTICE:** You may cancel this request at any time prior to the release of information. In any event, this consent form will expire 90 days after signing.

After being shown private data on individuals and informed of its meaning, this data need not be disclosed again for six months unless additional information has been collected or an action is pending.

You may be required to pay the actual costs of making and/or compiling data.

**NOTE:** The subject of the data request must authorize the release of private information to the subject's agent or another agency. An "Informed Consent to Release" must be completed by the subject of the data.

Name:	Last	First	M.I.	Date		
Address:	Street	City	State	Zip	Phone No.	E-mail
Information Requested						

Requester's Signature: *If not the subject of the data requested, see note above.*

---

**DEPARTMENT USE ONLY - Please do not write below this line.**

**NOTE:** Reasonable identification must be obtained from the person seeking the information.

**NOTE:** If Data Subject is a minor, consult Attorney prior to release of information.

Department	Handled by:
------------	-------------

Identification Viewed (Drivers License, State ID, Notarized Request)

Requester is: ☐ Data Subject; ☐ Not Data Subject, See NOTE above

Request Type: ☐ In-person, ☐ Mail

Data Classification: ☐ Public, ☐ Non-Public, ☐ Protected Non-Public, ☐ Private, ☐ Confidential

Request: ☐ Approved or ☐ Denied      Authorized Signature \_\_\_\_\_

Comments: *Enter any appropriate remarks or comments. If data access is denied, cite authority or reason.*

Fees Charged (If no fee is charged enter "None"): \_\_\_\_\_

**City of Spring Lake Park**  
**1301 81<sup>st</sup> Avenue NE**  
**Spring Lake Park, MN 55432**  
**Phone: 763-784-6491, Fax 763-792-7257**

**EXHIBIT D**  
**INVENTORY OF NOT PUBLIC DATA**

**Exhibit E**  
**CITY OF SPRING LAKE PARK DATA PRACTICES ADVISORY**  
**(Tennessee Warning)**

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: \_\_\_\_\_

\_\_\_\_\_

You ☐ are / ☐ are not legally required to provide this information. If you refuse to supply the

information, the following may happen: \_\_\_\_\_

\_\_\_\_\_

Other persons or entities who are authorized by law to receive this information are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your signature on this form indicates that you understand this advisory.

X \_\_\_\_\_

Signature

**EXHIBIT F**  
**CITY OF SPRING LAKE PARK**  
**CONSENT TO RELEASE PRIVATE DATA**

I, \_\_\_\_\_, authorize the City of Spring Lake Park ("City") to release  
(print name)  
the following private data about me:

---

---

---

to the following person or people:

---

---

---

The person or people receiving the private data may use it only for the following purpose or purposes:

---

---

---

This authorization is dated \_\_\_\_\_ and expires on \_\_\_\_\_.

The expiration cannot exceed one year from the date of the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

X \_\_\_\_\_  
Signature

Identity verified by:

- ☐ Identification: Driver's License, State ID, Passport, other: \_\_\_\_\_
- ☐ Comparison with signature on file
- ☐ Other: \_\_\_\_\_

Responsible Authority/Designee: \_\_\_\_\_

**EXHIBIT G**  
**CITY OF SPRING LAKE PARK**  
**GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT**

1. **AUTHORIZATION.** City of Spring Lake Park ("City") hereby authorized \_\_\_\_\_  
\_\_\_\_\_, ("Authorized Party") access to the following  
government data: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purposes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **COST.** (Check which applies)  
☐ The Authorized Party is the person who requested the summary data and agrees to bear the City's cost associated with the preparation of the data which has been determined to be \$\_\_\_\_\_  
☐ The Authorized Party has been requested by the City to prepare summary data and will be paid a reasonable fee.
4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interest of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as non-public which is obtained from City records and incorporated into reports, summaries, compilations, articles or any document or series of documents.

Data contained in files, records, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or to remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose state above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above: \_\_\_\_\_

- 5. LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collection, used and maintained in the exercise of this Agreement and classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws.

The Authorized Party agrees to defend, indemnify, and hold the city, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees or assignees under this agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

- 6. INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of the Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

- 7. ACCESS PERIOD.** The Authorized Party may have access to the information described above from \_\_\_\_\_ to \_\_\_\_\_.

- 8. SURVEY RESULTS.** (Check which applies):

- ☐ If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the city in its entirety.
- ☐ If the Authorized Party is a contractor of the City, all copies of reports, summaries, compilations, articles, publication or any document or series of documents which are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY: \_\_\_\_\_

By: \_\_\_\_\_

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

Title (If Applicable): \_\_\_\_\_

CITY OF SPRING LAKE PARK

By: \_\_\_\_\_

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

Administrator, Clerk/Treasurer



**EXHIBIT H**  
**CITY OF SPRING LAKE PARK**  
**NOTICE TO PERSONS UNDER AGE OF 18**

Some of the information you are asked to provide is classified as private under state law. You have the right to request that some of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: \_\_\_\_\_ Date: \_\_\_\_\_

BY: \_\_\_\_\_  
(Title)

<b>Request to Withhold Information</b>		
I request that the following information: _____ _____		
Be withheld from: _____		
For these reasons: _____ _____ _____		
I have received and reviewed this notice:		
Date of Birth: _____	_____ Print Name	_____ Signature

**Exhibit I**  
**SAMPLE CONTRACT PROVISION**

***Data Practices Compliance.*** Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City, its elected officials and employees, from any claim, liability, damage or loss asserted against the City, its elected officials and employees, as a result of Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City, as requested by the City.

**EXHIBIT J**  
**STANDARDS FOR VERIFYING IDENTITY**  
**DATA PRACTICES POLICY FOR DATA SUBJECTS**

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - A state driver's license
  - A military ID
  - A passport
  - A Minnesota ID
  - A Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
  - A state driver's license
  - A military ID
  - A passport
  - A Minnesota ID
  - A Minnesota tribal ID
  - A Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - A certified copy of the minor's birth certificate *or*
  - A certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - A court order relating to divorce, separation, custody foster care
    - A foster care contract
    - An affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - Court order(s)
  - Valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

Data on Individuals  
Maintained by the City of Spring Lake Park  
March 2021

This document identifies the name, title and address of the Responsible Authority for the City of Spring Lake Park and describes private or confidential data on individuals maintained by the City of Spring Lake Park (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Spring Lake Park's procedures for ensuring that not public data are only accessible to individuals whose work assignments reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City of Spring Lake Park's Responsible Authority, Department Heads, and the City Attorney will also have access to all not public data on an as needed basis as part of a specific work assignment.

City of Spring Lake Park's Responsible Authority is:

Daniel R. Buchholtz  
Administrator, Clerk/Treasurer  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

Direct all questions about this document to the City of Spring Lake Park's Data Practices Compliance

Official (DPCO):  
Daniel R. Buchholtz  
Administrator, Clerk/Treasurer  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

## Data Maintained by the City of Spring Lake Park

The following data are maintained by the City of Spring Lake Park

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Security information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass or physical injury if the data were released to the public	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Security features of building plans	Security features of building plans, building specification and building drawings of City owned facilities and non-City-owned facilities leased by the City	Nonpublic	MS 13.64, subd. 2(a)	Certain employees on an as needed basis as part of specific work assignments
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action or because a civil legal action is expected	Confidential Private	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
Personnel data	Data about employees, applicant, volunteers and independent contractors	Public Private Confidential	MS 13.43 MS 179A.03, subd. 4	Certain employees on an as needed basis as part of specific work assignments
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions	Public Private	MS 13.43	Administration employees on an as needed basis as part of specific work assignments
Sick and vacation leaves	Employee leaves, reasons for sick leave use	Private	MS 13.43, subd 4	Administration employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Applicant records	Completed assessments and results, related documentation, application forms	Public Private	MS 13.43	Administration employees on an as needed basis as part of specific work assignments
Examination Data	Completed versions of personnel or licensing examinations.	Private Confidential	13.34	
Payroll W-2s	Records of employee payroll deductions	Private	MS 13.43 MS.13.355	Administration employees on an as needed basis as part of specific work assignments
Miscellaneous payroll reports	Annual, monthly and bi-weekly payroll reports (deductions, insurance, union dues, new hires, etc)	Private	MS 13.43, subd. 4, 5	Administration employees on an as needed basis as part of specific work assignments
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DEED, DES)	Private	MS 13.43, subd. 4 MS 13.355	Administration employees on an as needed basis as part of specific work assignments
Payroll – bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	MS 13.43, subd 4	Administration employees on an as needed basis as part of specific work assignments
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	MS 13.43, subd. 4	Administration employees on an as needed basis as part of specific work assignments
W9 and 1099 Forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	MS 13.355 MS 13.43, subd. 4	Administration employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Drug and Alcohol Test Results	With respect to public sector employees and job applicants	Private	MS 181.954 49 CFR 382.405	Certain employees on an as needed basis as part of specific work assignments
Public Employees Retirement Association Data	The home address, date of birth, direct deposit account number and tax withholding data of individual beneficiaries and survivors of members	Private	MS 13.63	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments
Labor relations information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position	Private Confidential	MS 13.37, subd. 1(a)	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) and negotiation teams on an as needed basis as part of specific work assignments
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments
Workers compensation information	Records of billings and reports from LMCIT for employees who receive workers compensation benefits	Private	MS 13.43	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Medical Data	Medical data of city employees disclosed for the purposes of administering benefit programs	Private	MS 13.384, subd. 3 MS 13.387	All HR employees (Administrator, Accountant, Payroll, Executive Assistant) on an as needed basis as part of specific work assignments
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as needed basis as part of specific work assignments
Elected Officials Correspondence	Correspondence between individuals and elected officials. May be made public by either the author or any recipient	Private	13.601	Certain employees on an as needed basis as part of specific work assignments
Advisory council member data	Data pertaining to advisory council applicants and appointees	Public Private Confidential	MS 13.601	Certain employees on an as needed basis as part of specific work assignments
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity	Private	MS 13.43, subd. 17	Certain employees on an as needed basis as part of specific work assignments
Personal contact and online account information	Telephone number, email address and usernames and passwords collected, maintained or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual.	Private	MS 13.356	Certain employees on an as needed basis as part of specific work assignments
Legislative Data	Preliminary drafts of ordinances, resolutions and budget proposals	Nonpublic	MS 13.605	Certain employees on an as needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments



Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Assessor's Data	Data on sale sheets from private MLS organizations where the contract with the organization requires that the data not be made available to the public Income property data (detailed income and expense figures; average vacancy factors; verified net rentable areas or net usable areas; anticipated income and expenses; projected vacancy forms; lease information) Income information on individuals collected for purposes of determining eligibility of property under class 4d Social Security numbers and Federal Employer identification numbers on Certificates of Value, homestead applications and other documents.	Private Nonpublic	MS 13.51 MS 375.192 MS 272.115 MS 273.124	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Request for Proposals (RFPs) and request for bids	Public Private	MS 13.591	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Request for Proposal (RFP) and requests for bids	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Government services transactions data	Credit card, charge card, debit card and other electronic transaction information (name of cardholder and last 4 digits of a credit card, charge card, or debit card)	Private	MS 16A.626	Administration, Public Utility and Park and Recreation Employees on an as needed basis as part of specific work assignments
Real property appraisal data	Estimated or appraised values of individual parcels of real property that are made by personnel or contractors of the City or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, subd. 3(a); 3(c)	Certain employees on an as needed basis as part of specific work assignments
Cancelled checks	Cancelled city checks	Private	MS 13.46	Administration employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Checks received and banking documents	Checks processed for deposit to city bank accounts, NSF checks, ACH transactions and bank wires	Private	MS 13.46	Administration employees on an as needed basis as part of specific work assignments
Group Auto Self-Insurance Claims Data	Claims data, either as to single claims or total claims of an individual, except that it may be disclosed to authorized personnel of the City in order to administer a health benefit program	Private Nonpublic	MS 471.617	Certain employees on an as needed basis as part of specific work assignments
Real property appraisal data	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchases who have received an offer to purchase their property from the City	Public Private	MS 13.44, subd. 3(b); 3(c)	Certain employees on an as needed basis as part of specific work assignments
Trade Secret Information	Government data that includes a formula, pattern, compilation, program, device, method, technique or process that is (1) supplied by an individual or organization; (2) subject to efforts by the individual or organization to maintain secrecy of the information; and (3) derives independent actual or potential economic value by not being known to or accessible to the public through lawful means.	Nonpublic	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Business/Corporate Data	Specific data collected from a business requesting financial assistance: credit reports, financial statements, net worth calculation, business plan income and expense projections, balance sheets, customer lists, income tax returns, design, market and feasibility studies not paid for with private funds	Private Nonpublic	MS 13.48 MS 13.591 MS 446A.04	Employees/Consultants administering business subsidy programs
Data Practices Requests	Requests for access to data maintained by the City	Public Private	MS 13.03, subd 1	Certain employees on an as needed basis as part of specific work assignments
Absentee ballots	Sealed absentee ballots	Private	MS 13.37, subd 2	Administration employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Candidate filings statements	Name, address and race filed for, candidate may request to have address private based on safety, additional paper filed lists address	Private	MS 204B.06	Administration employees on an as needed basis as part of specific work assignments
Voter registration applications	Information provided by voters to register including name, address, date of birth, driver's license number and/or last four digits of social security number	Private	MS 201.071	Administration employees on an as needed basis as part of specific work assignments
Voter registration lists	List of registered voters (contains date of birth)	Private	MS 201.091	Administration employees on an as needed basis as part of specific work assignments
Liquor License applications	Liquor licenses, includes social security number	Private	MS 13.03, subd 1; MS 13.41, subd 5	Administration employees on an as needed basis as part of specific work assignments
Complaint	Identity of individuals who register zoning violations	Confidential	MS 13.44, subd. 1	Administration employees on an as needed basis as part of specific work assignments
Municipal Obligation Register Data		Private Nonpublic	MS 475.55	Certain employees on an as needed basis as part of specific work assignments
Hazardous materials	Information with respect to the ownership of municipal obligations Data relating to exposure to hazardous substances	Private Nonpublic	MS 145.94	Certain employees on an as needed basis as part of specific work assignments
Social Recreation Data	The name, address, telephone number and any other data that identifies the individual and any data which describes the health or medical condition of the individual, family relationships, living arrangements and opinions as to the emotional makeup or behavior of individuals enrolling in recreational or social programs	Private	MS 13.548	Parks and Recreation employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Rentals	Letter or other documentation from any person who makes inquiry to or who is contacted by the facility regarding the availability of the facility for staging events, identity of firms and corporations which contact the facility, type of event which they wish to stage in the facility, suggested terms of rentals, response of authority staff to these inquiries, and exhibitor data.	Private Nonpublic	MS 13.55	Parks and Recreation and Administration employees on an as needed basis as part of specific work assignments
Accident reports	Officers report of an accident investigation required by state law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries, and drawing of accident with description	Private Confidential	MS 169.09, subd. 9, 13	Police Department employees on an as needed basis as part of specific work assignments
Arrest records (in part)		Private	MS 13.85, subd 2 MS 13.82, subd 2	Police Department employees on an as needed basis as part of specific work assignments
Adult case files	Written reports of investigation or action taken by officer. Reports regarding criminal investigations and non-criminal action taken or investigated, including miscellaneous reports, criminal offense reports and supporting documents	Public Private Confidential	MS 13.82, subd. 7, 17	Police Department employees on an as needed basis as part of specific work assignments
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential Nonpublic	MS. 13.82, subd. 7, 17 MS 299F.055	Police Department employees on an as needed basis as part of specific work assignments
Child abuse – maltreatment of minors	Substantiated reports -- records maintain by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report; unsubstantiated reports	Private Confidential	MS> 626.556, subd. 7, 11 (repealed 2020) MS 13.82, subd. 7, 8, 9	Police Department employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Criminal case files	Pleadings, law enforcement reports, complaints, memos, correspondence and transcripts, court service reports, victim statements, and reports issued by sexual predator programs	Private Confidential	MS 13.393 MS 13.82 MS 13.87 MS 13.821 MS 13.84 MS 609.3471 MS 626.556 MS 626.557	Administration employees on an as needed basis as part of specific work assignments; City Attorney
Criminal research, attorney work product	City Attorney opinion letters, memos and briefs	Confidential		Administration employees on an as needed basis as part of specific work assignments; City Attorney
Criminal records	Convenience copy from BCA, NCIC-FBI, or NLETS	Public Private	MS 13.87	Police Department employees on an as needed basis as part of specific work assignments
Firearm application/permit	All data related to applicant to obtain and/or carry a handgun	Private	MS 13.87, subd 2 MS 624.714, subd. 14	Police Department employees on an as needed basis as part of specific work assignments
Firearm permit litigation	Civil investigation litigation involving city, including pleadings, briefs, research, correspondence, attorney work product	Private Confidential	MS 13.393 MS 13.39	Police Department employees on an as needed basis as part of specific work assignments; City Attorney
Investigations	Active – cases involved in an ongoing investigation	Confidential	MS. 13.82, subd. 2, 6, 7	Police Department employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Investigations	Inactive – identities of certain persons in closed cases concluded by prosecution, investigative conclusions, or being outdated by a certain period	Public Private	MS 13.82, subd. 17	Police Department employees on an as needed basis as part of specific work assignments
Juvenile case files	All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also included non-criminal activity involvement in any matter pending investigation by law enforcement. Includes pleadings, law enforcement reports, citations, petitions, memos, correspondence, briefs, transcripts, evaluations, test results, treatment records, therapist's reports, medical records, written, audio-taped or video-taped information; child protection intake or screening notes, victim statements, addresses and phone numbers, court services reports, and reports issued by sexual predator programs	Private Confidential	MS 13.82, subd. 2, 17 MS 13.821 MS 13.84 MS 260B.163 MS 260B.171 MS 260C.171 MS 626.556	Police Department employees on an as needed basis as part of specific work assignments; City Attorney
Liquor license data	License applicant social security number	Private	MS 13.355	Administrator; Receptionist/Typist, Executive Assistant and Police Department employees on an as needed basis as part of specific work assignments
Officer investigative progress reports	Deliberative processes or investigative techniques, final opinion or justification, officer's views.	Confidential	MS 13.82, subd. 25	Police Department employees on an as needed basis as part of specific work assignments
Property lists	Description of stolen, lost or recovered property	Private	MS. 13.82, subd. 20	Police Department employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Radio/dispatch logs	Documents relating to calls taken by dispatcher and referred to police department	Private Confidential	MS 13.82	Police Department employees on an as needed basis as part of specific work assignments
Shift activity report	Summary of department activity occurring during a supervisor's shift	Private Confidential	MS 13.82 MS 13.85	Police Department employees on an as needed basis as part of specific work assignments
Warrant files	Arrest warrant exists until taken into custody, served or appear before court	Confidential	MS 13.82, subd 19	Police Department employees on an as needed basis as part of specific work assignments
Warrants for intercepting communications	Court warrant approving interception of wire or oral communication	Confidential	MS 626A.06, subd 9	Police Department employees on an as needed basis as part of specific work assignments





