



CITY COUNCIL REGULAR AGENDA
MONDAY, JUNE 15, 2020
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 1, 2020 City Council Meeting
 - [B.](#) General Operations Disbursements #20-09 \$341,758.01
 - [C.](#) 2nd Quarter Billing for 2021 Payable 2022 Property Tax Assessment - Ken Tolzmann
 - [D.](#) Approval of Second Amendment to the Purchase Agreement - 525 Osborne Road NE
 - [E.](#) Biennial Audit Summary Report
- 7. DEPARTMENT REPORTS**
 - [A.](#) Police Report
 - [B.](#) Parks and Recreation Report
- 8. PUBLIC HEARING**
 - [A.](#) Public Hearing on Interim Ordinance Establishing a Moratorium on New Rental Housing Licenses
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Ordinance 468, Establishing A Moratorium on the Conversion of Residential Property to Rental Property in the City of Spring Lake Park
 - [B.](#) Resolution 20-22, Establishing Precinct and Polling Locations for 2020 Election Year
- 10. NEW BUSINESS**
 - [A.](#) Award Bids for Arthur Street Water Treatment Plant Restoration
 - [B.](#) Terrace Court Resurface Project
- 11. REPORTS**
 - [A.](#) Engineer's Report
 - B. Attorney's Report
 - C. Administrator Report
- 12. OTHER**
 - [A.](#) Correspondence
- 13. ADJOURN**

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

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on June 01, 2020 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT:

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

ABSENT:

Councilmember Ken Wendling arrived at 7:35 PM.

STAFF PRESENT:

Public Works Director Randall, Police Chief Ebeltoft, Engineer Gravel; Planner Carlson, Attorney Thames; Parks and Recreation Director Okey and Administrator Buchholtz

VISITORS:

Jeremy Larson, Hampton Companies
Christine Jones, 8081 Garfield Street NE
Gene and Donna Eiler, 8301 Pierce Street NE

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR

Christine Jones, 8081 Garfield Street NE, requested an update on the clean up along the residential shoreline and inquired as to why there was brush left behind. Public Works Director Randall stated that he did pick up trash, paper, cans and branches from the pond. He stated any additional garbage is garbage that has blown in from the open area and within the last few days since the cleanup.

Engineer Gravel stated that the contractor cleaned up brush and trash from the pond project and some of the branches need to remain for natural habitat.

Ms. Jones stated that she is unhappy with the project.

Gene Eiler, 8301 Pierce Street NE, stated that he is concerned with the townhomes that were built at the end of his block two years ago. He stated that he was told that the townhomes would be owner occupied and the properties would not become rental units.

Mr. Eiler reported that a large box truck near his home starts up late at night and is very noisy. Mayor Nelson requested that Code Enforcement Director Baker check the neighborhood for the vehicle. Police Chief Ebeltoft reminded Mr. Eiler to call 911 when the vehicle is running and it can be investigated at that time.

Mayor Nelson inquired if the townhomes are owner occupied and if they are not, how they become rental units. He inquired if there are any lease agreements or if there is any information. Administrator Buchholtz stated that he received an email and reached out to the property owner. He stated that he learned that two of the four units had sold. He stated that he will get more information and keep the Councilmembers informed.

Councilmember Delfs inquired if an application was completed to convert the properties into rental units. Administrator Buchholtz stated that he will find out more information.

Councilmember Goodboe-Bisschoff inquired as to why the Council was not informed that the properties were converted into rental units. Administrator Buchholtz stated that the application does not need Council approval as it is a process within the City Code.

Councilmember Dircks inquired if the the conversion application was submitted before the Code changed regarding the number rental units that are allowed on in a residential area. Administrator Buchholtz stated that the Code change has not been made and that the ordinance is still being drafted. He stated that currently there is not a limit on the number of rental units allowed on a residential block.

Donna Eiler, 8301 Pierce Street NE, reported that she had contacted Administrator Buchholtz regarding the rental properties. She stated that she has concerns with a vacant home in the neighborhood and the long grass at the property. Code Enforcement Director Baker stated that he has posted the vacant home and will check on the long grass.

Mayor Nelson stated that he was not aware of the change of occupancy to a rental status and has concerns with the properties. He stated that he will look forward to the information that Administrator Buchholtz can provide and any advice that Attorney Thames can offer.

6. CONSENT AGENDA

- A. Approval of Minutes - May 18, 2020 City Council Meeting
- B. Contractor's Licenses

Motion made by Councilmember Delfs to approve Consent Agenda.

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

7. DEPARTMENT REPORTS**A. Public Works Report**

Public Works Director Randall reported that the Public Works Department has been patching pot holes and preparing the streets for the seal coat project. He stated the Department has been collecting trash and recycling from the parks as well as mowing and weed whipping. He reported that the playgrounds are open and the nets and hoops have been installed.

Mr. Randall provided a summary of the meetings he attended for the month of May.

Mayor Nelson inquired if the sealcoat is adhering to the pavement correctly with the humidity levels. Mr. Randall reported that the sealcoat is working and he has been pleased with the process of milling the street edges first and then applying the seal coat.

Mayor Nelson inquired on the area of Monroe Street and 81st Avenue where the sewer is causing problems. Mr. Randall stated that he has been discussing the issue with Mr. Gravel and approximately 600 feet of the sewer may need to be relined as there are joints that are leaking.

B. Code Enforcement Report

Code Enforcement Director Baker reviewed the staff report.

Councilmember Goodboe-Bisschoff inquired if the report of the Sheriff sales and vacant properties is available as it has in the past. Mr. Baker stated that he will forward the information to the Councilmembers.

8. ORDINANCES AND/OR RESOLUTIONS**A. Ordinance 466, An Ordinance Enacting a Code of Ordinances for the City of Spring Lake Park**

Administrator Buchholtz reviewed the staff memo with the City Council. He reported that the City worked with Municode to transfer the City Code to their system. He stated that it was discovered that there was not a consistent standard for numbering ordinances. He reported that City staff agreed that a new numbering and reference standard should be implemented to ensure a consistent City Code for all users.

Mayor Nelson stated that he was in favor of the Ordinance to renumber the existing Ordinances. He noted that no ordinances are changing due to this ordinance.

Motion made by Councilmember Dircks to approve Ordinance 466, An Ordinance Enacting a Code of Ordinances for the City of Spring Lake Park.

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

B. Ordinance 467, An Ordinance Amending the Official Zoning Map of the City of Spring Lake Park and Creating a New Planned Unit Development District

City Planner Carlson reviewed the staff memo regarding the application for a Planned Unit Development and Site Plan Review for 525 Osborne Road NE. He reviewed the site plan and possible site issues. He provided the conditions for the recommendation of approval from the Planning Commission.

Mayor Nelson stated that he is happy with the proposed development and stated that he feels this is a good fit for the property and the neighborhood.

Jeremy Larson, Hampton Companies, stated that he is comfortable with the conditions of the PUD and reported that their facilities are built, owned and operated by Hampton Companies. He stated that their company is excited to be part of the community.

Councilmember Goodboe-Bisschoff inquired if a chain link fence could be added to the existing fence along the north side of the Osborne Apartments to separate the properties and add extra security. Mr. Larson stated that he did not feel that an additional fence was necessary and with the proposed landscaping there should be enough security and privacy.

Mr. Carlson stated that the retention pond will be reviewed and that the City Engineer Gravel has provided comments. He stated that a permit will be required from the Coon Creek Watershed District and requirements will be added to their permit.

Councilmember Goodboe-Bisschoff inquired on the possible flooding in the area and if the development of the future single-family homes on Monroe Street and this proposed development will have any effect on future flooding during significant rain events. Mr. Carlson stated that there should not be any impact on flooding. He reminded that City Council that this proposal is a PUD and it allows the City to have the ability to place more conditions on the development.

Councilmember Delfs stated that he attended the Planning Commission meeting and reported that the Commission asked good questions and feels that this a wise choice for the development of the site.

Motion made by Councilmember Delfs to approve Ordinance 467, An Ordinance Amending the Official Zone Map of the City of Spring Lake Park and Creating a New Planned Unit Development District.

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

C. Resolution 20-21, A Resolution Authorizing the Granting of Regulatory Flexibility to Local Businesses

Administrator Buchholtz reviewed the staff memo with the City Council. He stated that the resolution is important as it provided restaurant and bar owners the flexibility to open up and loosens the state liquor liability guidelines.

Administrator Buchholtz reported that two establishments in the City have decided to reopen with the current guidelines in place from the Governor. He stated that Montes and Torg Brewery will be reopening on June 1, 2020.

Councilmember Goodboe-Bisschoff inquired on the impact the increased patio seating areas will affect the neighborhoods with additional noise, music and liquor being served. Administrator Buchholtz stated that most the establishment patio areas are situated away from residential areas and the establishments are subject to the City's noise ordinance.

Mayor Nelson reported that Kraus Hartig VFW has no plans at this time to reopen under the revised Governor orders. He stated that the VFW does have a patio area behind a fenced area however, at this time, it is not economical for the VFW to open since the population is of the older generation. He stated that the patrons of the VFW tend to be in the age range where they can be most vulnerable to COVID-19.

Motion made by Mayor Nelson to approve Resolution 20-21, Authorizing the Granting of Regulatory Flexibility to Local Businesses.

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

9. NEW BUSINESS

A. Authorization to Hire Seasonal Code Enforcement Inspector

Code Enforcement Director Baker reviewed the staff memo. He reported that the candidate, Walter Morris, has passed the criminal background check.

