



CITY COUNCIL REGULAR AGENDA
MONDAY, JULY 17, 2023
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - June 20, 2023 Council Meeting
 - [B.](#) Approval of Minutes - June 20, 2023 Council Work Session
 - [C.](#) Approval of Minutes - July 10, 2023 Special City Council Meeting
 - [D.](#) Approval of Claims - General Disbursement No 23-11 - \$332,171.63
 - [E.](#) Statement of Fund Balance - June 2023
 - [F.](#) Mayor's Proclamation - Parks and Recreation Month - July 2023
 - [G.](#) Contractor's Request for Payment #1 - 2023 Street Seal Coat and Crack Repair Project - \$17,749.42
 - [H.](#) Contractor's Request for Payment #2 - 2023 Street Seal Coat & Crack Repair Project - \$61,909.32
 - [I.](#) Special Event Permit - Spring Lake Park Schools (fee waived)
 - [J.](#) Contractor's Licenses
 - [K.](#) Sign Permits
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement Report
 - [C.](#) Police Report
 - [D.](#) Parks and Recreation Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2023-27, Authorizing the City of Spring Lake Park to Participate in the Minnesota GreenStep Cities Program
 - [B.](#) Resolution 2023-28, Authorizing Application for Community Development Block Grant
 - [C.](#) Resolution 2023-29, Ordering Preparation of Feasibility Report for 2024 83rd Avenue NE Pavement Project
- 9. NEW BUSINESS**
 - [A.](#) Accept 2022 Audited Financial Statements
 - [B.](#) Award Quote for the Abatement of Nuisance at 8064 Garfield Street
 - [C.](#) Authorization to Purchase Two Public Works Trucks
 - [D.](#) 2024 North Metro Telecommunications Commission Budget

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

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

10. REPORTS

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

11. OTHER

- A. Correspondence

12. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on June 20, 2023 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Public Works Director Terry Randall, Police Chief Josh Antoine, Recreation Director Kay Okey, Peter Allen (Stantec), Administrator Daniel Buchholtz

VISITORS

None

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following additions be made to the agenda: 1) that Item 9C, Resolution 2023-26 Summary Publication of Ordinance 487 be added; 2) that Item 10C, the Professional Services Agreement with Northland Securities be added.

5. DISCUSSION FROM THE FLOOR

None

6. CONSENT AGENDA

- A. Approval of Minutes – May 15, 2023 City Council Work Session
- B. Approval of Minutes – June 5, 2023 Council Meeting
- C. Approval of Claims – General Disbursement No 23-09 - \$427,066.48
- D. Resolution 2023-25, Authorizing 2022 Year-End Fund Transfers and Budget Adjustment
- E. Contractor's Licenses

Motion made by Councilmember Wendling to approve Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that the Police Department responded to 853 calls for service in May 2023 compared to 834 calls for service for the month of May 2022. He said that School Resource Officer Imig reported handling 17 calls for service in May, as well as handling 28 student contacts, 19 student escorts, and 9 follow-up investigations.

Chief Antoine said Investigator Bennek handled 29 cases for the month of May, 28 of which were felony in nature and 1 misdemeanor. He said Investigator is monitoring 5 active forfeiture cases.

Chief Antoine stated that he and Sergeant Fiske visited the TLC Toy Company, which is a group of volunteers who make toys for Police Departments to distribute when they are interacting with kids on a call.

B. Recreation Report

Director Okey thanked all of the volunteers, staff, and organizations for their assistance during the Tower Days Festivities.

8. PUBLIC HEARING

A. Public Hearing to Comment on City's Storm Water Pollution Prevention Program and 2022 MS4 Annual Report

Peter Allen from Stantec presented the 2022 MS4 Annual review. He addressed the Council and provided a slide presentation that showed what an MS4 Permit consists of, as well as who is involved with the Storm Water Management Regulation in Spring Lake Park. He stated that three groups regulate it: The State of Minnesota, Federal Programs and local watershed management organizations.

Mr. Allen explained the Storm Water Regulatory Documents that impact municipal operations, which include: the NPDES MS4 Permit, Local Surface Water Management Plans and Watershed Management Plans and Rules.

Mr. Allen reviewed the basic components of the MS4 Permit, known as "Best Management Practices", or BMP's. He stated that each BMP addresses one or more of the six main elements of the permit referred to as "Minimum Control Measures" which include public education and outreach; public participation and involvement; illicit discharge detection and elimination;

construction site storm water runoff control; post construction storm water management and pollution prevention and good housekeeping for municipal operations.

Mr. Allen reported on how Spring Lake Park is currently in compliance with the MS4 Permit. He stated that the City has formed partnerships with the Watershed Districts and other MS4's, created City Ordinances and LWMP requirements, created Storm Sewer System Maps along with related brochures and articles, performed inspections on illicit discharge, construction and MS4 system, performed street sweeping, staff training; conducted a Facilities Inventory Assessment, Pond Assessment and completed the MS4 Annual reports to submit to the Minnesota Pollution Control Agency.

Motion by Councilmember Wendling to open the public hearing at 7:20 PM.

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

No one came forward to speak on the City's SWPPP.

Motion made by Councilmember Wendling to close the public hearing at 7:20 PM.

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

B. Public Hearing on Interim Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery and Distribution of Cannabis Products in the City of Spring Lake Park

Administrator Buchholtz gave an overview of the Interim Ordinance. He stated that the proposed interim ordinance utilizes powers under existing law to prohibit the sale, testing, manufacturing, cultivating, commercial growing, transporting, delivery and distribution of cannabis products within the City. He said that the proposed ordinance allows the City to utilize the additional time in 2023 Session Law Ch. 63 to adopt an interim ordinance regulating or prohibiting the operation of cannabis businesses until January 1, 2025.

Administrator Buchholtz said that the interim ordinance will allow the City time to review the Session Law, determining appropriate changes to City Code, including any zoning changes. Administrator Buchholtz stated that the proposed ordinance gives the City time to allow the Office of Cannabis Management to rule make and draft model ordinances which will aid the City Council in its process of considering restrictions on the operation of cannabis businesses.

Administrator Buchholtz stated that the interim ordinance is effective July 1, 2023 in accordance with the 2023 Session Law.

Councilmember Dircks asked for clarification on the moratorium date of January 1, 2025, inquiring if the City Council could cancel the moratorium if the zoning changes and ordinance are in place before that date. Administrator Buchholtz stated that the Council could end the moratorium early; otherwise the moratorium will automatically expire on January 1, 2025.

Motion made by Councilmember Goodboe-Bisschoff to open the public hearing at 7:27 PM.

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

No one came forward to speak on the proposed Interim Ordinance.

Motion made by Councilmember Goodboe-Bisschoff to close the public hearing at 7:27 PM.

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

9. ORDINANCES AND/OR RESOLUTIONS

- A. Ordinance 487, Interim Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery and Distribution of Cannabis Products in the City of Spring Lake Park

Motion made by Councilmember Wendling Authorizing Ordinance 487, Interim Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Growing, Transporting, Delivery and Distribution of Cannabis Products in the City of Spring Lake Park.

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

Administrator Buchholtz said the Interim Ordinance takes effect July 1, 2023 and after publication.

- B. Resolution 2023-24, Authorizing Participation in the Performance Measurement Program

Administrator Buchholtz gave an overview of the Performance Measurement Program. He stated that the Minnesota Legislature created the Council on Local Results and Innovation.

Administrator Buchholtz said that the benefits to the City of participating include eligibility for a reimbursement as set by State Statute and the exemption from levy limits for property taxes. He stated that the City Council has adopted and implemented at least 10 of the performance measures.

Motion made by Councilmember Dircks to Approve Resolution 2023-24, Authorizing Participation in the Performance Measurement Program.

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

- C. Resolution 2023-26, Authorizing Summary Publication of Ordinance 487, An Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Commercial Growing, Transporting, Delivery, And Distribution of Cannabis Products in the City of Spring Lake Park

Motion made by Councilmember Wendling Approving Resolution 2023-26, Authorizing Summary Publication of Ordinance 487, An Ordinance Prohibiting the Sale, Testing, Manufacturing, Cultivating, Commercial Growing, Transporting, Delivery, And Distribution of Cannabis Products in the City of Spring Lake Park.

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

10. NEW BUSINESS

- A. Approval of Joint Powers Agreement for the Reconstruction of Sanburnol Drive from Elm Drive NE to University Avenue Service Drive in the Cities of Blaine and Spring Lake Park

Administrator Buchholtz said staff negotiated a Joint Powers Agreement with the City of Blaine to oversee the reconstruction of Sanburnol Drive NE. He stated that the agreement specifies that the City of Spring Lake Park will lead the project. The Joint Powers Agreement specifies how the construction costs, survey work, design services/project administration, city utilities, change orders, final completion and payment will happen.

Motion made by Councilmember Wendling to Authorize Approval of Joint Powers Agreement for the Reconstruction of Sanburnol Drive from Elm Drive NE to University Avenue Service Drive in the Cities of Blaine and Spring Lake Park.

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

- B. City Hall Siren Relocation and Replacement

Police Chief Antoine gave an overview of the Early Warning Siren project. He stated that he and Administrator Buchholtz discussed moving the siren to the NW corner of the detached Public Works garage. Ready Watt Electric recommended replacing the existing siren at the same time.

Police Chief Antoine stated the current siren is 27 years old and is AC-powered. It is recommended that a DC backup battery power be installed at City Hall. He received two quotes for the project. He stated the quote from Federal Signal Corporation for the siren

replacement is \$13,955. The Ready Watt Electric quote for installing the new siren pole and all electrical work is \$20,513.

Councilmember Dircks stated that Anoka County was looking at a Countywide replacement of the early warning sirens. She inquired if the new City system would be compatible.

Administrator Buchholtz said the existing control panel would work and once Anoka County decided what system to use for replacement the City change their controller.

Motion made by Mayor Nelson to approve City Hall Siren Relocation and Replacement project.

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

C. Approval of Professional Services Agreement with Northland Securities

Motion made by Councilmember Goodboe-Bisschoff to Authorize Approval of Professional Services Agreement with Northland Securities.

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

11. REPORTS

A. Attorney's Report

None

B. Engineer's Report

Report accepted as presented. Public Works Director Randall updated City Council on the Seal Coat Project.

C. Administrator Report

Administrator Buchholtz informed City Council he would be attending the League of MN Cities Conference. He updated the Council on the judges order for 8064 Garfield. Administrator Buchholtz stated he would be out of the office July 31, 2023 - August 8, 2023.

12. OTHER

A. Correspondence

None

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:57 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on June 20, 2023 at the Able Park Building, 8200 Able Street NE, Spring Lake Park, at 5:30 PM.

1. CALL TO ORDER

MEMBERS PRESENT

Mayor Nelson
Councilmember Ken Wendling (arrived at 5:35pm)
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran

STAFF PRESENT

Administrator Daniel Buchholtz

2. DISCUSSION ITEMS

A. Spring Lake Park Clean-Up Ideas / No Littering Signs (*Goodboe-Bisschoff*)

Councilmember Goodboe-Bisschoff suggested ideas the City could incorporate to improve the cleanliness of the City, including doing a twice a year clean-up day, sending out letters to businesses, as appropriate, to clean up their property, add more no littering signs along Fillmore Drive and other areas where littering is an issue, give authority to the Police Department, and increase street sweeping to three times per year.

Administrator Buchholtz stated that code enforcement sends out clean-up letters to businesses when the City receives a nuisance complaint. He stated that the Police Department is empowered to write littering tickets, but can only write them when they witness the act of littering. He stated that the City is awaiting the results of the Coon Creek Watershed District's street sweeping study before exploring adding a third street sweeping in mid-summer.

City Councilmembers discussed the clean-up day idea, coming to consensus that the City should work with the City's houses of worship, organizations who have adopted sections of State Highways 65 and 47, and other volunteers to coordinate a clean-up day possibly coinciding with Earth Day. City Councilmembers also discussed possibly establishing an "Adopt a Park" program to help with park cleanup. Administrator Buchholtz stated that the City could take a more proactive approach to Code Enforcement, but that would take further Council discussion and consensus.

Consensus was to ask Recreation Director Okey to have her staff coordinate a possible clean-up day in early 2024.

City Council discussed adding additional "No Littering" signs along Fillmore Street and along Manor Drive next to Triangle Park.

Consensus was to not install additional “No Littering” signs due to their lack of effectiveness.

B. City Hall Update

Administrator Buchholtz stated that the architect was continuing work on the building plans. He stated that plans would be ready for bids in October with bids open near the end of November. He said the public hearing for the Capital Improvement Plan bonds would be held on December 18, 2023 with the bond sold and bids awarded on January 22, 2024.

He said that staff would be meeting with the architect on July 6, 2023 to review the progress.

C. Review Performance Measurement Results

Administrator Buchholtz provided an overview of the results of the citizen survey component of the City’s Performance Measurement report. Councilmembers discussed the results and ways to encourage additional participation in next year’s survey.

3. REPORT

A. Council Reports – No reports.

B. Administrator Report – No report.

4. ADJOURN

Mayor Nelson adjourned the work session at 6:45pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: June 2023

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Claim Res. #23-11

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74021	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$	132.25
74022	AMERICAN MESSAGING	PW PAGER	\$	5.24
74023	ANOKA COUNTY	2023 NEARMAP AERIAL IMAGERY	\$	1,000.00
74024	ANOKA COUNTY TREASURY	JOIN POWERS AGREEMENT	\$	1,791.48
74025	ASPEN MILLS	UNIFORM ALLOW.-ANTOINE, SMITH, BAKER	\$	467.34
74026	AT & T MOBILITY	CELL PHONE SERVICES	\$	647.99
74027	BARBARA HANLEY	THE ADVENTURES OF ROBINHOOD REFUND	\$	46.00
74028	BEATRICE ANDERSON	THE ADVENTURES OF ROBINHOOD REFUND	\$	46.00
74029	BEST WESTERN HOTEL CHEQUAMEGON	LSL LODGING DEPOSIT	\$	1,500.00
74030	BEST WESTERN HOTEL CHEQUAMEGON	LODGING & MEALS	\$	2,842.50
74031	BRYAN ROCK PRODUCTS	RED BALL DIAMOND AGGREGATE	\$	953.10
74032	CARSON, CLELLAND & SCHREDER	ATTORNEY SERVICES	\$	8,990.25
74033	CINTAS	FLOOR MATS	\$	126.79
74034	CONNEXUS ENERGY	ST LIGHTS	\$	9.53
74035	COTTENS INC	PARTS	\$	429.24
74036	FASTENAL COMPANY	SUPPLIES	\$	183.37
74037	GAME TRUCK TWIN CITIES LLC	VIDEO GAMING THEATER FOR TOWER DAYS	\$	475.00
74038	GINGER POGAINIS	THE ADVENTURES OF ROBINHOOD REFUND	\$	46.00
74039	GOPHER STATE ONE-CALL INC	LOCATES	\$	159.30
74040	HOLIDAY INN EXPRESS	LODGING NIGHT 4	\$	2,372.80
74041	HOLIDAY INN EXPRESS	LODGING LAKE SUPERIOR 2023	\$	2,324.58
74042	I STATE TRUCK CENTER	PARTS	\$	43.70
74043	JANE BARBER	THE ADVENTURES OF ROBINHOOD REFUND	\$	46.00
74044	JAZMIN DANIELSON	2023 YOUTH SOFTBALL REMAINING REFUND	\$	56.68
74046	LISA MURPHY	UNIFORM ALLOWANCE REIMB.-HYVEE	\$	74.98
74047	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	1,070.95
74048	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$	400.00
74049	METROPOLITAIN COUNCIL	PERMIT FEE/ WASTE WATER SERVICES DEF REV	\$	48,711.75
74050	MTI DISTRIBUTING INC	PARTS	\$	52.91
74051	MYRNA MARCUS	THE ADVENTURES OF ROBINHOOD REFUND	\$	46.00
74052	NITTI'S HUNTER'S POINT RESORT INC	MILLE LACS FISHING TRIP MAY 2023	\$	825.00
74053	NORTH VALLEY INC	PATCHING	\$	27,267.84
74054	PICTURED ROCK CRUISES	LAKE SUPERIOR LOOP	\$	1,380.00
74055	POINEER CYCLE	BIKE PATROL REPAIRS	\$	41.98
74056	RECYCLE TECHNOLOGIES	05.13.23 RECYCLING EVENT	\$	2,674.20
74057	SLP FIRE DEPARTMENT	FIR PROTECTION SERVICES JUNE 2023	\$	22,012.00
74058	SMITH SCHAFFER & ASSOCIATES	AUDITING SERVICES	\$	1,250.00
74059	SOCIAL CLUB SIMPLE	UBER 05.30.23	\$	30.00
74060	T.A. SCHIFSKY & SONS, INC.	HOT MIX ASPHALT PURCHASES 05.14-05.20.23	\$	610.61
74061	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	99.31
74062	XCEL ENERGY	MONTHLY UTILITIES	\$	577.83
74063	ZULEY AWARDS	TOWER DAYS TROPHIES & PLAQUES	\$	387.38
74064	CITY OF SPRING LAKE PARK	CHANGE FOR 06.10.23 RECYCLING EVENT	\$	100.00
74065	1ST CHOICE DOCUMENT DESTRUCTION	SHREDDING FOR 06/10/23 RECYCLING EVENT	\$	800.00
74066	ANOKA COUNTY TREASURY	MEALS @ GOV OFFICIALS MEETING-WENDLING	\$	12.50
74067	JOSH ANTOINE	TRAVEL EXPENSES REIMBURSEMENT (2023 IACP	\$	557.10
74068	ASPEN MILLS	UNIFORM ALLOW.-LEMKE/BLOOMER/BAKER	\$	262.39
74069	AT & T MOBILITY	CELL PHONE SERVICES	\$	387.59
74070	LEAGUE OF MN CITIES INSURANCE TRUST WC	CLAIM # 00485144-TURBITT	\$	215.32
74071	BILL NEISS	MEDICAL SERVICES @ TOWER DAYS	\$	750.00
74072	CITY OF BLAINE	2022 FIRE BOND LEVY 1ST HALF PMNT	\$	33,258.38

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

Date: June 2023

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Claim Res. #23-11

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74073	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	565.32
74074	CENTRAL TURF & IRRIGATION SUPPLY	PARTS	\$	774.16
74075	CINTAS	FLOOR MATS	\$	126.79
74076	CONNOR MOLL	YOUTH SOFTBALL UMPIRE CONTRACTOR	\$	103.00
74077	COTTENS INC	PARTS	\$	86.88
74078	DIAMOND VOGEL PAINTS	SUPPLIES	\$	2,522.28
74079	ECM PUBLISHERS, INC	TOWER DAYS ANOKA CTY SHOPPER AD	\$	25.00
74080	FLEETPRIDE	PARTS	\$	34.98
74081	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	4,255.16
74082	INSTRUMENTAL RESEARCH INC	MAY WATER TESTING	\$	88.00
74083	JIM DONNA	MSUIC IN THE PARK CONCERT 06.14.23	\$	850.00
74084	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$	212.18
74085	LEE'S HEATING & AIR	CLEAN & CHECK A/C UNITS	\$	500.00
74086	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	1,076.24
74087	MARTIN MARIETTA MATERIALS	CONCRETE RUBBLE	\$	90.00
74088	METRO-INET	DATA SERVICES	\$	152.00
74089	METROPOLITAIN COUNCIL	SAC DEFERRAL PROGRAM	\$	2,771.44
74090	M-R SIGN CO INC	AUTISTIC CHILD STREET SIGNS	\$	121.89
74091	MTI DISTRIBUTING INC	PARTS	\$	30.83
74092	NORTH VALLEY INC	PATCHING	\$	4,928.75
74093	ON SITE SANITATION INC	STD CONSTRUCTION RESTROOMS	\$	216.00
74094	REVOLUTIONARY SPORTS, LLC	SPRING SESSION II CLASSES	\$	546.00
74095	JEFF SANDINO	TANTILIZING THAI CUISINE COOKING CLASS	\$	528.00
74096	STANTEC	CONSULTING SERVICES	\$	42,394.03
74097	TAHO SPORTSWEAR, INC	METAL COUNCIL NAME TAGS	\$	9.00
74098	ULINE	WIRE SHELVING, COFFEE MUGS, ETC.	\$	336.61
74099	WALTER'S RECYCLING REFUSE SERV	MONTHLY RECYCLING SERVICES/ SPRING LEAF D	\$	12,328.83
74100	AMERITAS	PAYROLL	\$	37.42
74101	CENTRAL PENSION FUND	PAYROLL	\$	1,040.04
74102	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	146.51
74103	DELTA DENTAL	PAYROLL	\$	1,047.19
74104	L.E.L.S.	PAYROLL	\$	337.50
74105	LOCAL 49	PAYROLL	\$	105.00
74106	MINNESOTA CHILD SUPPORT PMNT CENTER	PAYROLL	\$	235.50
74107	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
74108	PREFERRED ONE INSURANCE COMPANY	PAYROLL	\$	13,627.80
74109	FURNITURE WORX	CHAIRS	\$	4,960.00
74110	ABLE HOSE & RUBBER INC.	HOSE	\$	947.76
74111	ANOKA COUNTY 4-H	STIPEND FOR 06/10-06/11 RECYCLING &TD	\$	1,639.75
74112	JOSH ANTOINE	CELL PHONE REIMBURSEMENT	\$	50.00
74113	APRIL STRAMER	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$	50.00
74114	BRIAN FANNEMEL	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$	66.00
74115	CADY BUSINESS TECHNOLOGIES	PHONE SERVICES	\$	1,118.22
74116	CARRIE TROMBLEY	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$	85.00
74117	CASCADE LODGE LAKE SUPERIOR	LUNCH DAY 1 LAKE SUPERIOR LOOP	\$	460.80
74118	CELENA MONN	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$	50.00
74119	CENTRAL TURF & IRRIGATION SUPPLY	PARTS	\$	143.53
74120	CINTAS	FLOOR MATS	\$	126.79
74121	COMCAST	8251 ARTHUR ST	\$	112.92
74122	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$	125.00
74123	COMPUTER INTERGRATION TECHNOLOGIES	AGREEMNT OFFICE 365/ PD SERVER UPGRADE	\$	7,967.00

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

Date: June 2023
 Page: 3
 Claim Res. #23-11

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74124	CONNEXUS ENERGY	MONTHLY UTILITIES 8500 CENTRAL/8463 TERR	\$ 317.01
74125	COTTENS INC	PARTS	\$ 40.98
74126	DATAMARS	ANIMAL CONTROL	\$ 261.07
74127	DEANNA STEINER	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 50.00
74128	DELTA DENTAL	COBRA PMNT	\$ 79.71
74129	ECM PUBLISHERS, INC.	JUNE 20 PH CANNABIS INTERIM/ SWPPP MEET	\$ 107.50
74130	EMBARK PORT SERVICES	STEP ON GUIDE THUNDER BAY	\$ 259.90
74131	Evident Crime Scene Products	SHIPPING & HANDLING FROM INV# 219943A	\$ 18.00
74132	KAREN FISKE	POLICE ALLIANCE FUND-GRAD GIFT FOR K. LEMK	\$ 29.00
74133	FLEETPRIDE	PARTS	\$ 26.89
74134	GRATITUDE FARMS	RETAINER WHILE HUMANE SOCIETY DOWN	\$ 250.00
74135	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$ 40.00
74136	J.P. COOKE CO.	CAT LICENSE TAGS	\$ 81.95
74137	JANINE HANSON	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 50.00
74138	JOSH HOLM	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 56.68
74139	KATIE LONG	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 23.32
74140	LAURA ANDERSON	2023 PLAYGROUND SUMMER TRAINING	\$ 300.00
74141	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$ 379.20
74142	MAPLE GROVE MUSIC BOOSTERS	MARCHING BAND TOWER DAYS PARADE	\$ 300.00
74143	MARTIN MARIETTA MATERIALS	RUBBLE	\$ 60.00
74144	MELISSA ENDERLE	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 50.00
74145	MINNEAPOLIS SAW	OIL MIX	\$ 107.96
74146	MINNESOTA COACHES, INC.	FISHING TRIP TO MILLE LACS	\$ 913.78
74147	CAR WASH PARTNERS INC dba: MISTER CAR W	CAR WASHES	\$ 96.00
74148	MTI DISTRIBUTING INC	PARTS	\$ 472.56
74149	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$ 44.60
74150	PANTHER TRACK BOOSTERS	TOWER DAYS FUN RUN	\$ 490.00
74151	PIONEER CYCLE	BIKE PATROL EQUIPMENT	\$ 94.98
74152	PLUNKETT'S INC	GENERAL PEST CONTROL	\$ 100.15
74153	REJEANNA HILL	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 21.66
74154	SAFEGUARD BUSINESS SYSTEMS	DEPOSIT BOOKS	\$ 96.61
74155	SAVANAH BLOCK	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 24.98
74156	SCOTT LUNDGREN	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 50.00
74157	SHARON LAFRANCE	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 56.68
74158	SHRED-IT USA	SHREDDING SERVICES	\$ 106.69
74159	STEPHANIE SANDVIK	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 50.00
74160	STREICHER'S	UNIFORM ALLOWANCE--KRAMER	\$ 140.98
74161	TASC	COBRA ADMIN FEE	\$ 31.04
74162	TERESA LOPEZ	YOUTH CO-REC SOFTBALL 17U LEAGUE REFUND	\$ 56.68
74163	KENNETH A. TOLZMANN, SAMA	2ND QTR ASSESSMENT SERVICES PMNT	\$ 9,344.33
74164	TOWN & COUNTRY OFFICE CLEANING COMPAI	CARPET CLEANING CCA/CCB + PARK & REC	\$ 592.77
74165	TWIN CITIES BMEU WEST	POSTAGE FOR JULY WATER BILLS	\$ 200.00
74166	USS MINNESOTA ONE MT LLC	SOLAR	\$ 16,405.70
74167	VINCENT K. ROSE	MUSIC IN THE PARK CONCERT 06.28.23	\$ 575.00
74168	WALTERS RECYCLING REFUSE SERV	6YD TRSH/2YD ORGNCS + TD ORGANICS DMP	\$ 737.03
74169	WESLEY GOLDBERG	JURY DUTY MILEAGE REIMBURSEMENT	\$ 49.14
74170	WILLIE MCCRAY	SOFTBALL UMPIRE	\$ 646.00
74171	ADVANCED GRAPHIX INC	2023 SQUAD GRAPHICS	\$ 735.00
74172	AID ELECTRIC SERVICE, INC	INSTALL FEMALE END TO CORD FOR SPIDER BX	\$ 239.50
74173	BLAINE BROTHERS INC.	STEER AXLE ALIGNMENT	\$ 360.23
74174	CENTRAL TURF & IRRIGATION SUPPLY	PARTS	\$ 784.27

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

Date: June 2023

Page: 4

Claim Res. #23-11

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74175	CINTAS	FLOOR MATS	\$	126.79
74176	CONNOR MOLL	YOUTH SOFTBALL UMPIRE CONTRACTOR	\$	126.00
74177	CORE & MAIN LP	OMNI REGISTER	\$	391.84
74178	EMBEDDED SYSTEMS, INC	SIREN MAINTENANCE	\$	581.16
74179	FINANCE AND COMMERCE	PUBLIC NOTICE--03.18.23--LEGAL BIDS	\$	100.65
74180	CITY OF FRIDLEY	WINTER/SPRING 2023 INDOOR VOLLEYBALL	\$	1,842.16
74181	I STATE TRUCK CENTER	SEWER TRUCK DASH PANEL	\$	333.56
74182	MICHAEL LEDMAN	ADULT YOGA MAY/JUNE SESSIONS	\$	594.00
74183	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	1,845.86
74184	MARA OLDEN	WINE WIND CHIME CLASS	\$	350.00
74185	MATTHEW FANNEMEL	YOUTH SOFTBALL UMPIRE CONTRACTOR	\$	42.00
74186	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$	591.39
74187	MINNEAPOLIS SAW	TRIMME LINE 3LB SPOOL .095	\$	75.00
74188	MN DNR WATERS	WATER USE REPORT FEES PERMIT# 1972-0123	\$	2,760.81
74189	MTI DISTRIBUTING INC	PARTS	\$	235.64
74190	NEW BRIGHTON PARKS & RECREATION	SPRING 2023 N METRO VOLLEYBALL LEAGUE	\$	955.30
74191	KAY OKEY	MILEAGE REIMBURSEMENT 04/23-06/23	\$	84.17
74192	RIVARD COMPANIES	MULCH PLAYGROUND CHIPS	\$	1,885.00
74193	SAYLER HEATING & AIR CONDITIONING	PERMIT# 2023-00123 REFUND (PERMIT CANCEL	\$	256.00
74194	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	328.01
74195	KENNETH WENDLING	MILEAGE REIMB.--LMC CONFERENCE 06.21-6.23	\$	160.00
74196	XCEL ENERGY	MONTHLY UTILITIES	\$	3,380.50
TOTAL DISBURSEMENTS			\$	332,171.63

WHEREAS,

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

WHEREAS,

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

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

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer



CITY OF SPRING LAKE PARK
STATEMENT OF FUND BALANCE
JUNE 30, 2023 - AUDITED

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 352,823.29
102	ELECTIONS	\$ 79,288.58
103	POLICE RESERVES	\$ 13,011.04
104	NORTH CENTRAL SUBURBAN CABLE	\$ 23,256.16
108	POLICE FORFEITURES	\$ 14,656.89
112	ESCROW TRUST	\$ 212,210.85
115	COMPREHENSIVE PLAN UPDATE	\$ 10,209.87
<u>SPECIAL REVENUE FUNDS</u>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 24,263.07
225	PARK ACQUISITION & IMPROVEMENTS	\$ 227,166.97
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 7,186.21
227	HRA EXCESS	\$ 1,080,925.28
229	SANBURNOL PARK IMPROVEMENTS	\$ 24,592.75
230	RECYCLING	\$ 74,185.59
234	STREET LIGHTING	\$ 80,421.77
235	RIGHT-OF-WAY MAINTENANCE	\$ 1,909.75
237	PARK & RECREATION SPECIAL PROJECTS	\$ 6,124.40
238	GRANTS & SPECIAL PROJECTS	\$ 3,285.57
240	TOWER DAYS	\$ 23,882.17
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 82,704.34
244	RECREATION PROGRAMS	\$ 340,926.63
248	TRAFFIC EDUCATION	\$ 35,777.21
249	EMERGENCY MANAGEMENT	\$ 17,206.63
250	ANIMAL CONTROL	\$ 6,303.01
251	FORESTRY	\$ 23,567.21
<u>DEBT SERVICE FUNDS</u>		
304	2016A NORTH METRO CABLE BOND DEBT SERVICE	\$ 13,518.31
306	LEGENDS OF SLP-TIF 6.1	\$ 12,358.68
328	2013B PUBLIC WORKS BUILDING-DEBT SERVICE	\$ 80,155.00
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ -
330	2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ)	\$ -
331	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ 12,560.39
332	2018A G.O. EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ -
333	2018A SLP FIRE DEBT SERVICE (BLAINE)	\$ 37,929.21
334	2021A G. O. IMP BOND	\$ 539,047.88
384	2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE	\$ (1,353.98)
<u>CAPITAL PROJECTS FUNDS</u>		
400	REVOLVING CONSTRUCTION	\$ 1,013,077.17
	400a) MSA CONSTRUCTION REIMBURSEMENT	\$ 257,098.00
401	CAPITAL INVESTMENT	\$ 1,734,645.77
402	MSA MAINTENANCE	\$ 157,341.57
403	CAPITAL REPLACEMENT	\$ 419,177.41
407	SEALCOATING	\$ 125,428.71
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 22,583.05
416	BUILDING MAINTENANCE & RENEWAL	\$ 215,440.54
425	STORM SEWER REHAB	\$ -
431	2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE	\$ -
432	2018A G.O. EQUIPMENT CERTIFICATE	\$ -
434	EQUIPMENT FUND (2023)	\$ 301,778.67
<u>ENTERPRISE FUNDS</u>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 1,657,210.28
601	PUBLIC UTILITY OPERATIONS	\$ 657,358.81
602	WATER TREATMENT PLANT	\$ 367,710.98
603	STORMWATER UTILITY	\$ 206,763.72
<u>INTERNAL SERVICE FUNDS</u>		
700	SEVERANCE	\$ (641.25)
703	COVID-19 - ARPA 2021	\$ -
704	ARPA (704)	\$ 756,123.80
GRAND TOTAL		<u>\$ 11,351,197.96</u>



**MAYOR'S PROCLAMATION
PARKS AND RECREATION MONTH
JULY 2023**

WHEREAS, parks and recreation is an integral part of communities throughout this country, including the City of Spring Lake, promoting health, wellness, and time spent in nature; and

WHEREAS, parks and recreation positively impacts mental health, cognitive performance, and well-being, while alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS, parks and recreation encourages physical activities, providing space for popular sports, hiking trails, swimming pools, and activities promoting active lifestyles; and

WHEREAS, parks and recreation serves as a leading provider of healthy meals, nutrition services, and education; and

WHEREAS, park and recreation programming and education activities are critical to childhood development; and

WHEREAS, parks and recreation contributes to a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation plays a fundamental role in environmental well-being, ecological beauty, and resilience against natural disasters and climate change; and

WHEREAS, the United States House of Representatives has designated the month of July as Parks and Recreation Month, recognizing the vital contributions of parks and recreation to the fabric of our society.

NOW, THEREFORE, I, Robert Nelson, Mayor, of the City of Spring Lake Park, do hereby proclaim the month of July 2023 as

PARKS AND RECREATION MONTH

in the City of Spring Lake Park and do hereby commend the City's Recreation staff for the profound and enduring impacts they consistently make in our community.

Dated this seventeenth day of July, two thousand twenty-three.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



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

June 19, 2023

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

Re: 2023 Street Seal Coat And Crack Repair Project
Project No. 193806041
Contractor's Request for Payment No. 1

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 1 for the 2023 Street Seal Coat and Crack Repair project. The prime Contractor on this project is Allied Blacktop Company.

This request includes payment for the crack repair work.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Allied Blacktop Company in the amount of \$17,749.42.**

Please execute the payment request documents. Keep one copy for your records, forward a copy to Allied Blacktop, and return one copy to me.

Feel free to contact me if you have any questions.

Regards,
STANTEC

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

Phil Gravel
City Engineer

Enclosures

cc: Terry Randall, Public Works Director



Owner: City of Spring Lake Park, 1301 81ST. Ave. NE, Spring Lake Park, MN 55432	Date: June 19, 2023
For Period: 6/1/2023 to 6/19/2023	Request No: 1
Contractor: Allied Blacktop Company, 10503 89th Ave. N., Maple Grove, MN 55369	

CONTRACTOR'S REQUEST FOR PAYMENT
 2023 STREET SEAL COAT AND CRACK REPAIR PROJECT
 STANTEC PROJECT NO. 193806041

SUMMARY

1	Original Contract Amount		\$	92,770.00
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	92,770.00
5	Value Completed to Date		\$	18,683.60
6	Material on Hand		\$	0.00
7	Amount Earned		\$	18,683.60
8	Less Retainage 5%		\$	934.18
9	Subtotal		\$	17,749.42
10	Less Amount Paid Previously		\$	0.00
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>1</u>		\$	<u>17,749.42</u>

Recommended for Approval by:
STANTEC

Phil Gravel 6-19-2023

Approved by Contractor:
ALLIED BLACKTOP COMPANY

Per Allied invoice 9928 dated 6-14-2023

Approved by Owner:
CITY OF SPRING LAKE PARK

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID							
1	MOBILIZATION	LS	1	5000.00	0.5	0.5	\$2,500.00
2	TRAFFIC CONTROL	LS	1	5000.00	0.5	0.5	\$2,500.00
3	ROUTE AND SEAL CRACK REPAIR	LBS	3000	2.70	2028	2028	\$5,475.60
4	CLEAN AND SEAL CRACK REPAIR	LBS	3000	2.70	3040	3040	\$8,208.00
5	SEAL COAT AGGREGATE, FA-2 (MOD)	TN	490	40.00			\$0.00
6	BITUMINOUS MATERIAL FOR SEAL COAT, CRS-2	GAL	12200	3.85			\$0.00
	TOTAL BASE BID						<u>\$18,683.60</u>
	TOTAL BASE BID						<u>\$18,683.60</u>
	WORK COMPLETED TO DATE:						<u>\$18,683.60</u>

PROJECT PAYMENT STATUS

OWNER CITY OF SPRING LAKE PARK
 STANTEC PROJECT NO. 193806041
 CONTRACTOR ALLIED BLACKTOP COMPANY

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	06/01/2023	06/19/2023	17,749.42	934.18	18,683.60

Material on Hand

Total Payment to Date		\$17,749.42	Original Contract	\$92,770.00
Retainage Pay No. 1		934.18	Change Orders	
Total Amount Earned		\$18,683.60	Revised Contract	\$92,770.00



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

July 7, 2023

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

Re: 2023 Street Seal Coat And Crack Repair Project
Project No. 193806041
Contractor's Request for Payment No. 2

Dear Dan:

Attached for city approval is Contractor's Request for Payment No. 2 for the 2023 Street Seal Coat and Crack Repair project. The prime Contractor on this project is Allied Blacktop Company.

This request includes payment for the seal coat work. This payment includes a 5% retainage that will be withheld until all final project cleanup work has been completed and until the contractor submits final project closeout documents.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Allied Blacktop Company in the amount of \$61,909.32.**

Please execute the payment request documents. Keep one copy for your records, forward a copy to Allied Blacktop, and return one copy to me.

Feel free to contact me if you have any questions.

Regards,
STANTEC

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

Phil Gravel
City Engineer

Enclosures

cc: Terry Randall, Public Works Director



Owner: City of Spring Lake Park, 1301 81ST. Ave. NE, Spring Lake Park, MN 55432	Date: July 7, 2023
For Period: 6/20/2023 to 7/6/2023	Request No: 2
Contractor: Allied Blacktop Company, 10503 89th Ave. N., Maple Grove, MN 55369	

CONTRACTOR'S REQUEST FOR PAYMENT
 2023 STREET SEAL COAT AND CRACK REPAIR PROJECT
 STANTEC PROJECT NO. 193806041

SUMMARY

1	Original Contract Amount		\$	92,770.00
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	92,770.00
5	Value Completed to Date		\$	83,851.30
6	Material on Hand		\$	0.00
7	Amount Earned		\$	83,851.30
8	Less Retainage 5%		\$	4,192.56
9	Subtotal		\$	79,658.74
10	Less Amount Paid Previously		\$	17,749.42
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u>61,909.32</u>

Recommended for Approval by:
STANTEC

Phil Gravel 7-7-2023

Approved by Contractor:
ALLIED BLACKTOP COMPANY

Per Invoice 9986 dated 6-21-2023

Approved by Owner:
CITY OF SPRING LAKE PARK

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID							
1	MOBILIZATION	LS	1	5000.00	0.5	1	\$5,000.00
2	TRAFFIC CONTROL	LS	1	5000.00	0.5	1	\$5,000.00
3	ROUTE AND SEAL CRACK REPAIR	LBS	3000	2.70		2028	\$5,475.60
4	CLEAN AND SEAL CRACK REPAIR	LBS	3000	2.70		3040	\$8,208.00
5	SEAL COAT AGGREGATE, FA-2 (MOD)	TN	490	40.00	426	426	\$17,040.00
6	BITUMINOUS MATERIAL FOR SEAL COAT, CRS-2	GAL	12200	3.85	11202	11202	\$43,127.70
	TOTAL BASE BID						\$83,851.30
	TOTAL BASE BID						\$83,851.30
	WORK COMPLETED TO DATE:						\$83,851.30

PROJECT PAYMENT STATUS

OWNER CITY OF SPRING LAKE PARK
STANTEC PROJECT NO. 193806041
CONTRACTOR ALLIED BLACKTOP COMPANY

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	06/01/2023	06/19/2023	17,749.42	934.18	18,683.60
2	06/20/2023	07/06/2023	61,909.32	4,192.56	83,851.30

Material on Hand

Total Payment to Date		\$61,909.32	Original Contract	\$92,770.00
Retainage Pay No. 2		4,192.56	Change Orders	
Total Amount Earned		\$66,101.88	Revised Contract	\$92,770.00

Start Your
Engines!

BIG TRUCKS, FOOD TRUCKS & AUTOMOBILES

Outdoor Community Event

**JOIN US FOR OUR “START YOUR ENGINES”
SCHOOL YEAR KICK-OFF EVENT!**

This family/community event will feature a variety of exhibits with engines – think big trucks, automobiles and recreational vehicles. Lunch from the food trucks is available for purchase. **The event is free to attend and no registration is required - just show up!**

We are accepting bike donations for Bikes4Kids at this event.

Saturday, September 16, 2023

11 a.m. - 1:30 p.m.

SPRING LAKE PARK HIGH SCHOOL

1100 81st Ave NE

Spring Lake Park MN 55432

EVENT SPONSORED BY:





Special Event Permit Application/Checklist

Application and fee must be filed with the City at least 45 days in advance of the date in which the Special Event is to occur. Applications should be sent to City of Spring Lake Park, Attn: Daniel Buchholtz.

PROPERTY INFORMATION	
Property Address	1100 81st Avenue NE, Spring Lake Park, MN 55432
Property Legal Description	LOT 11 AUD SUB NO 152, EX RD, SUBJ TO EASE OF REC
Property ID Number	01-30-24-32-0001
PROPERTY OWNER INFORMATION	
Owner Name	IND School Distrcit #16 Spring Lake Park Schools
Owner Address	1415 81st Avenue NE, Spring Lake Park, MN 55432
Owner Phone	763.600.5051
Owner E-mail	CPEDER@District16.org
APPLICANT INFORMATION	
Applicant Name	IND School Distrcit #16 Spring Lake Park Schools
Applicant Address	1415 81st Avenue NE, Spring Lake Park, MN 55432
Applicant Phone	763.600.5051
Applicant E-mail	CPEDER@District16.org
EVENT INFORMATION	
Name of Event	Start Your Engines
Location/Address of Event	1100 81st Avenue NE, Spring Lake Park, MN 55432
Dates & Times of Event	9/16/23 Approx. 10am-2pm
REQUIRED SUBMITTALS	
<p><i>This application is not considered complete until the following materials have been submitted. Failure to submit any or all of the required materials may result in a delay or denial of your permit. Please attach separate pages as necessary.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Admission Fee / Rental Fee / Donation Requested \$ <u>N/A</u> <input type="checkbox"/> Food / Alcohol being served <u>N/A</u> <input type="checkbox"/> Special City Services Requested (<i>road closure, security, traffic control, etc</i>) <input type="checkbox"/> Copies of any required State, County or other local government license or permit (<i>liquor, gambling, etc.</i>) <input type="checkbox"/> Certificate of Insurance (<i>must name the city as an additional insured, see insurance requirements</i>) <input type="checkbox"/> Any Public Health Plans (<i>water supply, solid waste collection, toilet facilities, etc.</i>) <input type="checkbox"/> Emergency Plans (<i>fire prevention, emergency medical, severe weather, etc.</i>) <input type="checkbox"/> Site Layout <input type="checkbox"/> Security Plans <input type="checkbox"/> Traffic / Parking Plans <input type="checkbox"/> Sound / Noise Plan 	

INSURANCE CARRIER FOR EVENT

A certificate of insurance naming the City of Spring Lake Park as an additional insured **must be submitted at least 10 days prior to the event start date.** Amount of insurance required is \$1,000,000.