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

Contractor's Licenses

March 15, 2021

Mechanical Contractor

Comfort Matters

Dependable Heating and Cooling

Sewer & Water Contractor

M & B Services

2021-2022 Contractors

General Contractor

Engelsma Construction Inc

Manufactured Housing Parts & Service, Inc.

RJ Ryan Construction, Inc.

Rust Construction Services, Inc.

Mechanical Contractor

4Front Energy Solutions dba

Corporate Mechanical

Practical Systems

Hoffman Cooling & Heating

Manufactured Housing Parts & Service

Master Mobile Home Service, Inc.

Metro Heating & Cooling, LLC.

Northern's One Hour

Sabre Plumbing, Heating & AC

Yale Mechanical

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

## Contractor's Licenses

March 15, 2021

### Plumbing Contractor

Carlson Plumbing, Inc.

Metro Heating and Cooling, LLC.

Northern's One Hour

Terry Overacker Plumbing

TJK Plumbing

Corporate Mechanical

Minnesota Rusco, Inc.

Sabre Plumbing, Heating and Air

Thein Well Co., Inc.

Yale Mechanical

### Roofing Contractor

Allweather Roof

Kuehn Roof Systems, Inc.

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

## Sign Permits

March 15, 2021

### Sign Permits

Pizza Hut

8157 Highway 65 NE

Fish-Electronics

1109 Highway 10





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

Sign Permit Application

DATE: 3/5/2021  
NAME OF APPLICANT: Indigo Signs  
ADDRESS OF APPLICANT: 1622 Main Ave., Fargo, ND 58103  
TELEPHONE NUMBER OF APPLICANT: 612-743-0152 (Kathy McMillan)  
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is  
to be attached or erected Pizza Hut, 8157 Hwy 65 NE

New Construction: \_\_\_\_\_ Remodel: X Word Change Only: \_\_\_\_\_

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

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

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

Name of person, firm or corporation erecting the structure: Indigo Signs to install new pylon panels  
and replacement cabinet signs on roof.

Address: \_\_\_\_\_

Is an Electrical Permit required? no

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park  
Mn:

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

Kathy McMillan  
SIGNATURE OF APPLICANT

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

FEE: \$485 RECEIPT NUMBER: \_\_\_\_\_

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

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

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING:

1200

SQUARE FOOTAGE OF ALL EXISTING SIGNS:

46 (23x2 pylon) message board

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS:

pylon 68x2 = 136 Building 86x2 signs = 172

Total 308

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

proposed

$$68 \times \$75 + 28(1.25) = \$110$$

$$68 \times \$75 + 28(1.25) = \$110$$

$$86 \times \$75 + 46(1.25) = \$132.50$$

$$86 \times \$75 + 46(1.25) = \$132.50$$

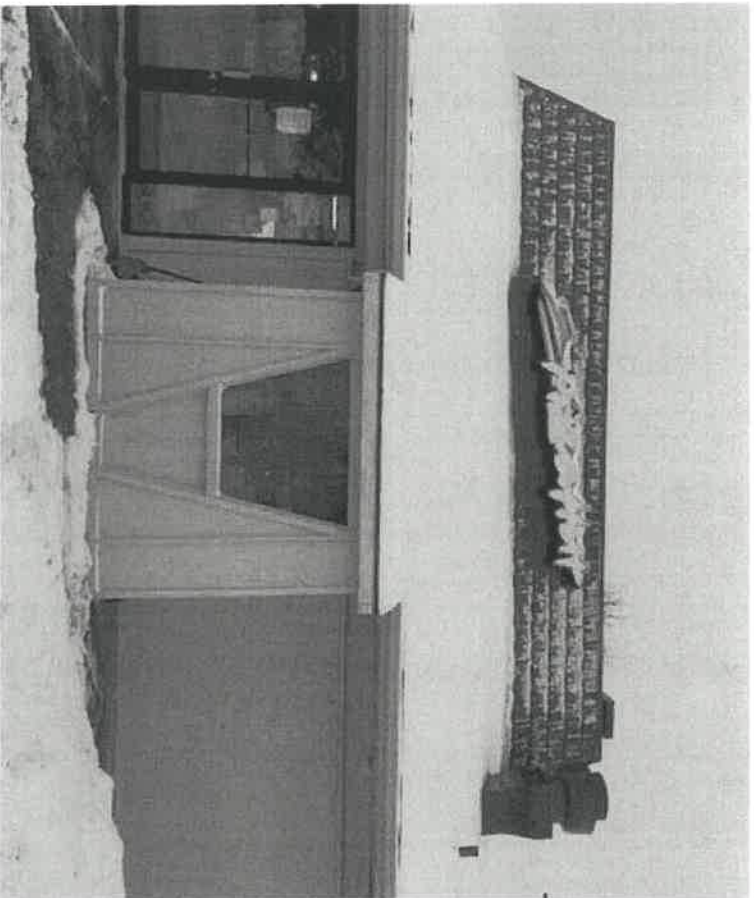
Total \$485

308 - 30%

46 608 - Existing

308 - proposed

6x Remaining



EXISTING  
6'-2" X 32'-2"

21-4 15/16"

25711

867

PROPOSED

### CHANNEL LETTER DETAIL

SCALE: 1/4" = 1'-0"

**NOTE:** Elevation drawings are for customer approval only, drawings are not to be used as any installation guide, all dimensions must be verified before installation.

Customer:	Date:	Prepared By:	Notes: For output, you will be asked when saving or printing this drawing. All objects used are 24x36 inches except CMAA equipment. If these colors are not correct, please provide the correct CMYK values and a reason for this drawing to be made.
PIZZA HUT	24FEB21	SC	
Location:	File Name:	Eng:	
SPRING LAKE PARK, MN	282111 - SPRING LAKE PARK, MN	-	

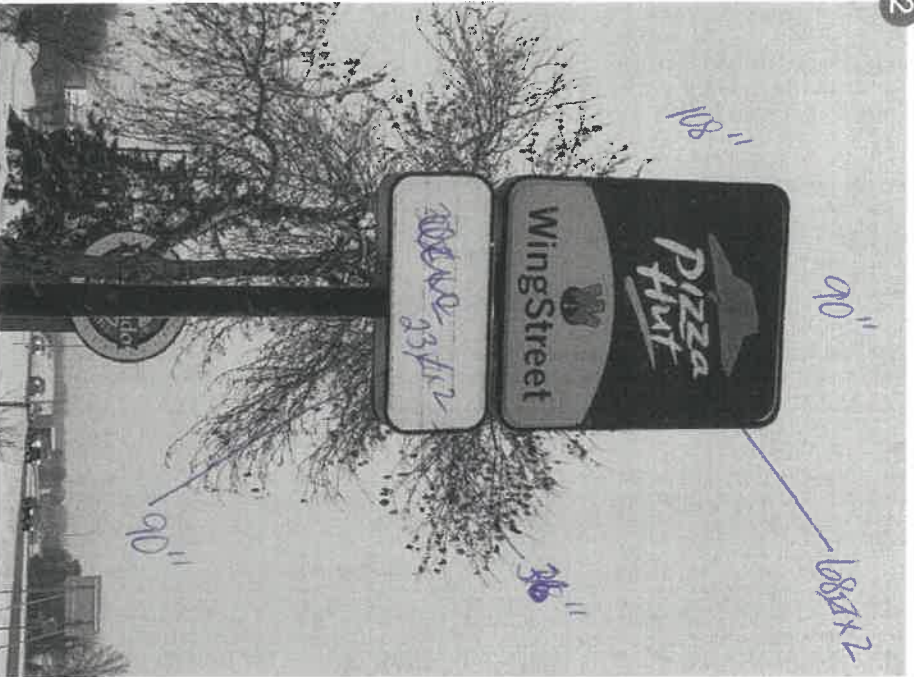


SIGNS | LIGHTING | IMAGE

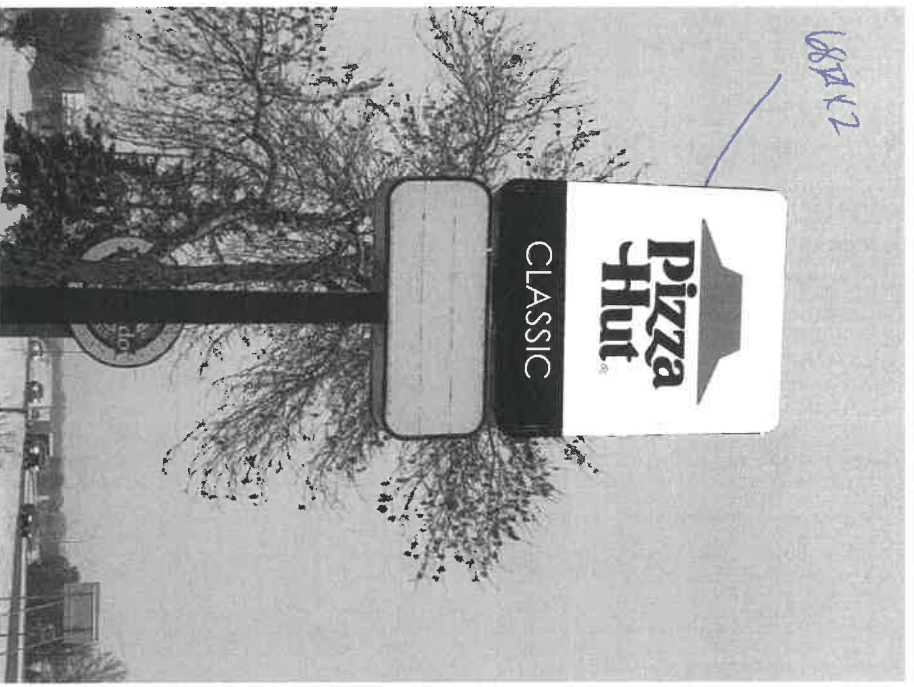
DISTRIBUTED BY SIGN UP COMPANY  
 700 21st Street Southwest  
 PO Box 210  
 Watertown, SD 57201-0210  
 1-800-843-9888 • [www.personasigns.com](http://www.personasigns.com)

**persona**  
SIGNS | LIGHTING | IMAGE

DISTRIBUTED BY SIGN UP COMPANY  
700 21st Street Southwest  
PO Box 210  
Watertown, SD 57201-0210  
1.800.843.9888 • [www.personasign.com](http://www.personasign.com)



EXISTING  
9'-0 1/2" X 7'-6"



PROPOSED

PYLON DETAIL  
SCALE: 1/4" = 1'-0"

NOTE: Elevation drawings are for customer approval only, drawings are not to be used as any installation guide, all dimensions must be verified before installation.