Mayor Nelson stated that he supports this position and the summer months are a busy time for the Code Enforcement Department.

Councilmember Wendling inquired if the position would be full time. Mr. Baker stated that Mr. Morris will be working part-time with hours based on the workflow and the inspections that need to be scheduled. He stated that with the COVID-19 pandemic important life/safety inspections have not been able to be completed and they need to be completed as soon as possible.

Motion made by Councilmember Wendling to authorize to hire Seasonal Code Enforcement inspector Walter Morris for 2020.

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

B. Award Tree Planting Quote - Garfield Pond Improvements

Administrator Buchholtz reviewed the staff memo with the City Council. He stated that staff was ready to recommend moving forward with the quote from Midwest Landscapes in the amount of \$9,730.00 for tree planting and landscaping for the Garfield Pond Improvement project. He reported that the north side of the pond is ready for landscaping and staff recommends planting the north side. He stated that the south side will require screening and the finalization of the tree portion has not been decided. He also recommended including a contingency in the quote in case additional trees are needed.

Councilmember Delfs inquired if the entire bid amount should be approved at this time or if a portion should be approved for the trees that are ready for planting. Engineer Gravel stated that he recommends approving the entire bid amount so that funds are available when the other landscaping decisions have been made.

Mr. Gravel stated that the spring tree planting season deadline is approaching so he feels it would be best to plant the trees that have been decided soon and the remainder of the trees later in the fall.

Councilmember Goodboe-Bisschoff stated that she is concerned that there is not an opening for machinery to get into the area of the pond for future dredging of the pond and clean out of the bench in the pond. Mr. Gravel agreed and stated that an area will remain clear of trees on the east end for the ease of access to the pond in the future.

Motion made by Councilmember Wendling to award tree planting quote in the amount of \$12,350.00 for Garfield Pond Improvement project.

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

10. REPORTS

A. Engineer's Report – None

B. Attorney's Report

Attorney Thames reported that he is in the process of reviewing the 2020 Seal Coat agreement and is completing the development agreement for the Hampton Companies development.

C. Administrator Reports

Administrator Buchholtz reported that the City has received the escrow for the development agreement for the JP Brooks project and a letter of credit will be issued. He stated that he expects permits to be submitted soon.

Administrator Buchholtz reported that he received communication from the Spring Crest townhome association and they have decided to loop their existing water connections with the Hampton project. He stated that he will reach out the Osborne Apartments to see if there is interest in looping their existing water connections into the new water system.

Administrator Buchholtz reported that he attended a constructive meeting with the County Assessor, other local City Administrators and City Assessor Ken Tolzmann regarding the concerns of the assessing process completed by Mr. Tolzmann, for Spring Lake Park and the other local communities he works with, and the email sent by the County Assessor. He stated that a discussion was held and the County Assessor would like to see additional documentation of changes made to property grades/effective age changed and would like to schedule an annual meeting for concerns to be shared/addressed.

Administrator Buchholtz thanked the Spring Lake Park Police Department and Police Chief Ebeltoft for all their work during this time of civil unrest in the communities. He reported that they are all doing a good job of working together.

11. ADJOURN

Motion made by Councilmember Wendling to adjourn the meeting.

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

The meeting adjourned at 8:20 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: May 2020
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 Claim Res.#20-09

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68183	AMAZON CAPITAL SERVIES	OFFICE SUPPLIES	41.37
68184	AMERICAN MESSAGING	MONTHLY BILL - PAGER	4.53
68185	ANOKA COUNTY	PROPERTY TAXES - 1ST HALF OF 2020	93.75
68186	ANOKA COUNTY TREASURER	DATA SERVICES	450.00
68187	AT & T MOBILITY	PHONE SERVICES	548.17
68188	CARSON, CLELLAND & SCHREDER	ATTORNEY FEES	8,270.02
68189	CENTERPOINT ENERGY	MONTHLY UTILITY BILL	831.98
68190	CINTAS	OPERATING SUPPLIES	100.23
68191	CIT	MONTHLY SERVICE	2,405.00
68192	CONNEXUS ENERGY	STREET LIGHTS	9.77
68193	COON RAPIDS CHRYSLER	AUTO SERVICE REPAIR	157.96
68194	COTTENS INC	AUTO SERVICE REPAIR	175.58
68195	CROW WING TRANSPORT	DOT INSPECTION	450.00
98196	EMERGENCY AUTOMOTIVE TECH	AUTO SERVICE REPAIR	90.00
68197	FERGUSON WATERWORKS	OPERATING SUPPLIES	240.00
68198	GOPHER STATE ONE-CALL INC	MONTHLY LOCATE CALLS	108.00
68199	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	130.63
68200	MANSFIELD OIL COMPANY	FUEL PAYMENT	600.18
68201	METRO SALES	OFFICE SUPPLIES	97.00
68202	M-R SIGNS CO INC	STOP SIGHNS	615.99
68203	KRISTINE PEARSON	REIMBURSEMENT	55.01
68204	SLP FIRE DEPARTMENT	MAY FIRE PROTECTION SERVICES	19,225.00
68205	SOULO COMMUNICATIONS	BUSINESS CARDS	138.62
68206	STANTEC	ENGINEER SERVICES	43,571.06
68207	XCEL ENERGY	MONTHLY UTILITY BILL	42.39
68208	ANOKA COUNTY ATTORNEY'S OFFICE	ADMIN FORFEITURE FUNDS	46.60
68209	ANOKA COUTNY PROPERTY RECORDS	RELEASE OF DEFERMENT	46.00
68210	ASPEN MILLS	UNIFORM ALLOWANCE - BENNEK	247.30
68211	AXON ENTERPRISE INC	UNIFROM ALLOWANCE - FISKE	31.30
68212	BRYAN ROCK PRODUCTS	LANDSCAPE MATERIAL	775.55
68213	CENTRAL TURF & IRRIGATION	SPRINKLER HEADS	196.20
68214	CITY OF ROSEVILLE	DATA SERVICES	194.00
68215	COON RAPIDS CHRYSLER	AUTO SERVICE REPAIR	815.26
68216	COTTENS INC	AUTO REPAIR SUPPLIES	27.98
68217	ECM PUBLISHERS INC	RECYCLING EVENT & ARTUR ST BID	963.25
68218	EVIDENT INC	OPERATING SUPPLIES	145.50
68219	FINANCE & COMMERCE	BID PUBLICATION	342.55
68220	JACON LLC	PAYMENT REQUEST #3	110,610.59
68221	GARY KING	MARCH SAFETY CLASS	100.00
68222	MNSPECT	INSPECTION SERVICES - JAN. & FEB.	9,292.84
68223	SMITH SCHAFFER & ASSOCIATES	AUDIT SERVICES	7,150.00

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

Date: May 2020
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Claim Res.#20-09

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68224	STATE OF MN DEPARTMENT FINANCE	ADMIN FEE PROPERTY	23.30
68225	WASTE MANAGEMENT OF WI-MN	MONTHLY RECYCLING SERVICE	7,783.49
68226	KENNETH WENDLING	REIMBURSEMENT	29.98
68227	AMERITAS	PAYROLL	42.70
68228	CENTRAL PENSION FUND	PAYROLL	1,040.04
68229	DEARBORN LIFE INSURANCE CO	PAYROLL	344.88
68230	DELTA DENTAL	PAYROLL	1,459.86
68231	HEALTH PARTNERS	PAYROLL	14,437.42
68232	L.E.L.S	PAYROLL	310.00
68233	LOCAL 49	PAYROLL	105.00
68234	NCPERS GROUP LIFE INS	PAYROLL	64.00
68235	AMY FACINI	REFUND	35.00
68236	AMY REENTS	REFUND	108.84
68237	ASHLEY ANDERBERG	REFUND	70.00
68238	AT & T MOBILITY	PHONE SERVICE	337.36
68239	BATTERIES PLUS	BATTERIES	24.95
68240	CENTERPOINT ENRGY	MONTHLY UTILITY BILL	638.60
68241	CINTAS	MATS	100.23
68242	CITYWIDE SERVICE CORP	TOWING	175.00
68243	COMCAST	MONTHLY SERVICE	105.92
68244	COMM-WORKS LLC	CAMERA MONITORING	125.00
68245	CONNEXUS ENERGY	MONTHLY UTILITY BILL	303.71
68246	COON RAPIDS CHRYSLER	AUTO REPAIR SERVICE	393.76
68247	DAVE PERKINS CONTRACTING	REPAIR	3,100.00
68248	DB CAPITAL	REFUND	126.63
68249	DELTA DENTAL	COBRA PAYMENT	177.66
68250	DON LUNDHOLM	REFUND	102.00
68251	ELIZABETH MARTIN	REFUND	35.00
68252	FANI MARISOL DELGADO HAMILTON	REFUND	35.00
68253	FIRST AMERICAN TITLE INSURANCE	TITLE SEARCH & EXAM	785.00
68254	G & N ENTERPRISES	LAMPS	287.00
68255	GENO'S SEWER & DRAIN CLEANING	MAIN LINE CLEANING	125.00
68256	HEALTH PARTNERS	COBRA PAYMENT	812.02
68257	JESSE HOROSHAK	REFUND	35.00
68258	JESSICA STEWERT	REFUND	35.00
68259	JAMES RODRIGUEZ	REFUND	35.00
68260	JUDITH JENSEN	REFUND	100.00
68261	KARLY TORGERSON	REFUND	35.00
68262	KIDCREATE STUDIO	ART KITS	415.00
68263	KRISTI JURGENS	REFUND	35.00
68264	KRISTINA LARSON	REFUND	35.00