Name of Insurance Carrier _____ Policy # _____

PROPERTY OWNER'S STATEMENT

I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that had been previously granted.

Signature: _____

Date: _____

APPLICANT'S STATEMENT

The application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.

Signature: _____

Date: _____

CITY APPROVAL

Conditions for Approval: _____

DEPARTMENTAL ROUTING

City Administrator

Police

Public Works

Code Enforcement

Fire Department (if required)

COUNCIL ACTION

Approved Denied Date: _____

DISAPPROVAL BY: _____
DATE: _____
DEPT: _____
PHONE: _____

Application fee (non-refundable): \$50.00 Paid: _____ Receipt #: _____
** Additional Administrative, Public Works and Police costs may apply.*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 6160 Golden Hills Drive Minneapolis MN 55416	CONTACT NAME: Jodi Kelly PHONE (A/C. No. Ext): 763-548-8817 E-MAIL ADDRESS: jodi.kelly@marshmma.com		FAX (A/C. No): 212-948-9165													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Liberty Mutual Insurance Company</td> <td>23043</td> </tr> <tr> <td>INSURER B : Liberty Insurance Corporation</td> <td>42404</td> </tr> <tr> <td>INSURER C : Liberty Mutual Fire Insurance Company</td> <td>23035</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Liberty Mutual Insurance Company	23043	INSURER B : Liberty Insurance Corporation	42404	INSURER C : Liberty Mutual Fire Insurance Company	23035	INSURER D :		INSURER E :		INSURER F :
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INSURED Spring Lake Park ISD #16 1415 - 81st Avenue NE Spring Lake Park MN 55432	SPRIN-4															

COVERAGES

CERTIFICATE NUMBER: 2119491795

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TB7Z51293912022	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1M/3M
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AS5Z51293912012	10/1/2022	10/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			TH7Z51293912062	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N N/A PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Property			YU2Z51293912042	10/1/2022	10/1/2023	Business PP Deductible \$23,011,705 \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Special Event Permit Addendum

Spring Lake Park Schools Community Education
Start Your Engines Event
Saturday, September 16, 2023

Public Health Plans: Spring Lake Park High School will be open for toilet facilities both at door #1 and #6. No change to normal solid waste collection. Water supply not necessary.

Emergency Plans: In the case of severe weather, event would be canceled. SLPHS facility would be available for emergency use if needed. Event will take place outside. Heavy rain forecast will likely cancel event.

Site Layout/Traffic/Parking Plans:

Volunteers will be located at road closure barricades to assist with traffic flow and monitor accessibility. Participant parking will be located in the parking lot east of the main entrance, south of the baseball fields. There are two entrance and exit points to 81st Avenue. This is a come and go event. Participants will come and go throughout the duration of the event. We do not anticipate parking issues because of this.



Security Plans: Staff and Volunteers will be equipped with two-way radios for quick and easy communication between points on the property. OEC will be a participant in the event. If emergency occurs, staff and volunteers will call 911.

Sound/Noise Plan: We will request that vehicle volunteers limit the use of their horns/sirens during the event to keep noise down.

All standard Spring Lake Park school district protocols will be in place regarding health, safety and security.

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

Contractor's Licenses

July 17, 2023

Concrete Contractor

Paragon Paving, Inc.

General Contractor

Big Johns Landscaping, LLC.

Park Construction Company

Vargas J Painting, LLC.

Mechanical Contractor

Admiral Radon & Mechanical

Hero Home Service, LLC.

K & S Heating & Air

Metro Home Insulation, LLC.

Pronto Heating & Air Conditioning, Inc.

Plumbing Contractor

Adam's On-Time Plumbing & Water Heaters, LLC.

Admiral Radon & Mechanical

Budget Plumbing Corp.

K2 Bath Design & Remodeling, LLC.

Knights Plumbing

Pronto Heating & Air Conditioning, Inc.

Roofing Contractor

McPhillips Bros Roofing, Co.

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

Sign Permits

July 17, 2023

Emmanuel Christian Center
7777 University Avenue NE



CITY OF SPRING LAKE PARK
1301 81ST AVE NE
SPRING LAKE PARK, MN 55432-
(763) 784-6491 FAX: (763) 792-7257



ISSUED:

PRINTED WITHOUT ISS

ADDRESS : 7777 UNIVERSITY AVE NE
PIN : 02-30-24-34-0003
LEGAL DESC : NONE
PERMIT TYPE : LOT 0 BLOCK 0
PROPERTY TYPE : SIGN
CONSTRUCTION TYPE : SIGN PERMANENT

NOTE: THE GREEN, BLUE, OR ORANGE CARD STOCK INSPECTION SIGN MUST BE DISPLAYED AT ALL TIMES. THE TIME OF INSPECTION, OR THE INSPECTION WILL BE DENIED. THE SIGN MUST BE DISPLAYED IN A CONSPICUOUS PLACE NOT MORE THAN SIX FEET ABOVE THE GROUND LEVEL OF THE STREET OF THE PREMISES ON WHICH THE WORK IS TO BE DONE. IF THE SIGN IS NOT MAINTAINED AND SEALED UNTIL COMPLETION OF WORK. ENTER SIGN SQFT 234

*Dan,
 There is no Council Meeting 7/3. The church would like to get the signs up ASAP. Can they proceed? They are within size limits.*

ok

THE
 IN A
 ONT
 MUST BE

APPLICANT
 DIGITAL BILLBOARD, INC.
 16101 RAMSEY BLVD NW
 RAMSEY, MN 55303-
 (651) 788-1841

OWNER
 EMMANUEL CHRISTIAN CENTER
 7777 UNIVERSITY AVE NE
 MINNEAPOLIS, MN 55432

AGREEMENT AND SWORN STATEMENT
 I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
 This permit becomes null and void if construction authorized is not commenced within 180 days, or if construction is suspended for a period of 180 days at any time after work is commenced.

SIGN PERMANENT	392.50
TOTAL	392.50
TOTAL PAID	0.00
DUE	392.50

Need new Certificate of insurance

*efm
6/29*

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 12,800

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 868

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 52x2=104 65x2=130
Total 234

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:

Existing
 West pylon
 52x2 = 104 - Refacing
 21.9x2 = 42 - Removing & Replacing
 South pylon
 97x2 = 194
 Circle 79
 Emmanuel 59
 Nursery, Kids office 94
 Youth, Kids 50
 East 24x2 = 48
 South 97x2 = 194
 75x2 = 150

3840 - 30%
 868 - Existing
 234 - Proposed
2738 Remaining

Proposed
 52x2 = \$ 75 + 12(1.25) = 90x2 = \$180
 65x2 = \$ 75 + 25(1.25) = 106.25x2 = \$212.50
\$392.50



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

Received
6/23/23

Sign Permit Application

DATE: 6/23/23
NAME OF APPLICANT: Digital Billboard, INC.
ADDRESS OF APPLICANT: 16101 Ramsey Blvd. Ramsey, MN, 55303
TELEPHONE NUMBER OF APPLICANT: 651-788-1841

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected EMMANUEL Christian Center

7777 UNIVERSITY AVE. NE. SPRING LAKE PARK, MN.
New Construction: _____ Remodel: _____ 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: Digital Billboard, INC
Address: 16101 Ramsey Blvd NW Ramsey MN 55303

Is an Electrical Permit required? yes

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: \$312.50

RECEIPT NUMBER: _____

DATE OF APPROVAL: _____ DATE OF ISSUE: _____

REASON FOR DENIAL: The Lumen sign @ gmail.com

proposed

Replacing top sign making new faces for top

65ft x 2 = 130ft

52ft x 2 = 104ft



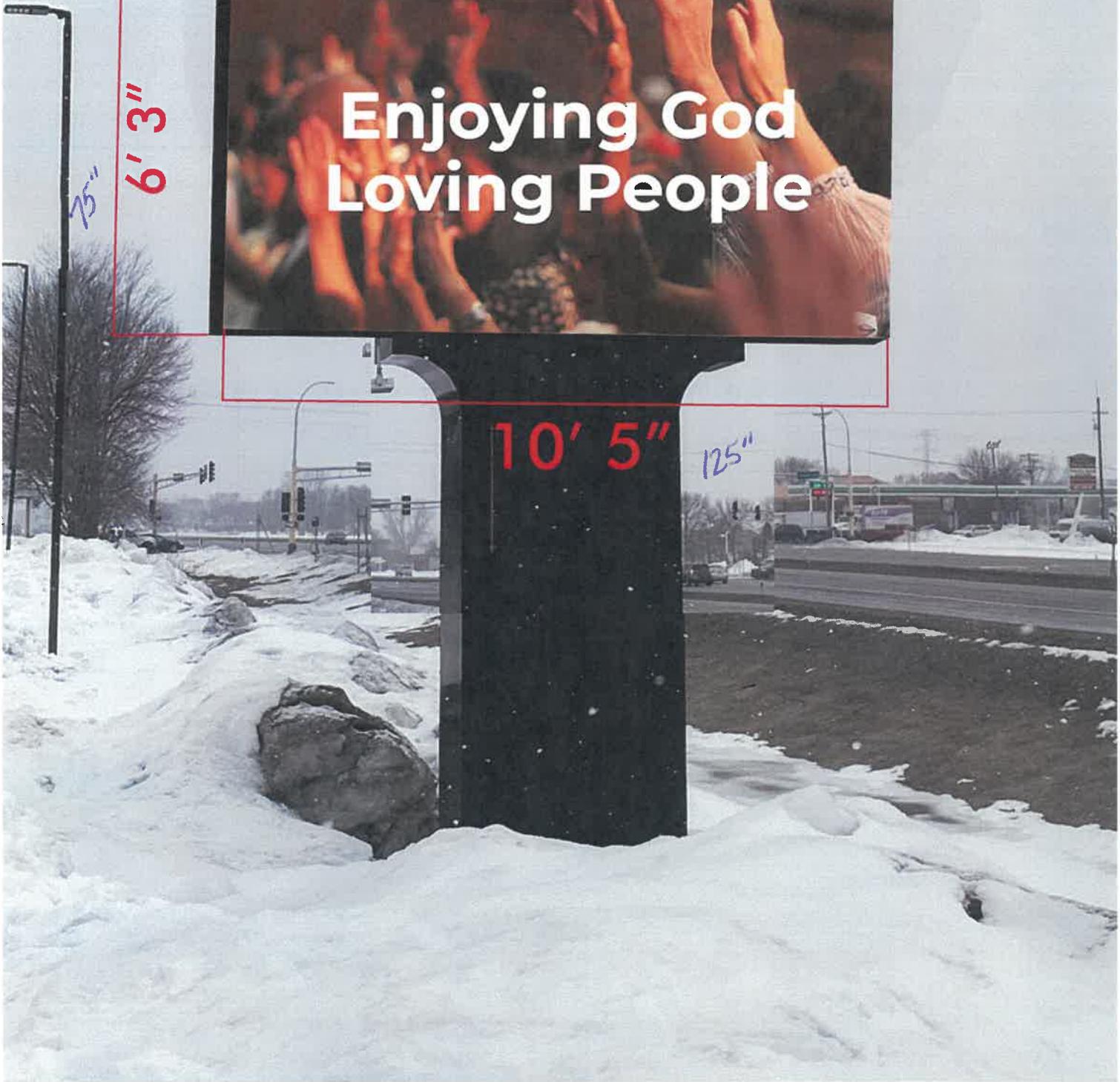
6' 3"

75"



10' 5"

125"



Digital Billboard, Inc.

ORDER CONFIRMATION

16101 Ramsey Blvd NW
Ramsey, MN.
651-788-1841

DATE: June 23rd, 2023
QUOTE # 23-141 Rev 2

To: ATTN: Arron Schmidt
Emmanual Church
777 University Ave.
Spring Lake Park, MN

DISCRIPTION	AMOUNT
Remove existing EMC and sign panel substrate.	
Supply new black panels and reinstall existing letters with new faces to replace existing faces, both sides.	
Change logo's to white faces. Paint cabinet and support wrap using Sherwin Williams DTM paint.	\$5,500.00
Install framing for "V" style mount.	\$1,200.00
Supply and install (2) 6' 3" X 10' 5" Dako Genesis II 9.5mm High resolution full-color message center.	\$55,350.00
Provide on-site software training.	
Less \$4,000 trade-in allowance if deposit is received prior to July 1st, 2023	(\$4,000)
5 year parts warranty and 90 days on-site labor warranty.	
Retrofit the existing letters and logo to 100,000hr 3rd Gen LED.	\$2,000.00
Final electrical connection by others.	
Deposit of 50%, 25% when sign ships, balance on completion.	
Any additional work not listed above is not included in this quote.	
Authorized signature  6/23/23	
TOTAL	\$60,050.00



Memorandum

To: Mayor Nelson and Members of the City Council
From: Terry Randall, Public Works Director
Date: July 10, 2023
Subject: June 2023 Public Works Report

During the month of June, the Public Works Department was busy doing the following activities:

- Setup for Tower Days Parade and activities for the events at Lakeside Park.
- Weeding, Mowing, garbage and recycling pickup daily.
- Installation of Wood Fiber at the Sanburnol and Able Park Playgrounds.
- Fine tuning the sprinkler heads on the sprinkler system.
- Filled the archs on the ballfields at Sanburnol Park with ag lime.
- Painted the crosswalks, arrows and stop bars.
- Rereading water meters and making repairs. Investigating zero consumption readings.
- Cleaned sewers west of Highway 65.

Appointments:

- June 6 – Safety Training for part timers
- June 14 – Attended a wastewater pump work shop
- June 20 – Inspected the seal coating operations on East side of Able Street and north of 81st Avenue NE
- June 27 – Presented budget to Dan Buchholtz and Melissa Barker



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

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Director
RE: Code Enforcement Monthly Report for June 2023
DATE: July 12, 2023

Inspections for June 2023, had a total of 27 building, 0 Fire, 8 Zoning, 15 mechanical, 12 plumbing and 0 Certificate of Occupancy for a total of 62 permits issued compared to a total of 55 in 2022. Code Enforcement conducted 177 inspections in the month of June including 59 building, 39 housing, 22 fire, 8 zoning and 49 nuisance inspections.

Administrator Buchholtz and I attended a court hearing on the Garfield property. City Attorney Thames did a wonderful job representing the City and addressing the safety concerns we have with the home. The Code Enforcement Department is happy to announce that the judge ruled in our favor and work will begin shortly.

Construction Update:

2 more permits have been issued in the City for remodel's in the six-figure range. This shows that our residents love this City and want to invest in the housing stock.

In June of 2023, 7 administrative offense tickets were issued.

In June of 2023, I also attended the following appointments:

- City Council meetings on June 5th.
- Department Head meeting on June 6th.
- Court in Anoka County June 12th.
- Public Works Director interview's June 14th & 15th.
- 2024 Budget Meeting June 27th.

This concludes the Code Enforcement Department monthly report for June 2023.



Police Report
June 2023

Submitted for Council Meeting: July 17,2023

The Spring Lake Park Police Department responded to nine hundred and forty calls for service for the month of June 2023. This is compared to responding to eight hundred and six calls for service in June 2022.

Investigator Bennek reports handling thirty-seven cases for the month of June 2023. Twenty-eight of these cases were felony cases and nine were misdemeanor cases. Investigator Bennek also continues to monitor five forfeiture cases. Investigator Bennek also attended the Minnesota Peace and Police Officer Association. Law Enforcement Labor Services training convention June 9th to June 12th. For further details, see Investigator Bennek's attached report.

School Resource Officer Imig submitted his annual report for the 2022-2023 school year. Please see Officer Imig's annual report attached below for further details. Officer Imig did let me know that it was a great year in the school and he is looking forward to the 2023-2024 school year.

The Spring Lake Park Police Department Administrative Office Staff continue to stay busy with their day to day tasks as well as assisting myself with various projects. We are grateful for all that they do.

The Police Department was excited to be back assisting with the Tower Days Parade on June 8th, 2023. I want to thank Officer Karen Fiske for assisting in coordinating the Police Department involvement with the parade. I want to thank our officers and Sergeants who also play a vital role in the PD involvement in the parade. As you all know we cannot do the security for the parade alone so thank you to the Blaine PD, Anoka County Sheriff's Office, Centennial Lakes Police Department, Coon Rapids Police Department and Ramsey Police Department for sending reserves and explorers to assist us during the parade.

The month of June 2023 has been a busy month for myself along with the Tower days events I attended several meetings throughout the month of June 2023. I also had the privilege of participating in the Law Enforcement Torch Run for Special Olympics on June 23rd, 2023 to raise awareness and funds for the Special Olympics. I want to thank Inv. Bennek, Officer Lemke and Officer Imig for being willing to escort myself, Records Tech Lisa Murphy, Records Tech Kim Kiley, Officer Kelsey Smith and Code Enforcement officer Walter Morris during the ride.

This will conclude my report for the month of June 2023



Investigator

Tony Bennek

Spring Lake Park Police Department

Monthly Report

June 2023

Total Case Load

Case Load by Level of Offense: 37

Felony	28
Gross Misdemeanor	0
Misdemeanor	9

Case Dispositions:

County Attorney	26
Juvenile County Attorney	0
City Attorney	11
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

Forfeitures:

Active Forfeitures	5
Forfeitures Closed	1

School Resource Officer Year End Report 2022-2023 School Year

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	57	162	175	77
Discovery Days (pre-school)				
Lighthouse School	2			
Park Terrace Elementary School	3		8	
District Office	1			
Able and Terrace Parks (School Related)				
School Related	6			
Miscellaneous Locations	1			
Totals:	70	162	183	77

*refers to consultations with students not requiring a police report

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	1
Students charged with Assault or Disorderly Conduct	17
Students charged with other crimes	5
Non-students Charged	1
Warrant Arrests	2
Miscellaneous reports	45

Parks and Recreation Department

June 2023 Report

Recreation Programs offered during June

Adult Pickleball Ladder Leagues - Summer (Ages 18+)
ABLE PARK PROGRAMS - Free Program (Ages 6 - 12)
ABLE PARK PROGRAMS - Munchkins (Ages 4 & 5)
ABLE PARK PROGRAMS - Panthers (Ages 6-12)
Adult Softball Leagues - Fall Season (Ages 18+)
Dungeons & Dragons: Learn to Play (Ages 10 & up)
Little Slugger Coed T-Ball (Ages 4 - 5)
MN Wind Chill Ultimate Frisbee Camp (Ages 8-13)
Music Together - Summer Session (Ages 0 - 5)
North Metro Volleyball League - Summer Season (Ages 18+)
Pickleball for Beginners (Ages 18+)
QC Dance - One Day Dance Camp Offerings
QC Dance 4- & 5-week classes - (Ages 0-18)
RevSports Ninja Warrior Fitness-Summer Session II (Ages 3-9)
RevSports Soccer - Summer Session I (Ages 3-9)
RevSports Soccer - Summer Session II (Ages 3-9)
WEDNESDAY OUTINGS & EVENTS (Ages 6-12)
Yoga - July Session (Ages 18+)
Youth Co-Rec Softball - 07U LEAGUE
Youth Co-Rec Softball - 10U LEAGUE
Youth Co-Rec Softball - 13U LEAGUE
Youth Co-Rec Softball - 17U LEAGUE
Zumba - Session I (Ages 18+)
Music in the Park

Parks

- Coordinated July service park clean up day with Emmanuel Christian Center
- Able Park Building – summer playground program is currently conducting programs out of the newly reconstructed building
 - Open House was held on June 14
 - Refrigerator was added to the building
- Rental Reservations Form for rentals located at <https://slprec.org/parksrec/page/facility-use-permit-application>

Parks and Recreation Monthly Report

- Adopt-a-flower Garden- Lakeside Park – Sierra Steiner, Able Park – Sandy Tykeson, Sanburnol Park – Nancy Lee Litt and Garden Club
- Adopt-a-drain Program-register at www.slprec.org
- Girls Scouts donated a Free Little Library, to be installed at Able Park

Tower Days

- Tower Days Committee met on June 20 for the wrap up meeting. The Committee made notes and suggestions for improvement for 2024.
- Next planning meeting will be held in October 2023.

Parks & Recreation Commission

- The Commission next meeting will be in September, Commission voted to not meet on July 4 and August 1 (Nite to Unite) but reserves the right to meet if needed.

Department Activity

- Director Okey attended the following meetings and events during the month:
 - City Council session
 - Department Head meeting
 - Construction meetings on Able Park Building
 - Park and Recreation Commission monthly meeting
 - Tower Days Planning Meeting
 - Able Park Open House
 - Music in the Park
 - Public Works Director Interviews

Upcoming Activities

Lake Minnetonka Luncheon Boat Cruise
RevSports Ninja Warrior Fitness-Summer Session II (Ages 3-9)
RevSports Soccer - Summer Session II (Ages 3-9)
Dungeons & Dragons: Learn to Play (Ages 10 & up)
Adult Softball Leagues - Fall Season (Ages 18+)
Yoga - August Session (Ages 18+)
North Metro Bean Bag Toss League - Summer Season (Ages 18+)
Intro to Pickleball Clinic (Ages 18+)
Carfit - for Safety
Thinking about Buying a Home?
Zumba - Session IV (Ages 18+)
Mature Drivers - 4 Hour - Aug 23 - In person



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: July 11, 2023

Subject: GreenStep Cities participation resolution

Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program that provides a framework to help cities achieve their economic, environmental and quality of life goals. This free continuous improvement program, managed by a public-private partnership, is based on 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation.

At the July 10, 2023 City Council Work Session, the City Council directed me to draft a resolution authorizing participation in the Minnesota GreenStep Cities program. Haley Morrison, Accounting Clerk/Recycling Coordinator, will be the City's GreenStep Cities coordinator.

Passage of this resolution will allow the City to be recognized as a Step 1 GreenStep City. Staff will begin work on documenting the various GreenStep best practices for recognition as a Step 2 GreenStep City.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2023-27

A RESOLUTION AUTHORIZING THE CITY OF SPRING LAKE PARK TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM

WHEREAS, Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. GreenStep is a free, continuous improvement program, managed by a State agency-non-profit partnership, and based upon 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation; and

WHEREAS, steps taken toward sustainable solutions aim to improve community quality of life, building community capital and increasing government efficiency, accountability and transparency; and

WHEREAS, local governments have the unique opportunity to achieve both energy use and greenhouse gas reductions and cost savings through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

WHEREAS, Minnesota Session Laws 2008, Chapter 356, Section 13 directed the Minnesota Pollution Control Agency (“MPCA”) and Office of Energy Security in the Department of Commerce (“Office of Energy Security”), in collaboration with Clean Energy Resource Teams (“CERTs”), to recommend municipal actions and policies that work toward meeting the State’s greenhouse gas emissions reduction goals; and

WHEREAS, the Next Generation Act of 2007, Minnesota Session Laws 2007 - Chapter 136:

- (1) sets State greenhouse gas emissions reduction goals of cutting emissions to 15 percent below 2005 levels by 2015, 30 percent below 2005 levels by 2025, and 80 percent below 2005 levels by 2050;
- (2) sets a State energy conservation goal of achieving annual energy savings equal to 1.5 percent of annual retail energy sales of electricity and natural gas;
- (3) establishes an energy policy goal that the per capita use of fossil fuel as an energy input be reduced by 15 percent by the year 2015, through increased reliance on energy efficiency and renewable energy alternatives;
- (4) establishes an energy policy goal that 25 percent of the electricity used in the state be derived from renewable energy resources by the year 2025; and

WHEREAS, a broad coalition of public and private stakeholders including the League of Minnesota Cities, the MPCA, Office of Energy Security and CERTs responded to the 2008

legislation by establishing the Minnesota GreenStep Cities program to provide a series of sustainable development best practices focusing on local government opportunities to reduce energy use and greenhouse gases; and

WHEREAS, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

WHEREAS, the Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Spring Lake Park does hereby authorize the City of Spring Lake Park (the City) to participate in the Minnesota GreenStep Cities program that offers a free, voluntary continuous improvement framework. Passage of this participation resolution allows the City to be recognized as a Step One GreenStep City by the League of Minnesota Cities.

BE IT FURTHER RESOLVED that the City:

1. Appoints Haley Morrison, Accounting Clerk/Recycling Coordinator, to serve as the City's GreenStep coordinator for best practice documentation/implementation; and
2. Will facilitate the involvement of community members and other units of government as appropriate in the planning, promoting and/or implementing of GreenStep Cities best practices; and
3. Will provide feedback once a year on how well the GreenStep program is serving the city and on city needs from the program; and
4. Will claim credit for having implemented and will work at its own pace toward implementing any 8 GreenStep best practices that will result in energy use reduction, economic savings, quality of life improvement, reduction in the City's greenhouse gas footprint, and recognition by the League of Minnesota Cities as a Step Two GreenStep City. An on-going summary of the City's implementation of best practices will be posted by the City on the Minnesota GreenStep Cities web site.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 17th day of July, 2023.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

Jan. 2023 >> to receive recognition from the GreenStep Cities program, you will need to report actions by logging into your GreenStep website account <<

determine your category; delete 2 extraneous columns before printing

Best Practice Actions	Initial inventory column: select which actions are completed, in-process, planned, not relevant.	Category C	Category B	Category A	
		Step 2 Recognition Minimums by Category			
		Complete any 4 Best Practices	Complete any 6 Best Practices	Complete any 8 Best Practices	
		Step 3 Recognition Minimums by Category			
Buildings & Lighting Best Practices Category: BPs 1 - 5		Any ONE of the 5 Building BPs needed for Step 3 recognition	BP #1 plus ONE other Building BP needed for Step 3 recognition	BP #1 plus ONE other Building BP needed for Step 3 recognition	
Best Practice #1: Efficient Existing Public Buildings		Optional BP	needed BP	needed BP	
1. Enter/update building information into the MN B3 Benchmarking database , and routinely enter monthly usage data for all city-owned buildings/infrastructure that consume energy/water .		If implementing this BP, complete at least any ONE action.	needed action	needed action	
2. Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs .			needed action	needed action	
3. Invest in larger energy efficiency projects through performance contracting or other funding or through smaller retro-commissioning/retrofit projects in city-owned/school buildings.			needed: choose one additional BP action from actions (3) - (7)		
4. Implement information technology efforts and city employee engagement to reduce plug loads, building energy use and workflow efficiency .					
5. Document that the new construction or major remodeling of a public building has met the SB 2030 energy standard or has met or qualified under a green building or energy framework .					
6. Improve the operations & maintenance of city-owned/school buildings and leased buildings by using a customized online energy efficiency tool, asset management tool, green building framework or green lease .					
7. Install for one or more city-owned/school buildings one of the following efficiency measures : a. A ground-source, closed loop geothermal system. b. A district energy/microgrid system. c. A rainwater harvesting system for building water use.					
2. Efficient Existing Private Buildings		Optional BP	Optional BP	Optional BP	
1. Create or participate in a marketing/outreach/incentive program to promote/achieve residential energy/water use reduction and energy efficiency .		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.	
2. Integrate green building and EV charging best practices information and assistance into the building permit process .					
3. Implement an energy rating/disclosure policy for residential and/or commercial buildings.					
4. Describe energy/water efficiency actions and other green building practices at businesses and not-for-profit organizations located within/nearby the city .					
5. Conserve/protect drinking/groundwater resources by creating a water-wise landscaping ordinance/guidance, WaterSense purchasing program, or guidance on rainwater harvesting and home water softener use .					
6. Provide a financial or other incentive to private parties who add energy/sustainability improvements, meet the SB 2030 energy standard, or renovate using a green building or energy framework .					
7. Customize a model sustainable building renovation policy that includes the SB 2030 energy standard and adopt the language to govern commercial renovation projects that: a. Receive city financial support, and/or b. Require city regulatory approval (conditional use permits, rezonings, variances, PUD status).					
3. New Green Buildings		Optional BP	Optional BP	Optional BP	
1. Require by city policy that new city-owned buildings be built using the SB 2030 energy standard and/or a green building framework .		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least action (1) or (2) and ...	
2. Work with the local school district to ensure that future new schools are built using the SB 2030 energy standard and/or a green building framework .					
3. Adopt a sustainable building policy for private buildings ; include the SB 2030 energy standard; adopt language governing new development projects that: a. Receive city financial support, and/or b. Require city regulatory approval (planned unit development, conditional use permit, rezoning, variance).				... complete at least ONE	

>>What category is my city in? See your city page for GreenStep City Category.

>> For each best practice, see the hyperlink listed to view detailed guidance, implementation tools and which cities are completing the actions.

4. Provide a financial or other incentive to private parties who build new buildings that utilize the SB 2030 energy standard and/or a green building framework.				additional action (3) through (5).			
5. Adopt environmentally preferable covenant guidelines for new common interest communities addressing issues such as stormwater, greywater, native vegetation, growing food, clothes lines, electric vehicle charging, and renewable energy.							
4. Efficient Outdoor Lighting and Signals		Optional BP	Optional BP	Optional BP			
1. Require energy efficient, Dark-Sky compliant new or replacement outdoor lighting fixtures on city-owned/private buildings and facilities.							
2. Purchase LEDs for all future street lighting and traffic signals.							
3. Replace the city's existing street lighting with Dark Sky-compliant LEDs, modifying any city franchise/utility agreement and adding smart grid attributes.							
4. Coordinate traffic signals and/or optimize signal timing so as minimize car idling at intersections yet maintain safe and publicly acceptable vehicle speeds.		If implementing this BP, complete at least ONE action.	If implementing this best practice, complete at least TWO actions, including one of actions (5) through (8).	If implementing this best practice, complete at least TWO actions, including one of actions (5) through (8).			
5. Use LED/solar-powered lighting for a flashing sign or in a street, parking lot or park project.							
6. Relamp/improve exterior building lighting for city-owned buildings/facilities with energy efficient, Dark-Sky compliant lighting.							
7. Replace city-owned parking lot/ramp lighting with Dark-Sky compliant, energy efficient, automatic dimming lighting technologies.							
8. Replace the city's existing traffic signals with LEDs.							
5. Building Redevelopment					Optional BP	Optional BP	Optional BP
1. Adopt an historic preservation ordinance/regulations to encourage adaptive reuse.							
2. Implement the Minnesota Main Street model for commercial revitalization.							
3. Plan for reuse of large-format retail buildings, or work with a local school, church or commercial building to either add-on space or repurpose space into new uses.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.			
4. Create/modify a green residential remodeling assistance/financing program to assist homeowners in adding space or features such as EV charging, renewables to their existing homes.							
5. Adopt development/design standards and programs that facilitate infill, redevelopment, and adaptable buildings.							
Land Use Category: BPs 6 - 10		BP #6 needed	BP #6 plus ONE other Land Use BP needed	BP #6 plus ONE other Land Use BP needed			
6. Comprehensive Plans		needed BP	needed BP	needed BP			
1. Adopt a comprehensive plan or (for Category B & C cities) adopt a future land use plan that was adopted by the county or a regional entity.		needed action	needed action	needed action			
2. Demonstrate that regulatory ordinances comply with the comprehensive plan including but not limited to having the zoning ordinance explicitly reference the comprehensive plan as the foundational document for decision making.			needed action	needed action			
3. Include requirements in comprehensive and/or other plans for intergovernmental coordination addressing regional land use and watershed/wellhead impacts, infrastructure, transportation, economic development and city/regional services.							
4. Include ecological provisions in the comprehensive plan that explicitly aim to minimize open space fragmentation and/or establish a growth area with expansion criteria.							
5. Adopt climate mitigation and/or energy independence goals and objectives in the comprehensive plan or in a separate policy document, and include transportation recommendations such as becoming an EV-ready city.							
7. Efficient City Growth		Optional BP	Optional BP	Optional BP			
1. Eliminate barriers and actively encourage higher density housing by including in the city zoning ordinance and zoning map: a. Neighborhood single-family density at 7 units/acre or greater wherever urban services are available. b. Multi-family housing at a gross density of at least 15 units/acre adjacent to a commercial zoning district or transit node.							
2. Achieve higher density housing through at least two of the following strategies: a. Incorporate a flexible lot size/frontage requirement for infill development. b. Use density and floor area ratio (FAR) bonuses in selected residential zoning districts. c. Cluster residential development; tie a regulatory standard to comprehensive plan language defining compact city expansion zones that limit low-density development. d. Allowing accessory dwelling units, single-room occupancy housing, senior housing, co housing or tiny houses/apartments by right in selected zoning districts. e. Implement a vacation rental property registration policy and/or special tax.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.			
3. Achieve higher intensity commercial/industrial land uses through at least one of the following strategies: a. Include in the city zoning ordinance and zoning map a commercial district with zero-lot-line setbacks and a FAR minimum of 1.							

b. Set targets for the minimum number of employees/acre in different commercial zones.				
4. Provide incentives for affordable housing, workforce housing, infill projects, or for life-cycle housing at or near job or retail centers, or for achieving an average net residential density of seven units per acre.				
5. Use design to create social trust and interaction among neighbors and allow developments that meet the prerequisites for LEED for Neighborhood Development certification .				
8. Mixed Uses		Optional BP	Optional BP	Optional BP
1. Organize or participate in a community planning/placemaking/design process for the city/a mixed use district, including specific community engagement practices that engage cultural and income diverse community members .		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.
2. Locate or lease a school, city building or other government facility that has at least two of these attributes: a. Adjacent to an existing employment or residential center. b. Designed to facilitate and encourage access by walking, biking, or other non-vehicle travel modes c. Accessible by regular transit service.				
3. Modify a planned unit development ordinance to emphasize or require mixed use development, to limit residential PUDs to areas adjacent to commercial development, and/or to add sustainability features .				
4. Report that a (re)development meets a city/community-determined minimum point threshold under the Equitable Development Scorecard or LEED-ND (Neighborhood Development) .				
5. Have a downtown zoning district that emphasizes small and destination businesses, entrepreneurial spaces, and allows or requires residential and compatible-commercial development.				
6. Incorporate form-based zoning approaches into the zoning code, in those areas where a diverse mix of uses is desired .				
7. Create incentives for vertical mixed-use development in appropriate locations (downtown, commercial districts near colleges or universities, historic commercial districts, commercial districts with minority-owned businesses).				
9. Efficient Highway- and Auto-Oriented Development		Optional BP	Optional BP	Optional BP
1. Establish design goals for at least one highway/auto-oriented corridor/cluster.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.
2. Participate in regional economic development planning with representatives from surrounding townships, cities, the county and business interests to: a. Estimate commercial/industrial needs among all jurisdictions. b. Jointly implement recommendations to stage highway/auto-oriented commercial development in order to avoid overbuilding and expensive low-density development.				
3. Adopt infrastructure design standards that protect the economic and ecologic functions of the highway corridor through clustering of development, native plantings and incorporating access management standards .				
4. Adopt development policies for large-format developments , zoning for auto-oriented commercial districts at the sub-urban edge and/or in tightly defined and smaller urban development corridors/nodes that have some bike/walk/transit access.				
10. Design for Natural Resource Conservation		Optional BP	Optional BP	Optional BP
1. Conduct a Natural Resource Inventory or Assessment (NRI or NRA); incorporate protection of priority natural systems or resources such as groundwater through the subdivision or development process .		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.
2. For cities outside or on the fringe of metropolitan areas, conduct a build-out analysis, fiscal impact study, or adopt an urban growth boundary and a consistent capital improvement plan that provides long-term protection of natural resources and natural systems, and agricultural practices outside the boundary .				
3. For cities within metropolitan areas, incorporate woodland best management practices addressing protection of wooded areas into zoning or development review.				
4. Adopt a conservation design policy ; use a conservation design tool for pre-design meetings with developers and for negotiating development agreements in cities with undeveloped natural resource areas .				
5. Preserve environmentally sensitive, community-valued land by placing a conservation easement on city lands, and by encouraging/funding private landowners to place land in conservation easements .				
6. Conserve natural, cultural, historic resources by adopting or amending city codes and ordinances to support sustainable sites , including roadsides, and environmentally protective land use development .				
7. Support and protect wildlife through habitat rehabilitation, preservation and recognition programs.				

Transportation Category: BPs 11 - 14		Any ONE of the 4 Transportation BPs needed	Any ONE of the 4 Transportation BPs needed	BP #11 and BP #12 needed
11. Living & Complete Streets		Optional BP	Optional BP	needed BP
1. Adopt a complete streets policy , or a living streets policy, which addresses landscaping and stormwater.		If implementing this BP, complete at least action (1).	If implementing this BP, complete at least action (1), and ...	Complete action (1), and ...
2. Adopt zoning language or approve a skinny street/development project that follows green street and/or walkable streets principles .				
3. Modify a street in compliance with the city's complete streets policy.				
4. Identify, prioritize and remedy complete streets gaps and lack of connectivity/safety within your road network by, for example, bike/pedestrian plan, adding a bike route/lane, truck route, sidewalk or mid-block alley.			... complete ONE additional action.	... complete TWO additional actions.
5. Identify and remedy street-trail gaps between city streets and off-road trails/bike trails to better facilitate walking and biking.				
6. Implement traffic calming policy/measures , including lane conversions (road diets), roundabouts, low-speed streets, shared space and depaving, in at least one street redevelopment project.				
12. Mobility Options		Optional BP	Optional BP	needed BP
1. Increase walking, biking and transit use by one or more of the following means: a. Document increased infrastructure for pedestrians, bikers, and public transit users. b. Increase the number of employers promoting multiple commuting options. c. Be recognized as a Walk Friendly, Bicycle Friendly, or Age Friendly Community.				
2. Conduct an Active Living campaign such as a Safe Routes to School (SRTS) program.				
3. Prominently promote mobility options : public transit; paratransit/Dial-A-Ride; cab services; rental cars; bike lanes; trails; airports.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	Complete at least TWO actions.
4. Promote carpooling, ridesharing, carsharing, and bikesharing				
5. Implement workplace multi-modal transportation best management practices - including telework/flexwork - in city government, businesses or at a local health care provider.				
6. Add/expand public transit service .				
13. Efficient City Fleets		Optional BP	Optional BP	Optional BP
1. Efficiently use your existing fleet of city vehicles by encouraging trip bundling, video conferencing, carpooling, vehicle sharing and incentives/technology.				
2. Right-size/down-size the city fleet with the most fuel-efficient vehicles that are of an optimal size and capacity for their intended functions.				
3. Phase-in operational changes, equipment changes including electric vehicles , and non-idling practices for city or local transit fleets.				
4. Phase in bike, e-bike, foot or horseback modes for police, inspectors and other city staff.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.
5. Document that the local school bus fleet has optimized routes, start times, boundaries, vehicle efficiency and fuels, driver actions to cut costs including idling reduction, and shifting students from the bus to walking, biking and city transit.				
6. Retrofit city diesel engines or install auxiliary power units and/or electrified parking spaces, utilizing Project GreenFleet or the like.				
14. Demand-Side Travel Planning		Optional BP	Optional BP	Optional BP
1. Reduce or eliminate parking minimums ; add parking maximums; develop district parking.				
2. For cities with regular transit service, require or provide incentives for thesiting of retail services at transit/density nodes .				
3. For cities with regular transit service, require or provide incentives for thesiting of higher density housing at transit/density nodes .		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.	If implementing this BP, complete at least TWO actions.
4. Require new developments or redevelopments to prepare a travel demand management plan or transit-oriented development standards or LEED for Neighborhood Development certification.				
Environmental Management Category: BPs 15 - 23		BP # 15 needed	BP #15 and BP #16 and ONE other BP needed	BP #15, BP #16, BP #17 and ONE other BP needed
15. Sustainable Purchasing		needed BP	needed BP	needed BP
1. Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least:				
a. EnergyStar and EPEAT certified equipment and appliances.		needed action	Complete action (1), and ...	Complete action (1), and ...
b. Paper containing post-consumer recycled content.				

2. Purchase energy used by city government - via the municipal utility, green tags, community solar garden, 3rd party - with a higher renewable percentage than required by Minnesota law complete at least ONE additional action.	... complete at least ONE additional action.			
3. Establish purchasing preferences that support local, Minority, Disability, and Women-Owned businesses and, working with a local business association, develop a list of locally produced products and suppliers for common purchases.							
4. Require purchase of U.S. EPA WaterSense -certified products.							
5. Set minimum sustainability standards to reduce the impact of your concrete use, asphalt, roadbed aggregate, or other construction materials .							
6. Require printing services to be purchased from companies participating in Printing Industry Midwest's Great Green Printer initiative, or certified by the Sustainable Green Printing Partnership .							
7. Lower the environmental footprint of meetings and events in the city.							
8. Use national green standards/guidelines for purchasing/investments such as cleaning products, furniture, flooring/coatings.							
16. Community Forests and Soils		Optional BP			needed BP	needed BP	
1. Certify as a Tree City USA .		If implementing this BP, complete at least ONE action.	Complete at least ONE action.	Complete at least TWO actions.			
2. Adopt best practices for urban tree planting/quality , require them in private developments and/or use them in at least one development project.							
3. Budget for and achieve resilient urban canopy/tree planting goals .							
4. Maximize tree planting along your main downtown street or throughout the city.							
5. Adopt a tree preservation or native landscaping ordinance.							
6. Build community capacity to protect existing trees by one or more of: <ul style="list-style-type: none"> a. Having trained tree specialists. b. Supporting volunteer forestry efforts. c. Adopting an EAB management plan/climate adaptation plan for the urban forest 							
7. Conduct a tree inventory or canopy study for public and private trees.							
17. Stormwater Management					Optional BP	Optional BP	needed BP
1. Adopt and use Minnesota's Minimal Impact Design Standards (MIDS) .		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	Complete at least ONE action.			
2. Complete the GreenStep Municipal Stormwater Management Assessment .							
3. Adopt by ordinance one or more of the following stormwater infiltration/management strategies to reduce impervious surface: <ul style="list-style-type: none"> a. A narrower streets provision that permits construction of 24-foot roads for public, residential access and subcollector streets (with fewer than 400 average daily trips) b. Use of pervious pavements for streets, trails, parking areas, and sidewalks. c. For sites less than one acre, retain the water quality volume of 1.1 inches of runoff from all impervious surfaces for new and fully-redeveloped construction sites. d. For non-MS4 permittees, adopt an illicit discharge prohibition rule or ordinance and an erosion and sediment control ordinance. Sponsor a robust Adopt-a-Drain program. 							
4. Create a stormwater utility that uses variable fees to incentivize stormwater infiltration, minimize the volume of and pollutants in runoff, and educate property owners and renters on the importance of managing stormwater runoff .							
5. Adopt and implement guidelines or design standards/incentives for at least one of the following stormwater infiltration/reuse practices: <ul style="list-style-type: none"> a. Rain gardens/infiltration practices. b. Rainwater harvesting practices. c. Green alleys or green parking lots. d. Pervious/permeable pavement or pavers. e. Green roofs / green walls. f. Tree trenches / tree boxes. g. Incorporate compost and/or native plants into landscape design. 							
6. Improve smart-salting by reducing chloride use in winter maintenance and dust suppressants to prevent permanent surfacewater and groundwater pollution.							
18. Parks and Trails					Optional BP	Optional BP	Optional BP
1. Make improvements within your city's system of parks, offroad trails and open spaces.							
2. Plan and budget for a network of parks, green spaces, water features and trails for areas where new development is planned.							
3. Achieve minimum levels of city green space and maximize the percent within a ten-minute walk of community members .							
4. Adopt low-impact design standards in parks and trails that infiltrate or retain all 2 inch, 24-hour stormwater events on site.							