Customer:	PIZZA HUT	Date:	24FEB21	Prepared By:	SC	File Name:	282111 - SPRING LAKE PARK, MN	Eng:	-
Location:	SPRING LAKE PARK, MN								

APPROVAL BOX - PLEASE INITIAL	
CUSTOMER APPROVAL	Date





## CITY OF SPRING LAKE PARK

1301 81<sup>st</sup> Avenue N E

Spring Lake Park, MN 55432

763-784-6491

### Sign Permit Application

DATE: 3/1/21

NAME OF APPLICANT: FISH LEEDONKS

ADDRESS OF APPLICANT: 1109 COUNTY RD 10

TELEPHONE NUMBER OF APPLICANT: 763-571-1277

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected 1109 COUNTY ROAD 10

New Construction: \_\_\_\_\_ Remodel: X Word Change Only: X

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

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

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

Name of person, firm or corporation erecting the structure: DEMAIS SIGNS

Address: 410 93<sup>RD</sup> AVE NW CORN LAPOIS MN 55403

Is an Electrical Permit required? \_\_\_\_\_

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

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

[Signature]  
SIGNATURE OF APPLICANT

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

FEE: 275

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

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

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

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

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

**SQUARE FOOTAGE OF FRONT OF BUILDING:** 3275

**SQUARE FOOTAGE OF ALL EXISTING SIGNS:** ~~402 sq ft~~ 320 sq ft

**SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS:** 600 x 2 (pylon) = 1200 sq ft + 320 sq ft (Building)

Total 1520 sq ft

**INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.**

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

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

**DRAWING:**

Existing

Brakes, Shocks, Struts 10 sq ft

Batteries Plus - gone 600 x 2 = 1200 sq ft pylon  
~~building 101 sq ft~~

Perfect 10 - gone

Car X 700 sq ft building

600 x 2 pylon = 1200 sq ft

Proposed

983 sq ft - 30%

320 sq ft - Existing

1520 sq ft - proposed

511 ~~sq ft~~ Remaining

Proposed

$$600 \times \$75 + 20^{25}(125) = \$100$$

$$600 \times \$75 + 20^{25}(125) = \$100$$

$$32 \times \$75$$

$$\underline{\$275}$$

10'

60" x 2 = 120"

6'



***Fish-Lectronics***

**Marine Electronics Sales & Service**

**763-571-1277**



410 93<sup>rd</sup> Ave. NW  
Coon Rapids, MN 55433  
**763.786.5545**

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

SALESMAN: Scott Maciej

LOCATION: \_\_\_\_\_

NOTES: \_\_\_\_\_

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

These plans are the exclusive property of DeMars Signs Inc. and are the result of the original work of its employees. They are submitted to your firm for the sole purpose of your approval, assuming the signage will be manufactured by DeMars Signs Inc. Artwork and design may not be distributed outside your firm without written consent from DeMars Signs Inc. Use of this artwork and/or design without written consent is prohibited; DeMars Signs Inc. reserves the right to pursue legal action in violation of this agreement. This may include, but is not limited to: a) Reimbursement for creating above drawing. b) Any associated legal fees.

**CUSTOMER APPROVAL** X

32

16'

2'

***Fish-Lectronics***



410 93<sup>rd</sup> Ave.<sup>NW</sup>  
Coon Rapids, MN 55433  
**763.786.5545**

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

SALESMAN: Scott Maciej

LOCATION: \_\_\_\_\_

NOTES: \_\_\_\_\_

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

These plans are the exclusive property of DeMars Signs Inc. and are the result of the original work of its employees. They are submitted to your firm for the sole purpose of your approval, assuming the signage will be manufactured by DeMars Signs Inc. Artwork and design may not be distributed outside your firm without written consent from DeMars Signs Inc. Use of this artwork and/or design without written consent is prohibited; DeMars Signs Inc. reserves the right to pursue legal action in violation of this agreement. This may include, but is not limited to: a) Reimbursement for creating above drawing. b) Any associated legal fees.

CUSTOMER APPROVAL X



## Police Report

February 2021

Submitted for Council Meeting: March 15, 2021

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

Investigator Bennek reports handling eleven new cases for the month of February 2021, ten of these cases were felony in nature and one of these cases were misdemeanor in nature. Investigator Bennek also continues to monitor five ongoing forfeiture cases and attempts to bring all these cases to a conclusion as soon as possible. Investigator Bennek did note a case of interest for the month of February, Investigator Bennek received a report of a possible kidnapping of two juvenile children, through his investigation with the Bureau of Criminal Apprehension a search warrant was executed in the City of Minneapolis and the missing children were located and are safe. The case still remains under investigation but it appears that it may be a case of a Non-Custodial Parent Kidnapping of the children and charges are being considered. For further details see Investigator Bennek's attached report.

Our School Resource Officer, Officer Kramer reports handling thirteen calls for service at our local schools, along with conducting ten student contacts, twenty-nine escorts and fourteen follow up investigations into school related issues. Officer Kramer also reports attending four basketball games, conducting a class presentation for Self Defense, along with attending the school's dance competition event. For further details, see Officer Kramer's attached report.

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

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

This conclude my report for the month of February 2021.

Are there any questions?





Investigator  
Tony Bennek

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**February 2021**

### **Total Case Load**

#### **Case Load by Level of Offense: 11**

<b>Felony</b>	<b>10</b>
<b>Gross Misdemeanor</b>	<b>0</b>
<b>Misdemeanor</b>	<b>1</b>

#### **Case Dispositions:**

<b>County Attorney</b>	<b>9</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>2</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>0</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>0</b>
<b>Closed/Inactive</b>	<b>0</b>

#### **Forfeitures:**

<b>Active Forfeitures</b>	<b>5</b>
<b>Forfeitures Closed</b>	<b>0</b>

## Spring Lake Park Police / School Resource Officer Report

February 2021

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	7	10	28	14
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School			1	
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	6			
Totals:	13	10	29	14

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	1
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	12







# Memorandum

---

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

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

**Date:** March 10, 2021

**Subject:** Police Chief Search Update

Staff is seeking authority from the City Council to begin the process to select a new Police Chief.

Pursuant to the City Council's direction, we will be conducting an internal selection process. The process will consist of the following components:

1. City will post opening for the Police Chief position.
2. Letter of interest, application form and resume
3. First round of interviews. Interview panels could include area chiefs of police and the City's management team
4. Leadership assessment and role play/in-box exercises conducted by Martin-McAllister Consulting Psychologists.
5. Interview with City Council. The candidates will give a presentation to the City Council on a selected topic. The City Council will have an opportunity to ask questions of each candidate in a formal interview setting.
6. City Council deliberation. City Council will receive leadership assessment reports and perspectives from panels participating in the first round interviews as additional information to help guide its decision.
7. City Council will make conditional job offer to preferred candidate. A standard police background check will be conducted. City will negotiate terms of employment with selected candidate.
8. Selected candidate will begin a training period with the retiring Police Chief Ebeltoft.

Chief Ebeltoft has updated the job description for the Police Chief position. Please note that the job description is subject to change as a result of the Classification and Compensation Study currently underway by Baker Tilly. We hope to facilitate this process as expeditiously as possible to maximize the amount of time the successful candidate will be able to spend with Chief Ebeltoft.

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





## CITY OF SPRING LAKE PARK JOB DESCRIPTION

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

---

### POSITION SUMMARY:

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

#### MINIMUM QUALIFICATIONS:

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

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







## CITY OF SPRING LAKE PARK JOB DESCRIPTION

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

---

### POSITION SUMMARY:

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

#### KNOWLEDGE, SKILLS AND ABILITIES:

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

#### MINIMUM QUALIFICATIONS:

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

RESPONSIBILITY FOR WORK OF OTHERS:

Is responsible for the work of all Police Department personnel.





City of Spring Lake Park  
Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 03.15.21 Meeting**  
File No.: R-18GEN

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

**Cellular Antenna Installations on Water Towers:**

- **T-Mobile Antenna Maintenance on Able Street Tower (2020 Anchor).** This project includes antennae replacement. The contact person for the design is Tom Jemilo at insite inc. An escrow account has been established. Review of the Construction Drawings (CDs) for this project were approved on 9/29/20. The Second Amendment to T-Mobile Lease Agreement was approved in January 2021. *Preconstruction Conference was held with Premise Electrical on 2/17/21. Construction has started (as of 2/24/21)*
- **T-Mobile Utility Upgrade/Backup power (generator) - Able Street Tower (Network Hardening).** This project includes installing a permanent generator. The contact person is Tom Jemilo at insite inc. and Jason Bayer from JDR (contractor). Review of the construction drawings was completed in 2020. A Preconstruction Conference was held on 1/13/21. Construction is substantially complete (as of 2/9/21). *Spring 2021 site clean-up will be necessary.*
- **2019-2021 Verizon on Arthur Street tower.** This is a new installation. The contact person is Michael Raia of TechScape. Revised Construction Drawings labeled Revision E were submitted in March 2019 and are considered approvable. Final Lease was approved by city council on October 21, 2019. *Construction may not occur until late 2021.*
- **2021 T-Mobile/Sprint antennae replacement on Arthur Street tower.** *This is a new request based on a 12-30-20 email message from Shane Bagley of Begley Wireless Consultants to Dan Buchholtz. Construction Drawings (CDs) prepared by Fullerton Engineering Design (dated 12/15/20). These plans have not been reviewed by engineering/public works (waiting for submittal of escrow – no escrow request message has been sent as of 1-12-21).*
- **2021 Clearwire equipment removal from Able Street tower.** This is a new removal request based on e-mail messages from Nelson Valenzuela of Qualtek Wireless in the fall of 2020. City Building Permit Number for this project is 2020-00449. *Plans have not been reviewed by engineering/public works (waiting for submittal of escrow – message sent by PG to Qualtek on 2/11/21) Public works will need to decide the extent of the removal required including ground equipment.*

**2021 MS4 Permit and SWPPP Update (193805251).** Annual Report and Public Meeting due by June 30<sup>th</sup>. Pond, structural BMP, and outfall inspections due by July 31<sup>st</sup>. Program analysis due in December. *New MS4 Permit application due by April 15, 2021. A draft application is in progress and will be sent to City staff for review in the next 1-2 weeks. CCWD has agreed to take on the role as compiling the TMDL application information from member cities. Coordination with CCWD will happen as needed.*

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

**Fillmore & 83<sup>rd</sup> Pond Improvements Project (193805029).** This was a possible project to expand an existing pond and adding treatment features. *A small maintenance project will be considered this spring.*

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

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

**2021 Sewer Lining Plan (193805204).** Terry has identified an area for lining in 2021 and has had a firm complete preliminary televising. *Plans are being prepared based on results of televising.*

**2021 Street Seal Coat and Crack Repair Plan (193805205).** The 2021 street maintenance area will be the area south of 81<sup>st</sup> Avenue and west of Monroe Street. Plans have been prepared. *Bids are due on March 26<sup>th</sup>. Bid results will be brought to the city council in April.*

**2021 Sidewalk Project:** Possible sidewalk improvements in Triangle Park and at City Hall. Quotes are still being obtained. *Terry is looking to get a couple of more contractors to submit quotes. Price information will be provided an April council meeting.*

**2021 Anoka County CSAH 35 (Central Ave.) and CSAH 32 (85<sup>th</sup> Ave. NE) Projects. City MSAS # 183-101-012.** Anoka County is planning pavement projects on these two roads in 2021. The County has prepared a Joint Powers Agreement to outline project responsibilities and to define the city's share of the project costs.

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

# **CORRESPONDENCE**







# Fridley

COMMUNITY CONNECTION

Parks and Recreation  
Brochure Enclosed

MAR/APR 2021  
NO. 229

We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.

7071 University Avenue NE  
Fridley, MN 55432  
phone: (763) 571-3450  
FridleyMN.gov  
email: info@FridleyMN.gov

Mayor – Scott Lund  
Councilmember-at-Large – David Ostwald  
Councilmember 1st Ward – Tom Tillberry  
Councilmember 2nd Ward – Steve Eggert  
Councilmember 3rd Ward – Ann Bolkcom  
City Manager – Wally Wysopal

## What's Inside

Development Updates .....	2
Public Works wins AWPAA Award .....	2
Home Improvement Loans .....	3
2021 Street Projects .....	3
Civic Campus Trail/Bridge Project .....	3
Well, Well, Well .....	4
Donations of Batteries for Smoke Detectors ..	4
Appraising in a Pandemic .....	4
Big Ideas for Little Libraries .....	4
Know Your Watershed District .....	5
Maddison Zikmund Named Deputy Director/Fire Chief .....	5
Annual Tree Sale .....	6
Fridley History Museum to Reopen .....	6
Spring Cleaning: Streets Style .....	6
2021 Fridley Resident Survey .....	6
Recycling at Home .....	7
Adopt-A-Park .....	8
Park Updates .....	8
Seasonal Hiring .....	8
Thank You Malcolm and Annette .....	8
Intercity Energy Challenge Results .....	8

## Stay Connected!



Like Us on Facebook: search  
City of Fridley



Follow Us on Twitter:  
@CityofFridley



Watch City Programming:  
Search Fridley Municipal TV



Sign up for email notifications  
on FridleyMN.gov

## Finding Your Fun in Fridley – New Parks Map



### It's not too late to get involved!

We want to thank the many residents who are following our current park planning process and have provided us with valuable input. We encourage others to join in on the conversation.

The City of Fridley is continuing our park system plan study and has developed a new interactive parks map that contains concept plans and related estimates for the Fridley parks system. See what improvements could take place at your favorite park and let us know what is important to you. The interactive map includes:

- Park locations and amenities
- Park conceptual improvement plans & estimated costs
- Draft priority projects
- Links to provide feedback



Visit our website for the latest project information, opportunities to provide additional input, and access to the new interactive map. Visit [FridleyMN.gov/FindingYourFun-Updates](http://FridleyMN.gov/FindingYourFun-Updates) or scan this code.



## Save the Date: 2021 Town Hall Meeting

Saturday, June 5 at 10 a.m.

Fridley Civic Campus – City Hall or Virtual (TBD)

Join us for our annual town hall meeting! You will hear from city leaders with updates on projects, developments and other initiatives. The primary focus of this year's meeting will be the Finding Your Fun in Fridley parks master plan.

The setting for the annual Town Hall meeting will be determined closer to the date in order to best follow community guidelines related to COVID-19.

More information will become available on our website at [FridleyMN.gov](http://FridleyMN.gov) and our social media channels.

PRESORTED STD  
U.S. Postage  
PAID  
Twin Cities, MN  
Permit NO. 92886

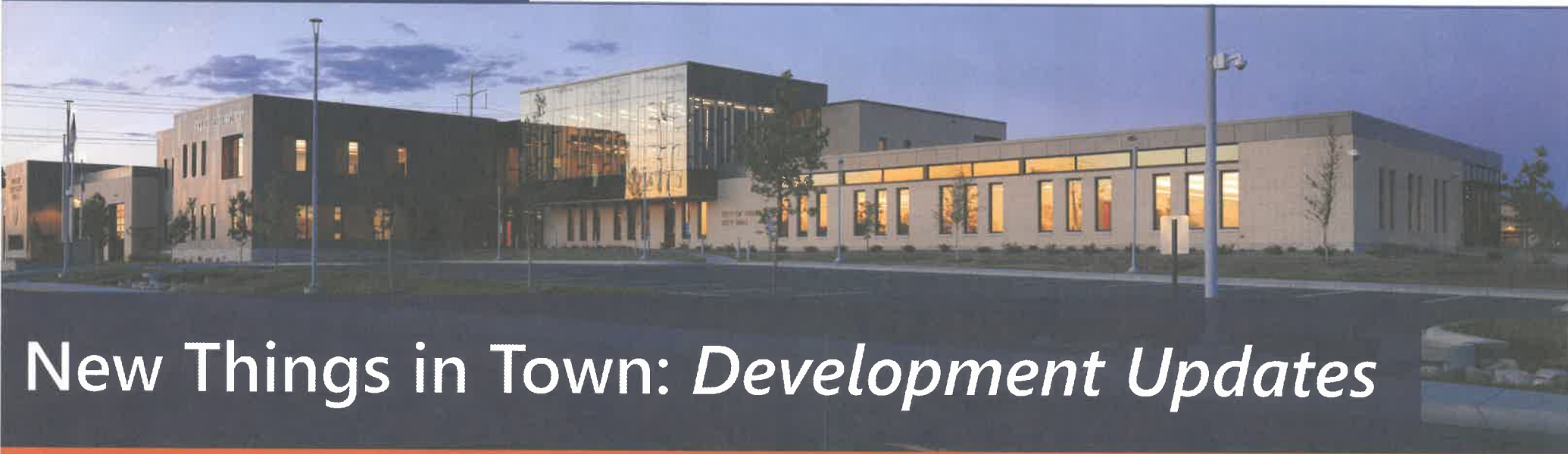
56 11454

\*\*\*\*\*ECRLOT\*\*C 033

City Administrator  
City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park MN 55432-2188







# New Things in Town: *Development Updates*

## Nutrition Station 1061 East Moore Lake Drive

Nutrition Station is still relatively new to Fridley and officially opened in March 2020. Owners Lori Koester and Jessica Villa explained that Fridley was a great choice to locate the business as the community is wellness-minded and home to a Lifetime Fitness facility as well as many other businesses. The store is located in the Moore Lake Shopping Center.