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

Date: May 2020
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Claim Res.#20-09

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68265	KYLE RAYMOND	REFUND	35.00
68266	MANSFIELD OIL COMPANY	FUEL	706.86
68267	METROPOLITAN COUNCIL	MONTHLY CHARGE - WASTEWATER	48,743.25
68268	MINNEAPOLIS SAW	PARTS	69.98
68269	OFFICE OF MN IT SERVICES	MONTHLY FIBER OPTIC	43.20
68270	SAMANTHA HOFSTEDE	REFUND	460.00
68271	SARAH CLEMONS	REFUND	35.00
68272	STEVEN KLEPPEN	REFUND	35.00
68273	TAYLOR INMAN	REFUND	35.00
68275	TINA PARK	REFUND	35.00
68276	TOPWASH.COM	CAR WASH	18.00
68277	USS MINESOTA ONE MT LLC	MONTHLY UTILITY	13,437.50
68278	WALLY SCHNEIDER	REFUND	35.00
68274	THE HOME DEOPT CREDIT SERVICES	RANGE SUPPLIES	66.55
68279	AMERITAS	PAYROLL	42.70
68280	CENTRAL PENSION FUND	PAYROLL	1,040.04
68281	DEARBORN NATIONAL	PAYROLL	344.88
68282	DELA DENTAL	PAYROLL	1,459.86
68283	HEALTH PARTNERS	PAYROLL	14,437.42
68284	L.E.L.S.	PAYROLL	310.00
68285	LOCAL 49	PAYROLL	105.00
68286	NCPERS GROUP LIFE INS	PAYROLL	56.00
68287	AMERICAN WATER WORKS ASSOC.	MEMBERSHIP	214.00
68288	BARTON SAND & GRAVEL CO	DISPOSAL	60.00
68289	BRITTNEY DEMARS	REFUND	45.00
68290	COMPUTER INTERGRATION TECHNOLOG	MONTHLY BILLING	3,525.00
68291	CROW WING TRANSIT	AUTO REPAIR	103.55
68292	ECM PUBLISHERS, INC.	PUBLIC HEARING AD	76.25
68293	ESTHER IDOWU	REFUND	75.00
68294	EVIDENT INC	OPERATING SUPPLIES	25.59
68295	GREEN LIGHTS RECYCLING	MAY RECYCLING EVENT	4,229.00
68296	INSTRUMENTAL RESEARCH INC	APRIL WATER TEST	72.00
68297	LISA MURPHY	UNIFORM ALLOWANCE	50.15
68298	MANSFIELD OIL COMPANY	FUEL	497.60
68299	METROPOLITAN COUNCIL	PERMIT FEE	950.00
68300	MTI DISTRIBUTING INC	PARTS	471.40
68301	MUNICIPAL PAVING PLANT	ASPHALT MIX - APRIL	1,172.52
68302	ON SITE SANITATION INC	RESTROOMS	66.00
68303	SCHMIDT CURB COMPANY INC	CURB REPAIR	4,068.00
68304	SERVPRO	REFUND ON WATER PAYMENT	22.68
68305	SHERRY ROSSINI	REFUND	30.00

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

Date: May 2020
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Claim Res.#20-09

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68306	SHREDIT-IT USA	SHREDDIGN SERVICE	101.28
68307	SMARTSIGN	LAYGROUND SIGN	35.15
68308	TASC	COBRA PAYMENT	30.08
68309	WALTERS RECYCLING & REFUSE SERV	RUBBISH & ORGANICS REMOVAL	480.01
		TOTAL DISBURSEMENTS	<u>341,758.01</u>

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

Kenneth A. Tolzmann, SAMA
Spring Lake Park City Assessor

May 27, 2020

City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, Mn 55432
Attn: Mr. Daniel Bucholtz, Admin.

Re: Second Quarter Billing for 2021 Payable 2022 Property Tax Assessment.

Dear Mr. Bucholtz,

The annual cost for assessment services in accordance with our contract is as follows:

1982 Residential improved parcels @ \$10.00 per parcel -----	\$19,820.00
317 Commercial/Ind/Apt parcels @ \$55.00 per parcel -----	17,435.00
42 Unimproved land parcels @ \$ 2.50 per parcel -----	105.00
94 Exempt parcels	nc

Total Cost for year 2021 assessment payable in 2022: \$37,360.00

Second Quarter Amt. Due: \$ 9,340.00

The above figures are in accordance with our contract for services dated December 17, 2018.

If you have any questions, please give me a call at 464-4862.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939
Spring Lake Park City Assessor
24738 Hamlet Ave. N.
Forest Lake, Mn 55025



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: June 10, 2020

Subject: Assignment of Purchase Agreement

We have received a request from Hampton Companies to assign the purchase of the property to Landco Investments of Spring Lake Park LLC. This is common for these types of land transactions. City Attorney Thames has verified the LLC's registration status with the Minnesota Secretary of State's Office and drafted the 2nd Amendment to the Purchase Agreement.

Staff recommends approval of the Second Amendment to the Purchase Agreement. All terms of the Purchase Agreement remain in effect.

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

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SECOND AMENDMENT TO PURCHASE AGREEMENT

THIS SECOND AMENDMENT TO PURCHASE AGREEMENT (this "Amendment") is made and entered into this 15th day of June, 2020, by and between City of Spring Lake Park ("Seller") and Hampton Companies, LLC, a Minnesota limited liability company ("Buyer") and Landco Investments of Spring Lake Park, LLC, a Minnesota limited liability company ("New Buyer"). Seller and Buyer and New Buyer are sometimes referred to herein as the "parties". This Amendment amends certain terms of the Purchase Agreement (the "Agreement") executed between the parties on January 7, 2020.

RECITALS

WHEREAS, the parties entered into the Agreement, which contemplated terms of the sale of the Property, as defined therein, on January 7, 2020; and

WHEREAS, the parties subsequently entered into a First Amendment to Purchase Agreement on April 20, 2020 to extend certain timelines within the Agreement, and

WHEREAS, the Agreement permits Buyer to assign its interest and obligations contained in the Agreement, as amended by the First Amendment to Purchase Agreement, to an entity under the exclusive control of Buyer, upon written notice, amendment to the Agreement, and conditioned upon the term that the assignment shall not relieve Buyer from liability for its obligations under the Agreement; and

WHEREAS, Buyer has notified Seller that Buyer desires to amend the Agreement and assign its interests and obligations in the Agreement to Landco Investments of Spring Lake Park, LLC, a Minnesota limited liability company ("New Buyer"); and

WEREAS, Buyer certifies that New Buyer meets all criteria above, as set forth in the Agreement, to qualify for the proposed assignment under the same.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Buyer and Seller and New Buyer, the same agree to amend the Agreement and agree as follows:

1. Buyer hereby assigns its interests and obligations in the Agreement to Landco Investments of Spring Lake Park, LLC and Buyer and Seller mutually agree to approve of such assignment conditioned upon Buyer's compliance with all terms and requirements of the Agreement and Buyer's and New Buyer's certifications and representations contained herein.
2. Buyer and New Buyer certify that New Buyer is a Minnesota limited liability company in good standing with the Minnesota Secretary of State and is an entity under the exclusive control of Buyer.
3. New Buyer agrees to be bound by all terms and obligations of the Agreement, as amended by the First Amendment to Purchase Agreement.


4. Buyer acknowledges and agrees that this assignment shall not relieve Buyer from liability for its obligations under the Agreement.
5. The undersigned each agrees that they are the authorized representatives of their respective entities and are fully empowered, without qualification, to bind their respective entities to the terms contained herein.

[Signatures on following page]

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the day and year first written above.

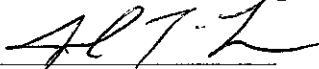
BUYER:

Hampton Companies, LLC

By: 
Name: Joel Larson
Its: President

NEW BUYER:

Landco Investments of Spring Lake Park, LLC

By: 
Name: Joel Larson
Its: president

SELLER:

City of Spring Lake Park

By: _____
Name: _____
Its: _____

Office of the Minnesota Secretary of State Certificate of Organization

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

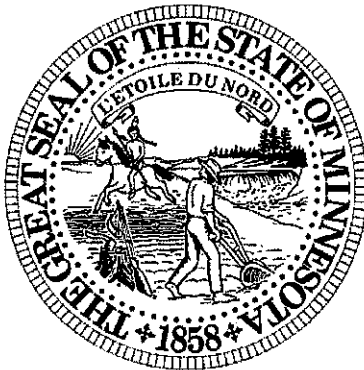
The business entity is now legally registered under the laws of Minnesota.