<p>5. Create park/city land management standards/practices that maximize at least one of the following:</p> <ul style="list-style-type: none"> a. Low maintenance turf management; native landscaping; organic or integrated pest management; pollinator/monarch-safe policies. b. Recycling/compostables collection; use of compost as a soil amendment. c. Sources of nonpotable water, or surface/rain water, for irrigation. 		<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least TWO actions.</p>	<p>If implementing this BP, complete at least THREE actions.</p>
<p>6. Certify at least one golf course in the Audubon Cooperative Sanctuary Program.</p>				
<p>7. Document that the operation and maintenance, or construction/remodeling, of at least one park building used an asset management tool, the SB 2030 energy standard, and/or a green building framework.</p>				
<p>8. Develop a program to involve community members in hands-on land restoration, invasive species management, and stewardship projects.</p>				
<p>19. Surface Water</p>		<p>Optional BP</p>	<p>Optional BP</p>	<p>Optional BP</p>
<p>1. Consistently monitor surface water quality/clarity and report findings to community members.</p>		<p>If a city has at least one state-designated public water body within its boundaries and chooses to implement this best practice, complete action (4) and at least ONE additional action. *** If a city has no state-designated public water body and chooses to implement this best practice, complete any ONE of the actions.</p>	<p>If a city has at least one state-designated public water body within its boundaries and chooses to implement this best practice, complete action (4) and at least ONE additional action. *** If a city has no state-designated public water body and chooses to implement this best practice, complete any ONE of the actions.</p>	<p>If a city has at least one state-designated public water body within its boundaries and chooses to implement this best practice, complete action (4) and at least ONE additional action. *** If a city has no state-designated public water body and chooses to implement this best practice, complete any ONE of the actions.</p>
<p>2. Conduct or support multi-party community conversations, assessments, plans and actions around improving local water quality and quantity.</p>				
<p>3. Adopt and report on measurable, publicly announced surface water improvement targets for lakes, rivers, wetlands and ditches.</p>				
<p>4. Adopt a shoreland ordinance for all river and lake shoreland areas.</p>				
<p>5. Adopt goals to revegetate shoreland and create a local program or outreach effort to help property owners with revegetation.</p>				
<p>6. Implement an existing TMDL implementation plan.</p>				
<p>7. Create/assist a Lake Improvement District.</p>				
<p>8. Reduce flooding damage and costs through the National Flood Insurance Programs and the NFIP's Community Rating System.</p>				
<p>20. Efficient Water and Wastewater Facilities</p>		<p>Optional BP</p>	<p>Optional BP</p>	<p>Optional BP</p>
<p>1. Compare the energy use and financial performance of your facilities with other peer plants using standardized, free tools.</p>		<p>If a city provides drinking water services and chooses to implement this best practice, complete at least actions (1) and (2) or ...</p>	<p>If implementing this best practice, complete actions (1) and (2) and ...</p>	<p>If implementing this best practice, complete actions (1) and (2) and ...</p>
<p>2. Plan and budget for motor maintenance and upgrades to assure the most energy efficient, durable and appropriate equipment is available when upgrades or break downs occur.</p>				
<p>3. Establish an on-going budget and program for decreasing inflow and infiltration into sewer lines and losses in drinking water systems.</p>				
<p>4. Optimize energy and chemicals use at drinking water/wastewater facilities and decrease chloride in wastewater discharges.</p>		<p>... action (4).</p>	<p>... at least ONE additional action.</p>	<p>... at least ONE additional action.</p>
<p>6. Implement a wastewater plant efficiency project (co-generation, water reuse) or a program for local private business operations (water conservation, water reuse, business co-location).</p>				
<p>7. Create a demand-side pricing program to reduce demands on water and wastewater systems.</p>				
<p>21. Septic Systems</p>		<p>Optional BP</p>	<p>Optional BP</p>	<p>Optional BP</p>
<p>1. Report to landowners suspected noncompliant or failing septic systems as part of an educational, informational and financial assistance and outreach program designed to trigger voluntary landowner action to improve septic systems.</p>				
<p>2. Use a community process to address failing septic systems.</p>				
<p>3. Clarify/establish one or more responsible management entities (RMEs) for the proper design, siting, installation, operation, monitoring and maintenance of septic systems.</p>		<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least ONE action.</p>	<p>If implementing this BP, complete at least ONE action.</p>
<p>4. Adopt a subsurface sewage treatment system ordinance based on the Association of Minnesota Counties' model ordinance.</p>				
<p>5. Create a program to finance septic system upgrades.</p>				
<p>6. Work with homeowners and businesses in environmentally sensitive areas and areas where standard septic systems are not the least-cost option to promote innovative waste water systems, including central sewer extensions.</p>				
<p>7. Arrange for assistance to commercial, retail and industrial businesses with water use reduction, pollution prevention and pretreatment prior to discharge to septic.</p>				
<p>22. Sustainable Consumption and Waste</p>		<p>Optional BP</p>	<p>Optional BP</p>	<p>Optional BP</p>
<p>1. Improve city operations and procurement to prevent and reuse, recycle and compost waste from all public facilities (including libraries, parks, schools, municipal health care facilities), and minimize use of toxics and generation of hazardous waste.</p>				
<p>2. Address concerns over consumer products and packaging through encouragement/implementation of one or more of:</p>			<p>If implementing this BP, complete at least ONE of</p>	<p>If implementing this BP, complete at least action (1) or (2), and ...</p>
<ul style="list-style-type: none"> a. Education on needless consumption, waste prevention and alternatives, including product stewardship / producer responsibility. 				

b. Reuse options.			actions (1) through (3), and
c. Recycling / composting options.				
d. Credits, fees.				
e. Mandates, bans.				
3. Improve profitability, legal compliance and conserve resources through adoption of ordinance language, licensing and resource management contracts .		If implementing this BP, complete at least ONE action.		
4. Publicize, promote and use the varied businesses/services collecting and marketing used, repaired and rental consumer goods , especially electronics, in the city/county.			... at least ONE of actions (4) through (8).	... at least ONE of actions (4) through (8).
5. Arrange for a residential and/or business/institutional source separated organics collection/management program .				
6. Improve recycling services and expand to multi-unit housing and commercial businesses.				
7. Improve/organize residential trash, recycling and organics collection by private and/or public operations and offer significant volume-based pricing on residential garbage and/or incentives for recycling.				
8. Adopt a construction and demolition ordinance governing demolition permits that requires a level of recycling and reuse for building materials and soil/land-clearing debris.				
23. Local Air Quality		Optional BP	Optional BP	Optional BP
1. Replace small internal combustion engine lawn and garden equipment (e.g. lawnmowers, weed whips, etc.) with lower polluting equipment .				
2. Reduce residential burning of wood and yard waste and eliminate 'backyard' trash burning.				
3. Decrease air emissions from vehicle idling, business trucking, and pollutants/noise from stationary engines/back-up generators.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.
5. Install, assist with and promote publicly available EV charging stations or public fueling stations for alternative fuel vehicles.				
Economic & Community Development Category: BPs 24 - 29		BP #24 and BP #29 needed	BP #24, BP #25, and BP# 29 needed	BP #24, BP #25, and BP# 29 needed
24. Benchmarks & Community Engagement		needed BP	needed BP	needed BP
1. Inclusive and Coordinated Decision-Making: Use a city commission or committee to lead, coordinate, report to and engage community members on the identification and equitable implementation of sustainability best practices.		needed action	Complete action (1), and ...	needed action
2. Communicating Progress on Goals: Organize goals/outcome measures from all city plans (social, environmental, economic) and report to community members data that show progress toward meeting these goals.				needed action
3. Measuring Outcomes: Engage community members and partners in identifying, measuring, and reporting progress on key sustainability and social indicators/ including energy use/greenhouse gas emissions, social vitality/social inclusion outcome measures.				
4. Public Education for Action: Conduct or support a broad sustainability education and action campaign, building on existing city & community relationships, networks & events involving: a. The entire community, community leaders b. Homeowners, manufactured home communities, landlords and tenants c. Community-based organizations, block clubs, neighborhood associations, front yards/sidewalks d. Congregations. e. Schools, colleges.			... complete at least ONE additional action.	
5. Planning with a Purpose: Conduct a community visioning and planning initiative that engages a diverse set of community members & stakeholders and uses a sustainability, resilience, or environmental justice framework such as: a. Strong Towns, Resiliency, Transition, Appreciative Inquiry. b. Eco-municipalities, Smart Cities, Healthy Communities. c. Environmental Justice, Race Equity, Equitable Development.				
6. Engaging the Next Generation: Engage wide representation of community youth and college students by creating opportunities to participate in city government (including commissions).				
7. Expanding Community Engagement: Engage Black, Indigenous, People of Color (BIPOC), renters, low-income, new Americans, differently abled and other traditionally under-represented community members by encouragement, and support to participate in current and new opportunities in city government.				
25. Green Business Development		Optional BP	needed BP	needed BP
1. Grow new/emerging green businesses and green jobs through targeted assistance and new workforce development .				
2. Create or participate in a marketing/outreach program to connect businesses with assistance providers , including utilities, who provide personalized energy, waste or sustainability audits and assistance.				

3. Promote sustainable tourism in your city, and green tourism resources to tourism and hospitality businesses in/around the city.		If implementing this BP, complete at least ONE action.	Complete at least TWO actions.	Complete at least TWO actions.
4. Strengthen value-added businesses utilizing local "waste" material.				
5. Lower the environmental footprint of a brownfield remediation/redevelopment project beyond regulatory requirements; report brightfield projects.				
6. Promote green businesses that are recognized under a local, regional or national program.				
7. Conduct or participate in a buy local campaign for community members and local businesses.				
26. Renewable Energy		Optional BP	Optional BP	Optional BP
1. Adopt wind energy and/or biomass ordinances that allow, enable or encourage appropriate renewable energy installations.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least TWO actions.	If implementing this BP, complete at least TWO actions.
2. Promote resident/business purchases and/or generation of clean energy by: <ul style="list-style-type: none"> a. Promoting a local/municipal utility's green power purchasing program that allows residents/businesses to order/buy new renewable energy. b. Creating and sharing a map of the community's solar resource and/or linking to the MN Solar Suitability App. c. Connecting residents/businesses with the Clean Energy Project Builder for potential installers. d. Hosting a community-wide solar bulk-buy program or campaign (also called "solarize programs"). 				
3. Promote financing and incentives programs such as PACE for clean energy: <ul style="list-style-type: none"> a. PACE for commercial property owners to install renewable energy systems, energy efficiency measures and EV charging infrastructure for existing or new construction. b. Local, state and federal financial incentives for property owners to install renewable energy systems. c. Local utility renewable energy production incentives and rebates. 				
4. Support a community solar garden or help community members participate in a community renewable energy project by: <ul style="list-style-type: none"> a. Serving as a host site for a community solar garden. b. Facilitating development, by the municipal utility or other entity, of a community solar garden for residents. c. Participating in a community solar garden to ensure accessibility and availability to low-income residents. 				
5. Install a public sector/municipally-owned renewable energy technology, such as solar electric (PV), wind, biomass, solar hot water/air, micro-hydro.				
6. Report installed private sector-owned renewable energy/energy efficient generation capacity with at least one of the following attributes: <ul style="list-style-type: none"> a. Fueled by flowing water, sun, wind, or biogas. b. Fueled in part or whole by manure or woody (EAB) biomass, optimized for minimal air and other environmental impacts and for energy efficiency and water conservation. c. Distributing heating/cooling services in a district energy system. d. Producing combined heat and power; using a microgrid. e. Energy storage integrated into a renewable energy installation. 				
7. Become a solar-ready community , including adopting ordinance/zoning language and an expedited permit process for residents and businesses to install solar energy systems.				
27. Local Food		Optional BP	Optional BP	Optional BP
1. Incorporate working landscapes - agriculture and forestry - into the city by adopting an ordinance for one or more of the following: <ul style="list-style-type: none"> a. An agriculture and forest protection district. b. A local food production district. c. Incubator farms, emerging farmers, and land access. 		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.
2. Facilitate creation of home/community gardens, chicken & bee keeping , and incorporation of food growing areas/access in multifamily residential developments.				
3. Create, assist with and promote local food production/distribution within the city: <ul style="list-style-type: none"> a. A farmer's market or co-op buying club. b. An urban agriculture business or a community-supported agriculture (CSA) arrangement between farmers and community members/employees. c. A community or school garden, orchard or forest. 				
4. Measurably increase institutional buying and sales of foods and fibers that are local, Minnesota-grown, organic, healthy, humanely raised, and grown by fairly compensated growers.				
5. Assess, plan for, and enhance the community's local food system .				
28. Business Synergies and EcoDistricts		Optional BP	Optional BP	Optional BP

2. Document that at least one business/building uses waste heat or water discharge from another business or conducts materials exchange activities with another organization .				
3. Require, build or facilitate at least four attributes in a business/industrial park project : a. Shared parking/access, electric vehicle charging for 3% of parking and/or synchronized with solar generation. b. Green product development, manufacturing or sales OR a green job training c. Buildings located within walking distance of transit and/or residential zoning. d. Renovated buildings, buildings designed for reuse, shared recreation/childcare facilities. e. Green buildings built to Minnesota's SB2030 energy standard OR renewable energy generated on-site. f. Combined heat and power (CHP) generation capacity, shared geothermal heating/cooling, microgrid OR energy storage. g. Low-impact site development.		If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.	If implementing this BP, complete at least ONE action.
4. Use 21st century ecodistrict tools to structure, guide and link multiple green and sustainable projects together in a mixed-use neighborhood/development, or innovative district, aiming to deliver superior social, environmental and economic outcomes.				
29. Climate Adaptation and Community Resilience		needed BP	needed BP	needed BP
1. Prepare to maintain public health and safety during extreme weather and climate-change-related events, while also taking a preventive approach to reduce risk for community members .		needed action	needed action at a 2- or 3-star rating	needed action at a 2- or 3-star rating
2. Integrate climate resilience into city or tribal planning, policy, operations, and budgeting processes .				
3. Increase social connectedness through engagement, capacity building, public investment, and opportunities for economically vulnerable residents to improve their economic prosperity and resilience to climate change .				
4. Encourage private sector action and incentivize investment in preventive approaches that reduce risk and minimize impacts of extreme weather and the changing climate for human health and the built environment .				
5. Protect public buildings and natural/constructed infrastructure to reduce physical damage and sustain their function during extreme weather events .				
6. Reduce the urban heat impacts of public buildings, sites, and infrastructure and provide resiliency co-benefits .				
7. Protect water supply and wastewater treatment facilities to reduce physical damage and sustain their function during extreme weather events .				
8. Improve local energy resilience by minimizing fuel poverty, installing distributed renewable energy systems, and developing microgrids that can improve energy system resiliency .				



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: July 13, 2023

Subject: CDBG Grant Application

The City was recently notified by Anoka County Community Development that the entire city qualifies as a low/moderate income area for purposes of the Community Development Block Grant. This means that the City does not have to income qualify households in order to use CDBG funding. This income qualification has been the major barrier to accessing CDBG funding.

With this pre-qualification, City staff is seeking authority to seek CDBG funds to pay for the Able Park playground equipment. We initially applied for a DNR grant, but were unsuccessful.

Staff is finalizing the estimated cost, but the grant request will be in the \$85,000-\$100,000 range. We are seeking approval of the resolution now so that as soon as the grant application is ready, we can submit to Anoka County.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2023-28

**RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

BE IT RESOLVED that City of Spring Lake Park act as legal sponsor for the project contained in the CDBG application to be submitted on _____ and that Kay Okey is hereby authorized to apply to Anoka County for funding of this project on behalf of City of Spring Lake Park.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that City of Spring Lake Park has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Spring Lake Park has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Spring Lake Park has or will acquire fee title or permanent easement over the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the County, City of Spring Lake Park may enter into an agreement with the County for the above-referenced project, and that City of Spring Lake Park certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

BE IT FURTHER RESOLVED that the Mayor and City Administrator are hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 17th day of July, 2023.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

Anoka County CDBG Project Funds

CDBG project applications are reviewed on a rolling basis with priority given to projects that can expend CDBG funds in six months or less from final approval.

Projects receiving CDBG funds must: 1) complete environmental review process before work can begin 2) follow federal procurement requirements 3) if applicable, adhere to federal prevailing wage / Davis Bacon requirements 4) if applicable, federal Build America, Buy American (BABA) requirements. CDBG public service funds (equipment) are available during year-end competitive application process.

CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes

Each activity must meet one of the following national objectives for the program: 1) benefit low- and moderate-income persons, 2) prevention or elimination of slums or blight, or 3) address urgent need because existing conditions pose a serious and immediate threat to the health or welfare (rarely used).

Generally, the following types of activities are **ineligible**:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- Political activities

Municipalities designated as Low-Moderate Area (LMA) Income based on ACS data: Anoka, Bethel, Columbia Heights, Fridley, Hilltop, Lexington, Spring Lake Park.

Low- and Moderate-Income Area Benefit (LMA) – Activity will be available to or benefit all residents in an area that is primarily residential and is located in a census tract where 51% or more of the population is low-moderate income. The project should (Not applicable to housing activities) *Reference §570.208(a)(1)*

For CDBG information or an application visit www.AnokaCounty.us/cd

Questions: Renee Sande (763)324-4613 or Renee.Sande@co.anoka.mn.us



July 10, 2023

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

Reference: 2024 83rd Avenue Pavement NE Project
Authorize Preparation of Feasibility Report and Preliminary Engineering

Dear Dan:

83rd Avenue was reconstructed in 1994. The Public Works Director has reviewed the roadway surface and determined that a pavement preservation project is necessary. The city intends to assess a portion of the project costs to the adjacent property owners. To put the project on a schedule for 2024 construction, we should start working on the preliminary matters soon. **We request that the City Council order preparation of a Feasibility Report for the 2024 83rd Avenue NE Pavement Project.** The Feasibility Report for 83rd Ave. can be included with the report for Sanburnol and Elm.

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

Authorize Feasibility Report	June 5, 2023
Accept Report and Call for Improvement Hearing	August 21, 2023
Authorize Preparation of Plans and Specifications	August 21, 2023
Neighborhood Open House	August 2023
Public Improvement Hearing	September 18, 2023
City Council Approve Plans and Specifications	November 20, 2023
MnDOT State Aid Approval	December 2023
Open Bids	January 2024
Declare Costs and Order Final Assessment Roll	February 5, 2024
Receive Assessment Roll & Order Assessment Hearing	February 20, 2024
Public Assessment Hearing	March 18, 2024
Award Contract (Award Bids)	March 18, 2024
Begin Construction	May 2024

An initial planning level estimate of the project costs at this time are as shown below.

Construction	\$ 75,000
Engineering	\$ 15,000
Legal, Geotech, Testing, and Admin.	\$ 7,000
Total Project	\$ 97,000

Please feel free to contact us if you have any questions or require any additional information.

Sincerely,
Stantec

Phil Gravel

RESOLUTION NO. 2023-29

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR
2024 83RD AVENUE NE IMPROVEMENTS**

WHEREAS, it is proposed to improve 83rd Avenue NE between the center line of University Avenue Service Drive to its terminus at Terrace Road NE by rehabilitating said streets, along with any needed curb, sidewalk, sanitary sewer, storm water and water system repairs discovered during the project; and

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Spring Lake Park that the proposed improvement, called "2024 83rd Avenue NE Improvements", be referred to the City Engineer for study and that that person is instructed to report to the Council will all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

The foregoing resolution was moved for adoption by Councilmember.

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 17th day of July, 2023.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

CITY OF SPRING LAKE PARK
FINANCIAL STATEMENTS
DECEMBER 31, 2022

**CITY OF SPRING LAKE PARK
FINANCIAL STATEMENTS
For the Fiscal Year Ended December 31, 2022**

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CITY OF SPRING LAKE PARK

INTRODUCTORY SECTION

DECEMBER 31, 2022

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**CITY OF SPRING LAKE PARK
ELECTED AND APPOINTED OFFICIALS
December 31, 2022**

POSITION	NAME	TERM EXPIRES
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ELECTED OFFICIALS

City Council:

Mayor	Robert Nelson	December 31, 2022
Council Member	Brad Delfs	December 31, 2022
Council Member	Lisa Dircks	December 31, 2024
Council Member	Barbara Goodboe-Bisschoff	December 31, 2024
Council Member	Ken Wendling	December 31, 2022

APPOINTED OFFICIALS

City Administrator, Clerk-Treasurer	Daniel R. Buchholtz	Continuous
Accountant	Melissa Barker	Continuous

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CITY OF SPRING LAKE PARK

FINANCIAL SECTION

DECEMBER 31, 2022

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Council
City of Spring Lake Park

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Spring Lake Park, as of and for the year ended December 31, 2022, and the related notes to financial statements, which collectively comprise City of Spring Lake Park's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Spring Lake Park as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of City of Spring Lake Park and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

City of Spring Lake Park's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Spring Lake Park's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of City of Spring Lake Park's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Spring Lake Park's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 14 and the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise City of Spring Lake Park's basic financial statements. The introductory section and combining and individual nonmajor fund financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare basic the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2023 on our consideration of City of Spring Lake Park, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Spring Lake Park, internal control over financial reporting and compliance.

Smith, Schepf and Associates, Ltd.

Minneapolis, Minnesota
June 27, 2023

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CITY OF SPRING LAKE PARK MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Spring Lake Park, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City of Spring Lake Park for the fiscal year ended December 31, 2022, with comparative data for the fiscal year ended December 31, 2021.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City of Spring Lake Park exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$24,118,250 (*net position*). Of this amount, \$8,821,994 (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors in accordance with the City's fund designations and fiscal policies.
- The City's total net position decreased by \$824,497. The decrease is mainly attributed to investment losses on the City's investments during the year.
- As of the close of the current fiscal year, the City of Spring Lake Park's governmental funds reported combined ending fund balances of \$10,229,844, a decrease of \$761,444 from the prior year.
- At the end of the current fiscal year, fund balance for the general fund was \$2,669,955, or 58.8% of total general fund expenditures.
- The City's total noncurrent liabilities increased by \$2,947,626 due to an increase in the City's net pension liability primarily related to investment performance.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the City of Spring Lake Park's basic financial statements. The City's basic financial statements are comprised of the following three components: 1) government-wide financial statements, providing information for the City as a whole, 2) fund financial statements, providing detailed information for the City's significant funds, and 3) notes to the financial statements, providing additional information that is essential to understanding the government-wide and fund statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City of Spring Lake Park's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City of Spring Lake Park's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Spring Lake Park is improving or deteriorating.

CITY OF SPRING LAKE PARK MANAGEMENT'S DISCUSSION AND ANALYSIS

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of the related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City of Spring Lake Park that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City of Spring Lake Park include general government, public safety, public works, recreation and parks and development. The business-type activities of the City of Spring Lake Park include the utility fund.

The government-wide financial statements can be found on pages 15-17 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Spring Lake Park, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City of Spring Lake Park can be divided into two categories: governmental funds and proprietary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financial requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City of Spring Lake Park maintains thirty-nine individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, developer's escrow fund, HRA reserve fund, the revolving fund, and renewal and replacement fund, all of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements or schedules* elsewhere in this report.

CITY OF SPRING LAKE PARK MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Spring Lake Park adopts an annual budget for its general fund. Budgetary comparison statements have been provided for this fund (pages 24-27) to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 18-23 of this report.

Proprietary funds. The City of Spring Lake Park maintains one type of proprietary fund - enterprise funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City of Spring Lake Park uses enterprise funds to account for its utility operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the utility funds, which are considered to be major funds of the City of Spring Lake Park.

The proprietary fund financial statements can be found on pages 28-32 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 33-79 of this report.

Other Information. The combining statements referred to earlier in connection with non-major governmental funds can be found on pages 82-103 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Spring Lake Park, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$24,118,250 at the close of the most recent fiscal year.

**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The largest portion of the City of Spring Lake Park's net position, \$13,262,189 (55%) reflects its investment in capital assets (e.g. land, buildings and improvements, and machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The City of Spring Lake Park uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Spring Lake Park's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of Spring Lake Park's Net Position

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 12,075,644	\$ 12,150,246	\$ 5,622,979	\$ 3,122,407	\$ 17,698,623	\$ 15,272,653
Capital assets	9,158,274	9,809,696	5,766,633	5,985,643	14,924,907	15,795,339
Total assets	<u>21,233,918</u>	<u>21,959,942</u>	<u>11,389,612</u>	<u>9,108,050</u>	<u>32,623,530</u>	<u>31,067,992</u>
Deferred outflows of resources	3,209,701	1,676,111	87,065	107,642	3,296,766	1,783,753
Long-term liabilities outstanding	6,962,936	3,882,422	523,739	656,627	7,486,675	4,539,049
Other liabilities	1,131,167	720,834	101,541	58,844	1,232,708	779,678
Total liabilities	<u>8,094,103</u>	<u>4,603,256</u>	<u>625,280</u>	<u>715,471</u>	<u>8,719,383</u>	<u>5,318,727</u>
Deferred inflows of resources	508,469	2,434,059	2,574,194	156,212	3,082,663	2,590,271
Net position:						
Net investment in capital assets	7,740,556	7,581,507	5,521,633	5,502,643	13,262,189	13,084,150
Restricted	2,034,067	2,717,394			2,034,067	2,717,394
Unrestricted	6,066,424	6,299,837	2,755,570	2,841,366	8,821,994	9,141,203
Total net position	<u>\$ 15,841,047</u>	<u>\$ 16,598,738</u>	<u>\$ 8,277,203</u>	<u>\$ 8,344,009</u>	<u>\$ 24,118,250</u>	<u>\$ 24,942,747</u>

An additional portion of the City of Spring Lake Park's net position at December 31, 2022 (8%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$8,821,994) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City of Spring Lake Park is able to report positive balances in all categories of net position for the City as a whole.

**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Governmental activities. Governmental activities account for 66% of the City of Spring Lake Park's net position as of December 31, 2022. The total decrease in net position for governmental activities was \$757,691, accounting for 92% of the decrease in the net position of the City of Spring Lake Park for the year ended December 31, 2022. The key element for this decrease was significant investment losses during the year.

Business-type activities. Business-type activities decreased the City of Spring Lake Park's net position by \$66,806 due primarily to investment losses recognized in the utility funds.

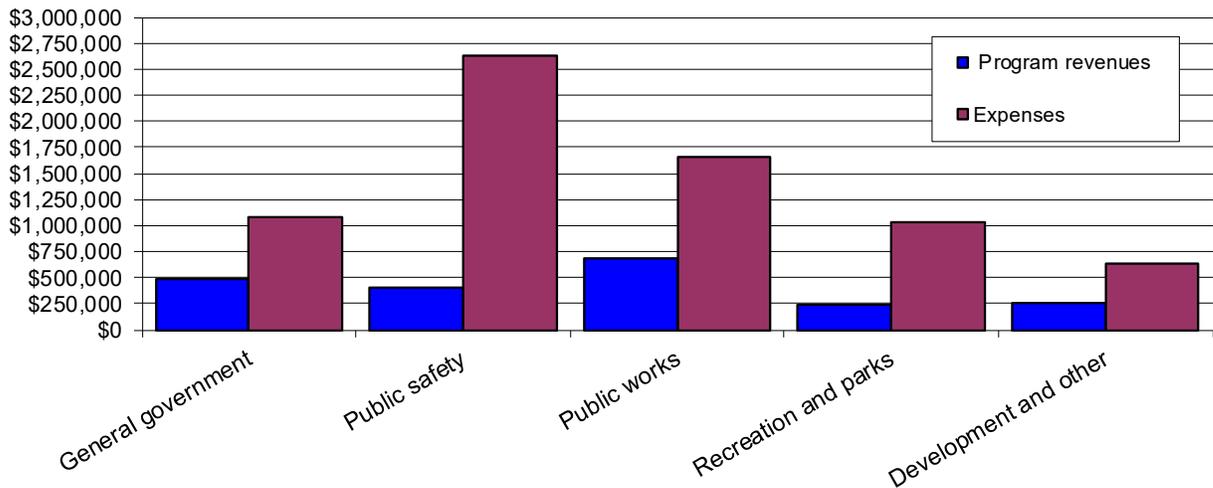
City of Spring Lake Park's Change in Net Position

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	\$ 1,234,826	\$ 806,301	\$ 1,844,476	\$ 1,814,022	\$ 3,079,302	\$ 2,620,323
Operating grants and contributions	367,278	426,024			367,278	426,024
Capital grants and contributions	467,562	328,373			467,562	328,373
General revenues:						
Property taxes	3,963,794	3,862,067			3,963,794	3,862,067
Other	317,019	556,036	108,445	139,846	425,464	695,882
Total revenues	<u>6,350,479</u>	<u>5,978,801</u>	<u>1,952,921</u>	<u>1,953,868</u>	<u>8,303,400</u>	<u>7,932,669</u>
Expenses:						
General government	1,087,138	955,708			1,087,138	955,708
Public safety	2,623,045	2,105,077			2,623,045	2,105,077
Public works	1,656,893	1,146,161			1,656,893	1,146,161
Recreation and parks	1,033,740	805,154			1,033,740	805,154
Development and other	641,138	694,075			641,138	694,075
Interest on long-term debt	41,900	49,024			41,900	49,024
Utility			2,044,043	1,794,558	2,044,043	1,794,558
Total expenses	<u>7,083,854</u>	<u>5,755,199</u>	<u>2,044,043</u>	<u>1,794,558</u>	<u>9,127,897</u>	<u>7,549,757</u>
Change in net position before transfers	(733,375)	223,602	(91,122)	159,310	(824,497)	382,912
Transfers	<u>(24,316)</u>	<u>88,416</u>	<u>24,316</u>	<u>(88,416)</u>		
Change in net position after transfers	(757,691)	312,018	(66,806)	70,894	(824,497)	382,912
NET POSITION - BEGINNING OF YEAR	<u>16,598,738</u>	<u>16,286,720</u>	<u>8,344,009</u>	<u>8,273,115</u>	<u>24,942,747</u>	<u>24,559,835</u>
NET POSITION - END OF YEAR	<u>\$ 15,841,047</u>	<u>\$ 16,598,738</u>	<u>\$ 8,277,203</u>	<u>\$ 8,344,009</u>	<u>\$ 24,118,250</u>	<u>\$ 24,942,747</u>

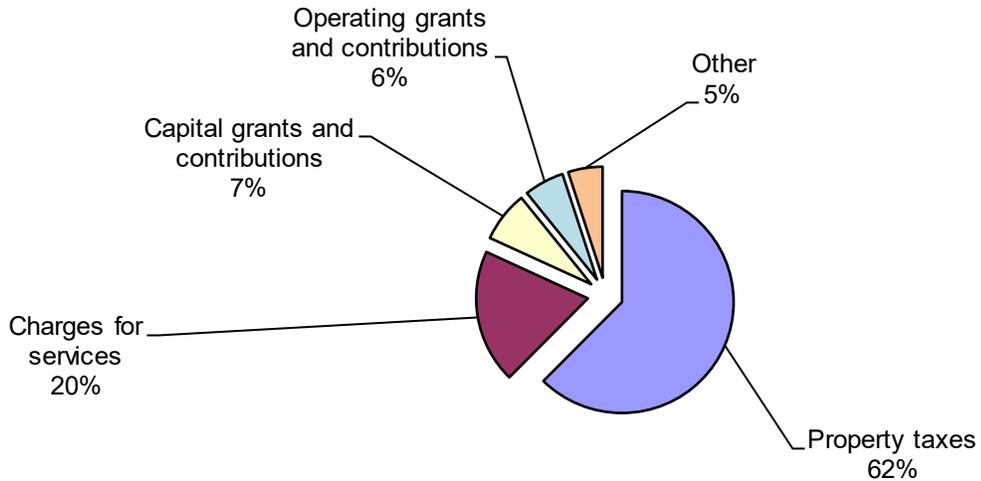
CITY OF SPRING LAKE PARK MANAGEMENT'S DISCUSSION AND ANALYSIS

Below are specific graphs that provide comparisons of the governmental activities direct program revenues with their expenses for the year ended December 31, 2022. Any shortfalls in direct revenues are primarily supported by property tax levy or general state aid.

Expenses and Program Revenues - Governmental Activities



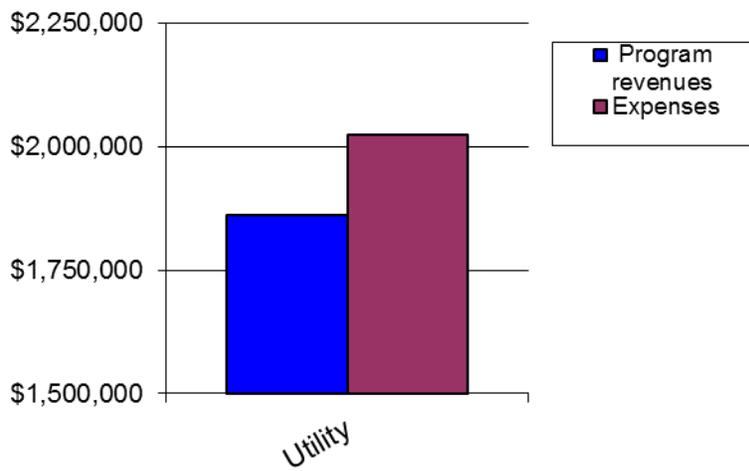
Revenues by Source - Governmental Activities



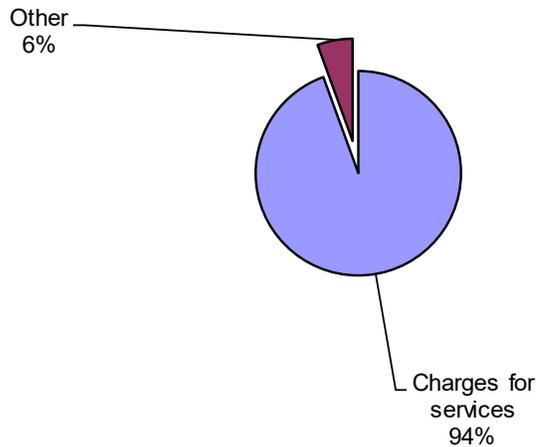
**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The following graphs relate the business-type activity's program revenues with its expenses for the year ended December 31, 2022. Since this activity requires significant physical assets to operate, any excess revenues are held for planned capital expenditures to keep pace with growing demand for services.

Expenses and Program Revenues - Business-Type Activities



Revenues by Source - Business-Type Activities



**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Financial Analysis of the Government's Funds

As noted earlier, the City of Spring Lake Park uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the City of Spring Lake Park's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City of Spring Lake Park's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City of Spring Lake Park's governmental funds reported combined ending fund balances of \$10,229,444, a decrease of \$761,444 in comparison with the prior year. Approximately 81% of this total fund balance, or \$8,285,622, constitutes *assigned and unassigned fund balance*, which is available for spending at the government's discretion. The remainder of the fund balance, \$1,944,222, is *restricted and nonspendable* to indicate that it is not available for new spending because it has already been restricted by creditors, grantors or regulations of other governments or has been expensed for prepaid items.

The general fund is the chief operating fund of City of Spring Lake Park. At the end of the current year, fund balance of the general fund was \$2,669,955. As a measure of liquidity, it may be useful to compare the fund balance to total fund expenditures. Fund balance represents 59% of total current year general fund expenditures. The general fund's total fund balance increased by \$138,371 during the current year due primarily due to grants received in the current year.

The HRA reserve fund increased its fund balance by \$30,760 due primarily to other revenues allocated to the fund.

The revolving fund decreased its fund balance by \$171,755 due primarily to investment losses and expenditures in excess of revenues allocated to this fund.

The renewal and replacement fund decreased its fund balance by \$115,571 due to transfers to other funds and investment losses allocated to this fund.

The special revenue funds (other than the developer's escrow fund and HRA reserve fund described as a major fund previously) decreased their overall fund balances by \$19,381 due primarily to transfers to other funds.

The debt service funds decreased their collective fund balance by \$212,578 due primarily to debt service and development expenditures in excess of property tax and other revenues allocated to the fund.

**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The capital projects funds (other than the revolving fund and renewal and replacement fund described as major funds previously) decreased their collective fund balance by \$411,290 due primarily to capital outlay and other expenditures in excess of revenues allocated to this fund.

Proprietary funds. The City of Spring Lake Park's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position for utility operations at the end of the year amounted to \$2,755,570. The utility fund decreased its net position by \$66,806, for the year ended December 31, 2022. Other factors concerning the finances of this fund have already been addressed in the discussion of the City of Spring Lake Park's business-type activities.

General Fund Budgetary Highlights

The City's General Fund budget was amended during the year. The original budget called for a \$4 overall decrease and the revised budgets called for a \$150,004 overall decrease in General Fund balance. The actual net change to the General Fund balance was an increase of \$138,371. Revenues exceeded budget by \$93,474 for the year ended December 31, 2022 due primarily to liaison officer revenues and reimbursements. Total expenditures were less than budget by \$112,542 for the year. Two departments had expenditures in excess of budget: public works exceeded budget by \$9,626 and other expenditures exceeded budget by \$35,770. These over expenditures were primarily related to severance and related payments to retirees for which the City did not budget.

Capital Asset and Debt Administration

Capital assets. The City of Spring Lake Park's investment in capital assets for its governmental and business-type activities as of December 31, 2022, amounted to \$14,924,907 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings and improvements, machinery and equipment and infrastructure. Total capital assets decreased by \$870,432, or approximately 5.5%, for the year ended December 31, 2022, due to current year depreciation expense in excess of asset additions (net of construction in progress recorded in prior periods).

City of Spring Lake Park's Capital Assets
(net of depreciation)

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Land	\$ 334,950	\$ 334,950	\$	\$	\$ 334,950	\$ 334,950
Construction in progress	260,540		294,832	21,309	555,372	21,309
Buildings and improvements	896,938	1,006,773	1,583,524	1,797,324	2,480,462	2,804,097
Machinery and equipment	483,745	767,447	53,718	87,166	537,463	854,613
Infrastructure	7,182,101	7,700,526	3,834,559	4,079,844	11,016,660	11,780,370
Total	\$ 9,158,274	\$ 9,809,696	\$ 5,766,633	\$ 5,985,643	\$ 14,924,907	\$ 15,795,339

**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Additional information on the City of Spring Lake Park's capital assets can be found in Note 3C beginning on page 53 of this report.

Long-term debt. At the end of the current fiscal year, the City of Spring Lake Park had \$1,634,468 in bonds, certificates, and notes payable outstanding. The entire amount outstanding comprises debt backed by the full faith and credit of the government.

City of Spring Lake Park's Outstanding Debt
General Obligation Bonds, Certificates and Notes Payable

	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
General obligation bonds and notes payable	\$ 1,129,405	\$ 1,533,053	\$ 245,000	\$ 483,000	\$ 1,374,405	\$ 2,016,053
General obligation certificates	260,063	659,626			260,063	659,626
Total	\$ 1,389,468	\$ 2,192,679	\$ 245,000	\$ 483,000	\$ 1,634,468	\$ 2,675,679

The City of Spring Lake Park's total bonds, certificates and notes payable decreased by \$1,041,211 during the current fiscal year. The decrease was due to scheduled debt payments and no new debt issued by the City during 2022.

The City of Spring Lake Park maintains an AA bond rating from S&P for general obligation debt.

State statutes limit the amount of general obligation debt a Minnesota City may issue up to 3% of its market value of taxable property. Net debt is payable solely from ad valorem taxes. The City is currently well within this limit.

Economic Factors and Next Year's Budgets and Rates

The City is in the process of developing its 2024 budget. A combination of a tight labor market, higher prices, and increasing interest rates will make forecasting revenues and expenditures difficult. The State of Minnesota's strong financial position means that the State-Local fiscal partnership will likely continue into the next biennium.

The City's debt position is extremely positive. Two long term bond issues (2003 G.O. Water Revenue Note and the 2013B G.O. Capital Improvement Plan Bond) will be paid off in 2023, freeing up resources for capital improvement projects throughout the City.

The City is planning on embarking on a renovation/expansion of its City Hall facility in 2024. This \$8.5 million renovation will create a separate entrance for the Police Department, improve accessibility, expand public meeting spaces, increase public restroom facilities, improve energy efficiency and enhance building security. Construction is estimated to begin March 2024. The project will be funded with a combination of cash reserves and the issuance of a General Obligation Capital Improvement Plan bond.

**CITY OF SPRING LAKE PARK
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Major activities contemplated in future years include:

- Complete the last phase of sanitary sewer slip-lining project.
- Rehabilitate Sanburnol Drive and Elm Street.
- Seal coat project to maintain the City's investment in its street infrastructure.
- Begin removal and replacement of boulevard Ash trees infected with Emerald Ash Borer
- Begin the process of upgrading the City's enterprise resource planning software to BS&A

Requests for Information

This financial report is designed to provide a general overview of the City of Spring Lake Park's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to City of Spring Lake Park, 1301 - 81st Avenue NE, Spring Lake Park, Minnesota 55432.