The Nutrition Station's menu includes healthy shakes, Protein Coffee (high in protein, low in sugar), smoothies, teas, and other food choices like healthy oatmeal and there are even occasional Waffle Saturdays.

## Original Malt Shop 8300 University Avenue NE, Suite 300

Once known as Snuffy's Malt Shop, the family owned and operated business enjoyed the reputation of delicious malts, burgers and second to none customer service. In business since 1986 at the corner of Larpenteur Avenue and Lexington Avenue in Roseville, the business was sold in 2017 and renamed the Original Malt Shop.

Its advertisements still boast the same great menu and same great customer service, but a new name and second location. The new location is at 8300 University Avenue NE in Fridley. It will serve as the business anchor at the other end of the building from Dunkin Donuts.

Construction has begun on the interior elements and the restaurant is scheduled to open just as the weather turns warm. It is our hope at the City that now that building one in this two-building complex is filled, Gaughn Companies will soon begin construction on its second building, which will be north of the Dunkin/Sports Clips/Original Malt Shop Building.

Welcome Nutrition Station and the Original Malt Shop! Thank you for choosing Fridley for your new business!



Source: Sherwin Williams Internet Photo

## Sherwin Williams 8480 University Avenue NE

In late 2020, Slumberland's property owners requested a plat that would create a separate parcel to be sold to Java Properties. In the process that parcel was created, and the City Council finalized their plat approval in December.

For those you have driven past Slumberland recently, you may have noticed the excavation and footing work has begun to complete the Sherwin Williams Store.

The developer has indicated that it is his plan to have the building completed so that Sherwin Williams can move in this space this summer.

The building and its parking are a bit unique in that it sought to minimize hard-surface and share parking and or driveway area where possible to help with ponding requirements and storm water runoff.

As the first building you see entering Fridley from the north (along with the existing Slumberland furniture store), the architecture had to be right. The developer and staff worked together to assure that the building was as attractive as the front entry from any direction it was viewed.

## Fridley Station Village 6030 Main Street, NE

Sherman and Associates market rate building has opened to the public and its first new residents have moved into their building they have named Altair. In March, seniors will have the opportunity to begin renting their units in Aura.

**Altair**  
Altair is a luxury market-rate building located at 6060 Main Street NE in Fridley. The building is now open and those interested in leasing an apartment can visit [LiveAtAltair.com](http://LiveAtAltair.com). Residences include studio, one bedroom, two bedroom and three-bedroom floor plans with a variety of layouts. There are 95 units in total.

**Aura**  
Aura is a luxury 55+ apartment home community currently under construction at 6000 Main Street NE in Fridley. The property will feature 107 residences including studio, one bedroom, one bedroom + den, and two-bedroom floor plans available for lease. You can visit [LiveAtAura.com](http://LiveAtAura.com) for more information and to join their interest list.

In the first week of 2021, the mixed income ground-breaking occurred and construction is underway. This building will be ready to open in May 2021.

For additional information on these or other current developments please check the City's website at [FridleyMN.gov](http://FridleyMN.gov).



Source: Developer's Architect

## On you mark, Get set, GREEN! EcoDash April 24 - 25

This weekend is all about getting outside and Greening-up Fridley! This city park system-wide scavenger hunt will have you hugging trees and saving the bees.



You can compete by yourself or make a team of 2-8 people. There are over 250 missions for all ages and abilities to complete using the GooseChase App to earn points. Points can be earned throughout the day on Saturday and Sunday. Prizes are awarded to the top teams with the most points. Learn more at [SpringbrookNatureCenter.org](http://SpringbrookNatureCenter.org).



## Public Works wins AWPAA Award

Public Works ended 2020 with honors by winning the American Public Works Association's (AWPAA) award for Project of the Year. The Public Works garage project earned this award for the team. Special recognition goes out to our entire operations staff who guided the design of their new facility. Special thanks to Jeff Jensen, Mark Foster, Greg Kottsick, and Jeannie Benson who spent many additional hours working out the details of the new facilities with the architects, engineers, and general contractors.



# Home Improvement Loans: Interest Rates Lowered and New Programs Added!

The Fridley Housing and Redevelopment Authority (HRA) provides a variety of housing rehabilitation programs to help Fridley residents maintain and improve their homes. The following is a summary of the programs available.

### Changed – Lower Interest Rate! Home Improvement Loan Program:

This program is intended to address the home improvement financing needs of eligible homeowners residing in the City of Fridley. The interest on this loan has been reduced to 2%. Owners of 1-4 unit residential properties may borrow up to \$50,000 for most permanent interior and exterior improvements.

### Changed – Lower Interest Rate and Expanded Uses! Multi-Family Loan Program:

The intent of the program is to provide more incentive for Fridley's multifamily property owners to make substantial exterior and interior improvements to their rental units. Properties with 12 or fewer units, owned by the same entity for 2 or more years, are eligible for a 2% loan, up to \$50,000. Improvements can include correcting code violations, roofing, solar, siding, painting, windows, driveways, parking, signage, security systems, ADA accessibility, fire prevention, HVAC, insulation, plumbing, electrical and flooring.

### Changed – Lower Interest Rate! Mobile Home Loan Program:

The intent of this program is to make low-interest home improvement loans available to Fridley residents for basic mobile home improvements. Owner-occupied mobile homes are eligible for up to a \$10,000 loan, with a 2% interest rate, for most permanent interior and exterior improvements.

### Senior Deferred Loan Program:

The intent of the Senior Deferred Loan Program is to provide an incentive for Fridley seniors to make home improvements that will allow them to remain in their homes and/or update the homes for a future sale. The program provides a 0% loan, up to \$25,000, that is due when the borrower sells, transfers ownership or no longer occupies the property.

### New! Down Payment Assistance Loan Program:

The program is intended to provide incentive for first-time home buyers, earning 110% or less of the area median income (AMI), to move to Fridley. Eligible properties include 1-4 unit residential properties. The program provides a 0% loan, up to \$5,000, that is due when the borrower sells, transfers ownership or no longer occupies the property. Funds may only be used for down-payment and/or closing costs. The borrower(s) cannot receive any portion of these funds as cash.

### New! Fridley Foundations Residential Major Project Grant Program:

This program is intended to provide financial incentives for homeowners to do major remodeling projects of at least \$35,000. Eligible properties include one and two unit residential properties, at least 20 years old, homesteaded by the owner.

Qualifying projects include the following:

- Building an addition
- Building a sun room
- Finishing previously unfinished space
- Constructing a covered front porch
- Converting a garage into livable space
- Major kitchen, bathroom or basement remodel
- Adding a bathroom
- Reconfiguring living space

Exterior Upgrade Projects including the following:

- Altering the roofline on the front of the house
- Constructing columns at the front door
- Building a covered front porch
- Enhancing the front of the house with brick, stone, or shakes
- Upgrading the front door and/or garage door if it faces the street
- Landscaping (landscape design assistance required)
- Other elements as approved by the HRA

Projects including two or more exterior upgrades are eligible for a grant of up to 10% of the project cost, not to exceed \$5,000. Projects that do not include eligible exterior upgrades are limited to a grant of up to 5% of the project cost, not to exceed \$2,500.

### New! Residential Paint Rebate Program:

This program is intended to assist in eliminating blight by preserving and improving the appearance of neighborhoods by reimbursing the cost of materials and supplies for exterior painting, for households earning less than 110% of the area median income. One to four unit, owner-occupied, residential properties are eligible. The maximum grant amount is not to exceed \$500 for a single-family residence, with up to \$350 for each additional unit.

### New! Front Door Grant Program:

This program is intended to incentivize homeowners to increase the "curb appeal" of their home (and the City) by making improvements on the street side of their home. Eligible properties include 1 - 2 unit residential properties, with an assessed market value of less than \$400,000, located in Fridley and homesteaded by the owner. The maximum grant amount is \$5,000 and must include improvements from the "Beautification Projects" list.

Basic Projects include the following:

- Roof
- Siding
- Painting
- Soffit
- Facia
- Trim
- Windows
- Chimney repair; tuck-pointing, repointing
- Deck – front/side yard, visible from front
- Porch – front/side yard, visible from front
- Retaining wall – repair or replace

Beautification Projects include the following:

- Front door, storm door and/or garage door
- Sidelight windows by front door
- Columns at front door
- Covered front porch
- Brick, stone or shakes
- Permanent landscaping
- Driveway and sidewalk repair and replacement
- Window boxes and shutters
- Screening of utility boxes, garbage/recycling cans
- Fence

Learn more at [FridleyMN.gov/HomeImprovements](https://FridleyMN.gov/HomeImprovements).

## What's Coming: 2021 Street Projects

### 2021 Street Rehabilitation Project:

The project includes roads in the Rice Creek Terrace, Spring Valley and Harris Lake Neighborhoods. The work includes pavement resurfacing, concrete curb repairs, watermain replacement in select segments, and stormwater improvements. Completion is anticipated for summer 2021.

### University Avenue Service Road Traffic Changes:

This project includes the west side of University Avenue from 61st Avenue to Mississippi Street, then continuing from Mississippi Street to 69th Avenue, and on the east side of University Avenue from 66th Avenue to 67th Avenue. This project includes road geometric changes and the installation of a multi-use trail on the west side of University Avenue from 61st Avenue to 69th Avenue. Construction is slated to start mid to late summer of 2021.



### 7th Street and 57th Avenue Trail Project:

This project, scheduled for June through August construction includes the addition of a 10-foot multi-use trail on the east side of 7th Street from 53rd Avenue to 61st Avenue and on the north side of 57th Avenue from University Avenue to 7th Street.

Learn more at [FridleyMN.gov/Projects](https://FridleyMN.gov/Projects).



## Civic Campus Trail/Bridge Project:

With completion in the fall of 2020, the new Civic Campus trail network included a pedestrian bridge providing an important link to Locke Parkway. Take a stroll around the pond and explore the woods in Locke Park by taking the connecting Rice Creek West Trails behind the Fridley Civic Campus.





## Well, Well, Well

Prior to the development of the City's municipal water supply system, Fridley residents relied on private, unregistered wells for their drinking water. Left unclosed, the remaining wells can be potential pathways for contaminants into our drinking water supply and should be sealed by a Minnesota Department of Health-licensed contractor and certified with a Well and Boring Sealing Record. If you have or suspect you have a well on your property, the City's Public Works Department has resources to help determine its location and guide you through the well-sealing process. Grant funding is available for a limited time to assist with well sealing. Unsealed wells or sealed wells without a Well and Boring Sealing Record can cause significant delays during the home selling process—do not wait until you are about to list your home to seal a well on your property.

For information on determining if you have a well, well sealing grants, or well maintenance, visit [FridleyMN.gov/Groundwater](http://FridleyMN.gov/Groundwater) or call 763-572-3554.

### Finding the Well

How do you know if your property has an unsealed well? Wells typically look like a pipe or casing from 1-1/4 to 6 inches in diameter but can be a circular ring in a patch of concrete or the floor up to 3 feet in diameter. These pipes are typically:

- Sticking out of the basement floor or the yard.
- Sticking out of a wall in the basement, leading to a buried well outside
- In a basement offset or behind a false wall or paneling in a basement or utility room
- In a pit in the yard that is covered with wood, concrete, or steel in which the pipe is in the bottom of the pit
- Beneath a glass block in a porch step or patch of concrete

Check out our Well Screening Tool at [FridleyMN.gov/Groundwater](http://FridleyMN.gov/Groundwater) to see if your property likely has a well. Many licensed well contractors will

Like most suburbs in the Twin Cities, Fridley's drinking water is sourced from groundwater located in underground aquifers. This water is pumped to the surface for treatment from municipal wells located throughout the city. The wells are protected by wellhead protection plans that limit what kind of activity and land uses can occur in the surrounding area. You can find a full version of the City's Wellhead Protection Plan at [FridleyMN.gov/Groundwater](http://FridleyMN.gov/Groundwater).

also perform a property search at no cost, using tools such as metal locations and magnetometers.

Once you have identified the well, your well contractor can seal the well and obtain the Well and Boring Sealing Record. For a list of contractors who perform lost well searches or seal wells visit [FridleyMN.gov/Groundwater](http://FridleyMN.gov/Groundwater) or call 763-572-3554.

*Information and photo courtesy of the Minnesota Department of Health*

## Fridley Fire Division and Fridley Public Schools Provide Batteries for Smoke Detectors

With the increase in distance learning, teachers at Fridley Public Schools noticed something while engaging with students through online learning. During video class sessions, several teachers could hear a persistent electronic chirping sound in the background while teaching students. It was the sound of smoke detectors that needed new batteries.

After meeting with several teachers, Pat Varro, School Psychologist at Hayes Elementary, identified that this was a problem that affected several families. Pat contacted Fridley Fire Marshal James Lange and they were able to take advantage of a battery program sponsored by Energizer. Now the district can provide batteries for students to help keep their families safe this winter.

## Appraising in a Pandemic

There are many elements that contribute or detract from the value of your home. A waterfront location versus a busy street, for example, or maintenance free siding versus wood siding and the upkeep that comes with it. Overall condition, finish surfaces, cabinetry, floor coverings—fit and finish, updating or lack thereof, are all examples of interior attributes that also affect a home's value. When an appraiser comes out to review your property for a mortgage refinance or an assessor reviews for estimated market value, all of these must be considered in a proper analysis. This year, appraisers and assessors have had to balance the need for accurate data with the health and safety concerns of the homeowner and themselves.

With the challenges of the pandemic came the question of how to accomplish market value appraisals and statutorily-required assessments. Much of the value lies inside the home, and under normal circumstances, inspection of the interior was routine. In most cases, the lenders still require interior inspections and the appraisers have accomplished this with careful preparation, PPE or have furnished quality digital cameras that were loaned to the owner so they could make a video tour of the property.

Assessors have also been able to use this technology with many owners who took video or still shots of remodeled bathrooms or newly finished basement living areas.