Name: Landco Investments of Spring Lake Park, LLC

File Number: 1162476400022

Minnesota Statutes, Chapter: 322C

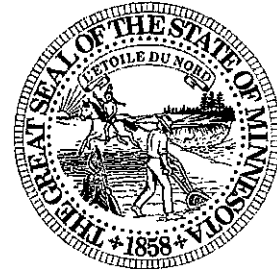
This certificate has been issued on: 06/09/2020



Steve Simon

Steve Simon
Secretary of State
State of Minnesota

Office of the Minnesota Secretary of State
Minnesota Limited Liability Company/Articles of Organization
Minnesota Statutes, Chapter 322C



The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Organization:

ARTICLE 1 - LIMITED LIABILITY COMPANY NAME:

Landco Investments of Spring Lake Park, LLC

ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:

Name

Address:

1824 Buerkle Road White Bear Lake MN 55110 USA

ARTICLE 3 - DURATION: **PERPETUAL**

ARTICLE 4 - ORGANIZERS:

Name:

Address:

J Larson

**1824 Buerkle Road White Bear Lake MN 55110
USA**

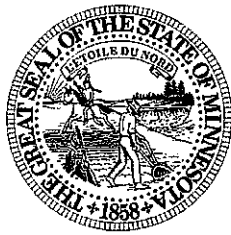
If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

By typing my name, I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

SIGNED BY: **JLarson**

MAILING ADDRESS: **None Provided**

EMAIL FOR OFFICIAL NOTICES: **susan@suitelivingsenior.com**



Work Item 1162476400022
Original File Number 1162476400022

STATE OF MINNESOTA
OFFICE OF THE SECRETARY OF STATE
FILED
06/09/2020 11:59 PM

Steve Simon

Steve Simon
Secretary of State

Biennial Audit

Agency Information

Spring Lake Park Police Department
1301 81st Ave NE
Spring Lake Park, MN 55432

Audit Date

May 23rd, 2019

Summary Report

In accordance with MN Statute 13.825 Portable Recording Systems, Subd. 9, Biennial audit:

The required audit was conducted with the following results:

- Portable Recording system found to positively maintain date and time information of recorded data, accurately, and as required
- Recorded Data is appropriately classified in regards to the referenced Statutes
- Recorded Data validated to be utilized and stored appropriately, in accordance with Statutes
- Recorded Data validated to be appropriately disseminated and/or shared, as required and requested, in accordance with Statutes
- Recorded Data destruction rules applied at time of data creation

Additional Considerations:

Spring Lake Park Police Department has established a comprehensive, BWC Policy, [Policy # 800](#), which specifically set Department guidelines for operation of Body Worn Cameras and Retention Schedule. The Policy is publicly available, via their website and link within this document for reference. The Policy addresses compliance to the MN Statute 13.825 Portable Recording System. The established Policy was review against standard practices, of data collection, classification, access, storage and dissemination. The review results proved operations and practices to be carried out in accordance with the established policies.

At the time of the audit, Spring Lake Park Police Department fulfills all the requirements as identified in the MN Statute 13.825 Portable Recording System.

Should any further information be required in accordance with this audit. Please contact the below cited reviewer at the number or email listed e.

Reviewer

Ann Platson
Computer Integration Technologies, Inc.
Ann.platson@cit-net.com
651-255-5758



Police Report

May 2020

Submitted for Council Meeting June 15, 2020

The Spring Lake Park Police Department responded to seven hundred and fifty-six calls for service for the month of May 2020. This is compared to responding to six hundred and fifty-eight calls for service in May 2019.

Investigator Bennek reports handling a case load of ten cases for the month of May 2020. Nine of these cases are felony in nature, and one of these cases are misdemeanor in nature. Investigator Bennek also continues to monitor five forfeiture cases, along with his monthly case load. Investigator Bennek continues to bring these cases to a conclusion as soon as possible. For further details, see Investigator Bennek's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, along with other duties that may be assigned on a daily basis. I would also like to commend the police department administrative staff, since the beginning of the COVID-19 pandemic have voluntarily started and continued to provide extra sanitary cleaning within our department to help keep our department as clean as possible, and prevent the potential spread of COVID-19. I would like to take this opportunity to say "Thank You!" to the police department administrative staff for stepping up and addressing this concern without having to be asked!

The month of May has been a busy month for me as well, besides handling the day-to-day operations of the police department, I continue to attend meetings on a daily basis, representing the City of Spring Lake Park and the Spring Lake Park Police Department. Most of my days have been occupied by the COVID-19 Pandemic, and as of late; the Civil Unrest in Minneapolis and the issues spreading from there into our community and surrounding communities.

This will end my report for May 2020.

Are there any questions?



Investigator
Tony Bennek

Spring Lake Park Police Department Investigations Monthly Report

May 2020

Total Case Load

Case Load by Level of Offense: 10

Felony	9
Gross Misdemeanor	0
Misdemeanor	1

Case Dispositions:

County Attorney	5
Juvenile County Attorney	0
City Attorney	2
Forward to Other Agency	0
SLP Liaison	0
Carried Over	2
Unfounded	0
Exceptionally Cleared	1
Closed/Inactive	0

Forfeitures:

Active Forfeitures	5
Forfeitures Closed	0

Parks and Recreation Report for the Month of May

Recreation programs offered during May included a 4-week Healthy Habits Water Challenge with 19 registered, Doug Ohman movie viewing party with 19 registered and 15 Kid Create Art Kits were sold and picked up at City Hall for use at home. In addition, virtual programs were offered in dance, film, finance, genealogy and Facebook. Staff are working on creating blended (in person, virtual and in person/virtual combination) programs for the future.

I attended the Parks and Recreation Commission meeting on May 5th.

On May 6th, I picked up a Plexiglas shield for the reception desk in our office for the protection of the residents and staff.

I picked up a donation of plants from Minnesota Green Project on May 12th and on May 13th the recreation staff including myself, planted those plants along with weeding at Lakeside, Sanburnol and Able Parks.

On May 18th, the playground equipment and all park courts were reopened. Residents are asked to use at their own risk and abide by the State of Minnesota Health Department and the Centers for Disease Control's recommendations on physical distancing and hand washing.

Update on June programs- Youth softball was cancelled due to COVID -19. The no games restriction has hindered our opportunity to recruit participants and volunteer coaches. SLP Baseball Association also recently indicated that they would not be able to rent Lakeside Lions Park for practice this year.

The summer playground including Panthers, Munchkins, free programs and the day trip program for 2020 was canceled on June 3 due to COVID -19 restrictions. Our day trip partner, The City of Fridley, also cancelled their summer program. Unfortunately, the physical distancing guidelines prevent us from operating these programs in the way that our children deserve – a fun, engaging, social and interactive experience. We are limited to 9 participants each day and 1 staff for any indoor activities and the Able Park building will only accommodate 5 children with the physical distancing guidelines. In addition, with the uncertainty of the program and stating health concerns, the returning seasonal staff have chosen not to return to employment. Most recent resignation was two days prior to training.

We are continuing to explore optional programs and will soon roll out pop up programs that will allow for physical distancing activities outside, these activities will be weather dependent and will be advertised one week in advance.

As the state goes to Phase III, we will be able to offer Music in Park starting in July.

This concludes the report for May.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: June 10, 2020

Subject: Interim Ordinance Establishing Moratorium on the Conversion of Residential Property to Rental Property

Mayor Nelson requested that an Interim Ordinance be drafted and presented to the City Council placing a 6 month moratorium on the conversion of residential properties to rental within the City limits.

This ordinance would prevent any existing property that has not been previously registered as rental property in the City from becoming a rental property for a period of 6 months. During the next six months, staff will study the impact of rental housing conversions on single family neighborhoods to inform the Council on this issue and to determine if any new regulation is needed.

Because this ordinance deals with residential property, the City Attorney has advised that a public hearing on the proposed ordinance be held prior to adoption.

Staff will provide additional information on the proposed study at the June 15 work session prior to the City Council meeting. If you have any questions, please don't hesitate to contact me at 763-784-6491.

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ORDINANCE NO. 468

AN ORDINANCE ESTABLISHING A MORATORIUM ON THE CONVERSION OF RESIDENTIAL PROPERTY TO RENTAL PROPERTY IN THE CITY OF SPRING LAKE PARK

The Spring Lake Park City Council ordains as follows:

Section 1. Purpose

The question of the impact the conversion of residential properties to rental properties has been raised; the Spring Lake Park City Council finds that a moratorium should be placed on the issuance of licenses and/or certificates of occupancy for the conversion of residential properties to rental properties until the City Council can review and establish appropriate standards for rental properties in the City of Spring Lake Park.

Section 2. Moratorium on issuance of permits or certificates of occupancy

The Spring Lake Park City Council hereby declares a moratorium, under the authority of Minn. Stat. §462.355, subd. 4, on the issuance of licenses and/or certificates of occupancy for the conversion of residential properties to rental properties within the City.

The moratorium created under this section shall be for 6 months from the adoption of this Ordinance until the City completes its work relating to the purpose of the moratorium; the moratorium may be extended, by ordinance, if the City is not complete with its review within the 6 month period.

Section 3. Effective date

This ordinance shall have full force and effect upon its passage and publication.

Passed by the Council of the City of Spring Lake Park, Anoka County, Minnesota, this 15th day of June, 2020.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, Administrator, Clerk/Treasurer



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: June 10, 2020

Subject: 2020 Election Precinct Change

The 2020 Legislature passed a law that requires the City to move election precincts out of all schools unless there is no other place to hold the election. Precinct 2, which is the portion of the City between University Avenue and Highway 65, south of 81st Avenue, currently votes at the High School. Precinct 3, which is the portion of the City between University Avenue and Highway 65, north of 81st Avenue, currently votes at Park Terrace Elementary. The Law states that the City can establish new polling places for 2020 by no later than July 1, 2020.

City staff reached out to Emmanuel Christian Center to see if they would be willing to host all of our polling places at their facility at 7777 University Avenue. Tim Sanders, Director of Community Partnerships, provided us with a tour of the facility and expressed their support for the City using their facilities for both the Primary and General Election. Staff is grateful to ECC for their willingness to host the election.

After much discussion, staff has decided to recommend moving Precinct 1 to ECC as well to allow staff to more easily address any potential shortages of election judges due to COVID-19 by reallocating judges between polling places depending on need and to allow staff to work from ECC on Election Day to support our election judges.

If this is approved, the City will be sending a mailing to all affected voters to inform them of the polling location change, pursuant to State Law. In addition, we will also inform residents of the change in the next utility bill and in the next City newsletter.