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CITY OF SPRING LAKE PARK
GOVERNMENT-WIDE FINANCIAL STATEMENTS
December 31, 2022

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CITY OF SPRING LAKE PARK
STATEMENT OF NET POSITION
December 31, 2022

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and investments	\$ 11,093,037	\$ 2,722,102	\$ 13,815,139
Receivables	457,210	303,905	761,115
Lease receivables	429,749	2,580,691	3,010,440
Intergovernmental receivables	56,685		56,685
Internal balances	4,887	(4,887)	
Prepaid items and other	34,076	21,168	55,244
Capital assets:			
Nondepreciable	595,490	294,832	890,322
Depreciable, net	8,562,784	5,471,801	14,034,585
Total Assets	21,233,918	11,389,612	32,623,530
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows from pension activity	3,209,701	87,065	3,296,766
LIABILITIES			
Accounts payable	104,248	87,621	191,869
Accrued payroll and related taxes	35,072	3,650	38,722
Accrued interest	5,706	2,302	8,008
Unearned revenue	766,622	3,000	769,622
Deposits and other liabilities	219,519	4,968	224,487
Noncurrent liabilities:			
Due within one year	843,058	279,793	1,122,851
Due in more than one year	808,109		808,109
Net pension liability	5,311,769	243,946	5,555,715
Total Liabilities	8,094,103	625,280	8,719,383
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows from leasing activity	408,349	2,553,626	2,961,975
Deferred inflows from pension activity	100,120	20,568	120,688
Total Deferred Inflows of Resources	508,469	2,574,194	3,082,663
NET POSITION			
Net investment in capital assets	7,740,556	5,521,633	13,262,189
Restricted	2,034,067		2,034,067
Unrestricted	6,066,424	2,755,570	8,821,994
Total Net Position	\$ 15,841,047	\$ 8,277,203	\$ 24,118,250

See Notes to Financial Statements

CITY OF SPRING LAKE PARK
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2022

Functions/Programs	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Governmental activities:				
General government	\$ 1,087,138	\$ 455,414	\$ 3,556	\$ 28,975
Public safety	2,623,045	244,824	150,957	
Public works	1,656,893	145,009	107,232	438,587
Recreation and parks	1,033,740	228,617	15,804	
Development and other	641,138	160,962	89,729	
Interest on long-term debt	41,900			
Total governmental activities	<u>7,083,854</u>	<u>1,234,826</u>	<u>367,278</u>	<u>467,562</u>
Business-Type activities:				
Utility	<u>2,044,043</u>	<u>1,844,476</u>		
Total business-type activities	<u>2,044,043</u>	<u>1,844,476</u>		
Total	<u>\$ 9,127,897</u>	<u>\$ 3,079,302</u>	<u>\$ 367,278</u>	<u>\$ 467,562</u>

General revenues:

- General property taxes
- Grants and contributions not restricted to specific programs
- Lease revenue
- Investment (loss)
- Miscellaneous
- Transfers

Total general revenues and transfers

Change in net position

Net Position - beginning

Net Position - ending

Net (Expense) Revenue
and Changes in Net Position

Governmental Activities	Business-Type Activities	Total
\$ (599,193)		\$ (599,193)
(2,227,264)		(2,227,264)
(966,065)		(966,065)
(789,319)		(789,319)
(390,447)		(390,447)
(41,900)		(41,900)
<u>(5,014,188)</u>		<u>(5,014,188)</u>
	\$ (199,567)	(199,567)
	(199,567)	(199,567)
<u>(5,014,188)</u>	<u>(199,567)</u>	<u>(5,213,755)</u>
3,963,794		3,963,794
551,424		551,424
105,112	227,574	332,686
(456,545)	(145,475)	(602,020)
117,028	26,346	143,374
(24,316)	24,316	
<u>4,256,497</u>	<u>132,761</u>	<u>4,389,258</u>
(757,691)	(66,806)	(824,497)
<u>16,598,738</u>	<u>8,344,009</u>	<u>24,942,747</u>
<u>\$ 15,841,047</u>	<u>\$ 8,277,203</u>	<u>\$ 24,118,250</u>

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CITY OF SPRING LAKE PARK
FUND FINANCIAL STATEMENTS
December 31, 2022

CITY OF SPRING LAKE PARK
BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2022

	Special Revenue Fund			Capital Project Funds	
	General Fund	Developer's Escrow	HRA Reserve	Revolving Fund	Renewal and Replacement
ASSETS					
Cash and investments	\$ 3,194,899	\$ 213,919	\$ 1,053,665	\$ 1,429,914	\$ 1,734,646
Accounts receivable	22,011				
Taxes receivable	68,338				
Special assessments receivable	6,609			113,122	
Lease receivable			429,749		
Due from other funds	262,367			13,613	
Due from other governmental units	50,273			108	
Accrued interest receivable	27,695				
Prepaid expenditures	1,975			21,168	
TOTAL ASSETS	\$ 3,634,167	\$ 213,919	\$ 1,483,414	\$ 1,577,925	\$ 1,734,646
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE					
LIABILITIES					
Accounts payable	\$ 85,115	\$	\$ 138	\$	\$
Accrued payroll and taxes	34,413				
Deposits and other liabilities		213,919	5,600		
Due to other funds	13,613			251,015	
Unearned revenue	756,124				
Total Liabilities	889,265	213,919	5,738	251,015	
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue:					
Property taxes	68,338				
Special assessments	6,609			113,122	
Leasing activity			408,349		
Total Deferred Inflows of Resources	74,947		408,349	113,122	
FUND BALANCE					
Nonspendable	1,975			21,168	
Restricted					
Assigned	2,667,980		1,069,327	1,192,620	1,734,646
Total Fund Balance	2,669,955		1,069,327	1,213,788	1,734,646
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	\$ 3,634,167	\$ 213,919	\$ 1,483,414	\$ 1,577,925	\$ 1,734,646

See Notes to Financial Statements

Other Governmental Funds	Total
\$ 3,465,994	\$ 11,093,037
95,514	117,525
	68,338
123,921	243,652
	429,749
4,887	280,867
6,304	56,685
	27,695
10,933	34,076
<u>\$ 3,707,553</u>	<u>\$ 12,351,624</u>

\$ 18,995	\$ 104,248
659	35,072
	219,519
11,352	275,980
10,498	766,622
<u>41,504</u>	<u>1,401,441</u>

	68,338
123,921	243,652
	408,349
<u>123,921</u>	<u>720,339</u>

10,933	34,076
1,910,146	1,910,146
1,621,049	8,285,622
<u>3,542,128</u>	<u>10,229,844</u>

<u>\$ 3,707,553</u>	<u>\$ 12,351,624</u>
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**CITY OF SPRING LAKE PARK
RECONCILIATION OF NET POSITION IN THE
GOVERNMENT-WIDE FINANCIAL STATEMENTS AND FUND BALANCES
IN THE FUND BASIS FINANCIAL STATEMENTS**

December 31, 2022

Amounts reported for governmental activities in the statement of net position are different because:

Total governmental fund balances (pages 18-19)		\$ 10,229,844
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Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds:

Governmental funds - capital assets	\$ 28,179,264	
Accumulated depreciation	<u>(19,020,990)</u>	
		9,158,274

Other long-term assets are not available to pay for current-period expenditures and, therefore, are unavailable in the funds:

Delinquent property taxes	\$ 68,338	
Special assessments	<u>243,652</u>	
		311,990

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds:

Bonds payable (net of receivable for amounts to be paid by other governmental entities)	\$ (1,389,468)	
Net pension liability, deferred outflows and inflows from pension activity	(2,202,188)	
Compensated absences	(233,449)	
Accrued interest	(5,706)	
Net unamortized bond premiums	<u>(28,250)</u>	
		<u>(3,859,061)</u>

Net position of governmental activities (page 15)		<u><u>\$ 15,841,047</u></u>
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CITY OF SPRING LAKE PARK
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2022

	General Fund	Special Revenue Fund		Capital Project Funds	
		Developer's Escrow	HRA Reserve	Revolving Fund	Renewal and Replacement
REVENUES					
Property and franchise taxes	\$ 3,496,353	\$		\$	\$
Special assessments				96,053	
Licenses and permits	184,694				
Intergovernmental revenues	658,038			257,098	
Charges for services	183,996				
Fines and forfeitures	79,124				
Investment (loss)	(69,381)		(53,002)	(77,062)	(90,571)
Other revenues	251,492		105,112		
TOTAL REVENUES	4,784,316		52,110	276,089	(90,571)
EXPENDITURES					
Current					
General government	875,060		20,050		
Public safety	2,391,893				
Public works	287,129			455,059	
Recreation and parks	720,596				
Development and other	171,270				
Capital Outlay					
General government			1,300		
Public safety	91,762				
Public works					
Recreation and parks					
Debt Service					
Principal					
Interest and other					
TOTAL EXPENDITURES	4,537,710		21,350	455,059	
Excess (deficiency) of revenues over (under) expenditures	246,606		30,760	(178,970)	(90,571)
OTHER FINANCING SOURCES (USES)					
Transfers from other funds	237,231			7,215	
Transfers to other funds	(345,466)				(25,000)
Fiscal agent fees					
Total other financing sources (uses)	(108,235)			7,215	(25,000)
Net change in fund balances	138,371		30,760	(171,755)	(115,571)
FUND BALANCES, Beginning	2,531,584		1,038,567	1,385,543	1,850,217
FUND BALANCES, Ending	\$ 2,669,955	\$	\$ 1,069,327	\$ 1,213,788	\$ 1,734,646

See Notes to Financial Statements

Other Governmental Funds	Total
\$ 522,752	\$ 4,019,105
62,368	158,421
	184,694
184,384	1,099,520
514,213	698,209
2,791	81,915
(166,529)	(456,545)
285,057	641,661
<u>1,405,036</u>	<u>6,426,980</u>

26,151	921,261
8,326	2,400,219
245,369	987,557
446,043	1,166,639
469,868	641,138

	1,300
2,589	94,351
32,606	32,606
62,192	62,192

803,211	803,211
46,358	46,358

<u>2,142,713</u>	<u>7,156,832</u>
------------------	------------------

<u>(737,677)</u>	<u>(729,852)</u>
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370,611	615,057
(268,907)	(639,373)
<u>(7,276)</u>	<u>(7,276)</u>

<u>94,428</u>	<u>(31,592)</u>
---------------	-----------------

(643,249)	(761,444)
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<u>4,185,377</u>	<u>10,991,288</u>
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<u>\$ 3,542,128</u>	<u>\$ 10,229,844</u>
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**CITY OF SPRING LAKE PARK
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Year Ended December 31, 2022

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds (pages 21-22)	\$	(761,444)
Governmental funds report capital outlay as expenditures.		
However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Capital outlay	\$	327,154
Depreciation expense		<u>(955,826)</u>
		(628,672)
The net effect of various miscellaneous transactions involving capital capital assets (i.e., sales, trade-ins and donations) is to decrease net position		
		(22,750)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds:		
Unavailable revenue, end of year	\$	311,990
Unavailable revenue, beginning of year		<u>(326,807)</u>
		(14,817)
In the statement of activities, certain operating expenses - net pension liability and compensated absences - are measured by the amounts earned during the year. In the government funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid)		
Net pension liability	\$	(101,606)
Compensated absences		<u>78,150</u>
		(23,456)
Bond, contract and loan proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position:		
Principal retirement on long-term debt	\$	803,211
Shared debt principal payments received from other governments		(121,497)
Change in accrued interest, bond premiums, bond discounts and deferred charges		<u>11,734</u>
		<u>693,448</u>
Change in net position of governmental activities (pages 16-17)	\$	<u><u>(757,691)</u></u>

See Notes to Financial Statements

CITY OF SPRING LAKE PARK
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
For the Year Ended December 31, 2022

	Budgeted Amounts		2022	Variance with
	Original	Final	Actual	Final Budget- Positive (Negative)
REVENUES				
General property taxes	\$ 3,520,702	\$ 3,520,702	\$ 3,496,353	\$ (24,349)
Licenses and Permits				
Licenses	44,562	44,562	68,277	23,715
Permits	108,900	108,900	116,417	7,517
Total Licenses and Permits	153,462	153,462	184,694	31,232
Intergovernmental				
Police aids	103,000	103,000	106,614	3,614
Other aids	551,424	551,424	551,424	
Total Intergovernmental	654,424	654,424	658,038	3,614
Charges for Services				
General government	86,920	86,920	73,324	(13,596)
Public safety	2,000	2,000	8,870	6,870
Housing registration	105,300	105,300	101,802	(3,498)
Total Charges for Services	194,220	194,220	183,996	(10,224)
Fines and forfeits	58,500	58,500	79,124	20,624
Investment earnings (loss)	12,500	12,500	(69,381)	(81,881)
Miscellaneous Revenue				
Liaison officer	84,584	84,584	149,956	65,372
Insurance dividends	6,000	6,000	12,819	6,819
Reimbursements and other	6,450	6,450	88,717	82,267
Total Miscellaneous Revenue	97,034	97,034	251,492	154,458
TOTAL REVENUES	4,690,842	4,690,842	4,784,316	93,474
EXPENDITURES				
General Government				
Mayor and Council				
Personnel services	35,334	35,334	34,956	378
Supplies and services	2,000	2,000	1,439	561
Other charges	34,302	34,302	19,974	14,328
Total Mayor and Council	\$ 71,636	\$ 71,636	\$ 56,369	\$ 15,267

See Notes to Financial Statements

**CITY OF SPRING LAKE PARK
GENERAL FUND
STATEMENTS OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (CONTINUED)**
For the Year Ended December 31, 2022

	Budgeted Amounts		2022 Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
Administration				
Personnel services	\$ 429,415	\$ 429,415	\$ 411,238	\$ 18,177
Supplies	8,496	8,496	7,573	923
Contracted services	5,900	5,900	7,446	(1,546)
Other services and charges	21,791	21,791	16,969	4,822
Total Administration	465,602	465,602	443,226	22,376
Election				
Personnel services			12,691	(12,691)
Other services and charges			12,224	(12,224)
Total Election			24,915	(24,915)
Assessing				
Contracted services	37,500	37,500	37,785	(285)
Accounting and Auditing				
Contracted services	11,950	11,950	11,950	
Information Technology				
Contracted services	61,305	61,305	57,052	4,253
Legal				
Contracted services	122,500	122,500	103,306	19,194
Engineering				
Contracted services	7,500	7,500	2,981	4,519
Planning and Zoning				
Supplies and other charges	1,025	1,025	1,565	(540)
Government Buildings				
Personnel services	24,151	24,151	23,683	468
Supplies	22,250	22,250	34,499	(12,249)
Contracted services	50,265	50,265	72,674	(22,409)
Other charges	30,000	30,000	5,055	24,945
Total Government Buildings	126,666	126,666	135,911	(9,245)
Total General Government	\$ 905,684	\$ 905,684	\$ 875,060	\$ 30,624

See Notes to Financial Statements

**CITY OF SPRING LAKE PARK
GENERAL FUND
STATEMENTS OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (CONTINUED)**
For the Year Ended December 31, 2022

	Budgeted Amounts		2022 Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
EXPENDITURES				
Public Safety				
Police Protection				
Personnel services	\$ 1,750,635	\$ 1,750,635	\$ 1,700,388	\$ 50,247
Supplies	49,032	49,032	44,527	4,505
Contracted services	57,734	57,734	61,320	(3,586)
Other charges	94,080	94,080	75,407	18,673
Capital outlay	39,752	39,752	45,352	(5,600)
Total Police Protection	1,991,233	1,991,233	1,926,994	64,239
Fire Protection				
Contracted services	255,125	255,125	255,120	5
Capital outlay	46,410	46,410	46,410	
Total Fire Protection	301,535	301,535	301,530	5
Code Enforcement				
Personnel services	262,604	262,604	244,260	18,344
Supplies	5,700	5,700	7,188	(1,488)
Contracted services	5,300	5,300	1,143	4,157
Other charges	7,600	7,600	2,540	5,060
Total Code Enforcement	281,204	281,204	255,131	26,073
Total Public Safety	2,573,972	2,573,972	2,483,655	90,317
Public Works				
Street Maintenance				
Personnel services	229,273	229,273	234,898	(5,625)
Supplies	45,800	45,800	50,674	(4,874)
Contracted services	1,410	1,410	438	972
Other charges	1,020	1,020	1,119	(99)
Total Street Maintenance	277,503	277,503	287,129	(9,626)
Total Public Works	\$ 277,503	\$ 277,503	\$ 287,129	\$ (9,626)

See Notes to Financial Statements

**CITY OF SPRING LAKE PARK
GENERAL FUND
STATEMENTS OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (CONTINUED)**
For the Year Ended December 31, 2022

	Budgeted Amounts		2022 Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
EXPENDITURES				
Recreation and Parks				
Recreation				
Personnel services	\$ 357,642	\$ 357,642	\$ 333,845	\$ 23,797
Supplies	14,582	14,582	15,243	(661)
Contracted services	17,277	17,277	15,618	1,659
Other charges	2,330	2,330	1,515	815
Total Recreation	<u>391,831</u>	<u>391,831</u>	<u>366,221</u>	<u>25,610</u>
Parks and Forestry				
Personnel services	274,380	274,380	260,666	13,714
Supplies	65,892	65,892	66,632	(740)
Contracted services	9,000	9,000	12,932	(3,932)
Other charges	16,490	16,490	14,145	2,345
Total Parks and Forestry	<u>365,762</u>	<u>365,762</u>	<u>354,375</u>	<u>11,387</u>
Total Recreation and Parks	<u>757,593</u>	<u>757,593</u>	<u>720,596</u>	<u>36,997</u>
Other				
Personnel services	9,900	9,900	436	9,464
Other charges	120,000	120,000	53,786	66,214
Permit surcharges	5,600	5,600	7,061	(1,461)
Severance payments			109,987	(109,987)
Total Other	<u>135,500</u>	<u>135,500</u>	<u>171,270</u>	<u>(35,770)</u>
Total Expenditures	<u>4,650,252</u>	<u>4,650,252</u>	<u>4,537,710</u>	<u>112,542</u>
Excess (deficiency) of revenues over (under) expenditures	<u>40,590</u>	<u>40,590</u>	<u>246,606</u>	<u>206,016</u>
OTHER FINANCING SOURCES (USES)				
Transfers from other funds	147,230	147,230	237,231	90,001
Transfers to other funds	<u>(187,824)</u>	<u>(337,824)</u>	<u>(345,466)</u>	<u>(7,642)</u>
Total Other Financing Sources (Uses)	<u>(40,594)</u>	<u>(190,594)</u>	<u>(108,235)</u>	<u>82,359</u>
NET CHANGE IN FUND BALANCE	(4)	(150,004)	138,371	288,375
FUND BALANCE, January 1	<u>2,531,584</u>	<u>2,531,584</u>	<u>2,531,584</u>	
FUND BALANCE, December 31	<u>\$ 2,531,580</u>	<u>\$ 2,381,580</u>	<u>\$ 2,669,955</u>	<u>\$ 288,375</u>

See Notes to Financial Statements

**CITY OF SPRING LAKE PARK
 PROPRIETARY FUND
 Statement of Net Position
 December 31, 2022**

	Utility Fund
ASSETS	
Current Assets	
Cash and investments	\$ 831,525
Accounts receivable	303,905
Lease receivable	122,784
Due from other funds	7,247
Prepaid expenses	21,168
Total Current Assets	1,286,629
Noncurrent Assets	
Lease receivable, noncurrent	2,457,907
Property and Equipment	
Construction in progress	294,832
Buildings and improvements	6,452,464
Infrastructure	6,641,960
Machinery and equipment	751,251
Less: Accumulated depreciation	8,373,874
Total Noncurrent Assets	8,224,540
Reserved Assets	
Cash and investments	1,890,577
Total Noncurrent Assets	10,115,117
TOTAL ASSETS	11,401,746
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows from pension activity	87,065

**CITY OF SPRING LAKE PARK
 PROPRIETARY FUND
 Statement of Net Position (Continued)
 December 31, 2022**

	<u>Utility Fund</u>
LIABILITIES	
Current Liabilities	
Accounts payable	\$ 87,621
Accrued payroll and taxes	3,650
Accrued interest	2,302
Unearned revenue	3,000
Other accrued liabilities	4,968
Due to other funds	12,134
Current portion of compensated absences	34,793
Current portion of note payable and capital lease	245,000
Total Current Liabilities	393,468
Long-term Liabilities	
Net pension liability	243,946
Total Liabilities	637,414
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows from leasing activity	2,553,626
Deferred inflows from pension activity	20,568
Total Deferred Inflows of Resources	2,574,194
Net Position	
Net investment in capital assets	5,521,633
Unrestricted	2,755,570
Total Net Position	\$ 8,277,203

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**CITY OF SPRING LAKE PARK
 PROPRIETARY FUND
 Statement of Revenues, Expenses
 and Changes in Net Position
 For the Year Ended December 31, 2022**

	<u>Utility Fund</u>
Operating Revenue	
Charges for services	<u>\$ 1,844,476</u>
Operating Expenses	
Personnel services	347,004
Supplies	253,854
Contracted services and other	283,684
Treatment charges	590,997
Depreciation	492,533
Other charges	64,592
Total Operating Expenses	<u>2,032,664</u>
Operating (Loss)	<u>(188,188)</u>
Other Revenue (Expense)	
Lease revenue	227,574
Commissions and other revenue	26,346
Investment (loss)	(145,475)
Interest and other expense	(11,379)
Total Other Revenue (Expense)	<u>97,066</u>
(Loss) Before Transfers	(91,122)
Net transfers from other funds	<u>24,316</u>
Change in net position	(66,806)
NET POSITION, BEGINNING OF YEAR	<u>8,344,009</u>
NET POSITION, END OF YEAR	<u>\$ 8,277,203</u>

See Notes to Financial Statements

**CITY OF SPRING LAKE PARK
 PROPRIETARY FUND
 Statement of Cash Flows
 For the Year Ended December 31, 2022**

	Utility Fund
Cash Flows from Operating Activities	
Cash received from customers	\$ 2,102,719
Cash paid to suppliers	(1,168,130)
Cash paid to employees	(358,190)
Net Cash Provided By Operating Activities	576,399
Cash Flows From Investing Activities	
Investment (loss)	(145,475)
Cash Flows from Noncapital Financing Activities	
Net transfers to other funds	24,316
Cash Flows from Capital and Related Financing Activities	
Acquisition of capital assets	(273,523)
Principal paid on long-term debt	(238,000)
Interest paid on long-term debt	(13,616)
Net Cash (Used In) Capital and Related Financing Activities	(525,139)
Net (Decrease) in Cash and Cash Equivalents	(69,899)
Cash and Cash Equivalents, January 1	2,792,001
Cash and Cash Equivalents, December 31	\$ 2,722,102
Classified as:	
Cash and investments - current assets	\$ 831,525
Cash and investments - reserved assets	1,890,577
Total Cash and Cash Equivalents, December 31	\$ 2,722,102

See Notes to Financial Statements

CITY OF SPRING LAKE PARK
PROPRIETARY FUND
Statement of Cash Flows (Continued)
For the Year Ended December 31, 2022

**RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED
BY OPERATING ACTIVITIES**

Operating (loss)	\$ (188,188)
Adjustments to reconcile operating (loss) to net cash provided by operating activities	
Depreciation	492,533
Change in net pension liability	3,757
Change in lease receivable and deferred inflows	(27,065)
Lease and other revenues	253,920
(Increase) decrease in:	
Accounts receivable	28,772
Due from other funds	(4,159)
Prepaid expenses	(21,168)
Increase (decrease) in:	
Accounts payable	46,165
Accrued payroll and taxes	(1,231)
Due to other funds	6,775
Estimated liability for compensated absences	(13,712)
Net Cash Provided By Operating Activities	\$ 576,399

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CITY OF SPRING LAKE PARK
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

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CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

The financial statements of the City of Spring Lake Park (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting principles are described below.

A. Reporting Entity

The City operates according to applicable laws and statutes under the council-administrator plan (Statutory Plan A) as defined by Minnesota statutes. A Council composed of an elected mayor and four other elected members directs the government of the City. The Council exercises legislative authority and determines all matters of policy and is responsible for directing the activities of the City. The Council appoints the City Administrator and other personnel who are responsible for the proper administration of all affairs relating to the City.

As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the City of Spring Lake Park (the primary government) and its component unit. A component unit is a legally separate entity for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the potential component unit's board, is able to impose its will on the potential unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. The component unit described below is included in the City's reporting entity because of the significance of its operational or financial relationship with the City.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

A. Reporting Entity (Continued)

Related Organizations

Spring Lake Park - Blaine - Mounds View Fire Department

The City has joined with the cities of Blaine and Mounds View to cooperatively provide fire protection services to their residents. This is provided by the Spring Lake Park - Blaine - Mounds View Fire Department (the Fire Department), a private nonprofit Internal Revenue Code Section 501(c)(3) organization. The service territory is generally comprised of the cities of Spring Lake Park, Blaine and Mounds View.

The three cities agreed upon several significant provisions in their agreement dated December 11, 1990:

1. The Fire Department is governed by its own Board of Directors. Directors are appointed by each city and from the Fire Department.
2. Operation, maintenance and debt service costs are shared based upon a formula. One half of the formula is the relative assessed value of each city. The other half is the three-year average of fire calls within each city. The City's share of the formula was 8.50% in 2022.
3. The city of Blaine issued \$8,050,000 G.O. Capital Improvement Bonds, Series 2005A, on December 1, 2005 to construct a new fire station and training facility and acquire two additional fire trucks. The City of Spring Lake Park has recorded its share of the debt related to this bond issuance. These bonds were refunded in 2016 (see 4. below).
4. In 2013, the city of Blaine issued crossover refunding bonds to refund (in 2016) the 2005A G.O. Capital Improvement Bonds. The City of Spring Lake Park has recorded its share of the debt related to this bond issuance.
5. In 2017, the City of Spring Lake Park issued \$1,090,000 G.O. Equipment Certificates of Indebtedness, Series 2017A to purchase a new fire truck and additional fire vehicles and equipment. The City of Spring Lake Park has recorded the full amount of debt and an intergovernmental receivable for the share of debt related to Blaine and Mounds View.
6. In 2018, the City of Blaine issued \$1,145,000 G.O. Equipment Certificates of Indebtedness, Series 2018A, to purchase new fire vehicles and equipment. The City of Spring Lake Park has recorded their principal share of debt and capitalized their share of fire vehicles and equipment.
7. Each city has a non-measurable equity interest in the property that is held by the fire department.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

A. Reporting Entity (Continued)

Related Organizations (Continued)

Spring Lake Park - Blaine - Mounds View Fire Department (Continued)

The City's share of operating costs were \$255,120, capital costs were \$46,410 and debt service costs were \$275,810 during 2022. The operating and capital costs were recorded as expenditures in the General Fund. The debt service costs were recorded as expenditures in the 2013A G.O. Capital Improvement Bond, 2017A G.O. Equipment Certificates and 2018A Blaine Fire debt service funds.

Because the City is not financially accountable for the Fire Department (the Fire Department is able to fund itself independently of the City) it is excluded from the reporting entity of the City.

A related entity, the Spring Lake Park Firemen's Relief Association (the Association), is a nonprofit organization organized to provide pension and other benefits to its members in accordance with Minnesota statutes. Because the City is not financially accountable for the Association (the Association is able to fund itself independently of the City) it is also excluded from the reporting entity of the City. The Fire Department and the Association issue financial reports which are available at City offices or at the Fire Department, 1710 Highway 10, Spring Lake Park, Minnesota, 55432.

North Metro Telecommunications Commission

In 2016, the City joined with the cities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington and Lino Lakes to cooperatively purchase telecommunications equipment to provide cable communication services to their residents. The City of Spring Lake Park has recorded its share of the debt related to the 2016A G.O. Improvement Note issued by the city of Circle Pines. The 2016A North Metro Telecommunications debt service fund received \$13,160 in franchise fees that were used for debt service payments during the year ended December 31, 2022.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the City. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

B. Government-wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded when payment is due.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Property taxes, licenses and permits, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the tax is levied. Revenue from grants and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year in which the resources are required to be used or the year when use is first permitted; matching requirements, in which the City must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it is recognized.

Unearned revenue is recorded when assets are recognized before revenue recognition criteria have been satisfied. Grants received before eligibility requirements other than time requirements are met are recorded as unearned revenue. Grants received before time requirements are met are recorded as a deferred inflow of resources.

The City reports the following major governmental funds:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

The *developer's escrow fund* is an accumulation of resources and costs associated with development throughout the City.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

The *HRA reserve fund* is an accumulation of resources and costs associated with housing and redevelopment throughout the City.

The *revolving fund* was created to finance improvement projects. The fund is financed with the remaining funds left in capital project funds once the project is considered completed and special assessments.

The *renewal and replacement fund* was created to finance capital improvement projects in the City. The fund was initially financed with the remaining funds left in the liquor fund upon closing of the fund.

The City reports the following major proprietary fund:

The *utility fund* accounts for the operation of the City owned utility (water and sewer) system.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's enterprise funds and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position

1. Cash and investments (including cash equivalents)

Cash balances from all City funds, except certain designated funds, are pooled and invested to the extent available in various securities as authorized by Minnesota statutes. Earnings from the pooled investments are allocated to the respective funds on the basis of the average cash balance participation of each fund throughout the year.

Investments are stated at fair value, based upon quoted market prices at the reporting date. Cash and cash equivalents for purposes of the basic financial statements includes amounts in demand deposits as well as all investments held by the City.

2. Receivables and payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position (Continued)

2. Receivables and payables (continued)

Advances between funds, if any, are offset by a nonspendable fund balance account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

Property tax levies are set by the City Council in December of each year and are certified to the County for collection in the following year. In Minnesota, counties act as collection agents for all property taxes. The County spreads all levies over taxable property. Such taxes become a lien on January 1, of the following year, and are recorded as receivables by the City at that date. Revenues from property taxes are accrued and recognized in the year collectible, net of delinquencies.

Real property taxes may be paid by taxpayers in two equal installments on May 15 and October 15. Personal property taxes may be paid on February 28 and June 30. The County provides tax settlements to cities and other taxing districts normally during the months of January, July and December.

Taxes which remain unpaid at December 31 are classified as delinquent taxes receivable. The net amount of delinquent taxes receivable are fully offset by deferred inflow of resources in the governmental funds of the fund financial statements because they are not known to be available to finance current expenditures.

Assessments are levied at various times upon City Council resolution for property owner improvements made by the City. Assessment collections are deferred, generally over ten-year periods, with interest charges ranging from 3.5% to 5.5%. Revenue from these assessments is recognized when assessed in the government-wide financial statements and as the annual installments become collectible in the governmental funds of the fund financial statements. Annual installments not collected as of each December 31 are classified as delinquent assessments receivable. The net amount of delinquent assessments receivable are fully offset by deferred inflow of resources in the governmental funds of the fund financial statements because they are not known to be available to finance current expenditures.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position (Continued)

3. Tax increment district

Tax increment revenues received are recorded in the Debt Service Fund to service note principal and interest payments.

4. Capital assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$3,000 and an estimated useful life greater than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is expensed as incurred.

Property, plant and equipment are capitalized when acquired, and depreciation is provided using the straight-line method applied over the following estimated useful lives of the assets.

	<u>Useful Life in Years</u>
Land Improvements	10 - 20
Buildings and Improvements	15 - 40
Infrastructure	25 - 35
Distribution and Collection System	15 - 80
Furniture, Fixtures and Equipment	3 - 10

The City reviews its property, plant and equipment for impairment whenever events indicate the decline in service utility of the capital asset is significant in magnitude and the event of change in circumstances is outside the normal cycle of the capital assets.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position (Continued)

5. Compensated absences benefits

The City's policy is to permit employees to accumulate unused vacation and compensatory time benefits. City employees are entitled to vacation pay based upon length of employment. In addition, the City has established a severance pay policy for nonunion employees. This policy provides for severance payments upon termination of employment based on accumulated personal leave accrued, subject to certain conditions and specified maximums. Severance pay policy for union employees is governed by individual union contracts.

Vested benefits for City employees attributable to governmental funds are recorded as expenditures in these funds as benefits are paid to employees. The liability and corresponding expense is recorded in the government-wide financials statements as these benefits accrue. The liability and corresponding expense associated with proprietary funds is recorded in the applicable proprietary fund as benefits accrue.

6. Long-term obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or proprietary fund type statements of net position.

Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bond issuance costs are expensed as incurred. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position (Continued)

7. Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments, and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

8. Fund balance

In the government-wide and proprietary financial statements, net position is classified in the following categories:

Net Investment in Capital Assets – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Position – This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position – This amount is all net position that does not meet the definition of “net investment in capital assets” or “restricted net position.”

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the City classifies governmental fund balances as follows:

Non-spendable – includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual restraints.

Restricted – amounts are restricted by external creditors, grantors, contributors, laws or regulations of other governments.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position (Continued)

8. Fund balance (continued)

Committed – includes fund balance amounts that are committed by resolution, which is the City's highest level of decision-making authority, for specific purposes that are internally imposed by the City Council through formal action and remain binding unless removed by the City Council by subsequent formal action (resolution).

Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. The City Council, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The Council has the power to assign fund balances or to designate an official who may assign fund balances. The City Administrator has been designated by the Council to assign fund balances.

Unassigned – includes positive fund balances within the General Fund which have not been classified within the above-mentioned categories and negative fund balances in other governmental funds.

The City considers restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the City would first use committed, then assigned and lastly unassigned amounts when expenditures are made.

9. Deferred outflows of resources

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflow of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. The City has one type of deferred outflow which is pension related and reported on the statement of net position.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

D. Assets, Liabilities, Deferred Inflows of Resources and Net Position (Continued)

10. Deferred inflows of resources

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflow of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City recognized three types of deferred inflows. The first type occurs because governmental fund revenues are not recognized until available under the modified accrual basis of accounting. The second type is pension related and reported on the statement of net position. The third type is related to leasing activity and is also reported on the balance sheet.

11. Leases

For leases with term exceeding 12 months, the City recognizes a lease liability and a right to use lease asset in the government-wide financial statements.

The right to use lease asset is calculated at the initial amount of the lease liability, plus any lease payments made to the lessor before the lease commencement date, plus certain initial direct costs incurred, minus any lease incentives received. Subsequently, the right to use lease asset is amortized on a straight-line basis over its useful life. The City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of the lease payments made. Remeasurement of the right to use lease asset and lease liability occurs when certain changes occur that are likely to have a significant impact on the lease liability.

Right to use lease assets are reported with capital assets and lease liabilities are reported with long-term debt on the statement of net position.

The City leases cell tower space, a building and parking lot to external parties. Lease receivables and deferred inflows of resources are recorded based on the present value of expected receipts over the term of the respective leases. The expected payments and receipts are discounted using the interest rate charged on the lease, if available, and are otherwise discounted using the risk-free rate. Variable payments are excluded from the valuations unless they are fixed in substance. For leases featuring payments tied to an index or market rate, the valuation is based on the initial index or market rate. The City does not have any leases subject to a residual value guarantee.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

E. Concentration of Credit Risk

Financial instruments which expose the City to a concentration of credit risk consist primarily of cash, investments and accounts and loans receivable. Credit risk associated with cash and investments is discussed in Note 3. The City's accounts and loans receivable are concentrated geographically, and for the most part, amounts are due from individuals residing in and businesses located in the City of Spring Lake Park.

F. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

G. Conduit Debt Obligations

The City issued lease revenue bonds during 2017 to provide funding to a private sector entity for a project deemed to be in the public interest. The City issued bonds during 2019 to provide funding to another private sector entity for a project deemed to be in public interest. Although these bonds bear the name of the City, the City has no obligation for such debt. Accordingly, the bonds are not reported as liabilities in the financial statements of the City. As of December 31, 2022, the outstanding principal amount of these bonds was \$42,288,007.

H. Implementation of New Accounting Principles

During the year, the City implemented GASB Statement No. 87, Leases. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provision of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

The implementation of this standard resulted in changing the presentation of the financial statements by including the lease receivable and deferred inflows from leases as of January 1, 2022. The beginning fund balance/net position has not been impacted by the implementation.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (Continued)

I. Subsequent Events

In preparing these financial statements, the City has evaluated events and transactions for potential recognition or disclosure through June 27, 2023, the date the financial statements were available to be issued.

2. Stewardship, Compliance and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are legally adopted by Council resolution for the General Fund. An annual budget is not adopted for the Developer's Escrow special revenue fund, which adopts a project length budget. Formal budgetary integration is employed as a management control device during the year for the General Fund. The City follows these legal compliance procedures in establishing the budgetary data reflected in the financial statements.

1. Budget requests are submitted by all department heads to the City Administrator. The Administrator's office compiles the budget requests into an overall preliminary City budget, balancing budget requests with available revenue.
 2. The preliminary budget is submitted to the City Council in August for its review and/or modification.
 3. City administration presents the proposed budget to the City Council which in turn holds a truth-in-taxation public hearing on the proposed budget. The budget resolution adopted by the City Council sets forth the budget at the department level for the General Fund.
 4. All budgeted appropriations lapse at the end of the fiscal year. The legal level of control (the level on which expenditures may not legally exceed appropriations) for each budget is at the department level. Administration cannot legally amend or transfer appropriations between departments without the approval of the City Council once the budget has been approved. Any over expenditures of appropriations or transfers of appropriated amounts must be approved by the City Council.
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CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

2. Stewardship, Compliance and Accountability (Continued)

A. Budgetary Information (Continued)

5. Budgeted amounts are as originally adopted, or as amended by the City Council. The budget cannot be amended without approval by the City Council.

All budget amounts presented in the accompanying supplementary information reflect the original budget and the final budget (which were not the same for the year ended December 31, 2022).

The City does not use encumbrance accounting.

B. Expenditures Exceeding Appropriations

For the year ended December 31, 2022, the following General Fund departments had expenditures exceeding the latest amended budget:

	<u>2022 Budgeted Expenditures</u>	<u>2022 Actual Expenditures</u>	<u>Amount Exceeding Budgeted Amount</u>
Other	\$ 135,500	\$ 171,270	\$ 35,770
Public Works	277,503	287,129	9,626

The above listed over expenditures were approved by the City Council.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds

A. Deposits and Investments

In accordance with applicable Minnesota statutes, the City maintains deposits at depository banks authorized by the City Council. All such depositories are members of the Federal Reserve System.

Minnesota statutes require that all deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or surety bonds. Authorized collateral includes certain state or local government obligations and legal investments described in the investment policy section. Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the City Treasurer or in a financial institution other than the institution furnishing the collateral.

The City's deposits were entirely covered by federal depository insurance or collateral at December 31, 2022.

Investment Policy

The City maintains a formal investment policy that limits its investment choices as a means of managing its exposure to credit risk. The City's investment policy does not address, however, limits on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

The City is authorized by Minnesota Statutes to invest idle funds as follows:

- (a) Direct obligations or obligations guaranteed by the United States or its agencies.
- (b) Shares of investment companies registered under the Federal Investment Company Act of 1940 and whose only investments are in securities described in (a) above.
- (c) General obligations of the State of Minnesota or its municipalities.
- (d) Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
- (e) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality, and maturing in 270 days or less.
- (f) Repurchase agreements with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a reporting dealer to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.
- (g) Money market funds with institutions that have portfolios consisting exclusively of United States Treasury obligations and Federal Agency issues.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

A. Deposits and Investments (Continued)

- (h) Guaranteed investment contracts (gic's) issued or guaranteed by United States commercial banks or domestic branches of foreign banks or United States insurance companies and with a credit quality in one of the top two highest categories.

Fair Value Measurements

Fair value measurements are determined utilizing the framework established by the Governmental Accounting Standards Board. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the City has the ability to access.

Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data. Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets
- Quoted prices for identical assets or liabilities in inactive markets
- Inputs other than quoted prices that are observable for the asset or liability
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means

If the asset or liability has a specific (contractual) term, Level 2 input must be observable for substantially the full term of the asset or liability

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

A. Deposits and Investments (Continued)

Fair Value Measurements (Continued)

The City's investments within the fair value hierarchy at December 31, 2022 were as follows:

	Assets Measured at Fair Value	Fair Value Hierarchy Level		
		Level 1	Level 2	Level 3
Certificates of Deposit	\$ 7,406,083	\$ 7,406,083	\$	\$
U.S. Government Securities	1,250,539		1,250,539	
Total	\$ 8,656,622	\$ 7,406,083	\$ 1,250,539	\$

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needs for operation.

The following is a summary of the City of Spring Lake Park's cash and investment portfolio including the range of maturities and investment ratings by type of investment:

<u>Investment</u>	<u>Range of Maturities</u>	<u>Rating</u>	<u>Value</u>
Cash	N/A	N/A	\$ 5,158,517
Certificates of Deposit	8/30	N/A	7,406,083
U.S. Government Securities	2/28	AAA	1,250,539
Total cash and investments			\$13,815,139

N/A Not applicable or not available

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

A. Deposits and Investments (Continued)

Interest Rate Risk (Continued)

The 4M Fund is regulated by Minnesota Statutes and the Board of Directors of the League of Minnesota Cities and is an external investment pool not registered with the Securities and Exchange Commission (SEC) that follows guidance under GASB Statement No. 79. The City's investment in the 4M Fund is measured at an amortized cost method that approximates fair value. Investments in the 4M Fund must be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period will be subject to penalty equal to seven days interest on the amount withdrawn.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The City's investments are rated by various credit rating agencies, where applicable, to indicate the associated credit risk. Investment ratings by investment type (as applicable) are included in the preceding summary of investments.

The City does not have a formal policy related to the credit risk of its investments, but continues to buy safe and liquid assets that are allowable under Minnesota Statutes.

Concentration of Credit Risk

The City diversifies its investment portfolio to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer or a specific class of securities. The City's investment policies do not limit the concentration of investments. Investments in any one issuer that represented 5% or more of total investments as of December 31, 2022 were as follows:

<u>Issuer</u>	<u>Investment Type</u>	<u>Value</u>
4M Fund	Money Market Accounts	\$4,475,574

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counter party, the City will not be able to recover the value of its investment securities that are in the possession of an outside party. At December 31, 2022, all investments were insured or registered or the securities were held by the City or its agent in the City's name.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

B. Due From Other Governmental Units

Amounts due from other governmental units as of December 31, 2022 were as follows:

<u>Fund Type</u>	<u>Anoka County</u>	<u>Ramsey County</u>
General Fund	\$ 49,822	\$ 451
Capital Projects	108	
Debt Service	6,271	33
	<u>\$ 56,201</u>	<u>\$ 484</u>

C. Capital Assets

Capital asset activity for the City for the year ended December 31, 2022 was as follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not being depreciated:				
Land	\$ 334,950	\$	\$	\$ 334,950
Construction in progress		260,540		260,540
Total capital assets, not being depreciated	<u>334,950</u>	<u>260,540</u>		<u>595,490</u>
Capital assets, being depreciated:				
Buildings and improvements	3,399,492		75,445	3,324,047
Machinery and equipment	3,995,279	66,614	235,403	3,826,490
Infrastructure	20,433,237			20,433,237
Total capital assets, being depreciated	<u>27,828,008</u>	<u>66,614</u>	<u>310,848</u>	<u>27,583,774</u>
Less accumulated depreciation for:				
Buildings and improvements	2,392,719	109,835	75,445	2,427,109
Machinery and equipment	3,227,832	327,566	212,653	3,342,745
Infrastructure	12,732,711	518,425		13,251,136
Total accumulated depreciation	<u>18,353,262</u>	<u>955,826</u>	<u>288,098</u>	<u>19,020,990</u>
Total capital assets, being depreciated, net	<u>9,474,746</u>	<u>(889,212)</u>	<u>22,750</u>	<u>8,562,784</u>
Governmental activities capital assets, net	<u>\$ 9,809,696</u>	<u>\$ (628,672)</u>	<u>\$ 22,750</u>	<u>\$ 9,158,274</u>

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

C. Capital Assets (Continued)

Business-Type Activities	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated:				
Construction in progress	\$ 21,309	\$ 273,523	\$	\$ 294,832
Total capital assets, not being depreciated	21,309	273,523		294,832
Capital assets, being depreciated:				
Buildings and improvements	6,452,464			6,452,464
Machinery and equipment	789,028		37,777	751,251
Infrastructure	6,641,960			6,641,960
Total capital assets, being depreciated	13,883,452		37,777	13,845,675
Less accumulated depreciation for:				
Buildings and improvements	4,655,140	213,800		4,868,940
Machinery and equipment	701,862	33,448	37,777	697,533
Infrastructure	2,562,116	245,285		2,807,401
Total accumulated depreciation	7,919,118	492,533	37,777	8,373,874
Total capital assets, being depreciated, net	5,964,334	(492,533)		5,471,801
Business-type activities capital assets, net	\$ 5,985,643	\$ (219,010)	\$	\$ 5,766,633

Depreciation expense for the year ended December 31, 2022 was charged to functions/programs as follows:

Governmental Activities	
General government	\$ 177,719
Public safety	95,367
Public works	623,832
Recreation and parks	58,908
Total	\$ 955,826
 Business-Type Activities	
Utility	\$ 492,533

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

D. Long-Term Debt

The City issues general obligation bonds and equipment certificates to provide funds for economic development and for the acquisition and construction of major capital assets including infrastructure. General obligation bonds have been issued for both general government and proprietary activities. Bonds issued to provide funds for business-type activities are reported in proprietary funds if they are expected to be repaid from proprietary revenues.