Assessing staff met its obligation to review 20% of the city's property through careful planning and the cooperation of property owners. Letters were sent in advance notifying occupants that an assessor would be in the area over the next few weeks and would be wearing identification and driving city vehicles. Staff would knock on the door and take several steps back. If the owner responded, staff would maintain a safe distance and ask about the home's interior. If there was no response, staff would leave a tag either stating that the City's information was complete or asking the home owner to call for further details. This same process was followed for new permit work that was inspected in the fall.

City Assessing staff encourage Fridley property owners to carefully examine their "Notice of Valuation" when it arrives this Spring and to call Patrick Maghrak at 763-572-3536 or Brian Northenscald at 763-572-357 if there are any questions.

## Calling for Big Ideas for Little Libraries

We are looking for creative Fridley residents or groups to design and build Little Free Libraries for Fridley community parks. Little Free Libraries encourage reuse of books, build community, and inspire readers by providing free book exchanges. Three design entries will be selected for construction and provided with stipends of up to \$150 for materials. Entries that utilize unique designs or recycled/reused materials are encouraged. Learn more and find an application at [FridleyMN.gov/LittleFreeLibrary](http://FridleyMN.gov/LittleFreeLibrary). Submissions due by May 10. Libraries must be constructed by August 30, 2021.





# Get to Know Your Watershed: Mississippi Watershed Management Organization

This year, we are interviewing the different organizations that manage water and natural resources in Fridley. In this issue, we are featuring Doug Snyder, Executive Director of the Mississippi Watershed Management Organization, regarding the work they are doing in the Mississippi watershed. Learn more about their work at [MWMO.org](http://MWMO.org)

## Can you tell us about the Mississippi Watershed Organization?

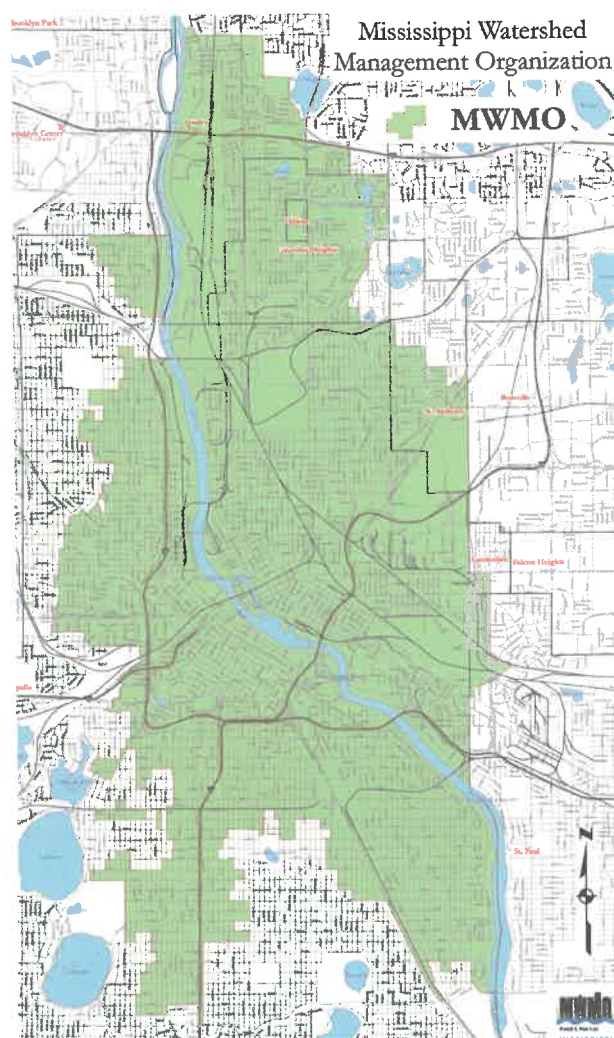
The Mississippi Watershed Management Organization (MWMO) is a special-purpose unit of local government. Our boundaries include part of Fridley as well as parts of Minneapolis, Columbia Heights and four neighboring cities. Our job is to work with our member communities to protect and improve water quality and habitat in our watershed. We do this by funding stormwater management and habitat restoration projects, by monitoring water quality, and through education and outreach.

One thing that makes us unique is that our entire watershed drains directly into the Mississippi River. This means that everything that happens here impacts people downstream of us as well as our own residents. Another thing that is unique about MWMO is that we are a fully developed, highly urban watershed. Every square mile is filled with streets, buildings, homes, businesses, parks, and so on. So the pollutants in our watershed have a very urban character: road salt, chemicals, fertilizer, yard waste, pet waste, etc.

## What are some projects that you have done in Fridley?

Fridley has several miles of Mississippi River shoreline, and we have worked with the city and other local partners on a number of restoration projects. We funded shoreline and habitat restoration at Riverfront Regional Park and also Islands of Peace Regional Park. We also helped restore a nearby ravine and create an outdoor classroom at R.L. Stevenson Elementary School. These projects not only help keep polluted runoff out of the Mississippi River and its backwaters; they also enhance educational opportunities and the local ecology by improving habitat for wildlife.

In addition to riverfront projects, we also provided funding for the City of Fridley to purchase smart salting equipment for the Public Works Department. This equipment allows their snow plow operators to



apply road salt and deicing chemicals in a more precise, science-based method. It is a win-win that makes the roads safer for travel while also reducing the amount of chloride that reaches the river and other local waterbodies.

Some Fridley residents might also recognize the boulevard raingardens and bioswale bumpouts that were added as part of a street reconstruction project a few years ago near Summit Square Park. The MWMO funded those features, as well as an underground stormwater treatment system at the park itself.

## Why should Fridley residents care about our water resources?

Water quality has a huge impact on our everyday lives. During the pandemic, many people have been spending more time outdoors, exploring local parks, enjoying the scenery and wildlife. All of that wildlife and natural beauty depends on a healthy ecosystem that starts with good water quality. Many Twin Cities residents also get their drinking water directly from the Mississippi River, and water quality has an impact on recreational opportunities and the local economy.

There is a saying that “Water is life.” It really is an essential part of our life, especially here in Minnesota. Unfortunately, many of our rivers and lakes are being threatened by pollution. For example, a recent study found that by 2050, some metro-area lakes will likely be so polluted by chloride (from road salt) that they will no longer be able to support fish and other aquatic wildlife. We need the support of residents to address these issues, and each of us also needs to do our part as individuals to protect our water resources.

## What is one of your favorite tips to help protect water quality?

The simplest thing people can do to have a direct impact on water quality is to adopt a stormdrain. Volunteering to clean out a stormdrain in your neighborhood just a couple of times per month can keep potentially hundreds of pounds of sediment, leaves, trash and debris out of a nearby waterbody during the course of a year. The cumulative impact of many residents helping to keep stormdrains clear is significant.

Stormdrains are direct pipelines to the Mississippi River and other local streams and lakes, so every bit of dirt and debris removed from a stormdrain helps protect water quality. Residents can visit [adopt-a-drain.org](http://adopt-a-drain.org) to sign up to adopt a stormdrain in their neighborhood. The MWMO also has a variety of eco-friendly yard care tips and landscaping ideas on our website.

# Maddison Zikmund Named Deputy Director/Fire Chief of Fridley Public Safety

Maddison Zikmund joins the City of Fridley as the new Deputy Director/Fire Chief of Public Safety.

Zikmund spent the previous eight years with SBM Fire Department, which serves Spring Lake Park, Blaine, and Mounds View. While at SBM, he served as Assistant Fire Chief and acted as the organization's Public Information Officer, HR Director, and responded to emergency incidents as Chief Fire Officer. He has a bachelor's degree in Organizational Leadership from Bethel University and is currently pursuing an MBA.

Through the years, Zikmund has worked closely with Fridley Fire and knows Fridley's three previous Fire Chiefs very well. When asked about his new position, Zikmund said, “I'm eager to be in a brand new facility with an up-and-coming staff. I'm also excited about the opportunity to work in all-hazards environments like the Mississippi River, BNSF

Railway, and large industrial complexes, in addition to the diverse commercial and residential communities.” Director of Public Safety, Brian Weierke, is very pleased with the hiring of Zikmund and had this to say: “Deputy Director/Fire Chief Zikmund is an outstanding leader in fire service and I'm excited for him to get started with our fire division. He has great vision and will provide great leadership within our Public Safety Department.”

Zikmund is involved in many philanthropic organizations and serves on the board of directors for the Minnesota Dakota Region of the American Red Cross, is Chairman of the Minnesota Fire Exploring Association, Chairman of Spring Lake Park's Opportunities in Emergency Care (OEC) Program, and is active in Boy Scouts of America. In 2019 he was the recipient of the Spurgeon Award, which honored his outstanding service to the Boy Scouts organization.



Zikmund lives in Blaine with his wife Dani and two sons. Both of his parents are actively involved in the MN Fire Service and his father is a former SBM Fire Chief. He began his new position with the City of Fridley as Deputy Director/Fire Chief on January 4, 2021.





## City of Fridley's Sixth Annual Tree Sale

Could your yard use a tree? The City of Fridley's tree sale is now open and offering a variety of reduced cost trees. Trees improve air and water quality, increase property values, lower energy bills and provide valuable wildlife habitat. All trees sold are #10 containers (approximately 5'- 6' tall). Submit your order by April 11 online at [FridleyMN.gov/TreeSale](http://FridleyMN.gov/TreeSale) or by calling the city at 763-572-3594. Trees will be available for pick-up on May 15 from 9 a.m. - 11 a.m. at Fridley Public Works. Limited quantities available, limit two trees per species per household. Fridley residents only.

	Full Grown Height	Shade Preference	Wildlife Value	Cost
Hackberry	60-75'	Full to partial sun	Fruit for birds and small mammals; habitat	\$25
American Elm "Prairie Expedition"	55'-60'	Full sun	Habitat	\$25
Blue Beech	20'-35'	Part shade to full shade	Seeds food for birds; habitat	\$30
Eastern Redbud "MN Strain"	20'-30'	Full to partial sun	Flowers for insect pollinators	\$30
Norway spruce	40-60'	Full sun	Habitat	\$25
Rain Watering Bag	20 gallon bag that delivers a slow release of water directly to the root zone of tree			\$15



## Fridley Historical Society to Reopen Fridley History Museum

After being closed since last March, the Fridley History Center plans to reopen on Saturday, May 8 from 11 a.m. until 3 p.m.

**Fridley Tornadoes Exhibit of 1965**  
Mark Bonesteel has been working on building a permanent Fridley 1965 Tornadoes Exhibit. In addition to the artifacts now on display, the Fridley Historical Society is excited to announce that additional artifacts were found in the old Fridley City Hall basement and will be on display.

Due to the possibility of changing guidelines concerning COVID-19, updates on the reopening will be available on the Fridley Historical Society's website. You can also call 763-571-0120 or find updates via their sign in front of their building on 61st Avenue.



## Spring Cleaning: Streets Style

Spring will (hopefully!) be arriving soon! Our street sweepers are eager to get all the salt and sand off of the ground. Due to the unpredictable personality of Minnesota weather, we are not able to provide an exact date for street sweeping. Our Public Works team tries to clear the streets after the last snowfall but before the April showers. Typically, streets are cleaned in late March or early April.

Street sweeping is essential to remove winter debris buildup before the rainy season arrives to avoid washing salt and other debris into the city's storm sewer system. We do this to reduce stormwater pollution and maintain the water quality. Ways you can help include: picking up dog poop, sweeping near your storm drains or installing a raingarden on your property.

### Hydrant flushing

After we finish street sweeping, we move onto hydrant flushing in April. Hydrant flushing occurs twice a year, in the spring and fall, when the city flushes its water mains through the fire hydrants. This helps clear the water of small amounts of sediment like iron or manganese that settles over time, and it also verifies that the hydrants are in good working order.

During the hydrant flushing, deposits from the water lines may create yellowish-brownish discoloration of water in homes near the flushing area. While this water is safe for drinking, it may discolor laundry. If discoloration lasts longer than two days, call us at 763-572-3566. You can also call the same number for current flushing locations and updated information.

## 2021 Fridley Resident Survey

The City of Fridley is currently conducting a survey of Fridley Residents. The survey is designed to assess quality of life in Fridley, and measure resident satisfaction with current city services and amenities. The survey will also include questions to help give direction to city staff around city services.

The Morris Leatherman Company, based in the Twin Cities, is conducting Fridley's 2021 Resident Survey. The Morris Leatherman Company will randomly select 400 households to answer the survey by phone in February.

Results from Fridley's 2021 Resident survey will be shared later this spring with the City Council and city

staff, as well as Fridley residents. Watch out for updates and results on the Resident Survey in the city newsletter and on the city's website.

For more information about Fridley's Resident Survey, contact Alyssa Kruzel, Community Engagement Specialist at [Alyssa.Kruzel@FridleyMN.gov](mailto:Alyssa.Kruzel@FridleyMN.gov) or call 763-572-3579.

### Previous Surveys of Fridley Residents

The City of Fridley last conducted a Resident Survey in 2013 through Morris Leatherman. In 2013, 85 percent of residents consider Fridley a "good" or "excellent" place to live! The results from the 2013 survey can be found on our website at [FridleyMN.gov/ResidentSurvey](http://FridleyMN.gov/ResidentSurvey).



**City Newsletter Feedback**

Thank you to everyone who has provided feedback on our Community Connection (city newsletter) so far! We are still accepting feedback – please let us know how often you read the newsletter (there are six editions per year), how long you have lived in Fridley and any suggestions you have. You can do this via an online form at [FridleyMN.gov/Newsletter](http://FridleyMN.gov/Newsletter); call Luke Cardona, Marketing Communications Manager, at 763-572-3505; or drop off your written suggestions at City Hall during business hours.