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

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RESOLUTION NO. 20-22

RESOLUTION ESTABLISHING PRECINCT AND POLLING LOCATIONS FOR 2020 ELECTION YEAR

WHEREAS, Chapter 77 of the 2020 Minnesota Session Laws states that the governing body of a municipality must only use a school as a polling place when no other public or private location is reasonably available for use as a polling place; and

WHEREAS, the City has two precincts currently located in school facilities; and

WHEREAS, the Session Law authorizes municipalities to designate polling places for each election precinct after the December 31 deadline as required under Minnesota Statute 204B.16, subd. 1; and

WHEREAS, Emmanuel Christian Center, 7777 University Avenue NE, has the space in their facility to host all of the City's election precincts, which allows staff to efficiently operate the State Primary and General Elections in the COVID-19 era and allows for the reallocation of election judges between precincts if one precinct does not have the required minimum number of judges as required by State Law.

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2020 are as follows:

P-1R	Emmanuel Christian Center, 7777 University Avenue NE
P-1A	Emmanuel Christian Center, 7777 University Avenue NE
P-2	Emmanuel Christian Center, 7777 University Avenue NE
P-3	Emmanuel Christian Center, 7777 University Avenue NE

BE IT FURTHER RESOLVED that the Spring Lake Park City Council directs the Administrator, Clerk/Treasurer to make all necessary notifications and preparations for elections held in 2020 as required by MN Statute, Rule and Administrative Policy of the City.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye: Councilmembers .

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 15th day of June, 2020.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 20-22, A Resolution Establishing Precinct and Polling Locations for 2020 Election Year, adopted by the Spring Lake Park City Council at their regular meeting on the 15th day of June 2020.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Building a Better World
for All of Us®

June 8, 2020

RE: Spring Lake Park, MN
Arthur Street Water Treatment Facility
Repairs
SEH No. SPLAK 154852

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

Dear Daniel:

On 2:00 p.m., Thursday, April 30, 2020, three bids were received for the above-referenced project. The bids ranged from a high of \$653,667 to a low of \$552,700. The bid tabulation is attached to this letter. The low bid received was submitted by Magney Construction, Inc., of Chanhassen, MN in the amount of \$552,700.

Contractor	Total Bid
Magney Construction, Inc.	\$552,700.00
Municipal Builders, Inc.	\$562,000.00
JPMI Construction Co.	\$653,667.00 **
Engineer's Estimate	(\$434,000.00)

*** Denotes corrected figure*

SEH has worked with Magney Construction, Inc. (Magney) on several projects of similar or larger sizes. In addition, Magney has worked on a lift station project for the City of Spring Lake Park. We have had a positive experience working with Magney and find that they have a sufficient understanding of the project and equipment to perform the construction for which it bid.

Accordingly we recommend the project be awarded to Magney Construction, Inc. in the amount of \$552,700.

Sincerely,

Chris Larson, PE
Project Manager
(Lic. MN)

dmk
Attachment

x:\pts\splak\154852\6-bid-const\bidding docs\recommendation of award letter.docx



TABULATION OF BIDS

Arthur Street Water Treatment Facility Repairs Spring Lake Park, MN SEH No.: SPLAK 154852 Bid Date: 2:00 p.m., Thursday, April 30, 2020				Engineer's Estimate		Magney Construction, Inc. 1401 Park Road Chanhausen, MN 55317		Municipal Builders, Inc. 17125 Roanoke St NW Andover, MN 55304		JPMI Construction Co. 2310 County Rd D West, #105 Saint Paul, MN 55112	
Shaded area denotes corrected figure				\$434,000.00		\$552,700.00		\$562,000.00		\$653,667.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Clean and Paint Walls, Ceilings, Piping, and Filters	LS	1	\$70,000.00	\$70,000.00	\$25,500.00	\$25,500.00	\$46,000.00	\$46,000.00	\$38,992.00	\$38,992.00
2	Replace Chlorine Automatic Shut Off System and Panel	LS	1	20,000.00	20,000.00	19,200.00	19,200.00	31,400.00	31,400.00	47,040.00	47,040.00
3	Replace Chlorine Gas Detector	LS	1	5,000.00	5,000.00	12,700.00	12,700.00	19,500.00	19,500.00	6,540.00	6,540.00
4	Replace Sample Taps	LS	1	2,000.00	2,000.00	2,800.00	2,800.00	2,100.00	2,100.00	8,340.00	8,340.00
5	Replace Chlorine Room Window	LS	1	3,000.00	3,000.00	3,500.00	3,500.00	8,100.00	8,100.00	7,380.00	7,380.00
6	Replace Water Heater	LS	1	2,500.00	2,500.00	7,500.00	7,500.00	8,800.00	8,800.00	5,520.00	5,520.00
7	Replace Air Compressor, Air Dryer, and Filters	LS	1	17,000.00	17,000.00	17,500.00	17,500.00	23,600.00	23,600.00	17,760.00	17,760.00
8	Replace Faucet and Eye Wash	LS	1	2,000.00	2,000.00	1,600.00	1,600.00	1,860.00	1,860.00	2,820.00	2,820.00
9	Replace Filter Pressure Transmitter	LS	1	2,000.00	2,000.00	4,800.00	4,800.00	2,500.00	2,500.00	5,820.00	5,820.00
10	Replace Door Hardware for Doors 101A, 102A, 102B,	LS	1	7,500.00	7,500.00	16,800.00	16,800.00	23,100.00	23,100.00	17,158.00	17,158.00
11	Replace Windows	LS	1	30,000.00	30,000.00	27,600.00	27,600.00	28,600.00	28,600.00	23,340.00	23,340.00
12	Replace Supervisory Control Panel	LS	1	90,000.00	90,000.00	167,500.00	167,500.00	140,500.00	140,500.00	181,860.00	181,860.00
13	Replace Motor Control Center	LS	1	45,000.00	45,000.00	96,700.00	96,700.00	96,745.00	96,745.00	110,460.00	110,460.00
14	Replace Fire Alarm Panel	LS	1	8,000.00	8,000.00	8,100.00	8,100.00	8,375.00	8,375.00	9,660.00	9,660.00
15	Replace Emergency Light	LS	1	500.00	500.00	500.00	500.00	400.00	400.00	11,544.00	11,544.00
16	Replace Local Disconnects in Rooms 101, 102, and 103	LS	1	10,000.00	10,000.00	5,000.00	5,000.00	4,500.00	4,500.00	14,100.00	14,100.00
17	Replace Filter Valve Solenoids (6 total)	LS	1	15,000.00	15,000.00	12,600.00	12,600.00	5,900.00	5,900.00	11,160.00	11,160.00
18	Replace Mixing Valves	LS	1	4,000.00	4,000.00	4,600.00	4,600.00	4,850.00	4,850.00	1,800.00	1,800.00
19	Replace wiring and receptacles in Rooms 101, 102, and	LS	1	20,000.00	20,000.00	1,800.00	1,800.00	1,400.00	1,400.00	9,780.00	9,780.00
20	Replace RPZs	LS	1	5,000.00	5,000.00	3,400.00	3,400.00	7,160.00	7,160.00	3,300.00	3,300.00
21	Replace Sprinkler Flow Monitoring Sensors and Wiring	LS	1	7,500.00	7,500.00	4,300.00	4,300.00	4,310.00	4,310.00	5,568.00	5,568.00
22	Replace Unit Heaters and Thermostats in Rooms 102 and	LS	1	4,000.00	4,000.00	11,200.00	11,200.00	14,400.00	14,400.00	16,140.00	16,140.00
23	Wash Building Exterior	LS	1	5,000.00	5,000.00	2,000.00	2,000.00	9,300.00	9,300.00	12,420.00	12,420.00
24	Replace Floating Suction Strainer and Hose	LS	1	5,000.00	5,000.00	4,200.00	4,200.00	3,100.00	3,100.00	4,980.00	4,980.00
25	Construct Masonry Partition Wall, Provide Door and	LS	1	25,000.00	25,000.00	63,900.00	63,900.00	28,400.00	28,400.00	47,551.00	47,551.00
26	Replace Light Fixtures	LS	1	9,000.00	9,000.00	11,200.00	11,200.00	15,000.00	15,000.00	18,540.00	18,540.00
27	Replace Flow Control Valve	LS	1	17,000.00	17,000.00	13,100.00	13,100.00	16,800.00	16,800.00	6,840.00	6,840.00
28	Replace Removable Aluminum Railing Section	LS	1	3,000.00	3,000.00	3,100.00	3,100.00	5,300.00	5,300.00	7,254.00	7,254.00
TOTAL BID PRICE				\$434,000.00		\$552,700.00		\$562,000.00		\$653,667.00	



Memorandum

To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Date: June 8, 2020
Subject: Terrace Court Resurface

The Terrace Park court complex, in particular the tennis courts are due for surface maintenance. The court maintenance is to be done every three to five years depending on wear, to maintain the integrity of the court. In the fall of 2019, the tennis courts were cleaned and resurfaced however the donated product did not properly adhere to the surface and this spring it was reported to be flaking off in large sheets. The courts were rebuilt in 2007 by the Public Works Department who have experience in mixing and applying the resurface materials which were originally purchased from Dermco-Lavine, a local company who specializes in outdoor court materials. The tennis courts also have pickle ball lines added for dual function. The Public Works staff, will complete this project during regular business hours with no overtime costs incurred. The basketball courts and skate park will be budgeted to be resurfaced in 2021, which were last resurfaced in 2015.