General obligation bonds and certificates are direct obligations and pledge the full faith and credit of the City. General obligation improvement and refunding bonds are expected to be repaid, in part, from assessments to the benefited properties.

A summary of long-term debt outstanding at December 31, 2022 is as follows:

	<u>Issue Date</u>	<u>Range of Interest Rates</u>	<u>Final Maturity</u>	<u>Balance 12/31/22</u>
General obligation bonds:				
2013A Capital Improvement Bonds	5/30/2013	2.00%	2025	\$ 163,701
2013B Capital Improvement Bonds	12/18/2013	3.00%	2023	80,000
2021A Improvement Refunding Bonds	2/17/2021	2.00%	2025	860,000
General obligation certificates:				
2017A Equipment Certificates	3/21/2017	3.00%	2023	230,000
2018A Improvement Certificates	6/7/2018	4.00%	2023	30,063
General obligation note payable:				
Note Payable - Public Facilities Authority	7/8/2003	2.819%	2023	245,000
2016A Improvement Notes	4/14/2016	2.00%	2025	25,704
Other Liabilities:				
Net unamortized premium on bonds				28,250
Compensated Absences				<u>268,242</u>
Total Long-Term Debt				<u>\$ 1,930,960</u>

Liquidation of the compensated absences liability occurs within the department and fund for which the corresponding employees are assigned.

The City is subject to statutory limitation by the State of Minnesota for bonded indebtedness payable principally from property taxes. As of December 31, 2022, the City had not utilized approximately \$20,000,000 of its net legal debt margin.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

D. Long-Term Debt (Continued)

The following is a summary of the changes in long-term debt obligations for the year ended December 31, 2022:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
GOVERNMENTAL ACTIVITIES					
Bonds and Notes Payable:					
General obligation bonds:					
2013A Capital Improvement Bonds	\$ 184,951	\$	\$ 21,250	\$ 163,701	\$ 65,025
2013B Capital Improvement Bonds	155,000		75,000	80,000	80,000
2021A Capital Improvement Bonds	1,155,000		295,000	860,000	295,000
General obligation certificates:					
2017A Equipment Certificates	455,000		225,000	230,000	230,000
2018A Equipment Certificates	165,000		165,000		
2018A Improvement Certificates	39,626		9,563	30,063	30,063
General obligation note payable:					
2016A Improvement Notes	38,102		12,398	25,704	13,003
Other Liabilities:					
Compensated Absences	311,599	95,325	173,475	233,449	129,967
Unamortized premium	50,858		12,849	38,009	
Less: unamortized (discount)	(15,348)		(5,589)	(9,759)	
Governmental Activities					
Long-Term Liabilities	2,539,788	95,325	983,946	1,651,167	843,058
BUSINESS-TYPE ACTIVITIES					
Bonds and Notes Payable:					
General obligation note payable:					
Note Payable - Public Facilities Authority	483,000		238,000	245,000	245,000
Other Liabilities:					
Compensated Absences	48,505	38,298	52,010	34,793	34,793
Business-Type Activities					
Long-Term Liabilities	531,505	38,298	290,010	279,793	279,793
Total	\$ 3,071,293	\$ 133,623	\$ 1,273,956	\$ 1,930,960	\$ 1,122,851

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

D. Long-Term Debt (Continued)

Debt service requirements to maturity for long-term debt, excluding compensated absences, as of December 31, 2022 were as follows:

Year	General Obligation Improvement and Refunding Bonds		General Obligation Equipment and Refunding Certificates	
	Principal	Interest	Principal	Interest
2023	\$ 440,025	\$ 22,711	\$ 260,063	\$ 4,232
2024	334,625	13,548		
2025	329,051	7,323		
Totals	\$ 1,103,701	\$ 43,582	\$ 260,063	\$ 4,232

Year	General Obligation Notes Payable	
	Principal	Interest
2023	\$ 258,003	\$ 7,420
2024	12,701	260
Totals	\$ 270,704	\$ 7,680

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

E. Tax Increment District

The City of Spring Lake Park enters into property tax abatement agreements through the use of tax increment financing districts with local businesses under various Minnesota Statutes. Under these statutes, the City annually abates taxes collected above the districts' base tax capacity which is established during adoption of the tax increment district. These agreements are established to foster economic development and redevelopment through creating jobs, removing blight and providing affordable housing. The City uses Minnesota Statutes 469.001 to 469.047 and 469.174 to 469.179 (The Tax Increment Act) to create these districts.

The City of Spring Lake Park is the administering authority for the City of Spring Lake Park Tax Increment Financing District, No. 6-1. The district is housing development type and authorized under Minnesota law chapter 469.174 to 469.179 (The Tax Increment Act). District No. 6-1 was certified in 2017 and will continue until December 31, 2040.

Information regarding District No. 6-1 as of December 31, 2022 is as follows:

Original net tax capacity	\$	6,788
Current net tax capacity		230,454
Capture net tax capacity:		
Retained by authority		223,666

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

F. Interfund Receivables and Payables

The following schedule reports the interfund receivables and payables within the City's funds as of December 31, 2022:

	Due From Other Funds	Due To Other Funds
Major Governmental Funds:		
General Fund	\$ 262,367	\$ 13,613
Revolving Fund	13,613	251,015
Subtotal	<u>275,980</u>	<u>264,628</u>
Non-Major Governmental Funds:		
Special Revenue		
Recycling	3,806	
Street Lighting	1,081	
Cable		11,352
Subtotal	<u>4,887</u>	<u>11,352</u>
Total Governmental Funds	<u>280,867</u>	<u>275,980</u>
Proprietary Funds:		
Utility	7,247	12,134
Subtotal	<u>7,247</u>	<u>12,134</u>
Total All Funds	<u>\$ 288,114</u>	<u>\$ 288,114</u>

Interfund receivables and payables are the result of expenditures of funds prior to the collection of special assessments, property taxes and other revenues. All interfund balances will be repaid as the revenues are collected by the individual funds or by transfers from other funds.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

G. Interfund Transfers

Transfers are used to 1) move revenues from the fund with collection authorization to the debt service fund as debt service principal and interest payments become due; or 2) move unrestricted general fund revenues to finance various programs that the government must account for in other funds in accordance with budgetary authorizations.

Interfund transfers during the year ended December 31, 2022 were as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds:		
General Fund	\$ 237,231	\$ 345,466
Revolving Fund	7,215	
Renewal and Replacement		25,000
Subtotal	<u>244,446</u>	<u>370,466</u>
Non-Major Governmental Funds:		
Special Revenue		
Emergency Management	3,157	
Police Reserves	3,000	
Forestry	28,000	
Animal Control	1,000	
Recreation Fund		62,500
Recycling Fund		5,000
Debt Service		
2013A GO Capital Improvement Fire Bonds	50,000	
2013B GO Capital Improvement Bonds	80,145	
Tax Increment Financing - Legends of SLP		3,000

(Continued)

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

G. Interfund Transfers (Continued)

	<u>Transfers In</u>	<u>Transfers Out</u>
Capital Projects		
Storm Water		91,192
Building Maintenance	87,667	
State Aid Street		100,000
Street Sealcoating	100,000	
Public Safety Replacement	17,642	
2017A GO Equipment Certificates		7,215
Subtotal	<u>370,611</u>	<u>268,907</u>
Total Governmental Funds	615,057	639,373
Proprietary Funds:		
Utility	<u>24,316</u>	
Total All Funds	<u>\$ 639,373</u>	<u>\$ 639,373</u>

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

H. Fund Balance and Net Position

In accordance with the requirements of GASB Statement No. 54, below is a schedule of ending fund balances as of December 31, 2022:

	General Fund	Developer's Escrow	HRA Reserve	Revolving Fund	Renewal and Replacement	Other Governmental Funds	Total Governmental Funds
Nonspendable							
Prepaid items	\$ 1,975	\$	\$	\$ 21,168	\$	\$ 10,933	\$ 34,076
Restricted							
Police activities						13,712	13,712
Debt service						1,101,782	1,101,782
Street improvements						160,917	160,917
Park acquisition						573,489	573,489
Community development						60,246	60,246
Total Restricted						1,910,146	1,910,146
Assigned							
Working capital reserve	2,353,141						2,353,141
Compensated absences	233,449						233,449
Elections	81,390						81,390
Recreation programs						232,383	232,383
Recycling						96,865	96,865
Street lighting						90,520	90,520
Cable activities						19,061	19,061
Public safety supplies						13,095	13,095
HRA reserve			1,069,327				1,069,327
Street improvement				1,192,620	1,734,646		2,927,266
Street sealcoating						112,997	112,997
Capital replacement						626,495	626,495
Building maintenance						309,337	309,337
Park acquisition						56,003	56,003
Other activities						64,293	64,293
Total Assigned	2,667,980		1,069,327	1,192,620	1,734,646	1,621,049	8,285,622
Total Fund Balance	\$ 2,669,955	\$	\$ 1,069,327	\$ 1,213,788	\$ 1,734,646	\$ 3,542,128	\$ 10,229,844

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

H. Fund Balance and Net Position (Continued)

The City has restricted portions of fund balance in the fund financial statements and fund equity in the government-wide financial statements. The restricted fund balance / equity represents the portion not available for expenditure or legally segregated for specific future use. A summary of the restricted portion of the fund balance / equity at December 31, 2022 is as follows:

Specific Purpose	Restriction Imposed By			
	Contributors	Grantors	Creditors	Regulations
Restricted Fund Balance				
Debt Service Funds:				
Debt service requirements	\$	\$	\$ 1,101,782	\$
Special Revenue Funds:				
Police activities		13,712		
Community development	24,469	35,777		
Capital Project Funds:				
Street improvements		160,917		
Park acquisition	573,489			
Total Restricted Funds	<u>\$ 597,958</u>	<u>\$ 210,406</u>	<u>\$ 1,101,782</u>	<u>\$</u>
Restricted Net Position				
Debt service requirements	\$	\$	\$ 1,225,703	\$
Police activities		13,712		
Community development	24,469	35,777		
Street improvements		160,917		
Park acquisition	573,489			
Total Restricted Net Position	<u>\$ 597,958</u>	<u>\$ 210,406</u>	<u>\$ 1,225,703</u>	<u>\$</u>

I. Leases

The City has entered into several lease agreements with cell phone providers. Under the agreements, the cell phone providers pay the City monthly payments of \$14,171 (adjusted annually) in exchange for providing cell phone services to the City residents with antennas on top of the water towers. The receivable for these leases has been recorded in the water fund and is measured as the present value of the future rent payments expected to be received during the lease terms. The discount rate used in the calculation of the receivable is 2.0%, which is the risk free rate.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

3. Detailed Notes on All Funds (Continued)

I. Leases (Continued)

The City has entered into lease agreements for two properties that are owned by the City and rented to external parties. Under the leases, the external parties pay the City monthly payments of \$6,250. The receivable for these two leases has been recorded in the HRA reserve fund and is measured as the present value of the future rent payments expected to be received during the lease terms. The discount rate used in the calculation of the receivable is 2.0%, which is the risk-free rate.

4. Other Information

A. Risk Management

The City is exposed to various risks of loss related to torts: theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; and natural disasters. The City participates in the League of Minnesota Cities Insurance Trust (LMCIT) to provide its general liability and property coverage. The LMCIT is a public entity risk pool currently operating as a common risk management and insurance program for participating Minnesota Cities. All Cities in the LMCIT are jointly and severally liable for all claims and expenses of the pool. The amount of any liability in excess of assets of the pool may be assessed to the participating cities if a deficiency occurs. The City purchases commercial insurance for property values in excess of the LMCIT policy limits and all other risks of loss. Settled claims have not exceeded the LMCIT or commercial coverage in any of the past three fiscal years.

Worker's compensation insurance is also purchased through the LMCIT. The worker compensation program is a retrospectively rated contract with premiums or required contributions based primarily on the experience rates of the participating cities. There were no significant reductions in insurance coverage from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

B. Commitments and Contingencies

Insurance:

The City has outstanding claims subject to its insurance deductible. Although the outcome of these actions is not presently determinable, in the opinion of management, the resolution of these matters will not have a material adverse effect on the financial condition of the City.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

B. Commitments and Contingencies (Continued)

General Litigation:

Management is not aware of any existing or pending lawsuits, claims or other actions in which the City is a defendant. It is the opinion of management that any such claims would be covered by the liability insurance of the City and that potential claims against the City would not materially affect the financial statements.

C. Pension Plans

1. Public Employees Retirement Association (PERA) - Defined Benefit

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

1. General Employees Retirement Plan - All full-time and certain part-time employees of the City of Spring Lake Park are covered by the General Employees Plan. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.
2. Public Employees Police and Fire Plan - The Police and Fire Plan, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the Police and Fire Plan also covers police officers and firefighters belonging to local relief associations that elected to merge with and transfer assets and administration to PERA.

B. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

B. Benefits Provided (continued)

1. General Employees Plan Benefits

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2 percent for each of the first 10 years of service and 1.7 percent for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

B. Benefits Provided (continued)

2. Police and Fire Plan Benefits

Benefits for Police and Fire Plan members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for Police and Fire Plan members first hired after June 30, 2014, vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3 percent of average salary for each year of service. For Police and Fire Plan members who were first hired prior to July 1, 1989, a full annuity is available when age plus years of service equal at least 90.

Benefit increases are provided to benefit recipients each January. The postretirement increase is fixed at 1 percent. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

C. Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

1. General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2022 and the City was required to contribute 7.50 percent for Coordinated Plan members. The City's contributions to the General Employees Fund for the year ended December 31, 2022, were \$103,606. The City's contributions were equal to the required contributions as set by state statute.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

C. Contributions (continued)

2. Police and Fire Fund Contributions

Police and Fire Plan members were required to contribute 11.80 percent of their annual covered salary in fiscal year 2022 and the City was required to contribute 17.70 percent for Police and Fire Plan members. The City's contributions to the Police and Fire Fund for the year ended December 31, 2022, were \$197,758. The City's contributions were equal to the required contributions as set by state statute.

D. Pension Costs

1. General Employees Fund Pension Costs

At December 31, 2022, the City reported a liability of \$1,465,206 for its proportionate share of the General Employees Fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled \$43,085.

The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2021 through June 30, 2022, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was .0185 percent at the end of the measurement period and .0185 percent for the beginning of the period.

City's proportionate share of the net pension liability	\$ 1,465,206
State of Minnesota's proportionate share of the net pension liability associated with the City	<u>43,085</u>
Total	<u>\$ 1,508,291</u>

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

D. Pensions Costs (continued)

1. General Employees Fund Pension Costs (continued)

For the year ended December 31, 2022, the City recognized pension expense of \$21,345 for its proportionate share of the General Employees Plan's pension expense. In addition, the City recognized an additional \$6,438 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the General Employees Fund.

At December 31, 2022, the City reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual economic experience	\$ 12,238	\$ 15,644
Changes in actuarial assumptions	331,603	5,927
Net collective difference between projected and actual investment earnings	25,259	
Changes in proportion	2,998	22,115
Contributions paid to PERA subsequent to the measurement date	<u>51,451</u>	
Total	<u>\$ 423,549</u>	<u>\$ 43,686</u>

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

D. Pensions Costs (continued)

1. General Employees Fund Pension Costs (continued)

The \$51,451 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ending December 31:</u>	<u>Pension Expense Amount</u>
2023	\$ 107,473
2024	135,124
2025	(46,695)
2026	132,510

2. Police and Fire Fund Pension Costs

At December 31, 2022, the City reported a liability of \$4,090,509 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2021 through June 30, 2022, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was .0940 percent at the end of the measurement period and .0878 percent for the beginning of the period.

The State of Minnesota contributed \$18 million to the Police and Fire Fund in the plan fiscal year ended June 30, 2022. The contribution consisted of \$9 million in direct state aid that does meet the definition of a special funding situation and \$9 million in supplemental state aid that does not meet the definition of a special funding situation. The \$9 million direct state was paid on October 1, 2021. Thereafter, by October 1 of each year, the state will pay \$9 million to the Police and Fire Fund until full funding is reached or July 1, 2048, whichever is earlier.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

D. Pensions Costs (continued)

2. Police and Fire Fund Pension Costs (continued)

The \$9 million in supplemental state aid will continue until the fund is 90 percent funded, or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90 percent funded, whichever occurs later.

The State of Minnesota is included as a non-employer contributing entity in the Police and Fire Retirement Plan Schedule of Employer Allocations and Schedule of Pension Amounts by Employer, Current Reporting Period Only (pension allocation schedules) for the \$9 million in direct state aid. Police and Fire Plan employers need to recognize their proportionate share of the State of Minnesota's pension expense (and grant revenue) under GASB 68 special funding situation accounting and financial reporting requirements. For the year ended December 31, 2022, the City recognized pension expense of \$84,017 for its proportionate share of the Police and Fire Plan's pension expense. The City recognized \$34,660 as grant revenue for its proportionate share of the State of Minnesota's pension expense for the contribution of \$9 million to the Police and Fire Fund.

The State of Minnesota is not included as a non-employer contributing entity in the Police and Fire Pension Plan pension allocation schedules for the \$9 million in supplemental state aid. The City recognized \$8,460 for the year ended December 31, 2022 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

D. Pensions Costs (continued)

2. Police and Fire Fund Pension Costs (continued)

At December 31, 2022, the City reported its proportionate share of the Police and Fire Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual economic experience	\$ 244,112	\$ 24,235
Changes in actuarial assumptions	2,351,624	24,235
Net collective difference between projected and actual investment earnings	126,422	
Changes in proportion	51,665	52,767
Contributions paid to PERA subsequent to the measurement date	<u>99,394</u>	
Total	<u>\$ 2,873,217</u>	<u>\$ 77,002</u>

The \$99,394 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ending December 31:</u>	<u>Pension Expense Amount</u>
2023	\$ 526,414
2024	525,185
2025	468,659
2026	828,245
2027	348,318

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

Total Pension Expense (Benefit)

The total pension expense for all plans (General Employees Fund and Police and Fire Fund) recognized by the City for the year ended December 31, 2022 was \$105,362.

E. Long-Term Expected Return on Investment

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.5%	5.10%
International Equity	16.5%	5.30%
Fixed Income	25.0%	0.75%
Private Markets	<u>25.0%</u>	5.90%
Total	100.0%	

F. Actuarial Methods and Assumptions

The total pension liability in the June 30, 2022, actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 6.5 percent. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.5 percent was deemed to be within that range of reasonableness for financial reporting purposes.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

F. Actuarial Methods and Assumptions (Continued)

Inflation is assumed to be 2.25 percent for the General Employees Plan and 2.25 percent for the Police and Fire Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan. The Police and Fire Plan benefit increase is fixed at 1 percent per year and that increase was used in the valuation.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 27 years of service. In the Police and Fire Plan, salary growth assumptions range from 11.75 percent after one year of service to 3.0 percent after 24 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. Mortality rates for the Police and Fire Plan are based on the Pub-2010 Public Safety Employee Mortality tables. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions for the General Employees Plan are reviewed every four years. The most recent four-year experience study for the General Employees Plan was completed in 2019. The assumption changes were adopted by the Board and became effective with the July 1, 2020 actuarial valuation. The most recent four-year experience studies for the Police and Fire Plan were completed in 2020 were adopted by the Board and became effective with the July 1, 2021 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2022

General Employees Fund

Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

F. Actuarial Methods and Assumptions (Continued)

General Employees Fund

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

Police and Fire Fund

Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.
- The single discount rate changed 6.50% to 5.40%.

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

F. Actuarial Methods and Assumptions (Continued)

Police and Fire Fund

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

G. Discount Rate

The discount rate used to measure the total pension liability in 2022 was 6.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

In the Police and Fire Fund, the fiduciary net position was projected to be available to make all projected future benefit payments of current plan members through June 30, 2060. Beginning in fiscal year ended June 30, 2061 for the Police and Fire Fund, projected benefit payments exceed the funds' projected fiduciary net position. Benefit payments projected after were discounted at the municipal bond rate of 3.69 percent (based on the weekly rate closest to but not later than the measurement date of the Fidelity "20-Year Municipal GO AA Index"). The resulting equivalent single discount rate of 5.40 percent for the Police and Fire Fund was determined to give approximately the same present value of projected benefits when applied to all years of projected benefits as the present value of projected benefits using 6.5 percent applied to all years of projected benefits through the point of asset depletion and 3.69 percent thereafter.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

1. Public Employees Retirement Association (PERA) - Defined Benefit (Continued)

H. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	Sensitivity Analysis of Net Pension Liability at Different Discount Rates			
	General Employees Fund		Police and Fire Fund	
1% Lower	5.50%	\$ 2,314,370	4.40%	\$ 6,190,460
Current Discount Rate	6.50%	\$ 1,465,206	5.40%	\$ 4,090,509
1% Higher	7.50%	\$ 768,761	6.40%	\$ 2,392,824

I. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

D. Pension Plans (Continued)

2. Public Employees Retirement Association (PERA) - Defined Contribution

Four council members of the City are covered by the Defined Contribution Plan, a multiple-employer deferred compensation plan administered by PERA. The Defined Contribution Plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of council members are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. *Minnesota Statutes*, Chapter 353D.03, specifies plan provisions, including the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes five percent of salary which is matched by the elected official's employer.

Employees who are paid for their services may elect to make member contributions in an amount not to exceed the employer share. Employer and employee contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental Investment Fund. For administering the plan, PERA receives two percent of employer contributions and twenty-five hundredths of one percent (0.25 percent) of the assets in each member's account annually.

Total contributions made by the City of Spring Lake Park during fiscal year 2022 were:

<u>Contribution Amount</u>		<u>Percentage of Covered Payroll</u>		<u>Required</u>
<u>Employee</u>	<u>Employer</u>	<u>Employee</u>	<u>Employer</u>	<u>Rate</u>
\$ 1,267	\$ 1,267	5%	5%	5%

E. Other Postemployment Benefits

The City has considered the accounting pronouncement, GASB Statement No. 75, *Accounting and Financial Reporting by for Postemployment Benefits Other than Pensions*. Management determined the OPEB liability at December 31, 2022 is not material and therefore is not recorded in these financial statements.

CITY OF SPRING LAKE PARK

NOTES TO FINANCIAL STATEMENTS

4. Other Information (Continued)

F. Joint Powers Agreements

As previously noted, the City of Spring Lake Park participates with the cities of Blaine and Mounds View through a joint powers agreement to cooperatively support the Spring Lake Park Fire Department, Inc. (the Department). The Department is independent of the cities and operates as a separate entity. Under terms of the agreement, the equipment, property and other assets of the Department are owned jointly by the three cities. Each city enters into a contract for services with the Department for fire protection services. Cost of services for each City is determined based on a formula prescribed in the agreement. Based on the agreement, in the event the Department sustains operating deficits, the cities will contribute additional funds to the Department in proportion to the formula described above. Operating budgets of the Department are approved annually by the cities.

Payments to the Department by the City of Spring Lake Park in 2022 totaled \$301,530, including a provision for capital expenditures. This total was approximately 8% of contracted revenues from member cities reported by the Department. As described in Note 1, the City is also responsible for its share of debt service payments related to bonds issued on behalf of the Department for building improvements and equipment acquisitions.

In addition, the City is a member of the Anoka County Joint Law Enforcement Council (JLEC), an organization of Anoka County and certain cities located within the County formed to cooperate in their law enforcement efforts. The City participates with the JLEC on a cost-sharing basis with the development and maintenance of an integrated central records communication system. Costs related to the City's participation in the JLEC were \$15,537 for the year ended December 31, 2022.

In 1983, the City adopted an ordinance establishing a franchise for a cable communications system. City and neighboring municipalities formed the North Metro Telecommunications Commission (the "Commission"). The purpose of this organization is to monitor the operations and activities of cable communications of the member municipalities. The Commission also provides coordination, administration and enforcement of the franchises for the cable communication system.

The City receives a portion of the franchise fees, which are reported in the North Central Suburban Cable Fund. These revenues are committed for cable television related expenditures. Financial statements for the Commission can be obtained by writing to: North Metro Telecommunications Commission, 12520 Polk Street NE, Blaine, Minnesota 55434.

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CITY OF SPRING LAKE PARK
REQUIRED SUPPLEMENTARY INFORMATION
December 31, 2022

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CITY OF SPRING LAKE PARK, MINNESOTA
Schedule of City Contributions
PERA General Employees Retirement Fund
December 31, 2022

Year Ended December 31	Statutorily Required Contribution (a)	Contributions in Relation to Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered Payroll (d)	Contributions as a Percentage of Covered Payroll (b/d)
2014	\$ 106,316	\$ 106,316	\$	\$ 1,468,400	7.2%
2015	109,297	109,297		1,442,177	7.6%
2016	112,202	112,202		1,496,472	7.5%
2017	114,728	114,728		1,529,713	7.5%
2018	110,008	110,008		1,466,764	7.5%
2019	102,065	102,065		1,360,859	7.5%
2020	103,623	103,623		1,381,644	7.5%
2021	97,494	97,494		1,299,915	7.5%
2022	103,606	103,606		1,381,419	7.5%
2023					

Schedule of City Contributions
PERA Public Employees Police and Fire Fund Pension Plan
December 31, 2022

Year Ended December 31	Statutorily Required Contribution (a)	Contributions in Relation to Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered Payroll (d)	Contributions as a Percentage of Covered Payroll (b/d)
2014	\$ 135,648	\$ 135,648	\$	\$ 886,585	15.30%
2015	147,786	147,786		912,261	16.20%
2016	151,121	151,121		932,841	16.20%
2017	153,641	153,641		948,402	16.20%
2018	161,819	161,819		998,882	16.20%
2019	174,175	174,175		1,027,581	16.95%
2020	186,745	186,745		1,055,054	17.70%
2021	188,326	188,326		1,063,991	17.70%
2022	197,758	197,758		1,117,276	17.70%
2023					

Note: These schedules are intended to provide information for ten years. The City will include that information as it becomes available.

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CITY OF SPRING LAKE PARK, MINNESOTA
Schedule of Proportionate Share of Net Pension Liability
PERA General Employees Retirement Fund
December 31, 2022

Fiscal Year Ended June 30	City's Proportionate (Percentage) of Net Pension Liability (Asset)	City's Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability (Asset) Associated with the City (b)	City's Proportionate Share (Amount) of the Net Pension Liability (Asset) and the State's Proportionate Share (Amount) of the Net Pension Liability (Asset) Associated with the City (a+b)	City's Covered Payroll (c)	City's Proportionate Share (Amount) of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.0275%	\$ 1,291,812	\$	\$ 1,291,812	\$ 1,468,400	88.0%	78.7%
2015	0.0247%	1,280,082		1,280,082	1,442,177	88.8%	78.2%
2016	0.0239%	1,940,561	25,332	1,965,893	1,496,472	131.4%	68.9%
2017	0.0234%	1,493,841	18,793	1,512,634	1,529,713	98.9%	75.9%
2018	0.0228%	1,264,851	41,581	1,306,432	1,534,400	85.1%	79.5%
2019	0.0200%	1,105,755	34,332	1,140,087	1,413,001	80.7%	80.2%
2020	0.0184%	1,103,164	33,897	1,137,061	1,309,040	86.9%	79.1%
2021	0.0185%	790,033	24,044	814,077	1,329,628	61.2%	87.0%
2022	0.0185%	1,465,206	43,085	1,508,291	1,386,819	108.8%	76.7%
2023							

Schedule of Proportionate Share of Net Pension Liability
PERA Public Employees Police and Fire Fund Pension Plan
December 31, 2022

Fiscal Year Ended June 30	Proportionate (Percentage) of Net Pension Liability (Asset)	Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the City (b)	Employer's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with the City (a+b)	City's Covered Payroll (b)	Proportionate Share (Amount) of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.1040%	\$ 1,123,243	\$	\$	\$ 886,585	126.7%	87.1%
2015	0.0960%	1,090,785			912,261	119.6%	86.6%
2016	0.0960%	3,852,647			932,841	413.0%	63.9%
2017	0.0920%	1,242,109			948,402	131.0%	85.4%
2018	0.0925%	985,955			975,104	101.1%	88.8%
2019	0.0955%	1,016,694			1,007,413	100.9%	89.3%
2020	0.0912%	1,202,114	28,305	1,230,419	1,029,857	119.5%	87.2%
2021	0.0878%	677,723	30,486	708,209	1,038,145	68.2%	93.7%
2022	0.0940%	4,090,509	178,684	4,269,193	1,141,961	373.8%	70.5%
2023							

Note: These schedules are intended to provide information for ten years. The City will include that information as it becomes available.

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CITY OF SPRING LAKE PARK
COMBINING AND INDIVIDUAL NONMAJOR
FUND STATEMENTS AND SCHEDULES

December 31, 2022

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**CITY OF SPRING LAKE PARK
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS**

December 31, 2022

	Special Revenue	Debt Service	Capital Projects	Total
ASSETS				
Cash and investments	\$ 558,923	\$ 1,095,478	\$ 1,811,593	\$ 3,465,994
Accounts receivable	65,188		30,326	95,514
Special assessments receivable		123,921		123,921
Due from other funds	4,887			4,887
Due from other governmental units		6,304		6,304
Prepaid expenditures	10,933			10,933
TOTAL ASSETS	\$ 639,931	\$ 1,225,703	\$ 1,841,919	\$ 3,707,553
LIABILITIES , DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE				
LIABILITIES				
Accounts payable	\$ 18,224	\$	\$ 771	\$ 18,995
Accrued payroll and taxes	659			659
Due to other funds	11,352			11,352
Unearned revenue	10,498			10,498
Total Liabilities	40,733		771	41,504
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue:				
Special assessments		123,921		123,921
FUND BALANCE				
Nonspendable	10,933			10,933
Restricted	73,958	1,101,782	734,406	1,910,146
Assigned	514,307		1,106,742	1,621,049
Unassigned				
Total Fund Balance	599,198	1,101,782	1,841,148	3,542,128
TOTAL LIABILITIES , DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	\$ 639,931	\$ 1,225,703	\$ 1,841,919	\$ 3,707,553

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CITY OF SPRING LAKE PARK
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Year Ended December 31, 2022

	Special Revenue	Debt Service	Capital Projects	Total
REVENUES				
Property and franchise taxes	\$ 10,651	\$ 512,101	\$	\$ 522,752
Special assessments		62,368		62,368
Intergovernmental revenues	63,828		120,556	184,384
Charges for services	411,954	13,160	89,099	514,213
Fines and forfeitures	2,791			2,791
Investment (loss)	(27,196)	(50,782)	(88,551)	(166,529)
Other revenues	38,477	216,763	29,817	285,057
TOTAL REVENUES	500,505	753,610	150,921	1,405,036
EXPENDITURES				
Current				
General government	26,151			26,151
Public safety	8,079	247		8,326
Public works	35,797		209,572	245,369
Recreation and parks	181,300		264,743	446,043
Development and other	233,627	236,241		469,868
Capital Outlay				
Public safety	2,589			2,589
Public works			32,606	32,606
Recreation and parks			62,192	62,192
Debt Service				
Principal		803,211		803,211
Interest and other		46,358		46,358
TOTAL EXPENDITURES	487,543	1,086,057	569,113	2,142,713
Excess (deficiency) of revenues over (under) expenditures	12,962	(332,447)	(418,192)	(737,677)
OTHER FINANCING SOURCES (USES)				
Transfers from other funds	35,157	130,145	205,309	370,611
Transfers to other funds	(67,500)	(3,000)	(198,407)	(268,907)
Fiscal agent fees		(7,276)		(7,276)
Total other financing sources (uses)	(32,343)	119,869	6,902	94,428
Net change in fund balances	(19,381)	(212,578)	(411,290)	(643,249)
FUND BALANCES (DEFICIT), Beginning	618,579	1,314,360	2,252,438	4,185,377
FUND BALANCES (DEFICIT), Ending	\$ 599,198	\$ 1,101,782	\$ 1,841,148	\$ 3,542,128

**CITY OF SPRING LAKE PARK
COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS**

December 31, 2022

	Recycling	Street Lighting	Cable
ASSETS			
Cash and investments	\$ 59,362	\$ 80,613	\$ 19,971
Accounts receivable	45,592	8,939	10,651
Prepaid expenditures			
Due from other funds	3,806	1,081	
	<u>108,760</u>	<u>90,633</u>	<u>30,622</u>
TOTAL ASSETS	<u>\$ 108,760</u>	<u>\$ 90,633</u>	<u>\$ 30,622</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE			
LIABILITIES			
Accounts payable	\$ 11,445	\$ 113	\$
Accrued payroll and taxes	450		209
Due to other funds			11,352
Unearned revenue			
Total Liabilities	<u>11,895</u>	<u>113</u>	<u>11,561</u>
FUND BALANCE			
Nonspendable			
Restricted			
Assigned	96,865	90,520	19,061
Total Fund Balance	<u>96,865</u>	<u>90,520</u>	<u>19,061</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	<u>\$ 108,760</u>	<u>\$ 90,633</u>	<u>\$ 30,622</u>

<u>Police Forfeiture</u>	<u>Police Reserves</u>	<u>Recreation</u>	<u>Tower Days</u>
\$ 13,095	\$ 13,827	\$ 249,407 6 10,933	\$ 24,469
<u>\$ 13,095</u>	<u>\$ 13,827</u>	<u>\$ 260,346</u>	<u>\$ 24,469</u>
\$	\$ 115	\$ 6,532	\$
		10,498	
	115	17,030	
		10,933	
13,095	13,712		24,469
<u>13,095</u>	<u>13,712</u>	<u>232,383</u>	<u>24,469</u>
<u>\$ 13,095</u>	<u>\$ 13,827</u>	<u>\$ 260,346</u>	<u>\$ 24,469</u>

(Continued)

**CITY OF SPRING LAKE PARK
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR SPECIAL REVENUE FUNDS**

December 31, 2022

	Traffic Education	Emergency Management	Animal Control
ASSETS			
Cash and investments	\$ 35,777	\$ 18,411	\$ 6,814
Accounts receivable			
Prepaid expenditures			
Due from other funds			
TOTAL ASSETS	\$ 35,777	\$ 18,411	\$ 6,814
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE			
LIABILITIES			
Accounts payable	\$	\$ 19	\$
Accrued payroll and taxes			
Due to other funds			
Unearned revenue			
Total Liabilities		19	
FUND BALANCE			
Nonspendable			
Restricted	35,777		
Assigned		18,392	6,814
Total Fund Balance	35,777	18,392	6,814
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	\$ 35,777	\$ 18,411	\$ 6,814

<u>Comprehensive Plan Update</u>	<u>Forestry</u>	<u>Total</u>
\$ 10,210	\$ 26,967	\$ 558,923
		65,188
		10,933
		4,887
<u>\$ 10,210</u>	<u>\$ 26,967</u>	<u>\$ 639,931</u>
\$	\$	\$ 18,224
		659
		11,352
		10,498
		40,733
		10,933
		73,958
<u>10,210</u>	<u>26,967</u>	<u>514,307</u>
<u>10,210</u>	<u>26,967</u>	<u>599,198</u>
<u>\$ 10,210</u>	<u>\$ 26,967</u>	<u>\$ 639,931</u>

CITY OF SPRING LAKE PARK
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended December 31, 2022

	<u>Recycling</u>	<u>Street Lighting</u>	<u>Cable</u>
REVENUES			
Franchise taxes	\$	\$	\$ 10,651
Intergovernmental revenue	60,272		
Charges for services	160,962	38,739	
Fines and forfeitures			
Investment (loss)	(1,658)	(4,173)	(1,079)
Other revenues			
	<u>219,576</u>	<u>34,566</u>	<u>9,572</u>
TOTAL REVENUES			
EXPENDITURES			
Current			
General government			14,201
Public safety			
Public works		35,797	
Recreation and parks			
Development and other	198,507		
Capital Outlay			
Public safety			
	<u>198,507</u>	<u>35,797</u>	<u>14,201</u>
TOTAL EXPENDITURES			
Excess (deficiency) of revenues over (under) expenditures	<u>21,069</u>	<u>(1,231)</u>	<u>(4,629)</u>
OTHER FINANCING SOURCES (USES)			
Transfers from other funds			
Transfers to other funds	<u>(5,000)</u>		
Total other financing sources (uses)	<u>(5,000)</u>		
Net change in fund balances	16,069	(1,231)	(4,629)
FUND BALANCES, Beginning	<u>80,796</u>	<u>91,751</u>	<u>23,690</u>
FUND BALANCES, Ending	<u>\$ 96,865</u>	<u>\$ 90,520</u>	<u>\$ 19,061</u>

<u>Police Forfeiture</u>	<u>Police Reserves</u>	<u>Recreation</u>	<u>Tower Days</u>
\$	\$	\$	\$
		212,253	
2,791			
(815)	(641)	(13,696)	(1,287)
4,122			34,355
<u>6,098</u>	<u>(641)</u>	<u>198,557</u>	<u>33,068</u>
6,512	217		
		176,900	
			35,120
2,589			
<u>9,101</u>	<u>217</u>	<u>176,900</u>	<u>35,120</u>
<u>(3,003)</u>	<u>(858)</u>	<u>21,657</u>	<u>(2,052)</u>
	3,000		
		<u>(62,500)</u>	
	3,000	<u>(62,500)</u>	
(3,003)	2,142	(40,843)	(2,052)
16,098	11,570	284,159	26,521
<u>\$ 13,095</u>	<u>\$ 13,712</u>	<u>\$ 243,316</u>	<u>\$ 24,469</u>

(Continued)

CITY OF SPRING LAKE PARK
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended December 31, 2022

	Traffic Education	Emergency Management	Animal Control
REVENUES			
Franchise taxes	\$	\$	\$
Intergovernmental revenue		3,556	
Charges for services			
Fines and forfeitures			
Investment (loss)	(2,162)	(816)	(331)
Other revenues			
TOTAL REVENUES	<u>(2,162)</u>	<u>2,740</u>	<u>(331)</u>
EXPENDITURES			
Current			
General government	11,830		120
Public safety		1,350	
Public works			
Recreation and parks			
Development and other			
Capital Outlay			
Public safety			
TOTAL EXPENDITURES	<u>11,830</u>	<u>1,350</u>	<u>120</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(13,992)</u>	<u>1,390</u>	<u>(451)</u>
OTHER FINANCING SOURCES (USES)			
Transfers from other funds		3,157	1,000
Transfers to other funds			
Total other financing sources (uses)		<u>3,157</u>	<u>1,000</u>
Net change in fund balances	(13,992)	4,547	549
FUND BALANCES, Beginning	<u>49,769</u>	<u>13,845</u>	<u>6,265</u>
FUND BALANCES, Ending	<u>\$ 35,777</u>	<u>\$ 18,392</u>	<u>\$ 6,814</u>

<u>Comprehensive Plan Update</u>	<u>Forestry</u>	<u>Total</u>
\$	\$	\$ 10,651
		63,828
		411,954
		2,791
(400)	(138)	(27,196)
		38,477
<u>(400)</u>	<u>(138)</u>	<u>500,505</u>
		26,151
		8,079
		35,797
	4,400	181,300
		233,627
		2,589
	4,400	487,543
<u>(400)</u>	<u>(4,538)</u>	<u>12,962</u>
	28,000	35,157
		(67,500)
	28,000	(32,343)
(400)	23,462	(19,381)
10,610	3,505	618,579
<u>\$ 10,210</u>	<u>\$ 26,967</u>	<u>\$ 599,198</u>

**CITY OF SPRING LAKE PARK
COMBINING BALANCE SHEET
NONMAJOR DEBT SERVICE FUNDS**

December 31, 2022

	2013A G.O. Capital Improvement Fire Bond	2016A North Metro Tele- communications	2013B G.O. Capital Improvement Bonds
ASSETS			
Cash and investments	\$ 21,664	\$ 303	\$ 81,355
Special assessments receivable			
Due from other governmental units			
TOTAL ASSETS	\$ 21,664	\$ 303	\$ 81,355
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue:			
Special assessments	\$	\$	\$
FUND BALANCE			
Restricted	21,664	303	81,355
TOTAL LIABILITIES AND FUND BALANCE	\$ 21,664	\$ 303	\$ 81,355

Tax Increment Financing - Legends of SLP	2017A G.O. Equipment Certificates	2018A Blaine Fire Debt Service	2018A G.O. Equipment Certificates	2021A G.O. Improvement Refunding Bonds	Total
\$ 135,105	\$ 246,010	\$ 48,170	\$ 19,924	\$ 542,947	\$ 1,095,478
				123,921	123,921
			2,527	3,777	6,304
<u>\$ 135,105</u>	<u>\$ 246,010</u>	<u>\$ 48,170</u>	<u>\$ 22,451</u>	<u>\$ 670,645</u>	<u>\$ 1,225,703</u>
\$	\$	\$	\$	\$ 123,921	\$ 123,921
135,105	246,010	48,170	22,451	546,724	1,101,782
<u>\$ 135,105</u>	<u>\$ 246,010</u>	<u>\$ 48,170</u>	<u>\$ 22,451</u>	<u>\$ 670,645</u>	<u>\$ 1,225,703</u>

CITY OF SPRING LAKE PARK
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR DEBT SERVICE FUNDS
For the Year Ended December 31, 2022

	2013A G.O. Capital Improvement Fire Bond	2016A North Metro Tele- communications	2013B G.O. Capital Improvement Bonds
REVENUES			
Property taxes	\$	\$	\$
Special assessments			
Charges for services		13,160	
Investment (loss)	(430)	(16)	
Other revenue			
TOTAL REVENUES	(430)	13,144	
EXPENDITURES			
Current			
Public safety	247		
Development and other			
Debt Service			
Principal	21,250	12,398	75,000
Interest and other charges	1,768	762	5,145
TOTAL EXPENDITURES	23,265	13,160	80,145
Excess (deficiency) of revenues over (under) expenditures	(23,695)	(16)	(80,145)
OTHER FINANCING SOURCES (USES)			
Transfers from other funds	50,000		80,145
Transfers to other funds			
Fiscal agent fees			
Total other financing sources (uses)	50,000		80,145
Net change in fund balances	26,305	(16)	
FUND BALANCES (DEFICIT), Beginning	(4,641)	319	81,355
FUND BALANCES, Ending	\$ 21,664	\$ 303	\$ 81,355