7071 University Avenue NE  
Fridley, MN 55432  
phone: (763) 571-3450  
[FridleyMN.gov](http://FridleyMN.gov)  
[info@FridleyMN.gov](mailto:info@FridleyMN.gov)

Make a positive impact in Fridley Park



# Recycle Smart – Know What to Place in Your Recycling and

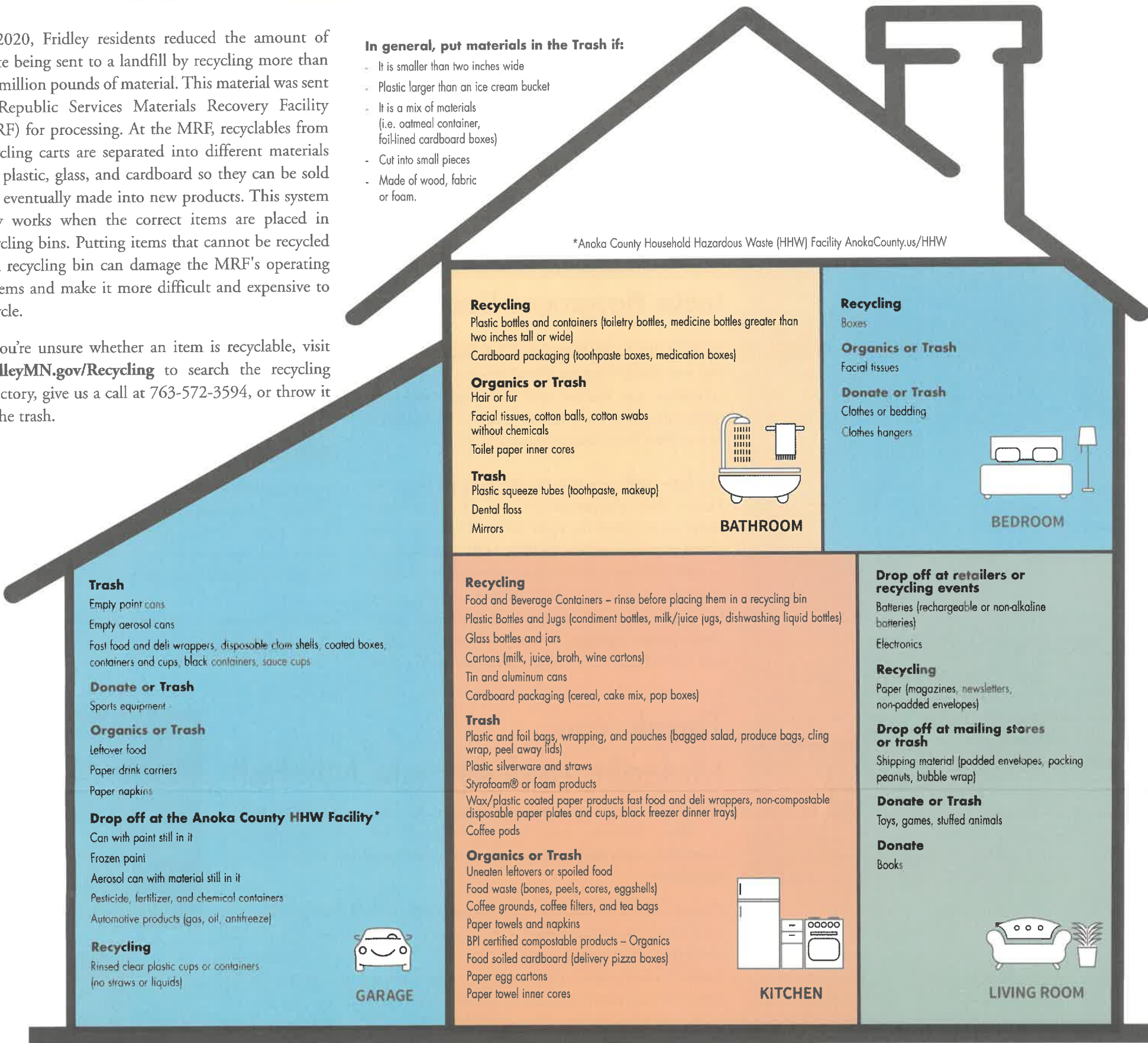
In 2020, Fridley residents reduced the amount of waste being sent to a landfill by recycling more than 3.7 million pounds of material. This material was sent to Republic Services Materials Recovery Facility (MRF) for processing. At the MRF, recyclables from recycling carts are separated into different materials like plastic, glass, and cardboard so they can be sold and eventually made into new products. This system only works when the correct items are placed in recycling bins. Putting items that cannot be recycled in a recycling bin can damage the MRF's operating systems and make it more difficult and expensive to recycle.

If you're unsure whether an item is recyclable, visit [FridleyMN.gov/Recycling](https://FridleyMN.gov/Recycling) to search the recycling directory, give us a call at 763-572-3594, or throw it in the trash.

**In general, put materials in the Trash if:**

- It is smaller than two inches wide
- Plastic larger than an ice cream bucket
- It is a mix of materials (i.e. oatmeal container, foil-lined cardboard boxes)
- Cut into small pieces
- Made of wood, fabric or foam.

\*Anoka County Household Hazardous Waste (HHW) Facility [AnokaCounty.us/HHW](https://AnokaCounty.us/HHW)



## Organics Recycling - It's Easier Than You Think

Landfills around the Twin Cities are running out of space, making it more important than ever to reduce our trash. If you already recycle at home, it is easy to start collecting your organics as well. Organics, such as food waste, paper towels, and BPI compostable products, are the most common type of material in the trash and the greatest source of greenhouse gas emissions from landfills.

Your food waste can be collected, processed, and turned into something valuable to improve the soil—Compost! Organics recycling is as easy as regular recycling. Just sign up for the organics recycling program, collect your organics in compostable bags,\* put the bags in your organics recycling cart, and wheel the cart down to the curb on organics recycling day.

*\*Compostable bags are available for free to program participants at City Hall and Springbrook Nature Center and can be purchased from local retailers.*



**Sign up for organics recycling at [FridleyMN.gov/Organics](https://FridleyMN.gov/Organics).**

**Program is \$10.61/month through Republic Services**

**Three Free Months when you sign up in March\***

*\*Free months will be applied to second billing cycle.*

## Recycling Drop-Offs

Recycle your mattresses, appliances, electronics, batteries, and more at our recycling drop-offs in 2021:

March 13, May 8, July 10,  
September 11, and November 13  
from 8 a.m. - 12 p.m.

All recycling drop-offs will be held at Green Lights Recycling (enter at 1525 99th Lane NE, Blaine).

\*New in 2021- All Fridley resident receive \$30 in free items. What can you recycle for \$30?

- Two appliances for free
- A small TV
- A large 60" TV for only \$25
- One mattress
- A mattress and box spring for only \$10
- 5 small electronics
- 4 tires

Mix and match to suit your needs and keep your items out of the trash! See a full pricing list at [FridleyMN.gov/Dropoff](https://FridleyMN.gov/Dropoff).



# Adopt-A-Park

## Registration starts March 1

Are you looking to make a positive impact in the Fridley Community? Adopt a Fridley park!

The City of Fridley is looking for community members, organizations, and businesses to adopt a park! Community members and groups will work alongside City of Fridley Parks and Recreation staff to help keep our city parks clean and beautiful. You can make a difference in Fridley parks!

Volunteers will be responsible for picking up litter, removing weeds, maintaining the area around the park sign, and reporting any vandalism or safety hazards to Parks staff. Responsibilities may vary from park to park. Adopting a park is a minimum one-year commitment with four cleanups per year.

To learn more about the Adopt-A-Park program and apply to adopt a park, visit the city's website at [FridleyMN.gov/AdoptAPark](http://FridleyMN.gov/AdoptAPark) or call Fridley Parks and Recreation at 763-572-3570.

# Seasonal Hiring

We will begin hiring for our seasonal Recreation, Springbrook and Public Works positions soon! Visit [FridleyMN.gov/Jobs](http://FridleyMN.gov/Jobs) to look for open positions, as well as create an account on NEOGOV to receive job posting updates.

Typical openings include:

**Recreation Program Assistant** - Examples of work performed include helping to carry out lesson plans and activities, playing and interacting with children, and chaperoning off-site trips. Monday through Friday

**Recreation Program Leader** - Examples of work performed include: creating and executing lesson plans, playing and interacting with children, chaperoning off-site field trips, and communicating regularly with parents/guardians. Monday through Friday

**Summer Program Coordinator** - Responsible for implementing, assisting and coordinating recreation programs and/or special events. Various days, mostly daytime with some evenings

**Preschool Program Assistant** - Examples of work performed include: helping to carry out lesson plans and activities, playing, crafting and interacting with children

**Preschool Program Leader** - Examples of work performed include: creating and leading lesson plans (crafts, songs, games and more), playing and interacting with children, and communicating regularly with parents/guardians. Monday through Thursday

**Youth Sports Instructor** - These positions are responsible for instructing youth ages 4-10 in a variety of instructional sports including soccer, t-ball, track, and more. Daytime and evening shifts, flexible schedule

**Seasonal/Temporary Public Works Maintenance:** Perform manual labor and a variety of maintenance tasks for the Parks, Streets, Sewer or Water Divisions within the Public Works Department. Typical work schedule is 7:00 a.m. until 3:30 p.m. (6:30 a.m. until 3:00 p.m. May through September), Monday through Friday. Occasional weekend or evening work may be required. Possible four-day, (ten hours per day) work week schedule.

# Park Updates

## Craig Park Updates

We are planning updates to Craig Park in order to address longstanding drainage issues, enhance park amenities, and improve water quality of the Mississippi River. Let us know your thoughts and subscribe to project updates at [FridleyMN.gov/CraigPark](http://FridleyMN.gov/CraigPark).



## Locke Playground Update

In 2018, the Locke Playground was displaced due to the new Civic Campus Development. In 2017, an agreement was reached with the neighborhood to replace the playground and relocate it to the southeast end of the Civic Campus Development.



On July 2020, the city hosted an open house for Locke Park playground. About 30 community members attended the open house. There was good representation from the Holiday Hills neighborhood as well as the two new housing communities—Lennar Townhomes and Pulte Patio Homes. Residents had the opportunity to speak with project staff, learn about project updates, look at playground designs, and help choose some of the playground elements,

including the play element for youth ages 2-5 and the swing set. The winning playground element for youth ages 2-5 was the Smart Play Motion and the winning swing set includes three regular swings, one molded bucket seat, and the one full bucket seat.

Construction on the playground has been completed! The playground is now open for use.

# Thank You, Malcolm and Annette Mitchell

The City of Fridley and Springbrook Nature Center community would like to thank Malcolm and Annette Mitchell for their extraordinary accomplishments and service to the non-profit Springbrook Nature Center Foundation.



Malcolm served on the Board of this organization since 1999 and served as the Chair from 2002 to 2020. His leadership was instrumental in the City of Fridley's 2014 grant award of five million dollars for the Springbrook Nature Center master plan to create a new interpretive center, pavilion activity center, nature-play space, amphitheater and trails.

Annette Mitchell joined the Springbrook Nature Center Foundation Board in 1998 and served as a tireless volunteer, fundraiser and event organizer for twenty years. She served as secretary of the organization and was a driving force behind the success of the Foundation's signature fundraising event—the Springbrook Spree.



The current Board of Directors voted in 2021 to convey the honorary titles of Board Member Emeritus upon both Malcolm and Annette Mitchell.

# Intercity Energy Challenge Results

The results are in! Fridley came in 6th in Center for Energy and Environment's Intercity Home Energy Squad Challenge which brought together 16 cities to challenge their residents to sign up for Home Energy Squad visits in 2020. 48 Fridley residents completed Home Energy Squad visits, including 5 income-qualified visits. You can learn more about Home Energy Squad visits, including free virtual options at [FridleyMN.gov/Energy](http://FridleyMN.gov/Energy).

## Fridley Community Calendar

### March

- 1 Charter Commission Meeting
- 4 Housing & Redevelopment Authority Meeting
- 8 City Council Meeting
- 9 Environmental Quality & Energy Commission
- 17 Planning Commission Meeting
- 22 City Council Meeting

### April

- 1 Housing & Redevelopment Authority Meeting
- 5 Charter Commission Meeting
- 12 City Council Meeting
- 13 Environmental Quality & Energy Commission
- 21 Planning Commission Meeting
- 26 City Council Meeting

**NOTE:** City Council and Commission meetings start at 7:00 p.m. Meetings are held at the Fridley Civic Campus, 7071 University Avenue NE. The public is welcome.

Hearing impaired persons who need an interpreter or other persons with disabilities who require auxiliary aids and would like to attend a meeting, should contact Roberta Collins at 763-572-3500 at least one week in advance.





Xcel Energy Media Relations  
414 Nicollet Mall, 401-7  
Minneapolis, MN 55401  
(612) 215-5300  
[www.xcelenergy.com](http://www.xcelenergy.com)

## **Xcel Energy sets another single-year record in carbon reduction**

*Cutting emissions 51%, the company is over halfway to its vision of delivering 100% carbon-free electricity by 2050*

**Minneapolis** (February 22, 2021) – For the second year in a row, Xcel Energy has hit a significant milestone in its quest to deliver 100% carbon-free electricity to customers by 2050.

The company broke its own record for a single-year drop in emissions in 2020, cutting carbon emissions company-wide by approximately six million tons, a 12% reduction over 2019 levels. That's equivalent to taking nearly 1.2 million cars off the road for a year. In 2019, Xcel Energy achieved a 10% reduction over the previous year.

Since 2005, the company has reduced carbon emissions by 51% as it leads the nation's clean energy transition. Xcel Energy's 2020 carbon reductions outpaced the industry, which is ahead of any other part of the economy. At the end of 2020, it is estimated the U.S. electric power sector had reduced carbon emissions just under 40% from 2005 levels, according to data from the U.S. Energy Information Administration.

"We're making tremendous progress towards delivering on our clean energy goals," said Ben Fowke, chairman and CEO of Xcel Energy. "Even after factoring in the effect of the global pandemic on our operations, we are well on our way to achieving our goal of reducing carbon emissions 80% by 2030 and are more than halfway to delivering 100% carbon-free electricity to our customers, all while keeping their service reliable and energy bills low."

Several factors contributed to the 2020 carbon reduction results.

Xcel Energy continued to significantly increase wind generation on its system, becoming one of the first energy providers in the United States to reach 10,000 megawatts of wind energy capacity online for customers in the states it serves.

The company added more than 800 megawatts of new wind projects in late 2019, in addition to bringing nearly 2,200 megawatts of new wind projects online in 2020. By the end of 2021, Xcel Energy estimates that approximately 35% of its energy will be from wind. Through the company's wind expansion, it has delivered approximately \$430 million in fuel savings to its customers from 2017 to 2020.

Thanks to having more wind and solar on its system, the company recorded a 12% reduction in megawatt hours from coal and natural gas generation. To support its growing renewable energy portfolio, it is using cleaner natural gas as backup and pushing the envelope in operating its remaining coal plants to follow the wind and sun.

Xcel Energy's two nuclear plants in Minnesota had another excellent operating year, providing a steady supply of 100% carbon-free power.

The pandemic also played a role in reducing the company's electricity sales by an estimated 3% for the year and contributing to lower carbon emissions.

###

### **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](https://www.xcelenergy.com) or follow us on [Twitter](#) and [Facebook](#).

## Video Production



Municipal Producer, Trevor Scholl, completed four productions in February. The shows included two episodes of Mayor's Minutes, a Centerstage Centerville business profile, and the Blaine Police Department Awards. Programs were also produced by T.J. Tronson, Heidi Arnson, Rusty Ray and Danika Peterson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

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

Title	Producer	Runtime
Centerstage Centerville: JPs Liquors	Trevor Scholl	00:01:30
Lexington Mayor's Minutes Winter	Trevor Scholl	00:04:57
Blaine Mayor's Minutes Winter	Trevor Scholl	00:05:53
Blaine PD Awards	Trevor Scholl	00:14:43
Anoka County Sheriff's Office Joins Statewide Speeding Crackdown	Danika Peterson/Rusty Ray	00:02:57
Snowshoeing Grows in Popularity at Wargo Nature Center	Danika Peterson/Rusty Ray	00:02:00
Guns-N-Hoses Charity Hockey Game	T.J. Tronson	01:38:49
NMTC Meeting (2/25/21)	Heidi Arnson	00:36:32
Anoka County Board Meeting (2/9/21)	T.J. Tronson	00:33:48
Anoka County Board Meeting (2/23/21)	T.J. Tronson	01:38:49

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

- Property marker video for Blaine
- Blaine STEM Academy profile
- Blaine PD hearing impaired relations
- Lino Lakes fire recruitment updates
- Animal Humane Society
- More Centerstage Centerville business profiles
- Circle Pines virtual tour

# Equipment Consulting/Technical Support

---



## **Blaine**

- 2.24.21: Asked to check on cabling in chambers that might have been harmed during construction of ballistic materials on dais. Also took pictures of Xpression datalinq that staff experienced trouble with. Also checked non-functioning return feed in control room. Determined it's a bad power supply to DTZ box. Contacted Comcast and they will replace.