I have received a material quote from Dermco-Lavine who we have previously used for court resurfacing projects. The cost of materials in the amount of \$8,900.00 will be taken from the Park Improvement Fund which is not funded with taxpayer dollars but rather through donations and facility use fees, Recreation Special Projects, not funded with taxpayer dollars and the Park Maintenance budget. Public Works would like to have the materials ordered now to have on hand for when the weather conditions are optimal for application this summer.

I have included the quote with this memo.

Please let me know if you have any questions regarding the resurfacing project.

We are pleased to submit a proposal for supplying the resurfacing supplies needed for the tennis courts, Basketball and Skate park for Terrace Park.

Option 1 – Double Tennis Court Supplies:

- 3 55 Gallon Drums Laykold NuSurf Resurfacer Black
- 2 55 Gallon Drums Laykold Colorflex Brick Red
- 2 55 Gallon Drums Laykold Colorflex ProBlue
- 24 50# Bags Silica Sand for Resurfacer
- 28 50# Bags Silica Sand for Color Coat
- 4 1 Gallon Bottles Line Prime
- 4 1 Gallon Bottles Textured White Line Paint
- Drop Shipped to City Of Spring Lake Park – Address to be determined

Total: -----\$8900.00

Option 2- Double Tennis, Basketball and Skate Park Supplies

- 6 55 Gallon Drums Laykold NuSurf Resurfacer Black
- 4 55 Gallon Drums Laykold Colorflex Brick Red
- 2 55 Gallon Drums Laykold Colorflex ProBlue
- 48 50# Bags Silica Sand for Resurfacer
- 42 50# Bags Silica Sand for Color Coat
- 6 1 Gallon Bottles Line Prime
- 6 1 Gallon Bottles Textured White Line Paint
- Drop Shipped to City Of Spring Lake Park – Address to be determined

Total: -----\$15,250.00

Notes:

- Any water required to accomplish job, is to be supplied by customer.
- Aging asphalt, improper base material and/or compaction, moisture, temperature fluctuations, vegetation and tree debris all have the ability to cause structural cracks and discoloration/imperfections to form and appear on all asphalt surfaces. After repairing cracks/resurfacing, these cracks and other imperfections can and will return due to the aforementioned reasons.
- If excessive delaminating/peeling occurs during the resurfacing process, an additional charge of \$45 per man-hour will be added to address the peeling surface plus any materials lost.
- Dermco-Lavine Construction shall use reasonable efforts to ensure the suitability, sustainability and quality of all proposed solutions and repairs but shall not be providing any warranty or guarantees.
- Tool marks may be visible from product application
- Dermco-LaVine Construction is not liable for improper or failed asphalt mix and/or improper installation with no limitations of time.
- New asphalt to be free of roller marks, depressions, markings and/or large exposed aggregate

DERMCO-LaVINE, the Midwest’s Recreational Expert for Four Generations

Thank you



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 6.15.20 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2020 MS4 Permit (193802936). MS4 deadlines: Annual Report and Public Meeting due by June 31st. (*City will hold Public Meeting on July 20th. Final version of the Annual Report is ready and will be submitted to MPCA by June 30th.*) Pond, structural BMP, and outfall inspections by July 31st. Annual Training and program analysis due in December.

2019 Sanitary Sewer Lining Project (193804547). This project includes lining in the area near TH65 and Osborne Rd. *Need close-out information from contractor. Warranty televising has been completed.*

Arthur Street Water Treatment Plant Evaluation (193801776 Task 300). Plans for a comprehensive project to repair damage from a chlorine leak and to complete ongoing maintenance were ordered in January. Final plans were approved for bidding in March. *Bids have been received.*

Garfield Pond Improvements Project (193804750). Construction started on March 6, 2020 and is substantially complete. Restoration and clean-up work has been completed. *An initial punch-list inspection has been completed. Contractor continues to work on punch-list items. Tree planting will occur this week.*

81st Avenue Signing Plan and State Aid System revisions (193804889). A road signing plan to prohibit trucks on 81st Avenue west of Terrace has been prepared. *Quotes for the sign installation are being obtained.*

2020 Street Seal Coat and Crack Repair Plan (193804979). Bids were opened on May 1st. Contract was awarded on May 18th. *Construction Contracts are ready to be signed. Street patching in the seal coat area has been completed. A preconstruction conference will be scheduled.*

2020 Sewer Lining Plan (193804980). Video inspection of recommended lines has been completed. *Priority lining segments have been determined. Terry Randall will monitor this project.*

Anoka County Osborn Road Project. City Administrator and City Engineer have had communications with County. *A final plan set has now been prepared for MnDOT approval.*

525 Osborn Road Project. *Continue discussions with developer regarding site plan issues. A survey and preliminary plan of the possible water main looping area has been completed.*

Hy-Vee Project: Initial inspection lists for site, 81st Avenue/Highway 65, and CSAH 35 work have been prepared and sent to Hy-Vee. *Waiting to hear from Hy-Vee before scheduling follow-up inspection.*

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

CORRESPONDENCE

North Metro TV

May 2020 Update

Program Production

In May, a total of 65 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **48:15:00 hours of new programming**.

- 9 programs were produced by the public
- 32 programs were produced by NMTV staff
- 24 programs were produced by City staff



Van Shoots

Due to the cancellation of all public events, the HD truck was not used during the month of May. The interior and exterior of the truck were cleaned and the generator was serviced.



Workshops

Workshop	Instructor	Organization	Students
Lecture Series – LIVE-The Three Stooges: Comedy's Heavy Hitters	Eric Houston	General Public via Youtube Live	51 Live, 31 VOD
Lecture Series – VOD Hollywood Goes to the Dogs	Eric Houston	General Public via Youtube	8 VOD
Lecture Series – VOD Mary Pickford: The World's First Movie Star	Eric Houston	General Public via Youtube	11 VOD
Lecture Series – VOD The Marx Brothers: Groucho, Chico, Harpo, and Sometimes Zeppo	Eric Houston	General Public via Youtube	74 VOD
1 Live Workshop			51 Live Students, 93 Students w/VOD

Home Movie Transfers

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

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	192.75	69	4	13	415	\$639.00
February	286	69	86	18	1,020	\$3,595.00
March	343.25	58	107	0	3,587	\$627.00
April	0	0	0	0	341	\$0.00
May	0	0	0	0	495	\$0.00
TOTAL:	822.00	196	197	31	5,858	\$4,861.00

Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, municipal, or educational.

Month	Unique Individuals	Total Usage Hours
January	131	504.75
February	155	636.5
March	59	466.75
April	0	0
May	0	0
TOTAL PUBLIC USAGE:		1,608.00

Production Highlights

NMTV News Highlights

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

- Blaine Park Leaders Encourage Virtual Tours From Home
- Self-Employed Say They're Slow to Receive Unemployment Benefits
- State Fishing Opener Figures to be Busier Than Ever
- Organizers of Cruises for Causes Hope to Continue As Long As Social Distance is Necessary
- Blaine Business Owner Honored at White House Ceremony
- Distance Learning With Community Ed Helps Keep Everyone Connected
- Elections Could be Impacted by COVID19
- COVID19 Affecting Pork Processing: Farmers Feeling Pinch
- Ham Lake City Council Passes Resolutions In Response to COVID19 Shutdown\
- Lexington Family Provides For Community With Front Yard Food Pantry
- Memorial Day Observances Vastly Different in COVID19 Pandemic
- SBM Firefighters Innovate Ways to Clean During COVID19 Pandemic
- Anoka County Slowly Reopens Person to Person Business for Residents



- School Leaders Discuss Plans for Graduations During COVID19 Pandemic and Shutdown
- USA Cup Cancelled
- Blaine City Council Gives Business Some Breaks
- USA Cup Business Critical Loss In North Metro
- Anoka County Commission Passes Resolution in Defiance of Governor Walz
- Anoka County Fair Cancelled

In addition to daily playbacks of North Metro TV News on the cable systems, there are 672 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.

Blaine PD Projects

T.J. worked with Blaine Police Department Community Outreach Specialist, Kim Kiley, to produce a series of PSAs. Topics include Bike Theft, Theft from Auto, Close Garage Doors, Neighborhood Watch, and Tex/Email Scams.

T.J. and Kim also collaborated on another project for the department. It is a presentation of “Oh The Places You’ll Go” by Dr. Suess. Several officers were recorded reading pages from the book. T.J. will edit the readings together into a congratulatory presentation to the graduating class of 2020 from the Blaine Police Department. The project should be completed in early June.



Lecture Series

Instructor, Eric Houston continues to provide his lecture series remotely. In May, he presented one class, The Three Stooges: Comedy’s Heavy-Hitters. One of the lecture participants, Tom Kiscaden of Blaine, said, “Love your presentations! I have attended a couple of your classes in studio, and am now enjoying your on-line stuff. Your narration and knowledge of movies and theater is always fabulous. You are a true credit to the NMTV operation. Thank you so much for the hard work you put in to putting these together, and hope that they will continue.” Eric is indeed continuing. He is working on two new lectures. The first is The Quiz Show Scandals and Other Game Shows of the 50s and 60s, and Come On Down! Game shows of the 70s and 80s. After a lecture is presented live, it remains available to watch on demand. In May, previously taught classes were viewed 93 times.



Classic Games

Because everyone misses sports so much, Kenton and Jeremy continue to re-master and produce some of our classic high school sporting events. This month, in honor of the graduating class of 2020, they focused on youth football games from 2009 to 2015 that feature current graduates. For example, in 2009 the current seniors would have played in the 2nd/3rd grade championship game. In May, they got to relive the glory.