Tax Increment Financing - Legends of SLP	2017A G.O. Equipment Certificates	2018A Blaine Fire Debt Service	2018A G.O. Equipment Certificates	2021A G.O. Improvement Refunding Bonds	Total
\$ 257,438	\$	\$	\$ 175,224	\$ 79,439 62,368	\$ 512,101 62,368 13,160
(6,559)	(7,559) 216,763	(2,761)	(827)	(32,630)	(50,782) 216,763
250,879	209,204	(2,761)	174,397	109,177	753,610
					247
236,241					236,241
	225,000	9,563	165,000	295,000	803,211
1,000	10,275	678	3,135	23,595	46,358
237,241	235,275	10,241	168,135	318,595	1,086,057
13,638	(26,071)	(13,002)	6,262	(209,418)	(332,447)
					130,145
(3,000)	(7,276)				(3,000) (7,276)
(3,000)	(7,276)				119,869
10,638	(33,347)	(13,002)	6,262	(209,418)	(212,578)
124,467	279,357	61,172	16,189	756,142	1,314,360
\$ 135,105	\$ 246,010	\$ 48,170	\$ 22,451	\$ 546,724	\$ 1,101,782

**CITY OF SPRING LAKE PARK
COMBINING BALANCE SHEET
NONMAJOR CAPITAL PROJECT FUNDS
December 31, 2022**

	<u>State Aid Street Fund</u>	<u>Street Sealcoating</u>	<u>Storm Water</u>	<u>Capital Replacement</u>
ASSETS				
Cash and investments	\$ 160,956	\$ 92,766	\$	\$ 421,502
Accounts receivable		20,231		
TOTAL ASSETS	<u>\$ 160,956</u>	<u>\$ 112,997</u>	<u>\$</u>	<u>\$ 421,502</u>
LIABILITIES AND FUND BALANCE				
LIABILITIES				
Accounts payable	<u>\$ 39</u>	<u>\$</u>	<u>\$</u>	<u>\$ 125</u>
FUND BALANCE				
Restricted	160,917			
Assigned		112,997		421,377
Total Fund Balance	<u>160,917</u>	<u>112,997</u>		<u>421,377</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 160,956</u>	<u>\$ 112,997</u>	<u>\$</u>	<u>\$ 421,502</u>

<u>Right of Way</u>	<u>Building Maintenance</u>	<u>Public Safety Replacement</u>
\$ 1,910	\$ 309,337	\$ 82,704
<u>\$ 1,910</u>	<u>\$ 309,337</u>	<u>\$ 82,704</u>
<u>\$</u>	<u>\$</u>	<u>\$</u>
<u>1,910</u>	<u>309,337</u>	<u>82,704</u>
<u>1,910</u>	<u>309,337</u>	<u>82,704</u>
<u>\$ 1,910</u>	<u>\$ 309,337</u>	<u>\$ 82,704</u>

(Continued)

**CITY OF SPRING LAKE PARK
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR CAPITAL PROJECT FUNDS
December 31, 2022**

	Park Special Projects	Park Acquisition and Improvement	Lakeside Lions Park Improvement
ASSETS			
Cash and investments	\$ 9,641	\$ 541,466	\$ 21,726
Accounts receivable			857
TOTAL ASSETS	\$ 9,641	\$ 541,466	\$ 22,583
LIABILITIES AND FUND BALANCE			
LIABILITIES			
Accounts payable	\$ 45	\$ 156	\$
FUND BALANCE			
Restricted	9,596	541,310	22,583
Assigned			
Total Fund Balance	9,596	541,310	22,583
TOTAL LIABILITIES AND FUND BALANCE	\$ 9,641	\$ 541,466	\$ 22,583

<u>Small Equipment</u>	<u>Park Equipment and Improvement</u>	<u>2018A G.O. Equipment Certificates</u>	<u>2017A G.O. Equipment Certificates</u>	<u>Total</u>
\$ 16,773 9,238	\$ 30,398	\$ 122,414	\$	\$ 1,811,593 30,326
<u>\$ 26,011</u>	<u>\$ 30,398</u>	<u>\$ 122,414</u>	<u>\$</u>	<u>\$ 1,841,919</u>
<u>\$ 406</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ 771</u>
				734,406
<u>25,605</u>	<u>30,398</u>	<u>122,414</u>		<u>1,106,742</u>
<u>25,605</u>	<u>30,398</u>	<u>122,414</u>		<u>1,841,148</u>
<u>\$ 26,011</u>	<u>\$ 30,398</u>	<u>\$ 122,414</u>	<u>\$</u>	<u>\$ 1,841,919</u>

CITY OF SPRING LAKE PARK
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECT FUNDS
For the Year Ended December 31, 2022

	<u>State Aid Street Fund</u>	<u>Street Sealcoating</u>	<u>Storm Water</u>	<u>Capital Replacement</u>
REVENUES				
Intergovernmental revenues	\$ 107,232	\$	\$	\$
Charges for services		82,459		
Investment (loss)	(9,067)			(21,336)
Other revenues				
TOTAL REVENUES	<u>98,165</u>	<u>82,459</u>		<u>(21,336)</u>
EXPENDITURES				
Current				
Public works	35,164	153,403		4,400
Recreation and parks				
Capital Outlay				
Public works				
Recreation and parks				
TOTAL EXPENDITURES	<u>35,164</u>	<u>153,403</u>		<u>4,400</u>
Excess (deficiency) of revenues over (under) expenditures	<u>63,001</u>	<u>(70,944)</u>		<u>(25,736)</u>
OTHER FINANCING SOURCES (USES)				
Transfers from other funds		100,000		
Transfers to other funds	(100,000)		(91,192)	
Total other financing sources (uses)	<u>(100,000)</u>	<u>100,000</u>	<u>(91,192)</u>	
Net change in fund balances	(36,999)	29,056	(91,192)	(25,736)
FUND BALANCES, Beginning	<u>197,916</u>	<u>83,941</u>	<u>91,192</u>	<u>447,113</u>
FUND BALANCES, Ending	<u>\$ 160,917</u>	<u>\$ 112,997</u>	<u>\$</u>	<u>\$ 421,377</u>

<u>Right of Way</u>	<u>Building Maintenance</u>	<u>Public Safety Replacement</u>
\$	\$	\$
(99)	(9,658)	(3,830)
<u>(99)</u>	<u>(9,658)</u>	<u>(3,830)</u>
	16,605	
	<u>16,605</u>	
<u>(99)</u>	<u>(26,263)</u>	<u>(3,830)</u>
	87,667	17,642
	<u>87,667</u>	<u>17,642</u>
(99)	61,404	13,812
<u>2,009</u>	<u>247,933</u>	<u>68,892</u>
<u>\$ 1,910</u>	<u>\$ 309,337</u>	<u>\$ 82,704</u>

(Continued)

CITY OF SPRING LAKE PARK
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES (CONTINUED)
NONMAJOR CAPITAL PROJECT FUNDS
For the Year Ended December 31, 2022

	Park Special Projects	Park Acquisition and Improvement	Lakeside Lions Park Improvement	Small Equipment
REVENUES				
Intergovernmental revenues	\$ 11,057	\$ 2,267	\$	\$
Charges for services	1,520	3,750		1,370
Investment (loss)	(471)	(35,722)	(1,149)	(892)
Other revenues	420	10,000		9,238
TOTAL REVENUES	<u>12,526</u>	<u>(19,705)</u>	<u>(1,149)</u>	<u>9,716</u>
EXPENDITURES				
Current				
Public works				
Recreation and parks	1,317	259,865		2,673
Capital Outlay				
Public works				
Recreation and parks	10,665	51,527		
TOTAL EXPENDITURES	<u>11,982</u>	<u>311,392</u>		<u>2,673</u>
Excess (deficiency) of revenues over (under) expenditures	<u>544</u>	<u>(331,097)</u>	<u>(1,149)</u>	<u>7,043</u>
OTHER FINANCING SOURCES (USES)				
Transfers from other funds				
Transfers to other funds				
Total other financing sources (uses)				
Net change in fund balances	544	(331,097)	(1,149)	7,043
FUND BALANCES, Beginning	<u>9,052</u>	<u>872,407</u>	<u>23,732</u>	<u>18,562</u>
FUND BALANCES, Ending	<u>\$ 9,596</u>	<u>\$ 541,310</u>	<u>\$ 22,583</u>	<u>\$ 25,605</u>

Park Equipment and Improvement	2018A G.O. Equipment Certificates	2017A G.O. Equipment Certificates	Total
\$	\$	\$	\$ 120,556
			89,099
(1,200)	(5,127)		(88,551)
5,384	4,775		29,817
<u>4,184</u>	<u>(352)</u>		<u>150,921</u>
			209,572
888			264,743
	32,606		32,606
			62,192
<u>888</u>	<u>32,606</u>		<u>569,113</u>
<u>3,296</u>	<u>(32,958)</u>		<u>(418,192)</u>
			205,309
		(7,215)	(198,407)
		(7,215)	6,902
3,296	(32,958)	(7,215)	(411,290)
27,102	155,372	7,215	2,252,438
<u>\$ 30,398</u>	<u>\$ 122,414</u>	<u>\$</u>	<u>\$ 1,841,148</u>

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CITY OF SPRING LAKE PARK

OTHER REPORT SECTION

December 31, 2022

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

To the Honorable Mayor and
Members of the City Council
City of Spring Lake Park, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and each major fund of the City of Spring Lake Park (the City) as of and for the year ended December 31, 2022, and the related notes to financial statements, which collectively comprise the City of Spring Lake Park's basic financial statements and have issued our report thereon dated June 27, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Spring Lake Park's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Spring Lake Park's internal control over financial reporting.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We identified a certain deficiency in internal control over financial reporting, described in the accompanying schedule of findings and responses as item 2022-001 that we consider to be a significant deficiency.

To the Honorable Mayor and
Members of the City Council
City of Spring Lake Park

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*.

Minnesota Legal Compliance

In connection with our audit, nothing came to our attention that caused us to believe that the City of Spring Lake Park failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above reference provisions, insofar as they relate to accounting matters.

City's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the internal control and legal compliance findings identified in our audit and described in the accompanying *Schedule of Findings and Responses*. The City of Spring Lake Park's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the provisions of the *Minnesota Legal Compliance Audit Guide for Cities* and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

Smith, Schafu and Associates, Ltd.

Minneapolis, Minnesota
June 27, 2023

CITY OF SPRING LAKE PARK
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS (CONTINUED)
YEAR ENDED DECEMBER 31, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

SIGNIFICANT DEFICIENCIES

2013-002
2014-002
2015-002
2016-002
2017-002
2018-002
2019-002
2020-002
2021-002

Material Audit Adjustments

Condition: The City's unaudited trial balance contained material misstatements.

Criteria: The City is required to report accurate financial information.

Effect: The material misstatements in the unaudited trial balance resulted in the need to record adjustments during the audit.

Cause: There is limited number of administrative staff and it would not be practical for the City to devote resources required to overcome this limitation.

Recommendation: We recommend management develop an accounting policy and procedures manual to assist with ensuring that all transactions are recorded consistently and that the information necessary to prepare an accurate unaudited trial balance is gathered in an organized and efficient manner and provided to the accountant.

**CITY OF SPRING LAKE PARK
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2022**

FINDINGS – FINANCIAL STATEMENT AUDIT

SIGNIFICANT DEFICIENCIES

2022-001 Material Audit Adjustments

Condition: The City's unaudited trial balance contained material misstatements.

Criteria: The City is required to report accurate financial information.

Effect: The material misstatement in the unaudited trial balance resulted in the need to record adjustments during the audit.

Cause: There is a limited number of administrative staff and it would not be practical for the City to devote resources required to overcome this limitation.

Recommendation: We recommend management develop an accounting policy and procedures manual to assist with ensuring that all transactions are recorded consistently and that the information necessary to prepare an accurate unaudited trial balance is gathered in an organized and efficient manner and provided to the accountant.

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CORRECTIVE ACTION PLAN (CAP):

The City respectfully submits the following corrective action plan for the year ended December 31, 2022.

The findings from the schedule of findings and responses are discussed below. The findings are numbered consistently with the number assigned in the schedule.

RESPONSE: FINDING 2022-001

Explanation of Disagreement with Audit Finding:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

City management and accounting personnel review the drafted financial statements and notes. The City does not have the expertise to ensure all disclosures required by GAAP are included in the financial statements. Accordingly, the City will rely upon the auditors for completeness of the disclosures. However, the management and accounting personnel will review the notes for accuracy prior to issuance of the statements.

Official Responsible for Ensuring CAP:

Daniel Buchholtz, City Administrator/Clerk-Treasurer, is the official responsible for ensuring the planned response.

Planned Completion Date for CAP:

Not applicable as the City is willing to accept this risk and will continue to evaluate the recommendation.

Plan to Monitor Completion of CAP:

Not applicable as the City is willing to accept the risk and will continue to evaluate the recommendation.

June 27, 2023

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

We have audited the financial statements of the of City of Spring Lake Park, Minnesota as of and for the year ended December 31, 2022, and have issued our report thereon dated June 27, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated December 15, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and *Government Auditing Standards*. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of City of Spring Lake Park solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and other matters noted during our audit in a separate letter to you dated June 27, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter dated December 15, 2022.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the following significant risk:

- Material audit adjustments, which requires special audit consideration due to the potential magnitude of misstatement.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. As discussed in Note 1 to the financial statements, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, during the year ended December 31, 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements were:

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated key factors and assumptions used to develop the estimated useful lives assigned to capital assets and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Net Pension Liability and Net Pension Asset

Management's estimate of the net pension liability is actuarially determined. We have evaluated the estimates used in the study and determined they were reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent, and clear

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. All material misstatements that we identified as a result of our audit procedures were brought to the attention of, and were corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to City of Spring Lake Park's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated June 27, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with City of Spring Lake Park we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as City of Spring Lake Park's auditors.

City of Spring Lake Park

Page 4

Other Matters

We applied certain limited procedures to Schedule of City Contributions and Schedule of Proportionate Share of Net Pension Liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of the honorable mayor and city council, and management of City of Spring Lake Park and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Honorable Mayor and Members of the City Council
City of Spring Lake Park

In planning and performing our audit of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of City of Spring Lake Park as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered City of Spring Lake Park's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Spring Lake Park's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*. The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*. The future event or events are likely to occur.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the City's internal control to be a significant deficiency:

Material Audit Adjustments

The City currently relies upon its independent accountants to assist with adjustments to and preparation of the City's unaudited trial balance. Therefore, there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis by City personnel. Management should attempt to develop a financial accounting reporting staff and an accounting procedures manual to assist with ensuring that all information necessary to prepare an accurate unaudited trial balance is gathered in an organized and efficient manner. This will help ensure that any potential material misstatements are detected and corrected on a timely basis.

None of the identified deficiencies in internal control listed above are considered to be material weaknesses.

This communication is intended solely for the information and use of the Honorable Mayor and Members of the City Council, and management of the City of Spring Lake Park, the Minnesota State Auditor's Office and federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Spring Lake Park's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Smith, Schafn and Associates, Ltd.

Minneapolis, Minnesota
June 27, 2023



City of Spring lake Park

Code Enforcement Division

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

MEMORANDUM

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Director
RE: Quote results for 8064 Garfield St, Demolition
DATE: July 12, 2023

Quotes were opened for the Project stated above on June 21, 2023. Fives companies were contacted, two have come back with quotes. Below are the companies and quotes that were received.

Contractor	Quote
NITTI Roll-Off Services	\$43,058.00
Rick's Demolition & Concrete Removal	\$29,819.05

Staff is seeking Council approval to award the project to low quote, Rick's Demolition and Concrete Removal with a total amount of \$29,819.05

The cost will be paid by the city and assessed to the property when completed.

Respectfully submitted,

Jeff Baker
Building Official



ESTIMATE

Project Information		Contact Information	
Name:	city of spring lake park c/o jeff baker	Date:	6/27/2023
Address:	8064 garfield street n.e. Spring lake park	Prepared By:	Dana Nelson
Phone:	763-792-7212	Phone:	C-763-238-1014 O-763-755-0303
Email:	jbaker@slpmn.org	Email:	dana@nitticompanies.com

Description of Work
 apply for permit (city waives fees) disconnect sewer and water inside property line. (to camera sewer add: \$175.00.) Gas and electric disconnects by city. Have house inspected for asbestos. Removal and disposal of regulated waste. Remove and stockpile branches and trees as required (disposal by others) apply water for dust control. complete removal and disposal of house, surface concrete, porch and asphalt driveway. install erosion control. backfill / grade affected areas with city delivered fill. (approximately 450 cubic yards) apply hydroseed to affected areas.

Charges

Category	Description	Qty	Unit Price	Amount
Materials				
Excavator		0		\$3,750.00
Skidsteer		0		\$1,200.00
Demolition Debris		0		\$5,500.00
Cinder Block/Brick		0		\$420.00
Waste Tax		0		\$189.00
Concrete		0		\$4,500.00
Asphalt		0		\$399.00
management		0		\$200.00
Neighborhood Meeting		0		\$0.00
Utility Disconnects		0		\$1,800.00
Mobilization		0		\$500.00
Asbestos Survey		0		\$600.00
Dust Control		0		\$500.00
AC Units/Freon	along with regulated materials			\$0.00
Erosion Control		0		\$1,000.00
Pest Control		0		\$0.00
Granular Fill		0		\$0.00
Common Fill	by others			\$0.00
Black Dirt		0		\$0.00
Compaction		0		\$0.00
Hydroseed		0		\$0.00
Trees/Stumps/Brush	disposal by others			\$22,500.00
Household MSW	deduct \$5,000.00 if trees are removed so bobcat can be used			\$0.00
Labor		0		\$0.00
0		0		\$0.00
0		0		\$0.00

Acknowledgement

PLEASE SIGN ABOVE THAT YOU'VE READ THE FULL TERMS & CONDITIONS AND WOULD LIKE TO PROCEED WITH THE WORK LISTED ABOVE!

This estimate is valid for thirty (30) days. Our terms are 30% down with the balance due on completion. Client agrees to pay invoices according to the following terms. Invoices NOT paid will be subject to a finance charge of 1.5 per month (18% annually) or the maximum rate allowed by law. If Supplier commences an action against Client arising out of or in connection with this offer or any agreement arising out of or relating to this offer, Supplier shall be entitled to have and recover from its Client reasonable attorney's fees, collection costs and cost of suit. If you have any questions feel free to contact us at your earliest convenience. Full terms and Conditions are attached seperately..

Total Estimate \$43,058.00

Nitti Roll-off Services Inc.
 12351 Cloud Dr. N.E.
 Blaine Mn. 55449

Thank you for your business!



Rick's Demolition and Concrete Removal

2417 12th Avenue South | Minneapolis, Minnesota 55404
612-400-4091 | sales@ricksdacrmn.com | www.ricksdacrmn.com

RECIPIENT:

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, Minnesota 55432

Quote #525	
Sent on	Jun 30, 2023
Total	\$29,819.05

SERVICE ADDRESS:

8064 Garfield Street Northeast
Minneapolis, Minnesota 55432

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Residential Home Demolition	Cost for Demolition of a 2700ft ² Residential Home; Covers Demolition, Removal, and Labor	1	\$9,933.40	\$9,933.40
Disposal and Dumpster Fees	Cost for Dumpsters and Disposal of a 2700ft ² Residential Home Contents	1	\$4,714.68	\$4,714.68
Foundation Removal	Cost for Removal of Residential House Foundation; Covers Demolition, Removal, Disposal, and Labor	1	\$5,400.75	\$5,400.75
Backfill	Cost for Backfill of Residential House Foundation; Covers Material, Delivery, and Labor	1	\$2,491.66	\$2,491.66
Asphalt Driveway Removal	Cost for Removal of 1402ft ² of Asphalt Driveway; Covers Demolition, Removal, Disposal, and Labor	1	\$2,378.56	\$2,378.56
Utility Disconnect	Cost for Disconnection of Sewer and Water at Property Line/Curb	1	\$4,900.00	\$4,900.00
City of Spring Lake Park Demolition Permit	Cost for Demolition Permit and Demolition License for City of Spring Lake Park	1	\$0.00	\$0.00

A deposit of \$7,454.76 will be required to begin.

Total **\$29,819.05**

This quote is valid for the next 30 days, after which values may be subject to change.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Terry Randall, Public Works Director

Date: July 10, 2023

Subject: Authorization to Purchase Two Trucks

I am seeking authorization to purchase two trucks. One is a 2024 GMC 2500 4x4 pickup, and the other is a 2024 Chevrolet 3500 4x4 without a box. The two trucks will replace a 2008 Chevrolet 2500 4x4 and a 2004 Ford F350 one ton with a dump box and plow.

The quoted pricing is off the state contract. The 2024 GMC will cost \$44,865.00. The installation of a dump box will be needed. Pricing for this action is being investigated. The 2024 Chevrolet is quoted at \$45,906.00.

The funds for this purchase will be paid from the Equipment Fund and Public Utilities Renewal and Replacement. I have included a copy of the price quote with this memorandum. The delivery time will take 90-180 days.

If you should have any questions please contact me at 763-360-4973.

QUOTATION

NORTH COUNTRY GM

CONTRACT # 188747

1502 E HOWARD ST
HIBBING, MN 55746

218-263-7578

218-263-7576

EST DELIVERY TIME

90 - 120 ARO

BOB O'HARA

218-349-8955

rwohara01@aol.com

		RCC4		
BASE MODEL	2024 CHEV SILVERADO 3500 4x4 REG CAB CHASSIS CAB 60" CA GVW 14,000 LBS.	CK31003	\$	43,895.00
3,248.60	LT TRIM UPGRADE	3LT		-
ADDED OPTIONS	6.6L V8	L8T	x	STD
	10 SPEED AUTO	MYD	x	STD
	3.73:1 AXLE RATIO	GT4	x	STD
	AIR CONDITIONING FRT		x	STD
8,703.20	Engine, Duramax 6.6L Turbo-Diesel V8 B20-Diesel compatible, (445 hp [332 kW] @ 2800 rpm, 910 lb-ft of torque [1220 Nm] @ 1600 rpm)	LP5		-
N/C	Transmission, Allison 10-speed automatic	MGM		-
N/C	Transmission, Allison 10-speed automatic with integrated Power Take-Off (PTO) (Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Included and only available with (PTO) Power Take-Off.)	MGU		-
875.60	Power Take-Off (Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine and (K34) Cruise Control.	PTO		-
1,100.00	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks	ZLQ	x	\$1,100.00
176.00	LT235/80R-17E ALL TERRAIN	QZT		-
242.00	BRAKE CONTROLLER	JL1	x	\$242.00

264.00	Snow Plow Prep Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Not available with (F60) Heavy Duty Front Spring Package.)	VYU	x	\$264.00
220.00	DPF, diesel particulate filter, manual regeneration customer regeneration will not be allowed until the DPF load percentage has reached 100% full	FPF		-
689.00	BLACK ASSIST STEPS	RVQ		-
118.80	AUX BATTERY (std w/diesel)	K4B		-
176.00	DASH SWITCH AUTO TRAC 4X4	NQH		-
88.00	Chrome Front Bumper	V46	x	\$88.00
N/C	VINYL FLOORING	BG9		-
132.00	120 VOLT OUTLET IN CAB AND BOX	KJ4		-
132.00	UPFITTER SWITCHED (kit shipped loose, req additional upfitter wiring)	9L7	x	\$132.00
165.00	Upfitter Switch install Completed	DLR2	x	\$165.00
				-
275.00	ADDITIONAL KEY/FOB COMB EA	0		\$ -
EXT COLOR	WHITE	GAZ	x	STD
INT TRIM COLOR	VINYL SEAT TRIM	H2G		STD
	CLOTH SEAT TRIM	H1T	x	N/C
	TOTAL			\$ 45,886.00
2,982.59	6.5% SALES TAX			-
199.25	LICENCE TITLE & REG			-
20.00	TRANSIT TAX		X	\$ 20.00
	TOTAL per UNIT			\$ 45,906.00
	QTY	1		\$ 45,906.00

purchase order number	
contact	
customer	

phone	
email	
billing address	
delivery address	
date ordered	
order #	

QUOTATION

NORTH COUNTRY GM

CONTRACT # 199799

1502 E HOWARD ST

HIBBING, MN 55746

218-263-7578

218-263-7576

EST DELIVERY TIME

120 - 180 ARO

BOB O'HARA

218-349-8955

rwohara01@aol.com

		GTR14			
BASE MODEL	2024 GMC SIERRA 2500	TK20903		\$	42,144.20
	4X4 REG CAB w/8 FT BOX				
	GVW 10,500				
3,662.00	SLE TRIM UPGRADE	SLE			-
ADDED OPTIONS	6.6L V8 GASOLINE	L8T	X		STD
	10 SPEED AUTO	MYD	X		STD
	3.73:1 AXLE RATIO	GT4	X		STD
8,703.20	Engine, Duramax 6.6L Turbo-Diesel V8 B20-Diesel compatible, (445 hp [332 kW] @ 2800 rpm, 910 lb-ft of torque [1220 Nm] @ 1600 rpm) (Requires (JL1) trailer brake controller. Regular Cab model requires (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	LSP			-
INCL w/Diesel	Transmission, Allison 10-speed automatic (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine	MGM			-
STD	AIR CONDITIONING FRT				STD
	CHROME BUMPERS		X		STD
(1,016.20)	Pickup bed, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, (9L3) spare tire delete and spare tire carrier delete. (Requires long bed model and 17" or 18" wheels.) *CREDIT*	ZW9			-
334.40	Spare Tire & Wheel to match when ordering box delete only	ZXT			-
64.24	Rear Camera Kit Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. Camera Std w/ PU Box	5N5			-

1,232.00	Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) cruise control, (QT5) EZ Lift power lock and release tailgate and (DBG) outside power-adjustable vertical trailing with heated upper glass; also includes (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks (Not available with (PCI) Convenience Package. Note: (DBG) outside power-adjustable vertical trailing with heated upper glass can be upgraded to (DWI) trailer mirrors.)	ZLQ	x	\$1,232.00
176.00	LT265/70R-17E ALL TERRAIN	QXT		-
182.00	LT275/70R-18E TRACTION TIRES	QF6		-
273.00	18" STEEL WHEELS (req w/QF6)	PYT		-
308.00	Wheels, 17" (43.2 cm) machined aluminum	PYQ		-
88.00	BLOCK HEATER	K05	x	\$88.00
242.00	BRAKE CONTROLLER	JL1	x	\$242.00
264.00	PLOW PREP PKG	VYU	x	\$264.00
158.40	MOLDED MUD FLAPS	VQK		-
660.00	BLACK ASSIST STEPS	VXJ		-
479.00	SPRAY BEDLINER	CGN	x	\$479.00
176.00	DASH SWITCH AUTO TRAC 4X4	NQH		-
118.80	AUX BATTERY	K4B	x	\$118.80
198.00	120 VOLT OUTLET IN CAB AND BOX	KC9		-
132.00	UPFITTER SWITCHED (kit shipped loose, req additional upfitter wiring)	9L7	x	\$132.00
165.00	Activate Upfitter Switches	DLR2	x	\$165.00
48.40	ROOF MARKER LIGHTS	U01		-
633.60	CAMPER MIRRORS AUTO DIMMIN	DW1		-
198.00	REAR WINDOW DEFROSTER	C49		-
39.60	2 ADDITIONAL KEYS	5H1		-
121.40	BACKUP ALARM	8S3		-
477.00	REMOTE START	DLR1		-
				-
				-
275.00	ADDITIONAL KEY/FOB COMB EA	0		\$ -
				-
435.60	BLACK	GBA		-
435.60	STERLING GRAY	GXD		-

	435.60	CARDINAL RED	G7C		-
N/C		STD WHITE	GAZ	X	N/C
INT TRIM COLOR		BLACK CLOTH TRIM	H1T	x	STD
		TOTAL			\$ 44,865.00
					-
	2,916.23	6.5% SALES TAX			-
	199.25	LICENCE TITLE & REG			-
	20.00	TRANSIT TAX			-
		TOTAL per UNIT			\$ 44,865.00
		QTY	1		\$ 44,865.00

purchase order number	
contact	
customer	
phone	
email	
billing address	
delivery address	
date ordered	
order #	



June 22, 2023

TO: NMTC OPERATIONS COMMITTEE

**RE: APPROVAL OF 2024 NORTH METRO TELECOMMUNICATIONS
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2024 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2024 is proposed at \$1,420,610. This number represents a \$27,692 increase over expected expenditures for 2023. The increase includes a 3% COLA increase for staff, step increases, benefits increase, building maintenance costs, an accounting service, and insurance costs.

Budgeted capital costs for 2023 are \$570,884. This number represents a \$57,451 decrease from the 2023 budget. Capital expenditures include video equipment for North Metro TV, office equipment, a security system update, \$230,266 for the final HD Bond payment, and \$150,000 to be returned to cities for capital expenditures.

In total, the 2024 budget is \$29,759 lower than the 2023 budget.

Recommendation: That the Member Cities approve the 2024 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

Page 2

I look forward to working with all parties, throughout the remainder of 2023, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale Stoesz", with a long horizontal flourish extending to the right.

Dale Stoesz
Chair, North Metro Telecommunications Commission

Enc.

2024 North Metro Telecommunications Commission Budget Talking Points

Overall Organizational Goals

- Welcome a new Executive Director.
- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Grow commercial productions.
- Improve and expand closed captioning on certain platforms.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2024 are estimates based on previous allocations, planned spending for 2023, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2024, multiplied by the PEG fee, or by a percentage in a new franchise document. Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated based on the first quarter interest earnings of this year.
- Estimated expenditures include the operating expenses and capital expenses including the bond payment, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
 - The **Operating reserve** which is traditionally set at 25% of the operating budget, also includes additional allocations for possible 2024 budgetary support.
 - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.

- The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.
- The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. Moving to a formal negotiation process is more expensive. These costs could include needs assessments, consulting, and legal fees. While there has been no recent action on franchise renewal, it could begin again at any time.

Budget

- The recommended operating budget for the organization totals \$1,420,610. This number is a \$27,692 increase over last year's operating budget. Increases were made to the personnel and administrative costs line items. The Operating budget could be \$80 less than last year, depending on the step level of the new Executive Director.
- Budgeted capital purchases for 2024 are set at \$570,884. Budgeted capital items include a server and router for master control, tripod and lens for the production truck, cameras, tripods, equipment contracts, closed captioning contracts, closed captioning charges and microphones, The capital budget also includes routine computer/software upgrades, and software licenses, the final HD Bond payment of \$230,266 and \$150,000 in capital equipment support for cities.
- The overall 2024 capital budget is \$57,451 lower than the 2023 capital budget.
- The overall 2024 budget is \$29,759 lower than the 2023 budget. If an Executive Director is hired at the minimum step the overall budget would be \$58,521 lower than the 2023 budget.

Closing Points

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
 - Program playback and channel management.
 - Closed captioning.
 - Internet streaming of city meetings.
 - Bookmarking city meetings.
 - Live streaming of city channels and community channels.
 - Provide city channels on Roku and AppleTV via NMTV app.
 - Video equipment repair, maintenance and consulting.
 - Drone services.
 - Video production services.
 - Meeting coverage and troubleshooting.

- The general public also benefits from the services of North Metro TV. These services include:
 - Educational opportunities.
 - Access to professional video production tools.
 - Home Movie transfer services.
 - Varied and informative programming about their community, including high school sports, local news, and city meetings.
- A new Executive Director will be hired to lead North Metro TV into the future.
- Franchise renewal may move forward, and will have an impact on future budgets and goals.
- Recent state and federal legislation could have an impact on future income sources.

North Metro Telecommunications Commission 2024 Budget Line-Item Supporting Information

Personnel

- The personnel line-item reflects the recommended market based step increases, along with a 3% COLA. The Executive Director position is budgeted at the maximum step level to afford flexibility during the hiring process. If an Executive Director is hired at the minimum step level that would reduce the personnel line item by \$24,978.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are utilized when needed for a sports shoot or to cover a city meeting and generally do not work enough to qualify for PERA. Neither category is eligible for health benefits. Payroll taxes apply.

Benefits

- The NMTC employee benefits package has been budgeted at \$1,300.00 per person/per month for 2024. This is \$45 more, per person/per month than was budgeted for 2023. The Member City benefits package average for 2024 is \$1,399.80.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2024.
- If a new Executive Director is hired at the minimum step level it would reduce the budgeted payroll taxes by \$3,784.

Administrative Expenses

- Budgeted administrative expenses are \$11,500 more than 2023. The audit, conference, and special meeting line-items were increased. The additions will allow for anticipated audit cost increases, attendance at NATOA and MACTA conferences for a new Executive Director and staff, attendance at NATOA sponsored webinars, and lots of meetings. Money has also been budgeted under the Consultants line item for the new accounting service.

Production Expenses

- Budgeted production expenses are \$4,000 less than in 2023. The need for DVDs, Bluerays and disc cases has been greatly reduced, partially as a result of electronic file transfers.

Office Expenses

- Office expenses are budgeted at \$18,800 more than the 2023 level.
- The building maintenance line-item was increased by \$15,000, to better reflect actual costs over the past two years, and with recognition that there will likely be

unexpected problems with an aging building. Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.

- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage. This amount was increased by \$3,500. The Commission policy cost was increased fairly significantly in 2023, due to insurance costs in general.
- Office supply line-item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item remains at \$42,000. This line item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed, or an inordinate amount of bandwidth for that purpose. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling was increased \$500 to better reflect recent actual costs.

Capital Expenditures

- The 2024 capital budget currently includes \$145,502 for production equipment, \$38,116 for office systems and software fees, \$7,000 for a security system upgrade, \$230,226 for the final HD bond payment, and \$150,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, a master control server and router, a tripod and lens for the production truck, and a variety of cameras, lights, microphones, and tripods for field production.
- Office equipment includes three computer/editing system upgrades and monthly software licenses for office and editing computers.
- Fees back to Cities are included as a capital cost. Once the franchise is renewed with Comcast, PEG fees could be restricted to capital costs. In such a case, any PEG fees used for operating costs would result in lower franchise fees. As such, PEG fees will be returned to cities for equipment upgrades and reserves.

Summary

- The recommended 2024 Operating budget is \$27,692 higher than the 2023 budget, if an Executive Director is hired at the maximum step. If an Executive Director is hired at the minimum step, the 2024 Operating budget would be \$80 less than the 2023 budget.
- Capital equipment expenditures are budgeted at \$145,502, which is \$2,592 higher than the 2023 budget.

- The 2024 HD bond payment is budgeted at \$230,266. This will be the final HD bond payment.
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$150,000 in fees for city capital expenditures and capital reserves.
- The overall 2023 budget, with an Executive Director hired at the maximum step is \$29,759 lower than the 2023 budget.
- If an Executive Director is hired at the minimum step level the overall 2024 budget will be \$58,521 lower than the 2023 budget.

North Metro Telecommunications Commission
2024 FINANCIAL SUMMARY
Estimated Fund Balances/Revenues/Expenditures.

BEGINNING FUND BALANCES

Operating Reserve	\$472,593
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$304,155
Vehicle Replacement Fund	\$45,000
Bldg Repair Reserve	\$200,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

TOTAL: \$1,341,748

ESTIMATED REVENUES

Franchise Fees	\$1,150,000
PEG Fees	\$565,000
Other Income	\$35,000
Interest Income	\$50,000
Income From Reserve Funds	\$191,494

TOTAL: \$1,991,494

ESTIMATED EXPENDITURES

Operating Expenses	\$1,420,610
Capital Expenses: Equipment/Bldg	\$190,618
Capital Expenses: Bond Payment	\$230,266
Capital Expenses: PEG Fees to Cities	\$150,000

TOTAL: \$1,991,494

YEAR END FUND BALANCES

		Increase(Decrease)
Operating Reserve	\$355,153	-\$117,440
Accrued Vac, Sick, Comp	\$120,000	\$0
Capital Equip. Fund	\$230,101	-\$74,054
Vehicle Replacement Fund	\$45,000	\$0
Bldg Repair Reserve	\$200,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

TOTAL: \$1,150,254 -\$191,494

2024
North Metro Telecommunications Commission Budget

	2022 ACTUAL	2023 BUDGET		2024 BUDGET	NOTES
		Budget	April Act.		
PERSONNEL					
Executive Director (1) FT	97,490	111,552	31,200	124,890	NA
IT Engineer/ Administrative Asst.	72,925	33,544	23,334	0	NA
Video Engineer (1) FT	69,419	79,800	23,334	82,194	Matt Waldron
Sports Director (1) FT	65,562	71,513	20,979	75,720	Kenton Kipp
News Director (1) FT	65,562	71,513	20,979	74,432	Danika Peterson
Programming Coord. (1) FT	59,904	64,176	19,168	66,102	Michele Silvester
Ed./Special Projects Coord. (1) FT	59,904	64,176	19,168	66,102	T.J. Tronson
Municipal Producer (1) FT	52,624	55,803	16,838	59,320	Trevor Scholl
Sports Producer (1) FT	43,283	51,153	15,270	55,083	Ted Leroux
News Producer (1) FT	44,015	46,503	13,852	48,451	Eric Nelson
Studio Manager (1) FT	59,904	63,565	19,168	67,662	Eric Houston
Freelancers/Sports	83,463	79,582	27,053	81,970	Freelancers Sports
Freelancers/Meetings	15,966	18,373	425	18,925	Freelancers/City Meetings
Contingency	0	0	0	0	
PERSONNEL TOTAL:	790,021	811,253	250,768	820,851	3% COLA increase 6 staff w/ step increase
BENEFITS					
FICA	58,677	50,298	18,746	50,893	6.2% of gross wages
Medicare		11,763		11,902	1.45% of gross wages
PERA	53,822	60,844	17,118	61,564	7.50% of FT gross wages
Benefits Package	166,983	165,660	74,145	156,000	Health/Dental/STD, LTD, ADD
Workers Compensation	0	2,000	0	2,000	
Electronic Filing Charges	1,626	2,000	499	2,000	
BENEFITS TOTAL:	281,108	292,565	110,508	284,359	*Benefits package \$1,300 per employee/per month \$45 increase over 2023 \$1,399.80 = 2024 City average

2024 North Metro Telecommunications Commission Budget

	2022 ACTUAL	2023		2024	NOTES
		Budget	April Act.		
ADMINISTRATIVE EXPENSES					
Audit: Commission	19,000	17,500	9,650	20,000	Annual audit of Commission finances
Audit: Company	0	0	0	0	
Conferences	695	1,000	50	5,000	NATOA & MACTA Conf. , Webinars
Consultants	0	22,000	0	26,000	Accounting Service
General/Special Meeting Expenses	1,099	2,000	524	3,000	
Government/Legislative Affairs	0	0	0	0	
Legal Fees	10,500	50,000	9,922	50,000	Franchise renewal/State and Fed Issues
Membership Dues	3,091	5,500	5,450	5,500	NATOA, MACTA, ,Chamber of C
Mileage Reimbursement	1,100	1,500	169	1,500	
Personnel Recruitment	0	0	0	0	
Tuition and Training	0	0	0	0	
Contingency Expenses	0	0	0	0	
ADMINISTRATIVE EX. TOTAL:	35,485	99,500	25,765	111,000	
PRODUCTION EXPENSES					
Advertising/Marketing/Entry Fees	322	1,000	54	1,000	Printed materials, entry fees
Awards Ceremony/ Entry Fees	325		0	0	
Bulbs/Batteries/Other Prod. Costs	2,428	4,000	109	4,000	Bulbs, Camera Batt. Duct tape
Interns	6,898	5,500	410	5,500	Stipends for internships
Truck/Fleet Vehicle Gas/Oil	3,202	3,500	1,032	3,500	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint/Lic.	2,645	6,000	2,688	6,000	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	1,511	4,000	343	4,000	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	478	6,000	664	2,000	Blank media for masters/copies
PRODUCTION EX. TOTAL:	17,809	30,000	5,300	26,000	
OFFICE EXPENSES					
Building Maintenance	78,576	45,000	22,771	60,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	610	700	294	700	
Building Utilities	28,774	32,000	10,122	32,000	Sewer, Water, Gas & Electric
Insurance	16,315	16,500	18,557	20,000	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	8,394	13,000	6,599	13,000	Copier & Fax maint. contracts, Supplies
Phone/Internt Service/Web Hosting	38,173	42,000	11,911	42,000	VOD, Live Streaming, web maint.,bandwidth
Postage/Shipping	92	500	61	300	equipment/dub/packet postage
Property Tax	1,363	1,400	1,363	1,400	Recycling assessment
Trash/Recycling/Janitorial	8,293	8,500	3,213	9,000	
OFFICE EXPENSES TOTAL:	180,590	159,600	74,891	178,400	
OPERATIONS TOTAL:	1,124,423	1,392,918	467,232	1,420,610	

2024
North Metro Telecommunications Commission Budget

	2022 ACTUAL	2023		2024	NOTES
		Budget	April Act.		
CAPITAL EXPENDITURES					
Video Equipment	227,535	142,910	128,264	145,502	Master Control router, tripod, lens, cameras, mics office systems, software
Computer/Office Equipment/Sftwre	24,667	28,000	6,232	38,116	
Vehicles	0	0	25,000	0	
Building Expenditures	0	28,000	0	7,000	Security System Upgrade
Bond Payment	228,530	229,425	229,425	230,266	HD Bond Payment
City Capital Expenditures	225,000	200,000	200,000	150,000	Equipment/Equipment Reserves
CAPITAL EXP. TOTAL:	705,732	628,335	588,921	570,884	
GRAND TOTAL:	1,830,155	2,021,253	1,056,153	1,991,494	

North Metro TV 2024 Equipment Budget

Master Control Service & Subscriptions

ID No.	Model No.	Make	Description	Qty	Cost	Total
2024-1	CBL-PLATINUM-4	Tightrope	4 I/O Platinum Support through Tightrope. Loaner, Night Support, Upgrade Assistance	1	4000	4000
2024-2	CBL-PLATINUM-ADDL	Tightrope	Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems	8	500	4000
2024-3	CBL-REFLECT-BND	Tightrope	Cablecast Reflect Live Stream Server Subscription -	4	2400	9600
2024-4	CBL-CAPTIONING-500	Tightrope	500 Hour Block of Captioning	1	3700	3700
2024-5	CBL-CABLECAST-REN	Tightrope	Subscription Fee to maintain 1 Cablecast OTT channel	2	250	500
2024-6	CBL-ENCO-SUPPORT	Tightrope	Annual Support Contract for ENCO encaption server & software	1	5995	5995
2024-7	MP-PREM-SUPP-1	Halvision	Premium Maintenance & Support 1-Year -Renew in November-	1	4100	4100
2024-8	Ross Equipment Support	Ross	Ross Service Contract Quote 30330 - Studio Xpression, Studio Carbointes, Blackstorm, Truck Card	1	22000	22000
						53895

Master Control Equipment

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-10	CBL-LIVE350	Tightrope	Live Streaming Video Server (Ch 14 & 15 Upgrade) (Moved To 2025 Budget)	0	4000	0
2024-11	ROSS-ROUTER	Ross	Ross Imagine Router Upgrade	1	30000	30000
						30000

Control Room/Studio A

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-20						0
						0

Control Room/Studio B

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-30						0
						0

Production Truck

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-40	VINTEN-250	Vinten	Vinten Tripod, Legs & Pan Head	1	16000	16000
2024-41	ZA22x7.6BRM-M6	Fujinon	22x ENG Lens	1	21000	21000
2024-42	F-M1SDI-TXRX	Thor	SDI to HDSDI over Fiber Mini Extender	2	429	858
2024-43	M2Ra	Lectrosonics	Digital IEM/IFB Receiver (A1B1: 470-614 MHz)	1	1499	1499
						39357

Sports Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-46				1		0
						0

Public Access

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-50	MM100PRO	Wolverine	Wolverine 8mm and Super 8mm Digitizer	1	500	500
2024-51	ZV427FX4	Funai	Funai Combination VCR and DVD Recorder	1	800	800
2024-52			Assorted parts and supplies for home movie transfer service	1	450	450
						1750

News Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-60			Camera Lights	1	200	200
2024-61		GoPro	Go Pro	1	500	500
2024-61		Bluetooth	Cellphone Bluetooth Mic	1	300	300
						1000

Special Events

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-70	DJI	X7	DJI X7 Camera & Zenmouse	1	8000	8000
2024-71	24MM Lens w NDI	DJI	24MM Lens with NDI Filter	1	1500	1500
						9500

Municipal Services						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-90			Various Small Equipment Replacements	1	1000	1000
Tech Shop Equipment						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-100			Cable Reels, Cable Ends, Small Tools, etc.....			0
						5000
Various Small Items						
ID No.	Model No.	Make	Description			Total
2024-120	-	-	Small Item Budget			0
						4000
Grand Total						145502.00

North Metro TV 2024 Computer Budget

ID No.	Model No.	Make	Description	Qty	Cost	Total
2024-201	Mae Pro	Apple	Editing Suite Computer	1	16000	16000
2024-202	PC	PC	Danika Office Computer	1	3200	3200
2024-203	PC	PC	Eric Nelson Office Computer	1	3200	3200
2024-204	PC	PC	Computer Replacement Parts	1	1000	1000
						23400

North Metro TV 2024 Software Budget

ID No.	Model No.	Make	Description	Qty	Cost	Total
2024-301	Adobe Suites	Adobe	Adobe Photoshop, Premiere, After Effects...etc (\$900/Month)	12	900	10800
2024-302	Office Products	Microsoft	Microsoft Office	1	1000	1000
2024-303	Gmail Accounts	Gmail	Google Gmail & Workspace Business Accounts (Monthly at \$168)	1	2016	2016
2024-304	Mae Drive	MacDrive	MacDrive Account for 4 Yearly Licenses	4	50	200
2024-305	RealVNC Pro	RealVNC	Remote VNC Connection to office computers (Yearly Subscription)	1	700	700
						14716



20

City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 07.17.23 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2023 MS4 Permit and SWPPP Update (193805251). *The 2023 Annual Public Meeting was held on June 20th. Pond, structural BMP, and outfall inspections due by July 31st. Program analysis and annual training is due in December. The next Annual Report is due by June 30, 2024. Per 5-15-23 message: MPCA has put their requested review/audit of the city's 2022 information on hold until further notice.*

2023 Sewer Lining Project (193805871). This project includes lining the remaining sanitary sewers in the city that have not been lined (approximately 35,710-feet). Terry Randall will watch this project. The Contractor is Visu-Sewer Inc with a low bid amount of \$1,047,746. *Construction Contracts have been signed and sent to the contractor (Visu-Sewer Inc.). Contractor has indicated that they intend to start work in December 2023.*

2023 Seal Coat and Crack Repair Project (193806041). This project includes routine street maintenance on the streets in the area north of 81st Avenue and east of Able Street. The Contractor is Allied Blacktop with a bid amount of \$97,770. *Project map and information is on the city website. Crack fill construction and seal coat work has been completed.*

City Hall Building (193806049). The Design Phase for the city hall remodel project started in January 2023. The schedule calls for obtaining construction bids in late 2023. Council updated at spring 2023 workshops. Public Open House was held on May 8th. Bids are anticipated later this fall with contract award to be considered in December. *Plan preparation and staff meetings continue.*

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

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). *A site work and landscaping inspection needs to be completed in 2023. The remaining financial surety will be held until a final inspection (including landscaping) and CCWD sign off in 2023.*

2024 Sanburnol Drive NE, Elm Drive NE, and 83rd Avenue NE (193806347). Sanburnol Drive (SAP 183-103-001) and Elm Drive (SAP 183-104-001) were reconstructed in 1998. 83rd Avenue NE was last paved in 1994. Sanburnol Drive is a shared road between the cities of Spring Lake Park and Blaine. Spring Lake Park will be the lead agency on this project, but it will be a cooperative project between Blaine and Spring Lake Park. *Joint Powers Agreement (JPA) with Blaine has been prepared. Geotechnical work has been completed. Feasibility Report being prepared. See separate letter regarding 83rd Avenue.*

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

CORRESPONDENCE



Fridley

COMMUNITY CONNECTION

JULY/AUGUST 2023
NO. 243

Parks and Recreation Brochure Enclosed

WE BELIEVE FRIDLEY WILL BE 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 – Ryan Evanson
Councilmember 3rd Ward – Ann Bolkom
City Manager – Wally Wysopal

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Park Improvements Coming to Fridley this Summer: Moore Lake, Ed Wilmes, Creek View and Skyline Parks



Fridley residents love their parks, and this summer, exciting updates will be coming to four of the City's parks, including a major renovation of Moore Lake Park!