## **Centerville**

- 2.2.21: Went to city hall to help with tear out of old equipment. Pulled cable and took old equipment off shelves. Helped sort through good stuff and junk. Brought a converter to embed audio and a converter for HDMI to SDI. Located lost Brightsign power adaptor. Talking with Z systems about a new rack for equipment.
- 2.3.21: Delivered converters.
- 2.12.21: Request to get rid of network rack in new control room. Not our equipment. Recommended contacting IT department.
- 2.18.21: Brought an SDI audio embedder from workshop. Talked with Z Systems about transport of audio to NMTV head-end. Tested audio. Working.

## **Circle Pines**

- 2.25.21: Dropped off SDI and HDMI Magewell USB Capture devices. One will be used to connect Zoom to everything else at Circle Pines. Must check drawings. Will do test on March 1.

## **Ham Lake**

- No assistance required.

## **Lexington**

- No assistance required.

## **Lino Lakes**

- 2.3.21: Sarah Cotton requested a set-up for conducting hybrid meetings. Also checking into audio only recordings for work sessions.
- 2.18.21: Went to city hall to figure out hybrid model set-up for workshops.
- 2.24.21: Finished and tested new set-up. Connected laptop to system and plugged in the USB, HDMI & headphone jack. Had to trouble shoot audio issues. Had to run laptop video through Carbonite switcher for a sync source. Also made easy buttons on all LCS panels for different meetings.

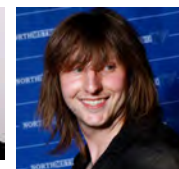
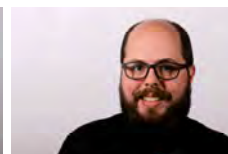
## **Spring Lake Park**

- 2.1.21: Set up new switcher for council meeting. Spent most of the day calibrating cameras and updating graphics and macros for meeting.
- 2.1.21: Makito X not functioning. Power cycled it and it came back on.
- 2.2.21: Power to a camera was tested. Decision made to replace camera. Contacted vendor for quote.

## **All Cities**

- No assistance required.

## Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels;

live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in February:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (2/1/21)	T.J. Tronson	01:25:22
Blaine Planning Commission Meeting (2/2/21)	T.J. Tronson	00:57:33
Blaine City Council Meeting (2/17/21)	Trevor Scholl	02:06:32
Centerville Planning & Zoning Meeting (2/2/21)	Centerville Staff	02:14:01
Centerville Park & Rec Meeting (2/3/21)	Centerville Staff	02:02:06
Centerville City Council Meeting (2/10/21)	Centerville Staff	01:38:32
Centerville EDA Meeting (2/17/21)	Centerville Staff	02:04:33
Centerville City Council Meeting (2/24/21)	Centerville Staff	02:00:54
Circle Pines City Council Meeting (2/9/21)	Patrick Willson	00:56:03
Circle Pines Utility Commission Meeting (2/17/21)	Patrick Willson	00:21:26
Circle Pines City Council Meeting (2/23/21)	Patrick Willson	00:39:54
Ham Lake City Council Meeting (2/1/21)	Patrick Willson	00:03:00
Ham Lake City Council Meeting (2/16/21)	Patrick Willson	00:27:38
Ham Lake Planning Commission Meeting (2/22/21)	Patrick Wilson	00:30:55
Lexington City Council Meeting (2/18/21)	Lexington Staff	00:58:18
Lino Lakes City Council Meeting (2/8/21)	Anne Serwe	00:21:24
Lino Lakes Planning & Zoning Meeting (2/10/21)	Anne Serwe	00:35:04
Lino Lakes City Council Meeting (2/22/21)	Anne Serwe	00:07:35
Spring Lake Park City Council Meeting (2/1/21)	Isaac Quick	01:31:25
Spring Lake Park City Council Meeting (2/16/21)	Isaac Quick	01:05:17
Spring Lake Park Planning Commission Meeting (2/22/21)	Isaac Quick	00:23:07
<b>21 New Programs</b>		<b>22:30:39 New Hours</b>

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

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

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	170	245:34:04
Centerville	63	104:01:30
Circle Pines	148	136:37:27
Ham Lake	64	39:19:18
Lexington	97	87:00:55
Lino Lakes	72	48:23:53
Spring Lake Park	112	133:55:15
<b>Totals:</b>	<b>726 Program Playbacks</b>	<b>794:52:22 Hours of Video Programming on Channels</b>

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

**Blaine**

- Transcoded and uploaded 1 video to Carousel.

**Centerville**

- Transcoded and uploaded 2 videos to Carousel.
- Updated 3 data pages on Carousel.

**Circle Pines**

- Transcoded and uploaded 1 video to Carousel.

**Ham Lake**

- Transcoded and uploaded 1 video to Carousel.
- Updated 1 data page on Carousel.

**Lexington**

- Transcoded and uploaded 2 videos to Carousel.
- Emailed copies of all slides currently running on Lexington Carousel.
- Created 1 data page on Carousel.

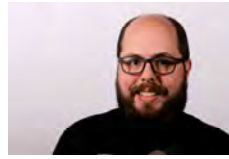
**Lino Lakes**

- Transcoded and uploaded 1 video to Carousel.
- Updated 1 data page on Carousel.

**Spring Lake Park**

- Transcoded and uploaded 0 videos to Carousel.
- Created 14 new data pages to Carousel.

## Meetings on Demand



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

### **Blaine**

- 3 meetings bookmarked and placed on VOD.

### **Centerville**

- 5 meetings bookmarked and placed on VOD.

### **Circle Pines**

- 3 meetings bookmarked and placed on VOD.

### **Ham Lake**

- 3 meetings bookmarked and placed on VOD.

### **Lexington**

- 1 meeting placed on VOD.

### **Lino Lakes**

- 3 meetings bookmarked and placed on VOD.

### **Spring Lake Park**

- 3 meetings bookmarked and placed on VOD

## Administrative



The issues dealt with in February included receiving a response from Comcast regarding the draft franchise document, processing and delivering 2020 cable fees to Member Cities, and considering a formal franchise extension.

### **2020 Cable Fees Paid to Cities**

- Presented cable fee payment calculations to Operations Committee, Executive Committee, and full Commission for approval of payments to Cities.
- Assembled supporting data and explanatory letter to accompany cable fee payments.
- Mailed reports and checks to Cities.

### **Comcast Franchise Renewal**

- Comcast responded to the draft franchise document sent to them by the Commission six months ago.
- Reviewed PEG section of document.
- Discussed document with Legal Counsel.
- In the process of red-lining document.
- Discussed formally extending the current franchise during negotiations.
- Talked with Comcast regarding formal extension.
- Discussing length of extension with Comcast.

**Miscellaneous**

- Checked with Operations Committee on how NMTV staff recording city meetings is going.
- Responded to questions from Commission Member Julie Jeppson.
- Responded to questions from Commission Member Dale Stoesz.
- Sent meeting links to Teresa at Centerville City Hall.
- Sent link to current franchise document to City Administrator Mark Statz.  
Forwarded suggestions regarding franchise ROW issues from Mark to Legal Counsel.
- Rescheduled Cable Commission meeting to guarantee quorum.
- Contacted CenturyLink regarding missing Fourth Quarter reports.
- Contacted Columbia Heights City Administrator regarding any updates on decision to join Cable Commission.
- Forward article regarding how to access local channels on Roku and AppleTV to Cities as requested by Operations Committee.
- Read industry articles.



# North Metro TV

February 2021 Update

## Program Production

In February, a total of 70 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **66:15:00 hours of new programming**.

- 18 programs were produced by the public
- 46 programs were produced by NMTV staff
- 6 programs were produced by City staff



## Van Shoots

The HD production truck was not utilized in February, as a safety precaution. Truck shoots are scheduled to resume in March, with play-offs.

## vMix Live Single Cam Shoots

The vMix single camera production system was utilized to record/transmit live fourteen high school sporting events. The vMix system is safer to utilize as it requires significantly fewer staff members who are spread out over multiple locations, connected via the internet.



- Gymnastics: Champlin Park vs. Centennial
- Girls Basketball: Blaine vs. Centennial
- Boys Basketball: Centennial vs. Blaine
- Boys Swim & Dive: Andover vs. Centennial
- Boys Basketball: Totino Grace vs. Centennial
- Girls Hockey: Centennial vs. Blaine
- Boys Basketball: Park Center vs. Spring Lake Park
- Boys Basketball: Andover vs. Blaine
- Boys Hockey: Spring Lake Park vs. Blaine
- Girls Basketball: Totino Grace vs. Spring Lake Park
- Boys Basketball: Andover vs. Spring Lake Park
- Boys Swim & Dive: Anoka vs. Centennial
- Boys Hockey: Osseo vs. Spring Lake Park
- Boys Swim & Dive: Elk River vs. Centennial



## Most Viewed YouTube Sporting Event

Gymnastics:  
Champlin Park vs. Centennial  
636 Views

## Live Workshops

Workshop	Instructor	Organization	Students
<b>Live Lecture</b> - Star Trek: Behind the Scenes of the Final Frontier	Eric Houston	Robbinsdale Community Education via Zoom (Fee Paid)	12
Training for Zoom Game Show	Eric Houston	General Public via Zoom	3
<b>Live Lecture</b> - Yabba-Dabba-Do! The Fantastic World of Hanna-Barbera	Eric Houston	General Public via Youtube	22
<b>3 Live Workshops</b>			<b>37 Students</b>

## VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Eurovision: A Celebration	Mini	37	3 hrs
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	198	30 hrs
Superman: The Man of Steel on the Silver Screen	Full	35	9.25 hrs
The Fantastic Four on the Silver Screen	Mini	11	.75 hrs
Christmas in Hollywood	Full	7	2.5 hrs
TV's Greatest Christmas Specials	Full	21	3 hrs
Chicago Christmas Classics	Mini	120	5.5hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	12	.5 hrs
Monster Movies of the 40s and 50s	Full	28	4.75 hrs
Monster Movies of the 20s and 30s	Full	20	3 hrs
The Presidency on Film JQA to JFK	Full	14	1.75 hrs
Monstervision: The Legend of Joe Bob Briggs	Mini	31	3.25 hrs
The Cult of Caroline Munro	Mini	1435	59.75 hrs
The Marilyn Monroe Story	Full	113	12.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	53	2 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	9	.25 hrs
Hollywood Goes to War: World War II	Full	26	2.75 hrs
Come on Down: Game Shows of the 70s and 80s	Full	34	2 hrs
The Quiz Show Scandals and Other Game Shows...	Full	93	19.75 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	7	.5 hrs
The Marx Brothers: Groucho, Harpo, Chico...	Full	328	39.5 hrs
Mary Pickford: The World's First Movie Star	Full	17	2.75 hrs
Hollywood Goes to the Dogs: Lassie, Benji...	Full	7	.5 hrs
<b>23 VOD Workshops</b>		<b>2,640 Total Views</b>	<b>214.00 Hours Viewed</b>



### Most Viewed YouTube Workshop

The Cult of Caroline Munro  
1,435 Views

## YouTube Stats

---

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	23,800	38,487	3,620.2	132	532,400
February	21,198	34,307	3,201	103	507,655
<b>TOTAL:</b>	<b>44,998</b>	<b>72,794</b>	<b>6,821.2</b>	<b>235</b>	<b>1,040,055</b>

## NMTV Website Stats

---

Month	Number of Users	Number of Views	Live Stream Views
January	6,103	20,923	1,324
February	5,860	16,285	1,692
<b>TOTAL:</b>	<b>11,963</b>	<b>37,208</b>	<b>3,016</b>

## Home Movie Transfers

---

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

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	387	74	136	3	516	\$1,927.20
February	358	77	101	15	1,097	\$688.06
<b>TOTAL:</b>	<b>745</b>	<b>151</b>	<b>237</b>	<b>18</b>	<b>1,613</b>	<b>\$2,615.26</b>

## Production Highlights

---

### NMTV News Highlights

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

- Girl Scout Troops Trying to Boost Recruitment
- New Vets Center Opens in Downtown Anoka
- Blaine High School Music Teacher Wins Statewide Honor
- School Bus Driver Shortage Remains
- Midwest Medical Examiners Office Has Statewide Impact from Anoka County
- Anoka County Conservation District Helps to Manage North Metro Natural Resources
- Distance Learning Could Continue Next Year for Some Students
- Quad Area Chamber of Commerce Expands Digital Footprint
- Snowshoe Rentals Popular at Wargo Nature Center
- Statewide Speeding Crackdown
- Spring Lake Park Leaders Pass Median Safety Guidelines
- Bus Rapid Transit Coming to Blaine





- Lucy's Burgers Expands to Blaine
- Retired Fire Chief Comes Home After Three Months in Hospital

In addition to daily playbacks of North Metro TV News on the cable systems, there are 805 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.



## Most Viewed YouTube News Story

School Bus Driver Shortage Remains  
237 Views

### Guns-N-Hoses Charity Hockey Event

Special Events Coordinator, T.J. Tronson, produced Lino Lakes' 5<sup>th</sup> Annual Guns-N-Hoses charity hockey event at the end of February. T.J. utilized NMTV's new vMix system to both record and transmit the event live. Three cameras, in-field encoders, an MC, pre-recorded interviews, live interviews and full page and lower thirds graphics were incorporated. Backing the Blue, a non-profit organization dedicated to the support of the law enforcement community, was the beneficiary of this year's event.



### Mayor's Minutes

Municipal Producer, Trevor Scholl, produced two episodes of Mayor's Minutes in February. The program gives Mayors an opportunity to update residents on all the important issues and events taking place in the city. All Member City mayors are invited to participate. This month, Mayor Sanders of Blaine and Mayor Murphy from Lexington were able to participate.



### New Workshops

Instructor, Eric Houston, continues to create new and interesting workshops. This month he completed work on Yabba-Dabba-Do! The Fantastic World of Hanna-Barbera. This lecture covers the career of TV animation pioneers William Hanna and Joseph Barbera. It explains how the duo started out making Tom and Jerry cartoons and how they revolutionized animation by bringing it to TV. The class includes tidbits such as how Frank Sinatra influenced the creation of Scoobie-Doo, which celebrity inspired Yogi Bear, and rare footage from the Flintstones pilot. Eric also posted a new mini-lecture entitled Eurovision: A Celebration. This short workshop covers the world famous Eurovision song contest. It's a giant contest that pits original songs, from all over Europe, against each other in a ceremony more spectacular than the Academy Awards.