Preparing to ReOpen NMTV

In May, staff worked to create a plan for reopening NMTV to the public. Rules were established for designating parts of the building open to the public, number of people allowed in the facility at a time, distancing rules, limited hours of operation to allow for thorough sanitizing between uses, curbside drop-off and pick-up of equipment and tape transfers, and requiring masks and gloves while in the facility. Masks, gloves, and hand sanitizer will be available at the door for those who arrive without them.

City Productions

In May, Municipal Producer, Trevor Scholl, completed five productions, including several business profiles in a series for Centerville, coverage of a Beyond the Yellow Ribbon benefit, and the last of the spring Mayor's Minutes. Programs completed include:

- Lexington Mayor's Minutes: Spring 2020
- Beyond the Yellow Ribbon Benefit
- Business Profile: Wiseguys Pizza
- Business Profile: Christa's Paw Spa
- Business Profile: Corner Express



New and ongoing projects include:

- Continuing Centerville business profiles
- Car seat videos with the SBM
- Blaine COVID19 updates
- Small business impacts from the Corona Virus
- Grandma's House non-profit profile
- Summer Mayor's Minutes

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

Production equipment consulting for cities and schools

- **Blaine**
- No assistance required.
- **Centerville**
- No assistance required.
- **Circle Pines**
- No assistance required.
- **Ham Lake**
- No assistance required.
- **Lexington**
- No assistance required.
- **Lino Lakes**
- 5.27.20: Went to City Hall to check on a power issue. The Tripp Lite UPS battery back-up unit had bulging and leaking batteries. Removed. Called Tripp Lite for new batteries. Installed temporary power strip.
- 5.27.20: Received call that zoom broadcast not working. Checked all settings and did test. Found no problem. Could be glitch in zoom program or possibly an invisible space at end of code entry.
- **Spring Lake Park**
- No assistance required.
- **All Cities**
- No assistance required.

City Channel 16 Playback Stats

City	Number of Times Long-Form Programs Played	Hours Programmed on Channel
Blaine	187	265:07:29
Centerville	67	154:09:54
Circle Pines	150	154:43:42
Ham Lake	81	74:29:48
Lexington	103	89:34:18
Lino Lakes	77	145:35:29

Spring Lake Park	157	147:48:41
Totals:	822 Program Playbacks	1,031:39:11 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	04:07:19
Christ Lutheran Church (3 episodes)	Chance Amundson	02:38:25
Oak Park Community Church (4 episodes)	David Turnidge	02:36:32
9 New Programs		09:22:16 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (5/12/20)	T.J. Tronson	00:37:09
Anoka County Board Meeting (5/26/20)	T.J. Tronson	01:57:18
Blaine PD PSA: Theft From Auto	T.J. Tronson	00:00:45
Blaine PD PSA: Email/Text Scam	T.J. Tronson	00:00:54
Blaine PD PSA: Neighborhood Watch	T.J. Tronson	00:00:51
Blaine PD PSA: Close Garage Doors	T.J. Tronson	00:00:54
Blaine PD PSA: Bike Theft	T.J. Tronson	00:00:51
Blaine Community Scholarship Program	T.J. Tronson	00:12:36
NMTV News (4 episodes)	Danika Peterson/Rusty Ray	01:43:34
High School Graduations During a Pandemic	Danika Peterson/Rusty Ray	00:04:15
SBM Fire Creates A Quick Way to Clean	Danika Peterson/Rusty Ray	00:01:42
Lexington Family Creates Food Pantry	Danika Peterson/Rusty Ray	00:01:52
Blaine Truck Driver Recognized at White House	Danika Peterson/Rusty Ray	00:01:51
Lexington Mayor's Minutes: Spring 2020	Trevor Scholl	00:04:43
Beyond the Yellow Ribbon Benefit	Trevor Scholl	00:21:05
Business Profile: Wiseguys Pizza	Trevor Scholl	00:01:30
Business Profile: Christa's Paw Spa	Trevor Scholl	00:01:30
Business Profile: Corner Express	Trevor Scholl	00:01:30
COVID19 PSA: Stay Safe	Eric Houston	00:00:31
COVID19 PSA: Hand Washing	Eric Houston	00:00:45
COVID19 PSA: Hand Sanitizer	Eric Houston	00:01:00
COVID19 PSA: Medical Attention	Eric Houston	00:01:00
COVID19 PSA: Masks	Eric Houston	00:02:00
Bad Movie Brothers (2 episodes)	Eric Houston	00:57:19
Sports Den Quarantine: Winter Wrap-Up	Kenton Kipp/J. Millington	00:29:28
Sports Den Quarantine: Spring Sports	Kenton Kipp/J. Millington	00:20:15
Blaine High School National Honor Society Induction Ceremony	Kenton Kipp/J. Millington	00:52:04
Sports Den Top 100 Plays of the Year	Kenton Kipp/J. Millington	01:03:11
32 New Programs		09:02:23 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (5/4/20)	Blaine Staff	01:55:06
Blaine Planning Commission Meeting (5/12/20)	Blaine Staff	01:26:32
Blaine City Council Meeting (5/18/20)	Blaine Staff	00:29:52
Blaine City Council Emergency Meeting (5/26/20)	Blaine Staff	01:38:46
Centerville Planning & Zoning Meeting (5/5/20)	Centerville Staff	02:19:04
Centerville Park & Rec Meeting (5/6/20)	Centerville Staff	01:23:33
Centerville City Council Meeting (5/13/20)	Centerville Staff	02:17:27
Centerville EDA Meeting (5/20/20)	Centerville Staff	01:52:39
Centerville City Council Meeting (5/27/20)	Centerville Staff	02:20:25
Circle Pines City Council Meeting (5/13/20)	Circle Pines Staff	01:01:05
Circle Pines Utility Commission Meeting (5/20/20)	Circle Pines Staff	00:45:15
Circle Pines City Council Meeting (5/26/20)	Circle Pines Staff	00:30:48
Ham Lake City Council Meeting (5/4/20)	Ham Lake Staff	00:55:37
Ham Lake City Council Meeting (5/18/20)	Ham Lake Staff	00:52:51
Ham Lake Park & Tree Meeting (5/20/20)	Ham Lake Staff	00:45:06
Ham Lake Planning Commission Meeting (5/26/20)	Ham Lake Staff	00:06:58
Lexington City Council Meeting (5/7/20)	Lexington Staff	00:48:26
Lexington City Council Meeting (5/21/20)	Lexington Staff	00:09:04
Lino Lakes City Council Meeting (5/11/20)	Lino Lakes Staff	02:44:08
Lino Lakes City Council Meeting (5/26/20)	Lino Lakes Staff	01:18:39
Lino Lakes Environmental Board Meeting (5/27/20)	Lino Lakes Staff	00:54:19
Spring Lake Park City Council Meeting (5/4/20)	Spring Lake Park Staff	01:10:11
Spring Lake Park City Council Meeting (5/18/20)	Spring Lake Park Staff	01:23:57
Spring Lake Park Planning Commission Meeting (5/26/20)	Spring Lake Park Staff	00:45:27
24 New Programs		29:49:15 New Hours

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

Video Production



Municipal Producer, Trevor Scholl, completed five productions in May, including one Spring Mayor’s Minutes, three local business profiles, and a Beyond the Yellow Ribbon benefit. Programs were also produced T.J. Tronson, Eric Houston, Rusty Ray, and Danika Peterson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

- May Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Lexington Mayor’s Minutes: Spring 2020	Trevor Scholl	00:04:43
Beyond the Yellow Ribbon Benefit	Trevor Scholl	00:21:05
Business Profile: Wiseguys Pizza	Trevor Scholl	00:01:30
Business Profile: Christa’s Paw Spa	Trevor Scholl	00:01:30
Business Profile: Corner Express	Trevor Scholl	00:01:30
High School Graduations During a Pandemic	Danika Peterson/Rusty Ray	00:04:15
SBM Fire Creates A Quick Way to Clean	Danika Peterson/Rusty Ray	00:01:42
Lexington Family Creates Food Pantry	Danika Peterson/Rusty Ray	00:01:52
Blaine Truck Driver Recognized at White House	Danika Peterson/Rusty Ray	00:01:51
COVID19 PSA: Stay Safe	Eric Houston	00:00:31
COVID19 PSA: Hand Washing	Eric Houston	00:00:45
COVID19 PSA: Hand Sanitizer	Eric Houston	00:01:00
COVID19 PSA: Medical Attention	Eric Houston	00:01:00
COVID19 PSA: Masks	Eric Houston	00:02:00
Blaine PD PSA: Theft From Auto	T.J. Tronson	00:00:45
Blaine PD PSA: Email/Text Scam	T.J. Tronson	00:00:54
Blaine PD PSA: Neighborhood Watch	T.J. Tronson	00:00:51
Blaine PD PSA: Close Garage Doors	T.J. Tronson	00:00:54
Blaine PD PSA: Bike Theft	T.J. Tronson	00:00:51

Anoka County Board Meeting (5/12/20)	T.J. Tronson	00:37:09
Anoka County Board Meeting (5/26/20)	T.J. Tronson	01:57:18

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

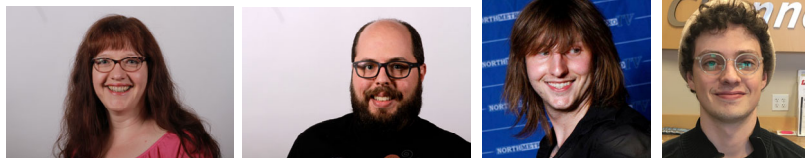
- Continuing Centerville business profiles
- Car seat videos with the SBM
- Blaine COVID19 updates
- Small business impacts from the Corona Virus
- Grandma’s House non-profit profile
- Summer Mayor’s Minutes