After years of town hall meetings, surveys, and community engagement in schools, neighborhood and City Commission meetings, shovels will hit the ground this summer at Moore Lake, Ed Wilmes, Creek View and Skyline Parks.

Learn more about each park's improvements at FridleyMN.gov/ParkPlan.

Ed Wilmes, Creek View and Skyline Parks

The three neighborhood parks will receive new playgrounds, park shelters, benches, courts, bike racks, signs and walkways. Residents met with staff during the summer of 2022 to provide ideas and feedback on the park designs. Neighbors should expect closures in these parks so that work can safely be completed.

Moore Lake Park

Moore Lake Park will be closed throughout the

summer and early fall to allow for park construction, and Anoka County's installation of a roundabout at the park entrance on Gardena Avenue. No shelter rentals will be available during the construction and access to fishing piers and other park amenities will be temporarily closed.

Residents can look forward to a beautiful new community building at Moore Lake Park that will be available for community rentals for events of up to about 60 guests. The building will also feature an open-air covered plaza, indoor restrooms, access to drinking water and unique places to gather.

Fridley Parks & Recreation staff are planning events, programs and activities for the new space. The team envisions the park being a perfect place to introduce new outdoor recreation experiences, such as fishing and paddle sports.

A large new playground will be installed at Moore Lake Park that was designed with the help of over 250 residents who attended a summer event at the park.

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

2024 PARK PLANS – PLAN YOUR PARKS!

New playgrounds are coming to a park near you in the coming years! Fridley staff will be in several neighborhood parks this summer to get feedback on 2024 park improvements. You can help plan your playground and give comments on trails, park amenities and other park improvements. Online surveys will also be available for those who are unable to attend in person. Stay up-to-date on the park projects at FridleyMN.gov/ParkPlan.

Please join us for one of the following events, or reach out to Parks and Recreation Director Mike Maher at Mike.Maher@FridleyMN.gov to share your ideas:

Logan Park, 155 Logan Parkway NE
Wednesday, July 12 • 5:30 - 7 p.m.

Edgewater Gardens Park, 6700 Ashton Avenue NE
Thursday, August 10 • 5:30 - 7 p.m.

Plymouth Square Park, 4801 Main Street NE
Thursday, July 27 • 5:30 - 7 p.m.

Sylvan Hills Park, 6205 Jupiter Drive NE
Thursday, August 24 • 5:30 - 7 p.m.

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

*****ECRLOT**C 033

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

CIVIC CAMPUS FIVE-YEAR ANNIVERSARY CELEBRATION + TOUCH-A-TRUCK

Join us as we celebrate five years of our Civic Campus location!

- Unveiling of new medallion designed by a Fridley artist
- Center Ice designation of the former Columbia Arena
- Live music
- Food trucks
- Games & activities for all ages
- Touch-A-Truck event in partnership with Fridley ECFE



FREE EVENT
SATURDAY, SEPTEMBER 9
11 A.M. - 2 P.M.
CIVIC CAMPUS PLAZA



Emerald Ash Borer (EAB) in Fridley

Emerald Ash Borer (EAB) is an aggressive, invasive insect pest that quickly spreads and kills ash trees. Since EAB was confirmed in Fridley in 2019, several infestations have been found throughout the City requiring immediate tree removal. All ash trees are susceptible to EAB infestation. Once an ash tree shows signs of infestation, it has a very low chance of survival.

Once a tree is infected, it can quickly become hazardous and pose a safety risk to surrounding people and property. Due to this risk, the City requires the removal of EAB-infested trees found on private property. If you have an ash tree in your yard, plan to remove and replace it, or chemically protect the tree against EAB.

Step 1. Identify if you have an ash tree

Ash trees are one of the most common trees in Fridley. It was widely planted after the 1965 tornado and the proliferation of Dutch Elm Disease since it grows quickly and provides excellent shade.

Look for these key attributes of an ash tree:

1. Compound leaves with 5-9 leaflets
2. Leaflets, buds and branches growing directly opposite from each other instead of in an alternating pattern
3. Diamond-shaped bark ridges on mature trees

Step 2. Decide to remove and replace or treat your ash tree

Start your treatment before your tree shows symptoms. If you wait to start the treatment until your tree looks infected, it will likely be too late.

Residents interested in chemical treatment should contact a licensed arborist to chemically inject the tree. Non-injected forms



EAB Treatments for Private Ash Trees

2023 Contract Rate:
\$5.80-\$5.85 per inch tree diameter

To schedule a treatment for your ash tree at the contract rate, call **Rainbow Treecare at (952) 767-6920**.

The "Contractor Rate" is a guaranteed price that the City obtains on behalf of residents as part of the City's contract for treatment of public ash trees (e.g. parks and boulevards).

Residents may also hire any City-licensed tree contractor with a commercial pesticide applicator license to treat an ash tree.

of chemical treatment are less effective and are more likely to negatively impact pollinators and water quality. As part of the contract with the City to treat high-quality ash trees, Rainbow Treecare is offering a bulk-rate pricing discount for EAB treatment to Fridley residents.

Trees that should be considered for chemical treatment are greater than 10" in diameter, do not compete with other trees or infrastructure, and show no more than 30 percent of canopy decline if infestation is suspected.

Due to the low cost of EAB treatment, it's likely more cost-effective to treat the tree than cut it down. Ash tree removal is expensive and becomes more costly following EAB-infestation due to the safety risks of removing a hazardous tree. If you remove an ash tree, you are encouraged to replace it with another tree in order to preserve the benefits of Fridley's urban forests.

Step 3. Be on the lookout for EAB infestations

One of the most noticeable symptoms of EAB is increased bird activity, particularly

woodpeckers and nuthatches looking to eat the borers. As the birds search for the borers, they strip the bark which exposes the lighter inner colored bark in a process called ash-blonding. If you peel back the tree's bark, you may find serpentine grooves of the borer's path or d-shaped exit holes where an adult borer flew away. Another symptom of advanced EAB infestation is a sparse canopy due to leaf dieback.

What about Public Trees?

The City has removed more than 250 ash trees and replaced them with diverse tree species. This includes over 60 trees that were removed and replanted with climate resilient species in Riverview Heights Park in partnership with Mississippi Parks Connection in 2021.

The City has been treating all high-quality ash trees in its parks and right-of-ways on a two-to-three year cycle using the contractor Rainbow Tree Care. The City was awarded a \$14,506 grant by the DNR towards this work in 2024. As a result of the City's urban forestry efforts, the City has been awarded Tree City USA status through the Arbor Day Foundation for the past six years.

Learn more about EAB, visit the City's website at FridleyMN.gov/EmeraldAsh.

Tree City USA

The City of Fridley was awarded Tree City USA status for the sixth year in a row for the City's efforts to manage Emerald Ash Borer, host a tree sale, and plant boulevard trees. Trees help make our community great—consider planting a tree in your yard this summer!

ART IN THE PARK

Community Art Partnership with
North Suburban Center for the Arts
(formerly Banfill-Locke)



TEEN DRAWING

Join us in the park to learn more about drawing! This weekly class will introduce you to the fundamentals of drawing as you work on perspective, shading, blending, design and composition. No experience or tools necessary—come prepared to learn and have fun!

6262 Ages 12-17 W Sep 13 - Oct 11 3:30 - 4:30 p.m. \$42
Commons Park Shelter

SKETCHES AT SPRINGBROOK

You'll be lead on an artistic journey at Springbrook Nature Center! You'll immerse yourself in different areas of the park where you can slow down and create a sketch of the natural world around you. Learn how sketching is fun—and anyone can do it! This class is intended for all levels and no experience necessary.

6261 Ages 15+ Sa Sep 16 10 a.m. - 12 p.m. \$35
Springbrook Nature Center

Code Update Relating to Animal Control

The City is updating the City Code to better reflect the needs of the residents, business owners and City government. It also creates vibrant neighborhoods through our community for current and future residents.

As of April 28, the City updated a large portion of the Code that focused on many things related to the health, safety and welfare of residents. A few highlights from Title 3 are outlined below.

FEEDING WILD ANIMALS PROHIBITED

The revised Code prohibits attracting and feeding wild animals in the City, with the exception of birdfeeders placed six feet above the ground.

Feeding wild animals, especially deer, poses many dangers to the community:

- **Injury:** Feeding deer is deadly for both deer and humans. Human food is not healthy for wild animals, and increased density of wild animals near roadways increases wildlife-related auto accidents.
- **Disease:** Feeding wild animals can congregate animals that would otherwise feed apart on natural foods. This increases the odds that an infected animal will spread chronic wasting disease.
- **Behavior:** Supplemental feedings can make deer less fearful of humans and encourages deer to gather in close quarters to humans.
- **Property Damage:** The City sees an increase in property damage caused by deer where feedings occur.
- **Costly:** The City contracts with the USDA to manage the deer population in Fridley. These efforts cost the City \$5,000-10,000 annually.

Wildlife Watching Alternatives

Parks: View wildlife on the trails of Springbrook Nature Center or watch an animal feeding program as a naturalist explains their feeding behaviors and taste preferences. Learn more at SpringbrookNatureCenter.org.

Conservation Planting: Including wildflowers and native plants into your yard can be a great alternative to increasing cohabitation with nature by attracting hummingbirds, bees and butterflies.

POULTRY AND BEEKEEPING

Urban farming is becoming increasingly popular for enjoyment, food like eggs, meat and honey, pest control and helping pollination. The City allows licensed residents to keep poultry and bees when certain considerations are met:

Poultry

- A training course on how to keep poultry is required.
- Maximum of six poultry.
- No roosters.
- No slaughtering or butchering.
- Provide a sketch/photo of the proposed coop and run.
- Coop must be in the backyard and must be located in the backyard at a minimum of 10 feet from all adjacent property lines and 30 feet from any neighboring structure.

Beekeeping

- A training course on beekeeping is required.
- Only two colonies may be kept at the same time.
- Colonies must be in the backyard and be kept at minimum of 10 feet from all property lines and 30 feet from any neighboring structure.
- Tenants are required to show proof of approval from their landlord allowing the keeping of bees.

ANIMALS AND LICENSING

The City of Fridley allows a combination of three dogs or cats in a home. All dogs over the age of six months must be licensed and vaccinated against rabies. Fridley dog licenses are issued for the lifetime of the dog. The City does not require cats to be licensed.

Multiple Pet Location

Pet sitting apps like Rover and Wag! have increased the number of residents in Fridley who have non-resident dogs and cats rotating in and out of their home. To help ensure these non-resident dogs and the surrounding community are safe, the City requires a special license when there are more than three dogs or cats on a property. Requirements include:

- Location must be fenced
- Facilities and grounds must be kept free of fecal matter
- Animal feed must be stored in leak-proof containers with tight-fitting covers

THE CODE ENFORCEMENT PROCESS

Notification: The Code Enforcement process begins when City staff learn about a possible code violation through community members or by noticing an issue while driving through the city. The identity of a complainant is protected under the Minnesota Government Data Practices Act.

Response: After a possible issue is noted, staff conduct an inspection and educate the property owner on how to correct the violation and prevent the violation from occurring in the future.

Correction Timeframe: The property owner is given between five and thirty days to correct the violation. Staff will re-inspect the property on or shortly after this time to see if the issue has been corrected.

Uncorrected Violations: The property owner will receive an additional notice if the violation has not been corrected in the timeframe listed in the initial notice. The second notice states that staff will schedule an abatement or issue a citation if the violation is not corrected. In the case of an abatement - staff will schedule a contractor to correct the violation, and the cost of the correction is added to the property owner's property taxes. With citations, the property owner may be charged with a misdemeanor and court fees of at least \$300.

Learn more online at FridleyMN.gov/CityCode

Questions? Contact Us.

- Poultry or beekeeping: Megan Matzick, Permit Technician - 763-572-3598 or Megan.Matzick@FridleyMN.gov
- Animal licensing: Beth Kondrick, Deputy City Clerk - 763-572-3573 or Beth.Kondrick@FridleyMN.gov
- Code enforcement: Dan Cahill, Neighborhood Preservation Specialist – 763-572-3589 or Daniel.Cahill@FridleyMN.gov
- **Report a wild animal feeding:** Public Safety - 763-572-3629
- **Report a concern:** FridleyMN.gov/1517/Report-a-Concern

Cummins Opens First U.S. Electrolyzer Manufacturing Facility

On Friday, May 19, 2023, Cummins, Inc. held a ribbon cutting for the opening of the first U.S. electrolyzer manufacturing facility in Fridley. The Cummins facility is home to the power generation plant, which manufactures generators that can power everything from recreational vehicles to hospitals.

An area including 89,000 square feet within the existing Cummins Facility has been dedicated to the production of hydrogen for

use as fuel in large vehicles such as buses, trucks, and generators. Their goal is to replace some of the existing demand for diesel fuel, and move the energy source to a cleaner, more environmentally-friendly power solution.

Choosing Fridley as the site for its first U.S. electrolyzer production plant highlights Cummins' long-term commitment to the greater Twin Cities area and the favorable climate for investment.



Senior Driving Courses

Improve your driving skills, and if you're 55 or older, get a discount on your personal auto insurance. The Defensive Driving Course teaches basic crash prevention techniques and has a proven record of reducing traffic violations and incidents. It's taught by experienced, professional traffic safety instructors, including current and former law enforcement. The class consists of lectures, films and discussions. There is no behind-the-wheel driving.

According to Minnesota state law, people age 55 and older who complete a state-approved defensive driving course are eligible to receive a 10 percent, three-year discount on auto insurance. This includes in-person classroom, online training and live virtual Zoom classes. Contact your insurance agent for details. After you complete the course, you will receive a certificate of completion to give to your insurance company.

8-Hour Initial Courses

Training options include: In-person classroom, online or live virtual Zoom training.

An 8-hour course is offered over two days, with four hours each day. Pre-registration is required. See course schedules for contact phone numbers.

4-Hour Refresher Courses

Training options include: In-person classroom, online or live virtual Zoom training.

If you have successfully completed a state-approved 8-hour defensive driving course you are eligible to take a 4-hour defensive driving course to renew your insurance certificate.

Learn more at MinnesotaSafetyCouncil.org/Traffic/Mature.cfm.



Music in our Parks!

Presented by the Fridley City Band, FREE! All concerts start at 7pm. Bring a lawn chair and enjoy the music!

July 24—Springbrook Nature Center

Serve Your Community: Election Judges Needed

2024 is a Presidential Election year and will have three Election days - the Presidential Nominating Primary on March 5, the Primary Election on August 13 and the General Election on November 5. The City is looking to hire Election Judges for all three dates. Election Judges are responsible for the administration of election procedures in each polling location on Election Day. They are citizens who help their neighbors cast ballots while protecting the rights of voters by ensuring the election process is fair and in accordance with Minnesota and federal laws.

Election Judges are an integral part of making the election process work smoothly for voters. Fridley Election Judges administer the City's polling locations in several different capacities such as greeting voters, registering new voters, demonstrating how to mark a ballot, maintaining accurate ballot counts and certifying polling location results.

There are a few requirements to serve as an Election Judge:

- Must be eligible to vote in Minnesota;
- Must be able to read, write and speak English fluently;
- Must attend mandatory Election Judge training;
- Must not be a candidate in the election, or a family member of a candidate; and
- Must not be a family member of any other Election Judge in the same polling location.

Please consider serving your community as an Election Judge in 2024. For more information you may visit us on the web at FridleyMN.gov/Elections, email Elections@FridleyMN.gov or call 763-572-3573.



Environmental Fun Fair

The Environmental Fun Fair was on Saturday, April 22 at the Springbrook Nature Center. It was a little chilly, but that didn't hold back a crowd of about 400 people! This is the second year that the Fridley Recreation Division has been the main organizer of the event in partnership with the Fridley Environmental Planner, Springbrook Nature Center and Anoka County 4H. The event had 17 different exhibitors from the Twin Cities and greater Minnesota area meet to share information

through activities for all ages. Participants were given a map and event passport when they arrived. The event passport encouraged them to visit different exhibitors to get "stamps" on their passport that entered them in to win prizes at the welcome table. In addition, there were two different Yoga demonstrations from Growing Green Hearts and a live musical performance from Will Hale and the Tadpole Parade providing even more entertainment for visitors!

Electric Vehicle Added to Fleet

The City has added a second electric vehicle to its fleet with the lease of a Plug-In Hybrid Ford Escape driven by the Rental Division.

Plug-In Hybrid Electric Vehicles (PHEV) have both an internal combustion engine and a battery-powered motor. The battery-powered motor lasts for moderate distances (about 15-60-plus miles) and can be recharged using an electric vehicle charger and regenerative braking. Once the battery is depleted, the car switches over to a traditional engine, making them a great fit for people who want to go

electric for daily driving but are worried by battery range over long distances.

The City has also been leasing a fully electric Chevy Bolt since 2021.





community concert series

Bring a lawn chair and enjoy live music with your neighbors! All performances are free and friendly for all ages. Concerts feature a variety of genres, and at the Civic Campus, include food trucks and games on the plaza! We hope to see you there!

Springbrook Nature Center @ 7 p.m.

July 18: Anthony Miltich, Acoustic Guitar

August 15: Bluegroove Bluegrass, Bluegrass

Kids' Concerts @ 11 a.m.

July 26: Commons Park: Jolly Pops (Chalk the Walk, Kid's Book Swap)

August 11: Springbrook Nature Center: Madagascar Jr, Musical

Civic Campus @ 7 p.m.

July 11: The Inland Seas, Irish (Popsicles and Public Safety)

August 8: Everett Smithson Band, Zydeco/Blues (Music of the Mississippi)

August 22: Carlyne Naomi, AfroPop

Concerts may be cancelled due to inclement weather—check our Facebook page (City of Fridley) or call the weather hotline at 763-572-3578 for updates.

Electric Vehicle and Bike Showcase Event on August 22

Stop by the Fridley Civic Campus Plaza on August 22 from 6-7 p.m. for an electric vehicle (EV) showcase before the Carlyne Naomi concert!

Fridley electric vehicle, bike and lawn equipment owners will be on hand to talk about the realities of EV ownership. Learn about vehicle charging, Xcel Energy programs, tax rebates and more.

BIKE WITH A NATURALIST

Join us for a leisurely bike ride led by a naturalist! Ask questions, explore and learn about the environment.

RICE CREEK REGIONAL TRAIL

We'll take the Rice Creek Regional Trail through urban riparian forests, hunting for flora and fauna along the way. The program meets at Fridley Civic Campus. Distance is around 4 miles.

6101 F Jul 21 9:30 - 11:30 a.m. age 13+ \$15
Civic Campus

MISSISSIPPI GATEWAY REGIONAL PARK

Learn about the Mississippi River and Coon Rapids Dam on this exciting tour! This ride will start at Springbrook Nature Center, head to Mississippi Gateway Regional Park and return to Springbrook. Distance is 8-10 miles.

6102 F Aug 18 9:30 - 11:30 a.m. age 13+ \$15
Springbrook Nature Center



SUMMER CONCERT KIDS BOOK SWAP EVENT

**JULY 26 @ 10:30 A.M.
COMMONS PARK**

Join us for a kids-themed book/puzzle/game swap before the Jolly Pops Concert at Commons Park on July 26. Stop by the book swap to grab some new books/puzzles/games.

Have items to swap? Drop-off your good condition books/games/puzzles on the following dates to be included in the swap: July 24 and 25 from 8 a.m. - 4:30 p.m. at City Hall

Please have items sorted by the following categories: picture books, activity books, early reader, young reader, young adult, games and puzzles.

You do not need to bring an item to take an item. Any items left after the swap will be donated or distributed in the community.

Staff are not monitoring donated items for content. Items at the swaps do not represent the opinions or positions of the City of Fridley.

Chores & More Program for Seniors

Did you know? Anoka County Community Action Program offers a Chores & More program for seniors to help with housekeeping, minor home repairs and seasonal chores.

This program can be a solution to a temporary situation such as illness or injury, or an essential service to help residents remain living safely and independently in their homes.

For income-eligible clients, our Chores & More services are available on a sliding fee scale rate (or suggested donation). If you or someone you know is interested in these services, please contact the Chores & More staff at 763-783-4767. Learn more at accap.org.



Annual Tree Sale – New with Native Plants!

Could your yard use a tree? The City of Fridley's tree sale is now open and offering a variety of reduced cost trees. Properties located in priority reforestation zones are eligible for a discount of an additional 50 percent off with the promo code **2023TreeSale**. Trees improve air and water quality, increase property values, lower energy bills, and provide valuable wildlife habitat. Limited quantities available. Limit two trees per species per household.

New in 2023, we are excited to offer discounted pricing on native seed and plant kits to help your yard become pollinator friendly.

This sale is open to Fridley residents only. Check if your property is located in a priority reforestation zone and submit your orders online at FridleyMN.gov/TreeSale by July 31. All items will be available for pick-up on September 16 from 9 - 11 a.m. at the Fridley Civic Campus.



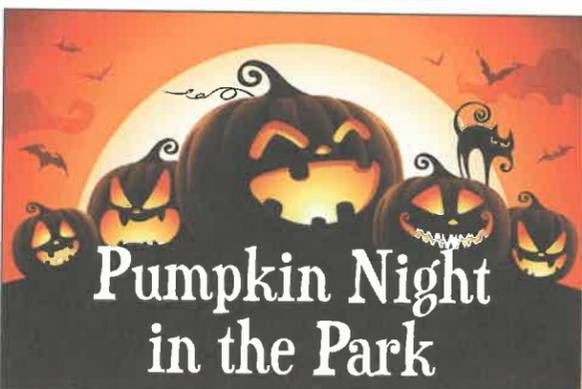
Species	Container Size	Full Grown Height	Shade Preference	Ecological Value	Cost
Princeton Elm	#10	50-70 feet	Full sun	Nesting sites for birds	\$35
River Birch	#15	50-70 feet	Full or partial sun	Seeds eaten by birds; nesting sites for birds	\$35
Showy Mountain Ash	#15	20-25 feet	Full sun	Flowers for pollinators; fruit for birds	\$45
'Evans Bali' Cherry	#7	15-20 feet	Full sun	Flowers for pollinators; fruit for birds	\$35
Tamarack aka American Larch	#10	40-80 feet	Full or partial sun	Nesting site for birds	\$25
Watering Bag	20 gallons	Watering bags make it easier to provide the irrigation necessary to help your new tree hydrated			\$15

Seed Mixes: Bagged seed mixes are a low-cost way to establish a pollinator patch when precise plant layout is not important. Seed mixes include cover crops to stabilize the soil while the plants establish, which can take up to three years. You may choose to mix seed with plugs for greater visual impact. Learn more about how to prepare an area for seeding at FridleyMN.gov/Pollinators.

Name	Planting Area	Description	Cost
Pollinator Mix	100 square feet	A diverse mix for pollinators. Grasses, sedges, and over 25 wildflower species, for dry to mesic conditions	\$17.50
Lakeshore Mix	100 square feet	Shorter grasses & sedges in this mix highlight a diverse list of wildflowers for shoreline areas. Best planted one to two feet up from water's edge	\$20
Bee Lawn	1,000 square feet	A short stature, pollinator-friendly, and low maintenance alternative to traditional turf. Contains non-native species that provide pollinator forage and requires less mowing, watering, and fertilizer.	\$70

Plant kits: Each kit will consist of 36 plugs comprised of six plants of six different species. Species may be substituted based on nursery availability. All kits cost \$50.40. Find example kit contents at FridleyMN.gov/TreeSale.

Name	Description
Backyard Prairie Kit	An attractive mix of native prairie species for your backyard. Grows well in dry to mesic soils and full sunlight. Heights ranging 36 inches and up.
Short and Tidy Kit	A mix of short-statured, well-behaved prairie species. Perfect for existing flowerbeds with mesic soil and full sun to partial shade. Up to 36 inches in height.
Shady Garden Kit	Designed for areas with limited direct sunlight.
Rain Garden Kit	Mesic to moist soil species. Perfect for areas of concentrated runoff and occasional inundation.
Shoreline Stabilization Kit	Deep-rooted, wet-soil species to help prevent erosion along large bodies of water.
Prairie Grass Kit	A mix of native prairie grasses. Plant on its own or use alongside other kits to provide ground cover, a more natural prairie look, and support for wildflowers.
Milkweed Kit	A mix of milkweed varieties to host Monarch caterpillars and fall-blooming nectar favorites for Monarch butterflies.



Save the date! Springbrook Nature Center's Pumpkin Night in the Park will be back on October 21! The event features a dazzling pumpkin trail, local food trucks and live entertainment for the whole family to enjoy. Early bird tickets will be on sale September 1-15 for a discounted price. Tickets are limited.

Interested in volunteering? Pumpkin carvers, placers and lighters, trail actors, parking attendants, and helping hands for clean-up are needed! Volunteer spots open on September 1.

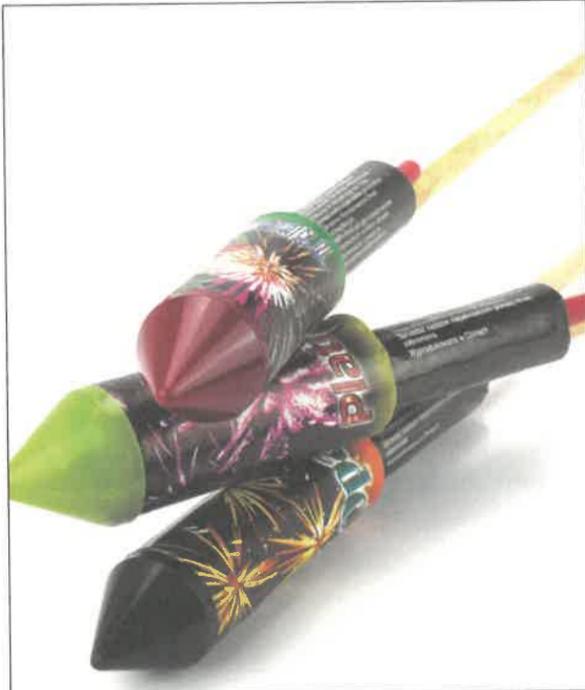
Learn more online at FridleyMN.gov/PumpkinNight.



Fireworks Safety

Only use Minnesota-legal fireworks like sparklers, fountains, ground spinners and snappers.

- Point fireworks away from people and animals.
- Use fireworks in an open area away from trees and houses.
- Extinguish and dispose of spent fireworks in a bucket of water. Do not try to relight a dud.
- Always use caution around fireworks and make sure children are supervised.



Did you know?

More than 30 percent of fireworks injuries are from sparklers.

There is an average of 75 hospital visits each year in Minnesota due to fireworks injuries.

Nearly 45 percent of fireworks injuries each year happen to children.

Fireworks that explode or shoot into the air are illegal in Minnesota.

Recycling Dropoff: July 8 from 8 a.m. - noon

On July 8, Fridley residents will have an opportunity for free and reduced recycling of bulky items such as mattresses, appliances, electronics and more! You can receive \$50 off your total with proof of Fridley residence (driver's license, mail or utility bill). What can that include?

- Two appliances
- A large 60" TV
- A small TV
- Four tires
- And more!

All drop-off events will be held at Recycle Technologies Inc. (formerly Green Lights Recycling). Enter at 1525 99th Lane NE, Blaine.

Paper shredding, scrap metal, batteries, fluorescent lightbulbs, bicycles small electronics and electronic media (VHS tapes, CDs, cassettes, etc.). See a full pricing list at FridleyMN.gov/Dropoff.

* Free recycling of VHS tapes, cassette tapes, CDs, floppy discs and other electronic media.

Summer with Public Safety

Join the Fridley Public Safety Department for several fun events and activities this summer:

July

- Popsicles and Public Safety at the Civic Campus (July 11): Come cool off with a popsicle treat and great conversation with the Public Safety Department and stick around for the Summer Concert series concert happening that night!



August

- Night to Unite (August 1): Night to Unite block parties take place the first Tuesday in August. This is a chance to build community partnerships with Public Safety and get to know your neighbors.
- Our Leaders are Readers at the Civic Campus (August 3): Fire
- Our Leaders are Readers at the Civic Campus (August 31): Police

We're looking forward to a great and safe summer with you!

Fridley Community Calendar

July

- July 3 | City Offices Closed
- July 4 | City Offices Closed for Independence Day
- July 6 | Housing & Redevelopment Authority (HRA) Meeting
- July 10 | City Council Meeting
- July 11 | Environmental Quality & Energy Commission (EQEC) Meeting
- July 19 | Planning Commission Meeting
- July 24 | City Council Meeting

August

- August 3 | Housing & Redevelopment Authority (HRA) Meeting
- August 7 | Parks and Recreation Commission Meeting
- August 8 | Environmental Quality & Energy Commission (EQEC) Meeting
- August 14 | City Council Meeting
- August 16 | Planning Commission Meeting
- August 28 | City Council Meeting

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

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs, or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact the City at 763-572-3450.



Tuesday, August 1, 2023

Fridley's Annual Night to Unite will take place on Tuesday, August 1! This is a great chance to build community partnerships with the Public Safety Department and get to know your neighbors.



Looking to host a block party?

Each year Fridley celebrates Night to Unite with nearly 100 block parties across the city. If you're interested in hosting a party this year, registration is open online now through July 17.

Learn more and register your party at FridleyMN.gov/NightToUnite.

Successful Springbrook Spree Thanks to Generous Donors

The Springbrook Nature Center Foundation (SNCF) is a non-profit 501(3) tax exempt organization led by an all-volunteer board of directors who are passionate about preserving the natural environment, educating people about nature and committed to raising funds for the improvement of Springbrook Nature Center (SNC).

On April 15, the foundation hosted a successful "Spring Spree," their annual fundraising event, to raise money for preservation and improvements to SNC. This year's event raised \$45,679 from ticket, auction and donation revenues, including a generous donation from Blaine and Lee Jones.

Donations like these make it possible for SNC to improve their grounds and offer a variety of programs for all ages to enjoy. The funds raised at this year's event will be used to expand and upgrade the Nature Play Area at the nature center.

We extend our deepest gratitude to all who have given of their time and resources. You are helping us continue our mission of cultivating connections between people and nature.

Thank you to this year's donors:

- Blaine and Lee Jones
- Schaaf Floral
- Fridley Lions
- Allina
- Route 47

- Martha Reckdahl
- Ross Meisner
- Holly Schultz
- Xcel Energy
- MagniFi
- Mike's Discount Foods
- Jeremy and Ruth Powers
- Gail Nelson
- Erin Straszewski
- Linda Borman
- Fridley Rotary Club
- American Legion Riders Post
- Bob's Produce
- Fridley American Legion, Auxiliary Unit 303
- Shaddrick and Labeau Post 303, American Legion
- Crooners
- State Farm (Maria D.)

Interested in Giving to SNC?

There are a number of ways you can contribute to SNC. Monetary donations are accepted via mail to the SNCF (100 85th Avenue NE) or online through PayPal or SpringbrookNatureCenter.org/868/Donate-To-Springbrook.

Would you like to see your donation double? Some companies including Medtronic, Land O' Lakes, Target, 3M and Ameriprise Financial will match their employee's gifts to Springbrook Nature Center. If this applies to you, contact your employer for more information.



If you would like to give to SNC but are unable to do so financially, there are several volunteer opportunities throughout the year. Whether you want to volunteer on a regular basis or with our fun events, we welcome all helping hands. Our fantastic community events like Pumpkin Night in the Park and Summer Concert Series would not be possible without our volunteers. Learn more about how to get involved online at SpringbrookNatureCenter.org/844/Volunteer.



Adopt-A-Park

Make a difference in Fridley! We are looking for community members, families, groups or organizations to adopt our city parks! We ask for a minimum one-year commitment with at least four clean ups each year and training is provided. Adopt-A-Park volunteers will be recognized by signage in their adopted park and through community events! Visit FridleyMN.gov/AdoptAPark or call Parks and Recreation at 763-572-3570 for more information.

Our Leaders Are Readers

Join us at the Fridley City Hall as our civic leaders read stories about their jobs and roles in city government. After each story, readers will take families on a behind the scenes tour of their work spaces. This program is brought to you through a partnership with the Anoka County Library Mississippi Branch.

August 3 @ 10:30 a.m. – Fire

Aug 17 @ 10:30 a.m. – Mayor Lund

Aug 31 @ 10:30 a.m. – Police



Eagle Scout Project Completed at Innsbruck Nature Center

Innsbruck Nature Center, 5815 Arthur Street, is a 24-acre nature-based park featuring hiking trails through forests and wetlands. It is a great place to see wildlife, listen to the spring chorus of frog calls or take in the fall colors. Did you know that Innsbruck Nature Center once housed a small interpretive building and brought the first full-time naturalist to Fridley before Springbrook Nature Center opened its doors?

Today, visitors to the Innsbruck trails can enjoy a set of four beautiful park benches constructed as an Eagle Scout Project by Dylan Kirscher of Troop 3119. Dylan, supported by friends, family and his Troop members and leaders, designed and built the benches over



Dylan Kirscher and Father James Kirscher with One of Four New Benches at Innsbruck Nature Center

the winter and early spring of 2023 and completed the installation the last weekend of April.

On behalf of the City of Fridley and the many visitors to Innsbruck Nature Center, thank you to Dylan and all who supported his Eagle Scout Project. Well done, Dylan!

PLAY IN OUR PARKS!

Each month, the Rec team invites you to get outside and play in our parks with a curated, FREE, family-friendly event.

TELESCOPES AND CONSTELLATIONS

Come out to Commons to take a close look at the stars in our sky! Experts from the Bell Museum will tell constellation stories and have telescopes on hand for you to explore the stars and planets that make up our night sky! Meet at Commons Park Shelter.

All ages Sat Sep 23 7 - 9 p.m. Free Commons Park

PUMPKIN CARVING

Sign up to carve pumpkins at Springbrook Nature Center! Our Community Carving events are what help make Pumpkin Night in the Park so special.



Carve a pumpkin, then return to Pumpkin Night to try and find it on the trails! Sign up at SpringbrookNatureCenter.org.

All Ages October 15 noon - 4 p.m.
October 16-19 4 - 8 p.m. FREE
Springbrook Nature Center

HISTORY 21



Volume 53 No.4 July/August 2023
AnokaCountyHistory.org

History 21 (in honor of the 21 cities in Anoka County) is published by the Anoka County Historical Society six times yearly as a member benefit. The ACHS is a 501(c)(3) nonprofit organization. Contributions are tax-deductible within the allowable limits of the law.

Board of Directors

District 1: Al Pearson

District 2: Daryl Richard Lawrence

District 3: Open

District 4: Steve Florman (Vice Pres.)

District 5: Richard Oxley (President)

District 6: Orville Lindquist (Treas.)

District 7: Lotus Hubbard (Ex Officio)

At-Large A: Allison Schmitt

At-Large B: Dennis Berg

At-Large C: Wes Volkenant

At-Large D: Maddison McNamara

At-Large E: Scott Nolan

At-Large F: Jessica Nelson

At-Large G: To be appointed

At-Large H: To be appointed

County Commissioner Liaison:

Mandy Meisner

The ACHS board positions will reflect the new Anoka County district map after the annual meeting on May 21.

Staff

Rebecca Ebnet-Desens

(Executive Director)

Sara Given (Volunteer Coordinator)

Kassandra Mackenthun

(Collections Manager)

Jan Bergstrom (Office Staff)

Don Johnson (Office Staff)

Karen Johnson (Office Staff)

Cindy Mckenney (Office Staff)

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Front Cover: "Change is Hard, But it Can be Splendid." October 2021. Mixed media weaving by Jolanda Dranchak



From the President

Summertime city events and festivals allow us to visit Anoka County communities and meet many people. At the St. Francis Pioneer Days, people expressed interest in the Rum River Inn (formerly Riverside Inn). The big question, of course, is what will happen to this National Registry property now that it's closed?

According to the City of St. Francis officials, the answer is still up in the air. There have been several inquiries but no resolution to date. To learn more about this historic place, watch the short video on our National Register page at AnokaCountyHistory.org. We also received a mysterious tool that has caused much curiosity. So here's your task, history sleuths--look at the picture here and tell us what it is with some credible background. We also spent an evening at the Columbia Heights Art and Info fair, talking with many residents about local history. Long-time resident and ACHS board member Lotus Hubbard was on-hand to give insight into local properties, streets, and landmarks. Please watch for us at Anoka Riverfest, the Anoka County Fair, and Nowthen Threshing Show. Stop by and tell some stories with volunteers and board members!



Richard Oxley, ACHS President

From the Director

Since Rich told you about his escapades at local fairs, I get to chime in with mine! Big thanks to everyone who sponsored a car in our Jell-O derby at the Blaine Festival. You quirky humans raised nearly \$500 for our operating funds! Congratulations to Grand Champion Jill Brown of Jill Brown, PR, who held her own through three heats (in a rainstorm, nonetheless!) to bring home the title. Mary Fitzpatrick, Audra Hulse, Catherine Vesley, and Erin Freitag jockeyed for the next set of bragging rights.



We're open Tuesday evenings until 7, so swing by and see our new displays. If you'd like a sneak peek before you come, look for the Exhibits page on our website under "What We Do."

Rebecca Ebnet-Desens, Executive Director



WRITING GROAT FAN FICTION:

(AKA HOW TO WRITE HISTORICAL FICTION)

An expanded partnership occurred between ACHS and the Anoka Middle School for the Arts this year, which created a surprisingly fun result—fan fiction from a Civil War diary. Or, in more professional terms, helping Creative Writing students explore the historical fiction genre.

To produce a short story based on James Groat, we needed to back up several steps—first, who is this person, and why do we care? James W. Groat is the great-grandson of John Groat, an immigrant to the United States from Germany in the 1700s, who eventually settled in upstate New York. The Groat family remained in that area, with each generation moving further away. When James was four, his parents moved the family to Oneida Lake in Oswego County, New York. He married and had his children by 1854, when he took his family west, landing first in North Prairie, Wisconsin. None of the lands in Wisconsin suited him, so the family pressed on to St. Paul, where his wife Rebecca waited with their children while Groat headed north. He reached Anoka in October and found that “the place suited me better than any section of the country I had struck in the west.” Rebecca and the children joined him on October 17, 1854, and Anoka became the Groat family’s home.