### City Productions

In February, Municipal Producer, Trevor Scholl, completed four productions. The shows included two episodes of Mayor's Minutes, a Centerstage Centerville business profile, and the Blaine Police Department Awards. Programs completed include:

- Blaine Winter Mayor's Minutes
- Lexington Winter Mayor's Minutes



- Centerstage Centerville: JPs Liquors
- Blaine PD Awards

New and ongoing projects include:

- Property marker video for Blaine
- Blaine STEM Academy profile
- Blaine PD hearing impaired relations
- Lino Lakes fire recruitment updates
- Animal Humane Society
- More Centerstage Centerville business profiles
- Circle Pines virtual tour

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

## Public Access Programs

---

Title	Producer	Runtime
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:26:10
Christ Lutheran Church (4 episodes)	Chance Amundson	03:54:12
Lovepower (4 episodes)	Rick Larson	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Oak Park Community Church (4 episodes)	David Turnidge	02:37:50
<b>18 New Programs</b>		<b>15:58:12 New Hours</b>

## NMTV Staff Programs

---

Title	Producer	Runtime
Anoka County Board Meeting (2/9/21)	T.J. Tronson	00:33:48
Anoka County Board Meeting (2/23/21)	T.J. Tronson	01:38:49
Guns N Hoses Hockey Game	T.J. Tronson	01:38:49
NMTC Meeting (2/25/21)	Heidi Arnson	00:36:32
NMTV News (3 episodes)	Danika Peterson/Rusty Ray	01:12:55
Anoka County Sheriff's Office Joins Statewide Speeding Crackdown	Danika Peterson/Rusty Ray	00:02:57
Snowshoeing Grows in Popularity at Wargo Nature Center	Danika Peterson/Rusty Ray	00:02:00
Centerstage Centerville: JPs Liquors	Trevor Scholl	00:01:30
Lexington Mayor's Minutes Winter	Trevor Scholl	00:04:57
Blaine Mayor's Minutes Winter	Trevor Scholl	00:05:53
Blaine PD Awards	Trevor Scholl	00:14:43
Gymnastics: Champlin Park/Centennial	Kenton Kipp/J. Millington	02:21:16
Girls Basketball: Blaine/Centennial	Kenton Kipp/J. Millington	01:12:15
Boys Basketball: Centennial/Blaine	Kenton Kipp/J. Millington	01:18:07
Boys Swim & Dive: Andover/Centennial	Kenton Kipp/J. Millington	01:47:54
Boys Basketball: Totino Grace/Centennial	Kenton Kipp/J. Millington	01:02:16
Girls Hockey: Centennial/Blaine	Kenton Kipp/J. Millington	01:16:54
Boys Basketball: Park Center/Spring Lake Park	Kenton Kipp/J. Millington	01:21:30
Boys Basketball: Andover/Blaine	Kenton Kipp/J. Millington	01:09:39
Boys Hockey: Spring Lake Park/Blaine	Kenton Kipp/J. Millington	01:16:30
Girls Basketball: Spring Lake Park/Totino Grace	Kenton Kipp/J. Millington	01:21:41
Boys Basketball: Andover/Spring Lake Park	Kenton Kipp/J. Millington	01:37:01
Boys Swim & Dive: Anoka/Centennial	Kenton Kipp/J. Millington	01:47:45
Boys Hockey: Osseo/Spring Lake Park	Kenton Kipp/J. Millington	01:33:53

Boys Swim & Dive: Elk River/Centennial	Kenton Kipp/J. Millington	01:49:40
Sports Den (4 episodes)	Kenton Kipp/J. Millington	01:40:17
<b>31 New Programs</b>		<b>28:46:34 New Hours</b>

## City Meetings

---

Title	Producer	Runtime
Blaine City Council Meeting (2/1/21)	T.J. Tronson	01:25:22
Blaine Planning Commission Meeting (2/2/21)	T.J. Tronson	00:57:33
Blaine City Council Meeting (2/17/21)	Trevor Scholl	02:06:32
Centerville Planning & Zoning Meeting (2/2/21)	Centerville Staff	02:14:01
Centerville Park & Rec Meeting (2/3/21)	Centerville Staff	02:02:06
Centerville City Council Meeting (3/10/21)	Centerville Staff	01:38:32
Centerville EDA Meeting (2/17/21)	Centerville Staff	02:04:33
Centerville City Council Meeting (2/24/21)	Centerville Staff	02:00:54
Circle Pines City Council Meeting (2/9/21)	Patrick Willson	00:56:03
Circle Pines Utility Commission Meeting (2/17/21)	Patrick Willson	00:21:26
Circle Pines City Council Meeting (2/23/21)	Patrick Willson	00:39:54
Ham Lake City Council Meeting (2/1/21)	Patrick Willson	00:03:00
Ham Lake City Council Meeting (2/16/21)	Patrick Willson	00:27:38
Ham Lake Planning Commission Meeting (2/22/21)	Patrick Wilson	00:30:55
Lexington City Council Meeting (2/18/21)	Lexington Staff	00:58:18
Lino Lakes City Council Meeting (2/8/21)	Anne Serwe	00:21:24
Lino Lakes Planning & Zoning Meeting (2/10/21)	Anne Serwe	00:35:04
Lino Lakes City Council Meeting (2/22/21)	Anne Serwe	00:07:35
Spring Lake Park City Council Meeting (2/1/21)	Isaac Quick	01:31:25
Spring Lake Park City Council Meeting (2/16/21)	Isaac Quick	01:05:17
Spring Lake Park Planning Commission Meeting (2/22/21)	Isaac Quick	00:23:07
<b>21 New Programs</b>		<b>22:30:39 New Hours</b>

If you have any questions or comments regarding this monthly report please contact  
Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).

13021

2020 FRANCHISE FEES

22,070.79

2/8/21 13821 City of Spring Lake Park \$22,070.79

**North Metro**  
Telecommunications Commission  
12520 Polk Street NE  
Blaine, MN 55434-3148  
763-780-8241

USBank  
17-2/910

13821  
FRANBANK

DATE

AMOUNT

\$

Feb 8, 2021

13821

Memo: 2020 FRANCHISE FEES

\*\*\*\*\*\$22,070.79

PAY  
TO THE  
ORDER  
OF:

Twenty-Two Thousand Seventy and 79/100 Dollars

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

*[Signature]*  
AUTHORIZED SIGNATURE

Security Features Included Details on Back.

1101382110 60410000200 4574152520101



February 25, 2021

Mr. Dan Buchholtz  
City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

Dear Dan:

Enclosed please find information regarding the 2020 fee payments from Comcast and CenturyLink (page 1, table I) and received by the North Metro Telecommunications Commission on behalf of its member cities.

In keeping with the Joint Powers Agreement, the NMTC has deducted its approved budget for 2021 from the fee total. The fees retained by each member city are shown on page 1, table II.

Supporting materials, on pages 2 through 63, consist of gross revenue and franchise fee tables and the categorical breakdown of earnings per city, per quarter, as provided by Comcast Corporation and CenturyLink.

If you have any questions regarding these funds, please feel free to contact me at 763-231-2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com), and I'll be happy to answer any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "Heidi Arnson".

Heidi Arnson  
North Metro Telecommunications Commission

Enclosures



Mr. Daniel Buchholtz  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

March 1, 2021

Dear Mr. Buchholtz,

You don't want people standing in the median for more than two cycles. Then MINDOT need to change the length of the Green cycle. Most of the time only 1 vehicle is legally going through those intersections because the light cycles so fast. It doesn't matter if you are turning on the green arrow, or going straight through the intersections on the green light. Many times when I turned from Osborn RD, or 81<sup>st</sup> on to either Hwy 65 or Hwy 47, the signal is turning red before I can complete my turn. It is the same by Cub turning to go West on County RD 10. If you are crossing either highway, and semi is turning, even vehicles trying to cross on the green light won't make it because the light has turned red, by the time the semi completes its turn.

If people walk up to the light and it just turned green, they cross the intersection. Just before they get to the median, the light turns red. Even if someone on crutches, or in a wheel chair pushes the button for the walk signal, they can't cross the intersection in the time allotted for the green light. Also, if they are in the median, and the light turns green, there are cars turning that impedes their progress, and they have to wait for the next light cycle.

I personally have complained to MINDOT about this situation. I was told that the lights at those intersection are setup to move the traffic on Hwy 47, Hwy 65 and County RD 10. I asked MINDOT why they don't have the time lit for that light cycle, and was told it was too complicated to use all the time. I personally have set through two or three light cycles just to turn left on to Hwy 47, when I was the eighth or ninth vehicle in the turn lane. People get flustered sitting through more than one light cycle. When you add distracted driving, distracted walking into the mix, and people basically, because of the short light cycle, running red lights, you get accidents.

Sincerely,



Gene Cooper  
728 Maple St. NE  
Spring Lake Park, MN 55432



Dear Mr Bucholtz

I read the article about Spring Lake Park median.

I have lived here (Sp Lk Park) for 46 yrs and I know you want to keep the rain drag flowing but its a problem for traffic crossing over or into Univ (47). I can be the 3<sup>rd</sup> or 4<sup>th</sup> car and the light changes, many times its yellow or even red when I get to the median and I get you want to get rid of panhandlers and thats good. Have you ever seen some one on crutches or with a walker or a mom with a kid in the stroller with 2 little ones following mom trying to get across 4 lanes of traffic and across median? The walk sign (if the button works) comes on and <sup>they</sup> get to the middle the walk ~~is~~ sign is off and traffic starts moving. Thats why you see Panhandlers and pedestrians stuck on the medians.

If Im going through on the yellow/red by car, how do you expect people to cross on foot safely?

Saw a man in a wheelchair and guess where he had to stop? In the median! I've seen this on 85<sup>th</sup> & 81<sup>st</sup> and Osbourne & 73<sup>rd</sup>. It would help to have the signs on a bit ~~longer~~ <sup>longer</sup> to let people in cars & on foot to get across.

Thank you.

Barbara Cooper



# NOTICE: The Blue Lake Wastewater Treatment Plant Facility Plan is now available for review and comment.

## Blue Lake Wastewater Treatment Plant Improvements Project

Improvements to the Blue Lake Plant will help MCES maintain service reliability, preserve assets at the existing facility, improve efficiency and safety, protect the environment, and partner with customers.



### View the Draft Facility Plan

The Lake Minnetonka Regional Interceptor Sewer Improvements Project Facility Plan draft is available for public review online at

[MetroCouncil.org/SewerConstruction/BlueLakeWWTP](http://MetroCouncil.org/SewerConstruction/BlueLakeWWTP)



### Contact Us:

 (651) 602-1500  [comment@BlueLakeWWTP.com](mailto:comment@BlueLakeWWTP.com)

 [MetroCouncil.org/SewerConstruction/BlueLakeWWTP](http://MetroCouncil.org/SewerConstruction/BlueLakeWWTP)

### How to submit official comments about the draft facility plan

The comment period is now open through **March 25 at 5 p.m.**

- Mail written comments to:  
Tim O'Donnell at Metropolitan Council  
Environmental Services,  
390 Robert St. N.,  
Saint Paul, MN 55101-1805
- Email comments to:  
[public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us)
- Record comments on:  
Metropolitan Council Public Comment Line at  
(651) 602-1500
- Send TTY comments to (651) 291-0904





C/O HDR  
1601 Utica Avenue South  
Suite 600  
St Louis Park, MN 55416

MINNEAPOLIS MN 554

23 FEB 2021 PM 1 L



## NOTICE:

THE BLUE LAKE WASTEWATER TREATMENT  
PLANT FACILITY PLAN IS NOW AVAILABLE  
FOR REVIEW AND COMMENT.

Daniel Buchholtz  
OR CURRENT OCCUPANT  
City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park, MN 55432

## CONTACT US

(651) 602-1500

[comment@BlueLakeWWTP.com](mailto:comment@BlueLakeWWTP.com)

[MetroCouncil.org/SewerConstruction/BlueLakeWWTP](https://MetroCouncil.org/SewerConstruction/BlueLakeWWTP)

55432-218899



## BLUE LAKE WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT



## Online Public Hearing and Comment Period Notification



You are invited to an online public hearing about the plan for upcoming wastewater treatment plant improvements in your area.

### ONLINE PUBLIC HEARING

#### When?

Monday, March 15th at 6 p.m.

#### Where?

Visit [MetroCouncil.org/SewerConstruction/BlueLakeWWTP](https://MetroCouncil.org/SewerConstruction/BlueLakeWWTP) on the day of the meeting to participate by computer or mobile app.

To participate by phone, call +1 (408) 418-9388  
Access code: 187 982 2238

#### Accommodation Information:

Upon request, MCES will provide reasonable accommodations to persons with disabilities at the public hearing.  
Please submit such requests to Tim O'Donnell before March 10, 2021.

(651) 602-1269 [tim.odonnell@metc.state.mn.us](mailto:tim.odonnell@metc.state.mn.us)

Metropolitan Council Environmental Services (MCES), operator of the metro-area wastewater collection and treatment system, is developing a Facility Plan for the Blue Lake Wastewater Treatment Plant. The purpose of this plan is to outline plant upgrades needed to serve anticipated growth in the southwest metropolitan area through 2050 and meet new water quality standards for phosphorus.

#### Translation Information:

If you need this information in another language or alternative format, call or email.

Si usted necesita esta información en español.

Yog koj xav kom txhais rau lu Hmoob, hu.

Haddii aad u baahan tahay macluumaadkan oo af-Soomaali ah, fadlan wac.

(651) 602-1500 [comment@BlueLakeWWTP.com](mailto:comment@BlueLakeWWTP.com)



10590 West Ocean Air Drive, Suite 300  
San Diego, CA 92130

March 5, 2021

City of Spring Lake Park, Minnesota  
1301-81 SI Avenue NE  
Spring Lake Park, MN 55432

Re: AT&T Cell Site Lease Partnership | FA: **10082189** | Site Name: MPLSMNU1024

Dear City of Spring Lake Park, Minnesota,

AT&T is in a very competitive space and we need to ensure that our lease terms and conditions are supportive of our current and future needs. AT&T has the option to either extend or terminate the above referenced lease ("Lease") in approximately three years. AT&T is instituting a new program to evaluate terms and conditions of all leases coming up for renewal, explore advance renegotiation options and consider possible alternative site locations. Our first choice is to create a new agreement that serves both parties well. Conditions we desire to implement in all new "go forward" leases include:

- "Real Estate Rights": In its simplest form, a lease right to utilize the entire RAD center without any "per touch" rent upcharges.
- Rents reduced to competitive rates.
- Reduced or no annual escalators (depending on other terms of the overall new deal).
- "Fair" early termination rights.

As you know, it takes time to negotiate, plan and execute a site relocation. That is why AT&T's review process is starting now. Please review the specifics of our Lease agreement and advise if you are willing to enter into discussions regarding a new, modified contract. For new terms consistent with the above, AT&T will in turn consider additional term extensions.

AT&T will appreciate a reply within 60 days of receipt of this letter. A "no" or non-response will trigger AT&T's review of alternate locations. A positive response will be appreciated, but satisfactory terms and conditions must be negotiated within 90 days or AT&T will continue to evaluate alternative site locations. Responses may be sent via email, standard mail, or called in as designated below. Please reference FA number 10082189 in your response so that AT&T may ensure your response is documented accordingly. AT&T values its association with you and looks forward to continuing this relationship for the long term.

Sincerely,

Greg Ohmer  
Director – Network Planning

**Email Responses to:** [g03998@att.com](mailto:g03998@att.com) with a Subject line of **Partnership - FA 10082189**

**Mail Responses to:** AT&T Cell Site Partnership 1347 (FA **10082189**)

1025 Lenox Park Blvd NE  
Atlanta, GA 30319

**Telephone Number:** **888-517-1212** (8am to 5pm PDT)

**Telephone Number:** **888-517-1212** (8am to 5pm PDT)