Groat immediately became involved with life in Anoka. A carpenter by trade, he took a job building the first hotel put up in Anoka, which Silas Farnham owned. Shortly after that, Groat and a few other men formed a company to run a ferry between Anoka and Champlin across the Mississippi since there was no bridge or ferry before that time. Groat built the ferry boat itself for this venture. The outbreak of the Civil War didn’t surprise Groat, and he became one of the first Anoka volunteers—the town would eventually contribute over 90 percent of its male population to the cause. Thus began

his three years of journeying which took him far from home.

The students then read snippets of Groat's memoir, which he wrote in 1889 based on the diaries he kept for 30 years. They discussed their first reaction of "there's nobody else named in the story," and how, when they dug a little deeper, they came to see the invisible people—the cooks, the postmaster, the other soldiers, the people on the sidewalks in towns along the way. They practiced building a character sketch using ACHS staff—making assumptions about what they saw in clothing cues, body presentation, or speech patterns—thinking about how that information impacted the story, how a writer could use those elements to guide a reader to a conclusion, and then how the writer could dispel that idea with one tidbit they had held back.

The next step in writing fan fiction about Groat meant selecting one of those unnamed people in his diary to develop into a character. After a few starts and stops, the students chose people like Groat's mother, his best friend, an enslaved person who ran away, or a stranger that just happened upon him. They thought about where in his journey these two people met, what fictionalized story would make sense in that context, and what research they would need to conduct to make (as we said) the best lie they had ever told. Realizing their story could be as fanciful as they liked as long as it was grounded in reality. The rules of the time, suddenly Groat has a brother who went to the Big Leagues to play baseball—a story constricted by which teams existed when, transportation, and the unfortunate event of the brother needing to fight in WWI. Since the story occurred in Minnesota, another student needed to change a mining accident away from a coal mine to a more likely iron ore mine. Edits of these stories included the addition of believable details like the gift of a handkerchief to wipe the sweat away or money donated to help rebuild a bakery after an explosion.

To help the students sort through their ideas and keep control over the research facts, the characters they created interviewed each other. Not only did this allow the student to understand their subject's mind more fully, but it also gave them practice in sitting with a recorder and conducting an interview. Who knows? There may be some budding oral historians in the group! After another edit, the students interviewed each other as authors. Some of them discussed how different historical fiction felt compared to what they usually wrote; others talked about the challenges of needing to remember specific facts that existed in the world that impacted their stories—like when the St. Lawrence Seaway opened to ships passing through the Great Lakes to the ocean. Their runaway enslaved person, aided by Groat, would either need to leave the South 20 years after the Civil War or hop a train for the journey!



The final portion of this project involved ACHS staff sitting down with three students and recording a conversation for our podcast. You can listen to that from our website or your favorite podcast catchers like Apple or Spotify. We sincerely look forward to next school year when the Groat historical fiction unit returns to Creative Writing 2 classrooms with some modifications and improvements. As with any pilot year, trial and error bring successes and learning experiences—and some surprises. The students reported wanting to know more about Groat as a person, not just the quick 20-minute power point tour they took through his life. They also wanted to spend more time with the diary, reading excerpts and thinking more about how his world differed.



We want to thank the middle school for letting us explore new ways of presenting history and connecting with students. Without the next generation coming through either the physical or virtual doors of ACHS, the tradition of preserving the story of Anoka County will quickly cease. Help us connect with the young people in your lives! Visit the website and watch a program, bring them to the museum to see the new exhibits, or climb around your family tree and ask some questions that need answers.

Speaking of the website, visit AnokaCountyHistory.org/james-groat-journey to read more about Groat and find the link to some student stories! Trust us when we say watching the drafts grow and change to the final product was fun and exciting. We focused on content and ideas rather than grammar, which the students also said freed up their minds to connect with the material more.



AN EXCERPT OF "FOREVER GRATEFUL" BY A.R.

...“Margaret Mae! Good morning!” my father said in his always cheery tone.

“Good morning, Father!” I said back in an equally joyful tone.

“Good morning, Margret.” my mother said in a more monotone voice than my father. But I know she's happy to see me.

“Good morning Mother!” I replied, making sure to keep my cheery voice.

“Breakfast is just about ready, Margaret Mae. Oh! I forgot to tell you that James will be coming for dinner tonight for his birthday since we won't be in town for it next Thursday.” said Father.

James W. Groat is my father's childhood best friend. I have known him all of my 15 years of life. He's a kind man. He's a lovely soul with a big heart for others. He was one of the people who helped my father first put up West Bakery. He has helped my family through many struggles. He lent us money when we where low. He gave us blankets when our house got chilly. He was my hero as a child. I know it sounds silly, but he was. He always played with me and gave me gifts. And he was there when my parents were to busy with the bakery to tend for me. I will never forget the day when my parents went out of town and he came and watched me. He gave me new toys to play with and sat me on his lap and read me stories until I fell asleep. He truly is a lovely fellow. My father feels bad since we will be missing his 41st birthday. Since we have been in desperate need of new mixers, we have decided to go to a used equipment show. Because we simply can't afford the most top notch models.

“I look forward to seeing him Father.” I replied.

After breakfast, I began to get ready for a long day of work at the bakery. I threw on some layers and a freshly washed dress...

COLLECTIONS CORNER: REBEKAH LODGE

The ACHS collection receives many donations throughout any given year. This is why we have an intake form that allows donors to provide as much detail about their artifacts as possible. The more information, the better, but sometimes donors have had items they intended to donate accumulating in a box for an extended period. At times like these, the Gather Committee and I come across gems that complement our existing collection.

This very thing happened early in 2023 when we received a donation of what the individual described as “old newspapers.” We discovered several Independent Order of Odd Fellows documents from the 1940s and 1950s that were not initially indicated. Not only did we not have these items in our collection, but they helped to bolster a portion of our collection. These documents paired well with the artifacts we had from the IOOF’s counterpart, the Rebekah Lodge. More intriguing is that we discovered that a well-known St. Francis’ family’s descendant appeared in the roster. We were delighted to realize how perfectly this complemented our existing plans for our exhibit for our featured National Register Property in the county. This sort of common thread that ties our county’s history together is what makes our past so exciting.

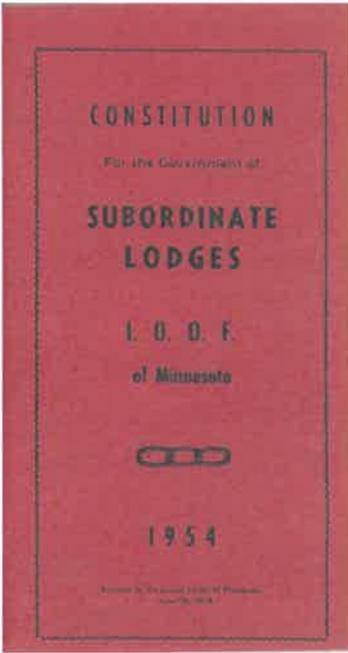


Front

“To live peaceably, do good unto all, as we have opportunity and especially to obey the Golden Rule, Whatsoever ye would that others should do unto you, do ye even so unto them.” -IOOF Motto

Fidelity Lodge # 95,- Continued. Jan; 1st; 1955.

- 43,- Ruffcorn, George , - - - 519-Cross St; - Anoka, - - - - - 547-7.
- 44,- Schookweiler, Wm; - - - -Round Lake Road, Route 4, Anoka, - -267-J-3
- 45,- Seaberg, Helge, - - - -701,- Fremont St,- Anoka,- - - - -393-W
- 46,- Senear , Harry W.- - - - Champlin, Minn;- - - - - 379-W
- 47,- Smith , Frank H.- - - - 2632- No Ferry St; Anoka,- - - - - 1051-W
- 48,- Smith , Wm; G.- - - - - Coon Rapids, Route 6, Anoka, - - - 1548-W-2
- 49,- Springer, Dr; Ray D. N.-- 2309- West Lawn Ave; Madison-5,- Wisconsin.



The independent Order of Odd Fellows started in England in the 17th Century and was brought to the Americas by Thomas Wildley. On April 26, 1819, in Baltimore, Maryland, Wildley founded the first fraternal organization to include women. The Rebekah Degree was adopted on September 20, 1851. "Rebekah" is derived from the biblical character and was initially an honorary award. Since they did not get their own lodges until September 25, 1868, the first Daughters of Rebekah operated in an informal manner that varied based on local groups. Once the Independent Order of Odd Fellows voted to establish lodges for them, the Daughters of Rebekah organized their order much the same way their male counterparts had.

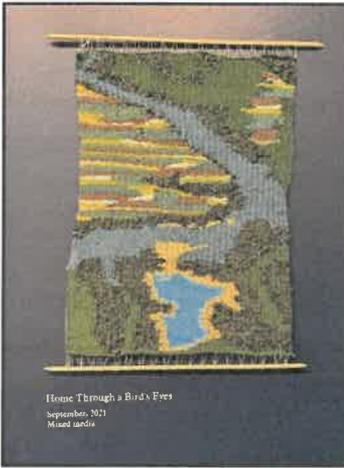
The Daughters of Rebekah wore the Ribbons featured here during meetings (green side) and memorials (black side) for members. Our collection indicated that the dual purpose of the membership ribbons was unique to the Rebekah Lodge.

Besides the dues required for membership, the receipts from the Lodge's Treasurer show the Daughters of Rebekah were expected to donate various items like hand-sewn napkins, cups, and plates to philanthropic organizations like the veteran's hospital. It seems that both the Independent Order of Odd Fellows and The Daughters of Rebekah made concentrated efforts to "do good unto all." Unexpected objects in donations allow us to thoroughly research the history behind what we have in our existing collection, which only forms a more substantial thread of history around our county.



Back

New Exhibit Alert! New Exhibit Alert!



Home Through a Bird's Eye,
Sept 2021

All That's Weft: Living a Life Interrupted, by Jolanda Dranchak, an Anoka educator and artist.

This series of mixed media weavings commenced as a form of self-therapy for Jolanda Dranchak as she dealt with a grief trifecta spanning more than three years: the loss of her spouse, the global pandemic, and PTSD from growing up in the former Soviet Union—triggered by the political unrest in the

US. Each month Dranchak selected a theme to anchor and process her emotions. She observed and recorded her experiences on a loom using materials that allowed her to convey her story as well as a written journal. See more on our website on the Exhibits page, under “What We Do.”

SAVE THE DATE: AUGUST 3, 2023

Meet the artist and learn about her material selection, creative process, and how preserving her story in a tactile way brought comfort and insight. Light refreshments served. Event is scheduled from 4:55 to 7:05 p.m. You read that right. Bring your quirky questions, too.



Beautiful Things, March 2021

New Exhibit Alert! New Exhibit Alert!

Anoka County Resident Feature: Nyakade Tot, Coon Rapids

Nyakade Tot arrived in the US from South Sudan in 1998 as part of an arranged marriage to an older man selected by her uncle. While the America she had seen in magazines created a sense of hope for her future, the Iowa winter she encountered quickly dispelled that dream.

After moving to Minnesota and settling into an apartment to raise her twin boys and daughter with her husband, Nyakade realized her hope of attending school and learning English wouldn't happen either. The wheels of fate began to turn the day the eviction notice arrived. A rent payment from the county bought her a little time, but soon Nyakade found herself and the children in a homeless shelter in Minneapolis. She learned English one word (and county department) at a time, while balancing a divorce, GED program, work, and child care.

Now living in Coon Rapids, Nyakade shares her home with other displaced African women who have left abusive relationships. Her story reflects ambition, determination, hardship, and love—all of which will be available in her own words on a future episode of the podcast, *History 21*.



Display case includes (from top) Basket for sifting flour, Dar used for milking, and beaded necklace and headband.

CEMETERY TOUR

RECAP

The 2023 reboot of the Cemetery Tours is complete. First, Daryl Lawrence led two tours of people through the Glen Cary Cemetery in Ham Lake. He shared stories of those buried there, including a love story between his Great



Grandparents. Sara Given headed to Forest Hill Cemetery in Anoka in July to lead three tours among the stones there. We used golf flags to indicate which stone to visit next to keep everyone together, so the tour guide didn't get lost. The red flags waving throughout the cemetery signaled the way – even though we didn't need the full 18-hole set.

At each cemetery, the stories of the people shone through – some of whose descendants came on the tour. At the beginning of the Forest Hill Cemetery Tour, one patron declared that their Great-Grandfather Jonathan Emerson was buried there. Much to the delight of everyone, Jonathan's grave was on the tour. And it was one of the most memorable, with nearly 1,900 words carved on

the four sides. After hearing more about Jonathan's grave manifesto, it made more sense that his second ex-wife [left] was not buried next to him.

If you missed either tour or want to experience it again, we are working with NorthMetro TV in Coon Rapids to bring you the tour digitally.

A huge thank you to our tour wranglers, Emily, Wes, and Steve! They helped set up flags, organized the group, answered parking questions, and carried a basket of flowers so we could leave a stem on every grave visited.



Volunteers

You are an integral part of our ACHS community. As a non-profit organization, our entire existence rests on the interest and passion of a Board of [Volunteer] Directors. And then, on top of that, the people who serve on committees, come into the museum to help with the collections or dive into events to share the fun of old stuff with new friends.

Thank You

The catch-22 regarding being a small organization is that sometimes we don't have time to look up from a project long enough to say, "we need help!"

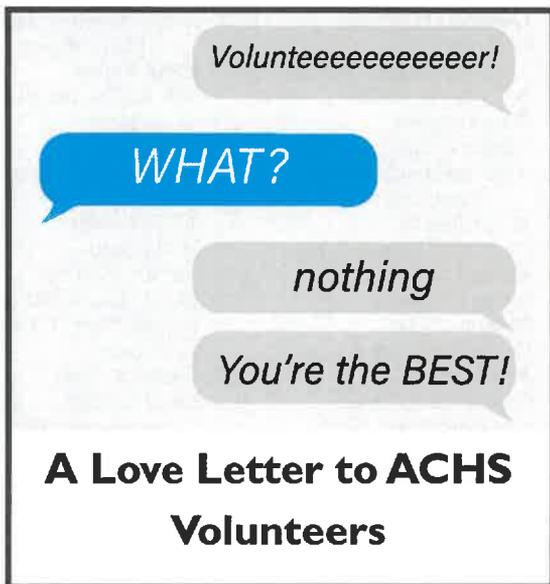
For all that you do

So we are raising the bat signal in a moment of quiet at the museum. In a couple of weeks, we will be at the Anoka County Fair and then in August at the Nowthen Threshing Show. These events are a great way to volunteer as a family or group. No worries, all training is provided, and we have a lot of fun along the way. Scan the QR code to view and sign up for shifts or email me directly.

If you have a performing heart, join the Ghost Tour Guide ranks! The walking tours are ACHS's biggest fundraiser of the year. With more guides, we can lead more tours (because we always sell out) and raise more money to keep local history safe and sound at the Anoka History Center.

Remember: YOU'RE THE BEST!

Join the Board of Directors or a committee
July 25-30: Anoka County Fair
Aug. 18-20: Nowthen Threshing Show
Sept-Oct: Ghost Tours!



Sara Given
Volunteer Coordinator
Sara@AnokaCountyHistory.org

THANK YOU TO OUR SUPPORTERS

All lists are current to July 5, 2023

General Donations

Lori Allert
American Legion Edward
B. Cutter Post 102
Sara Anderson
Anoka Women of Today
Association of Midwest
Museums
Sherri Auleta
Dennis & Darlene Berg
Richard Bergling
Janice Bergstrom
Shannon Boie
David Bredemus
Jill Brown PR
Barb & Gene Case
Key Community Bank
Sandra Connor
Jolanda Dranchak
Dan & Kathy Erhart
Sarah Florman
Erin Leah Freitag
Yrazema Garcia
Deborah Grambling
Joe & Stacy Hendren
Audra Hilse
Karen Holtin
Lotus & Richard Hubbard
Steve Huston
Valerie Jensen
Nancy Jorgensen
Kathy Klehr
Nancy Lambert
Bradley Joseph Le
Tourneau-Blackbird
Orville Lindquist

Todd Mahon & Nicole
Theis-Mahon
Carol Moen
Bill & Kate Morphew
Jason Nash
Steve Nelson
Scott Nolan in Memory of
Mary
John Novack
Nikki Nute
Judith O'Connor
Phil & Laurie Olman
Rich & Sherri Oxley
Al Paulson
Daniel R. Pratt
Chad Roberts
Linda Jean Rodgers
Allison Schmitt
Dawn Sieber
Truffles & Tortes
Maggie Snow
Al & Dawn Springer
Catherine Vesley
Wes & Cheryl Volkenant
Amy Weber-DeRaad
Sara Wilcox

New Members

Benedictine Living
Community Anoka
Suzanne A. Betts
Roger Giroux

Adopt-An-Artifact

Susanne Kennedy
Millie Kordiak

Bradley Joseph Le
Tourneau-Blackbird

ACHS Sustaining Members

Ginny Bites LLC
Troy & Karen Brown
Lotus & Richard Hubbard
Veronica Johnson
Bradley J. LeTourneau -
Blackbird
Scott Nolan
Northeast Bank
Lynne & Terry Rickert
Allison & Brian Schmitt
Wes & Cheryl
Volkenant
Barb & Gene Case
Matthew & Shelly Pahl
Robert Rither
Rita Warpeha
Benedictine Living
Community Anoka
Elaine M. Alarcon-Totten

ACHS Business Members

Billy's Bar & Grill
Fifth Avenue Dental
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Power Association
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LLC



HISTORY 21 THE PODCAST!

The first and third Friday of each month.
Subscribe and never miss an episode.

Don't miss the latest episodes of the ACHS Podcast:

- 3.11 Secret Archeologists at ACHS
- 3.12 Hilltop: The Tiny City that Almost Wasn't
- 3.13 Groat Fan Fiction
- Coming July 21: Richard Sorenson Medal of Honor Recipient

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Spotify or listen at
AnokaCountyHistory.org*

MONTHLY

History Center Hours—SUMMER HOURS

Closed Sunday, Monday

Tuesday—1-7 p.m.

Wednesday, Thursday, Friday—10-4 p.m.

Call us for a research reservation or to schedule shenanigans!

ACHS Board Meetings

Second Thursday of each month. 6:30 p.m. via Zoom

Open to membership and the public. Find the link to attend digitally at

AnokaCountyHistory.org on the calendar.

CLOSED

History Center will be closed during the Anoka County Fair

Anoka County Fair

Volunteer with or visit ACHS at the Old Farm House.

When: July 25-30

Where: Anoka County Fair. Tickets provided for all ACHS volunteers

“All That’s Weft” Exhibit Reception

Meet Jolanda Dranchak and learn about her material selection, creative process, and how preserving her story in a tactile way brought comfort and insight. Light refreshments served.

When: Aug. 3, 4:55 –7:05 p.m.

Where: Anoka County History Center

Nowthen Threshing Show

Join ACHS at the General Store for penny candy and pickle fun as a volunteer or store visitor before exploring the magic of the Threshing Show.

When: August 18-20

Where: Nowthen Threshing Show Grounds, Nowthen. Tickets provided for all ACHS volunteers.

Anoka County in the 1950 Census

With over 30 years of genealogical experience, Scott Norrick dives into what the 1950 Census can tell us about Anoka County and help in our genealogical research.

When: Aug. 22, 5 p.m.

Where: Anoka County History Center

Tickets: \$5, Free for members.

Keep up with the Fun at ACHS!



Anoka County Historical Society



AnokaCoHistory

MARKET UPDATE

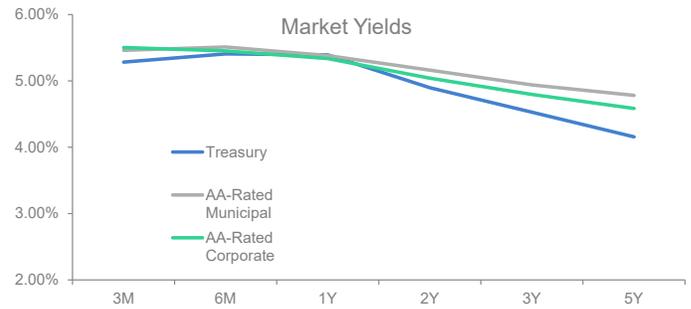
JULY 2023

Treasury Yield Curve



Source: Bloomberg Finance L.P. 06/30/23

Market Yields



Source: Bloomberg Finance L.P. 06/30/23

FEATURED MARKET DATA

Stronger Data Help Lift Rates

Economic data was mostly stronger than expected in June. The Citi Economic Surprise Index, which measures the differences in actual and forecasted economic data, rose in June as data such as retail sales, consumer confidence and durable goods orders were all stronger than expected. Stronger data also helped lift interest rates as 1-year and 2-year U.S. Treasuries increased by 22 and 49 basis points, respectively, in June. At the same time, futures markets fully priced in one additional Fed Funds rate hike in 2023 while eliminating expectations for a cut this year. During its June meeting, the Fed did not raise rates but conveyed expectations for two more rate hikes this year.

Source: Bloomberg

Citi Economic Surprise Index



Source: Bloomberg

RECENT NEWS

Federal Reserve and Growth

With inflation slowly declining and labor markets strong, we see the Fed as increasingly focused on economic growth as it contemplates further rate hikes. The Bureau of Economic Analysis (BEA) released its third estimate of 1st quarter GDP on June 29th. GDP was revised up to 2.0% from 1.3% in the second estimate based on upward revisions to exports and consumer spending that were partly offset by downward revisions to business investment and federal government spending. Surveys of economists forecast the potential for GDP to turn negative in the second half of 2023. Given strong recent data, we see a continued trend of recession risks being pushed back.

Source: www.bea.gov

U.S. Economic Indicators

Event	Event Date	Period	Survey	Actual	Prior / Revised (R)
Core CPI (MoM)	06/13/23	MAY	0.4%	0.4%	0.4%
Consumer Price Index (YoY)	06/13/23	MAY	4.1%	4.0%	4.9%
Retail Sales (MoM)	06/15/23	MAY	-0.2%	0.3%	0.4%
Existing Home Sales (MoM)	06/22/23	MAY	-0.7%	0.2%	-3.2% (R)
Durables Ex. Transportation	06/27/23	MAY	0.0%	0.6%	-0.6% (R)
Consumer Confidence	06/27/23	JUN	104.0	109.7	102.5 (R)
Core PCE (YoY)	06/30/23	MAY	4.7%	4.6%	4.7%
Change in Nonfarm Payrolls	07/07/23	JUN	225K	--	339K
Unemployment Rate	07/07/23	JUN	3.6%	--	3.7%

Source: Bloomberg Finance L.P. 06/30/23. Glossary terms on following page.

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Glossary of Terms

Term	What is it:
Building Permits	Records the number of permits for future housing construction.
Capacity Utilization	Tracks the extent to which capacity is being used in the production of goods and services.
Change in Nonfarm Payrolls	This indicator measures the change in the number of employees on business and government payrolls.
Chicago Fed National Activity Index	A nationwide measure of economic activity and inflation pressures. An index value of zero indicates that the national economy is expanding at its historical trend rate of growth.
Consumer Confidence	Index examines how consumers feel about jobs, the economy and spending.
Consumer Price Index (CPI)	Measures the average change in retail prices over time for a basket consisting of more than 200 categories of assorted goods and services paid directly by consumers.
Core Consumer Price Index (Core CPI)	This measure of CPI excludes food and energy costs.
Durable Goods Orders	A measure of new orders placed with domestic manufacturers for durable goods, which are items that last three years or more.
Existing Home Sales	Measures monthly sales of previously owned single-family homes.
GDP Annualized QoQ	Measures the annualized quarterly growth of the final market value of all goods and services produced within a country. GDP is the foremost report on how fast or slow the economy is growing.
Housing Starts	Records the number of new housing units started during a period.
Index of Leading Economic Indicators (LEI)	An index designed to predict the direction of the economy.
Initial Jobless Claims	Tracks new filings for unemployment insurance benefits.
ISM Manufacturing	Measures manufacturing activity based on a monthly survey of purchasing managers.
MBA Mortgage Applications	The Mortgage Bankers Association's weekly mortgage application survey includes home loan application activity for conventional and government loans for home purchases and refinances.
Mortgage Delinquencies	A measure of the percent of total conventional and government loans which are at least one payment past due, but not in the process of foreclosure.
Personal Consumption Expenditure (PCE)	The Federal Reserve's preferred measure of inflation tracks overall price changes for goods and services. Core PCE excludes food and energy.
Personal Income and Spending	Index records the income Americans receive, how much they spend, and what they save.
Retail Sales	Tracks the sale of new and used goods for personal or household consumption.
Retail Sales Ex. Auto	Retail sales excluding motor vehicles and parts.
S&P Case-Shiller Home Price Index	Tracks the value of single-family housing within the U.S. There are multiple indexes including the 20-City Composite.
Unemployment Rate	The U-3 unemployment rates tracks the percentage of the civilian workforce that is unemployed.

Source: Bloomberg, The Secrets of Economic Indicators by Bernard Baumohl; PMA Asset Management, LLC

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U.S. Municipal Bond Market

First Half Public Finance Primary Issuance Down 20%, Foreshadows Potential Scarcity of Municipal Investment Options

- Issuance was 20% lower in the first half of 2023 compared to the first six months of 2022.
- Activity averaged \$29 billion a month, matching our expectation.
- Municipal mutual fund flows are turning, tells us municipal investor sentiment is strengthening.
- A scarcity of municipal bonds could develop because of the supply and demand dynamic in the near term, and because of federal tax policy in the medium term.
- The above dynamic, along with historically attractive municipals yields, reinforces the case we have been making to investors about the appealing nature of the municipal bond market.

Tom Kozlik

Head of Public Policy and

Municipal Strategy

214.859.9439

tom.kozlik@hilltopsecurities.com

Primary Market Volume Remains Below Average in First Half of 2023

Municipal bond issuance over the first half of 2023 was down 20% compared to last year. Over the last six months public finance entities sold \$175 billion of municipal bonds. Last year they sold \$218 billion over a similar length of time. This slowdown is not a surprise. We expected that lower economic growth and higher interest rates would cause activity to grind down in 2023. We forecast \$350 billion of issuance for

Over the last six months public finance entities sold \$175 billion of municipal bonds. Last year they sold \$218 billion over a similar length of time. This slowdown is not a surprise.

First Half Issuance of \$175 Billion Matched Our Forecast

Ten Year Average '13 - '22	Month	2020 Actual	2021 Actual	2022 Actual	2023 Actual	% Change from 2022	Iss. Required for \$350B in 2023	Iss. Required for \$391B in 2023	HTS 2023 Forecast (Nov. 22)
\$27	January	\$33	\$28	\$26	\$23	-12%	\$23	\$23	\$25
28	February	42	37	32	21	-33%	21	21	25
35	March	20	48	46	34	-26%	34	34	30
34	April	32	37	40	33	-19%	33	33	30
34	May	31	35	37	29	-20%	29	29	25
40	June	52	50	38	34	-9%	34	34	40
32	July	48	38	28	-	-	29	36	30
37	August	43	45	42	-	-	29	36	30
33	September	54	45	27	-	-	29	36	30
43	October	73	42	29	-	-	29	36	35
32	November	21	37	26	-	-	29	36	25
34	December	35	41	20	-	-	30	36	25
\$409	Total	\$485	\$483	\$391	\$175	-20%	\$350	\$391	\$350

Source: Refinitiv, The Bond Buyer and HilltopSecurities.

the year back in November 2022 in [Anticipating Municipal Issuance Will Remain Challenged Again in 2023: Our Forecast](#). In fact, the pace of activity that resulted in \$175 billion through the first six months matches the monthly forecast we published on page 3. We believe this slowdown foreshadows a level of scarcity that is likely to exist for the rest of this year, into next year, and the scarcity of tax-exempt municipals in a worst-case-scenario could degenerate to an even greater extent after the November 2024 elections.

Falling Supply and Strengthening Demand

It is worth reiterating once again that the supply and demand dynamic in the municipal market is typically a key driving force that influences the value of municipal bonds. Through the end of May almost \$8 billion flowed out of municipal bond mutual funds per Lipper data. This tells us that municipals were out of favor to investors. Last year over the same amount of time \$38 billion flowed out of municipal funds as investors grew nervous about Federal Reserve action. During the three previous years investor sentiment was relatively strong (just not in March and in the first half of April of 2020, unsurprisingly). Before investors were spooked by the Fed rate actions last year, they were piling investment dollars into municipal funds. We expect that positive investor sentiment is going to continue to intensify in the second half of 2023 and into the first half of 2024. We believe investor attitudes toward municipals should and will turn more confident. This recovery could be uneven at times, but it will build. In fact, the recovery in municipal bond investor sentiment has already begun. In June we saw two weeks of inflows and two weeks of outflows. The outflows only average -\$140 million. The average weekly inflow/outflow last year alone was -\$1.5 billion. The average weekly inflow/outflow through the first six months this year has been -\$274 million.

The scarcity of municipal bonds will continue in the second half of 2023 as issuance remains below average and investor sentiment recovers. During the beginning of June we reminded investors that the investment landscape in municipals was still appealing in [Municipal Yields are Historically Attractive- Our view on How to Finish Out the Second Quarter of 2023](#). The technical and yield-related landscape looks very similar relative to about a month ago. Yields may remain relatively attractive in the next 12-18 months and the supply and demand dynamic may fall out of investors' favor. What will a more unattractive landscape look like for investors? If issuance remains challenged and investor sentiment strengthens, we expect it will be more difficult for investors to find bonds that match their portfolios' needs. It could be a replay of the years when investor sentiment was very strong like we saw in 2019-2021, but it will be a more difficult market to negotiate because issuance will be lower than average.

Improbable We See Issuance Recovering to Match Last Year

It is improbable that we see municipal primary market issuance recover to a level that totals \$391 billion (annual 2022 issuance) in 2023. So far in 2023 issuance has averaged \$29 billion a month. In order for activity to meet last year's annual tally, issuance would need to average \$36 billion a month for the next six months. We do not think that it is very likely the pace of issuance rises by \$7 billion a month. We just do not see a catalyst that would create that level of action. Issuance has not averaged \$36 billion a month since the first six months of 2022, when the Fed's battle against inflation was

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still unclear. We think it is more probable that the pace of issuance remains close to what we have seen already this year.

Again, we do not anticipate any facilitator drives primary market issuance to a higher pace. Rising or strong economic growth is typically correlated with new money municipal issuance. If economic growth falls, or if there is an economic slow-down new money issuance could fall relative to this year. If interest rates remain elevated, as they probably will, refunding issuance will remain challenged as well. Our above reference to what could occur after the 2024 elections refers to our continued expectation that the municipal bond tax-exemption tax-expenditure will be increasingly at risk. For more detail about this please see, [A New Decade & Threat to the Municipal Bond Tax-Exemption \(Oct. 22, 2021\)](#). We continue to expect that the D.C. lawmakers quest for deficit reduction measures will lead them to consider cutting tax-expenditures, and that puts the municipal bond tax-exemption at risk.

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CO-GOVERNING WITH YOU

IMPORTANT CONTACTS

UNITED STATES REPRESENTATIVE

ILHAN OMAR

Minnesota's 5th District



I believe in co-governance. That means that I work with my constituents to write legislation, craft amendments, and determine my priorities. If you have thoughts you'd like to share with me, please contact my office.

MINNESOTA OFFICE



Sabathani Community Center, Suite 222
310 East 38th Street,
Minneapolis, MN 55409
MN05.Info@mail.house.gov

WASHINGTON DC OFFICE



1730 Longworth HOB
Washington, DC 20515
(202)-225-4755

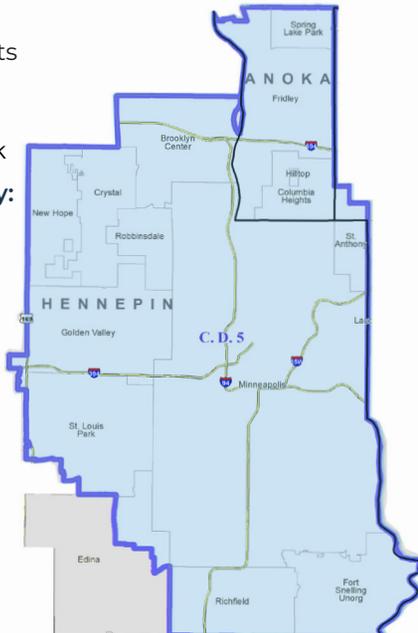
omar.house.gov

5TH DISTRICT MAP

Anoka County:
Columbia Heights
Fridley
Hilltop
Spring Lake Park

Hennepin County:
Brooklyn Center
Crystal
Edina
Golden Valley
Minneapolis
New Hope
Richfield
Robbinsdale
St. Anthony
St. Louis Park

Ramsey County:
St. Anthony



MY OFFICES

Minnesota.....(612) 333-1272
Washington, DC.....(202) 225-4755

FEDERAL GOVERNMENT

U.S. Senator Amy Klobuchar.....(612) 727-5220
U.S. Senator Tina Smith.....(651) 221-1016
The White House.....(202) 456-1111
Medicare.....(800) 633-4227
Social Security Administration.....(800) 772-1213
National Passport Info Center.....(877) 487-2778
U.S. Citizenship and immigration Services
– Customer Service Center.....(800) 375-5283
Department of Veterans Affairs...(612) 725-2000
Federal Student Aid Center.....(800) 433-3243
Small Business Administration.....(612) 370-2324

STATE & LOCAL GOVERNMENT

MN Governor's Office.....(800) 657-3717
MN Attorney General.....(651) 296-3353
MN Driver and Vehicle Services...(651) 297-3298
MN Energy Assistance Program...(952) 930-3541
MN Senior Linkage Line.....(800) 333-2433
MN Disability Linkage Line.....(866) 333-2466
MN Legislature Public Info.....(651) 296-0504
Hennepin County.....(612) 348-3000
City of Minneapolis.....(612) 673-3000

MN05.info@mail.house.gov



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or go to <https://omar.house.gov>



OUR STAFF IS HERE TO ADVOCATE FOR YOU

@repilhan @ilhan @repilhan



Dear Friend,

I am proud to represent more than 708,000 people who live in Minnesota's 5th Congressional District.

I was sworn into office in January 2019, making me the first Somali-American Member of Congress, the first woman of color to represent Minnesota federally, and one of the first two Muslim-American women elected to Congress.

As your U.S. Representative, I am committed to fighting for our shared values that put people at the center of our democracy. I am focused on tackling the issues that concern you, my constituents, like investing in education, addressing hunger and poverty, freeing students from debt, ensuring a fair wage for a hard day's work, creating a just immigration system and taking action to prevent climate change.

I will fight for our rights and freedoms, and oppose destructive policies that attempt to divide us. Together, we have the power to build a more inclusive and compassionate society that allows our economy to flourish and encourages more Americans to participate in our democracy.

If you are a constituent in Minnesota's 5th Congressional District, our staff is available to help you navigate and communicate with numerous federal, state and local agencies. We are here to advocate for you.

Sincerely,

HOW WE CAN HELP YOU

Members of Congress and their staff work with federal agencies and other government entities to address irregularities, delays, and emergencies that impact you, our constituents.

CASEWORK

We may be able to help you with the following issues:

- » Expediting work permits so you don't lose a job
- » Expediting family and spouse visa applications when you are facing a humanitarian situation or severe financial loss
- » Expediting passports before upcoming international travel
- » Facilitating reviews of benefit denials like Social Security or Medicare
- » Clarifying unexpected charges or changes to benefits
- » Checking on the status of a pending form or request, such as your tax return, VA request, Social Security payments, public health insurance, and more

We **cannot** help with pending legal issues in front of a court, nor can we approve, deny, or change decisions outside established administrative processes.

LETTERS OF SUPPORT

If your organization is applying for a federal grant, please contact my team so I can provide a letter of support.

AGENCIES OR GOVERNMENTS WITH WHOM WE WORK

We can work with any and all federal agencies, as well as non-federal agencies that are working on federally funded programs. The most common agencies are:

- » U.S. Citizenship and Immigration Services
- » U.S. Department of State
- » Internal Revenue Service
- » Social Security Administration
- » Bureau of Prisons
- » Medicare and Medicaid
- » Immigration and Customs Enforcement
- » U.S. Postal Service

PRIVACY RELEASE FORM

A signed privacy release form from you, listing a valid address in the Fifth Congressional District, is required for our staff to assist you. Depending on the nature of your issue, we may also need records, personal statements, or supporting documents. Please contact my office to discuss your case and see what we can do to help you.

MEETINGS AND EVENTS

If you are planning an event and would like Rep. Omar to attend, or if you would like to schedule a meeting, please reach out to our office.



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

June 30, 2023

Daniel Buchholtz
City Administrator
City of Spring Lake Park
dbuchholtz@slpmn.org

RE: Metro Transit “F” Line Rapid Bus Project, Hennepin and Anoka Counties, Minnesota
Section 106 Consulting Party Invitation

Dear Mr. Buchholtz:

The Federal Transit Administration (FTA) in cooperation with Metropolitan Council/Metro Transit (Metro Transit) is proposing the F-Line Bus Rapid Transit (F-Line) Project in Hennepin and Anoka Counties. As part of its responsibilities under 36 CFR § 800 – Protection of Historic Properties and the National Historic Preservation Act (NHPA), FTA is initiating a Section 106 Consultation Process for Metro Transit’s F-Line Project. FTA and Metro Transit will be preparing a Documented Categorical Exclusion to evaluate the environmental impacts of the project. A map of the project area is enclosed, and additional information is available at <https://www.metrotransit.org/f-line-project>.

The F Line is an approximately 12.9-mile arterial BRT line running from Nicollet Mall in downtown Minneapolis to the Northtown Transit Center in Blaine, Minnesota. The F Line will travel primarily on Nicollet Mall in Minneapolis; Central Avenue in Minneapolis, Columbia Heights, and Hilltop; and University Avenue in Fridley, Spring Lake Park, and Blaine; and will provide faster and more reliable bus service along this corridor. The F Line is planned to substantially replace the existing Route 10, which currently provides local bus service within the corridor and has the fifth highest ridership bus route in the region. The F Line will run every 10 minutes during most periods of the day. This project will include the following components:

- Construction of up to 50 platforms at 25 station locations with BRT amenities such as pylons with real-time signage; enhanced shelters with heat, light, and security features;
- Service at up to 63 platforms at a total of 32 stations, with the additional 13 platforms (at 7 stations) previously constructed as part of the Nicollet Mall Reconstruction and Northtown Transit Center Improvement Projects;
- Curb extensions, with a typical platform length of 60 feet to accommodate the specialized buses and an additional 10 feet on each side to allow for a transition up to a nine-inch curb height; and

- Transit operational advantages such as transit signal priority (TSP), queue jump lanes, and bus-only lanes.

To comply with state and federal requirements governing cultural resources, a Section 106 Compliance Plan has been prepared for Metro Transit. The Compliance Plan establishes an Area of Potential Effect (APE), describes methodology for future architectural history surveys, includes an archaeological assessment, and provides a list of consulting parties and Tribes. The Compliance Plan can be accessed at this link:

<https://106group-my.sharepoint.com/:f:/p/salehmiller/Eq9EvcRjnkFEkRmtnLBP7ZYBvhukEx32Z9SBuQh8S05S6w?e=uhjCzV>.

Section 106 of the *National Historic Preservation Act* requires federal agencies to take into account the effects of their undertakings on historic properties. This process involves efforts to identify historic properties potentially affected by the undertaking, assess its effects, and seek ways to avoid, minimize or mitigate any adverse effects on historic properties. In accordance with 36 CFR § 800.2(c), you are invited to participate in the Section 106 process as a Consulting Party. As part of the process, the project team will work through a three-step process with consulting parties to:

1. Identify historic properties that could be potentially affected by the project;
2. Assess project effects on these resources; and
3. If there are adverse effects, develop ways to avoid, minimize, or mitigate adverse effects on historic properties.

Participation in this process is voluntary and open to anyone “with a demonstrated interest in the effect of the undertaking on properties listed on or eligible for listing on the National Register of Historic Places.” This may include property owners, business owners, historic preservation groups, neighborhood associations, or others who are interested in historic resources and preservation. Additional information about the consultation process is available online at <https://www.achp.gov/sites/default/files/documents/2017-01/CitizenGuide.pdf>.

Your timely response to this invitation will greatly help us incorporate your concerns into project development. For that purpose, we respectfully request that you complete the enclosed Project Consultation Options Form and forward it to FTA within 30 days of receipt of this letter, so that we can confirm your interest in participating in the consultation process. If you have questions or comments related to the proposed project, please contact Alexandra Brun by telephone at (202) 366-7469 or by e-mail at alexandra.brun@dot.gov.

Sincerely,

EVAN ISAAC Digitally signed by EVAN
ISAAC GROSS
GROSS Date: 2023.06.30
16:15:47 -05'00'

Evan Gross

Acting Director, Office of Financial Management and Program Oversight

Section 106 Consultation
F-Line BRT Project, Hennepin and Anoka Counties

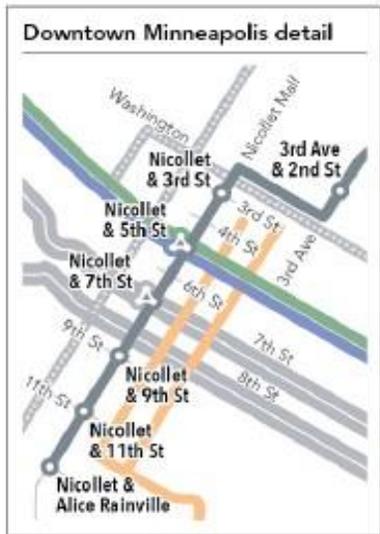
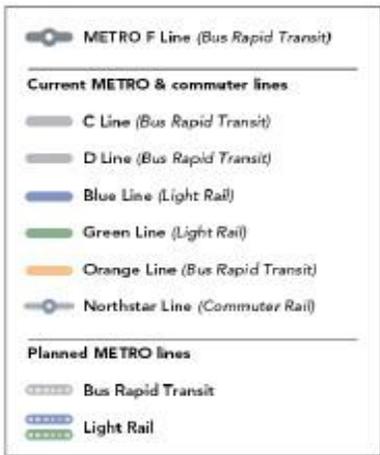
ecc: Jocelyn Hoffman, FTA
Alexandra Brun, FTA
Adam Smith, Metro Transit

Enclosures: F-Line Project Map
Project Consultation Options Form
[Compliance Plan](#)



F Line

March 2023



Project Consultation Options Form

Agency Name: _____

Project Name: Metropolitan Council/Metro Transit – F-Line BRT – Hennepin/Anoka Counties, MN

Please check the appropriate response. Use the back of this form or additional sheets if you wish to make comments:

Project	Our organization is interested in participating in this project as a consulting party. Further consultation is requested.	Our organization has no interest associated with this proposed project and further consultation is not required.
F-Line BRT, Minneapolis/St. Paul, MN	<input type="checkbox"/>	<input type="checkbox"/>

If you have chosen to continue consultation, please indicate the manner in which you wish to do so:

Mail (Address):

Phone:

e-mail:

Other: (please describe)

Designated contact for this proposed project:

NAME, TITLE (Please print) Phone: _____

Signed: _____ Date: _____

Please respond within 30 days of the date of the letter.

Please return Via Email by scanning to: alexandra.brun@dot.gov

Via Mail to:

Alexandra Brun
Environmental Protection Specialist
1200 New Jersey Avenue SE
Washington, DC 20590