Equipment Consulting/Technical Support

- **Blaine**
• No assistance required.
- **Centerville**
• No assistance required.
- **Circle Pines**
• No assistance required.
- **Ham Lake**
• No assistance required.
- **Lexington**
• No assistance required.
- **Lino Lakes**
• 5.27.20: Went to City Hall to check on a power issue. The Tripp Lite UPS battery back-up unit had bulging and leaking batteries. Removed. Called Tripp Lite for new batteries. Installed temporary power strip.
- 5.27.20: Received call that zoom broadcast not working. Checked all settings and did test. Found no problem. Could be glitch in zoom program or possibly an invisible space at end of code entry.
- **Spring Lake Park**
• No assistance required.
- **All Cities**
• No assistance required.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston, Trevor Scholl and John Schoolmeesters, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to

the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in May:

Title	Producer	Runtime
Blaine City Council Meeting (5/4/20)	Blaine Staff	01:55:06
Blaine Planning Commission Meeting (5/12/20)	Blaine Staff	01:26:32
Blaine City Council Meeting (5/18/20)	Blaine Staff	00:29:52
Blaine City Council Emergency Meeting (5/26/20)	Blaine Staff	01:38:46
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Circle Pines Utility Commission Meeting (5/20/20)	Circle Pines Staff	00:45:15
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Ham Lake City Council Meeting (5/18/20)	Ham Lake Staff	00:52:51
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Lexington City Council Meeting (5/21/20)	Lexington Staff	00:09:04
Lino Lakes City Council Meeting (5/11/20)	Lino Lakes Staff	02:44:08
Lino Lakes City Council Meeting (5/26/20)	Lino Lakes Staff	01:18:39
Lino Lakes Environmental Board Meeting (5/27/20)	Lino Lakes Staff	00:54:19
Spring Lake Park City Council Meeting (5/4/20)	Spring Lake Park Staff	01:10:11
Spring Lake Park City Council Meeting (5/18/20)	Spring Lake Park Staff	01:23:57
Spring Lake Park Planning Commission Meeting (5/26/20)	Spring Lake Park Staff	00:45:27
24 New Programs		29:49:15 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a

scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tigtrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	187	265:07:29
Centerville	67	154:09:54
Circle Pines	150	154:43:42
Ham Lake	81	74:29:48
Lexington	103	89:34:18
Lino Lakes	77	145:35:29
Spring Lake Park	157	147:48:41
Totals:	822 Program Playbacks	1,031:39:11 Hours of Video Programming on Channels

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

Blaine

- Transcoded and uploaded 15 videos to Carousel.
- Uploaded all MN COVID PSAs to Carousel

Centerville

- Transcoded and uploaded 6 videos to Carousel.
- Created 1 graphics page for Carousel
- Uploaded 3 MN COVID PSAs to Carousel

Circle Pines

- Transcoded and uploaded 7 videos to Carousel.
- Removed Carousel page
- Uploaded all MN COVID PSAs to Carousel

Ham Lake

- Transcoded and uploaded 4 videos to Carousel.

Lexington

- Transcoded and uploaded 9 videos to Carousel.
- Created 3 graphics pages for Carousel
- Uploaded all MN COVID PSAs to Carousel

Lino Lakes

- Transcoded and uploaded 7 videos to Carousel.
- Uploaded all MN COVID PSAs to Carousel

Spring Lake Park

- Transcoded and uploaded 7 videos to Carousel.
- Created 4 graphics pages for Carousel
- Uploaded all MN COVID PSAs to Carousel

City Channel Signal Monitoring

- **Blaine**
No channel signal problems.
- **Centerville**
No channel signal problems.
- **Circle Pines**
No channel signal problems.
- **Ham Lake**
No channel signal problems.
- **Lexington**
No channel signal problems.
- **Lino Lakes**
No channel signal problems.
- **Spring Lake Park**
No channel signal problems.

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of time necessary for this varies based on the length of the meeting and whether it is recorded in SD or HD. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place the meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in May:

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

Administrative



The issues dealt with in May included final resolution to the CenturyLink settlement and Joint Powers Agreement updates, creating the 2021 NMTC draft budget, and staying in touch with Columbia Heights.

CenturyLink Settlement and Release

- Received the signed Settlement and Release.
- Received the check for \$7,000.00.

Joint Powers Agreement

- All seven city councils approved the updates to the Joint Powers Agreement.

Miscellaneous

- Talk with Mark Statz regarding recording additional Centerville meetings and other services.
- Talked with Jeff Karlson regarding freelancer reimbursement.
- Facilitated solution to cable service issue for Blaine PD.
- Completed 2021 draft budget.
- Talked with Spring Lake Park City Council person regarding meetings on VOD.
- Emailed Columbia Heights with updates and to keep channel of communication open.
- Read industry articles.

From: [Doug Ebeltoft](#)
To: [Aaron Imig](#); [Dave Chlebeck](#); [Doug Ebeltoft](#); [Dustin Lemke](#); [Josh Antoine](#); [Karen Fiske](#); [Mark Bonesteel](#); [Mike Long](#); [Randy Brown](#); [Richard Kramer](#); [Tony Bennek](#); [Lisa Murphy](#); [Lori Brahs](#); [Luann Larson](#)
Cc: [Jennifer Gooden](#)
Subject: FW:
Date: Tuesday, June 9, 2020 8:52:43 AM

Wanted to pass this on to everyone!
Keep up the good work!

Chief

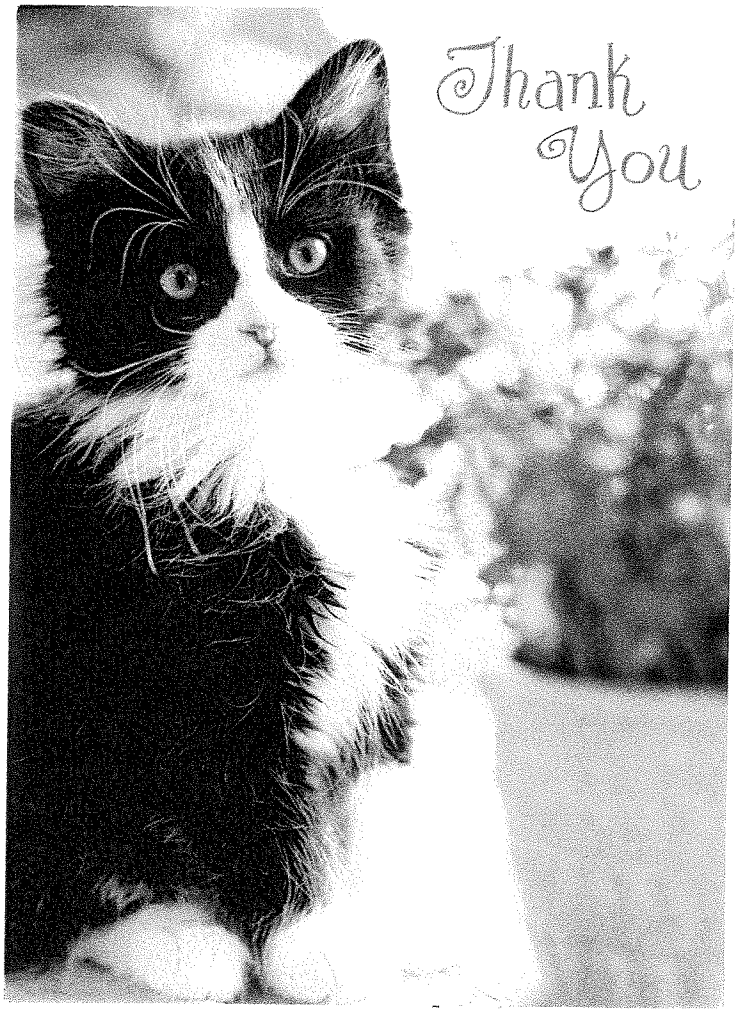
From:
Sent: Monday, June 8, 2020 11:33 PM
To: Doug Ebeltoft <debeltoft@slpmn.org>
Subject:

Hello my name is Nemeh. I am a resident of the city. I would like to send out my gratitude to everyone in the Spring Lake Park Police Department for keeping us safe during these crazy times.

With all the negative talk about police officers in the media, I think it's important that the city officers know that what they do is important and valued.

Thank you again for keeping the city and its residents safe.

Thank
You



Spring Lake Park Police
Dept.

Please know how
much we appreciate
all you do for our
community. With all
the hate and rioting out
there, there is so much
more love and kindness.

Please keep being
strong & brave, we will
all get through this
difficult time. Please
enjoy a coffee on us.
Thanks again! The Petersons
513 Lone Ave.
Spring Lake Park

5/30/2020

Chief of Police
1301 81 Ave NE
Spring Lake Park MN 55432

Dear Chief of Police for Spring Lake Park,

My name is Jeremy Vazquez-Kessel. I am a resident of Spring Lake Park. I am writing today mainly due to what happened to George Floyd. I am writing inquire if evidence-based de-escalation techniques are taught to our police force. I just don't want anything like what happened to Mr. Floyd to happen in Spring Lake Park, and I think that de-escalation could benefit in many situations. I was so happy and proud to see that our police department was one of the first in MN to require body cameras. Thank you so much for your time and I hope that all of our superb officers can stay safe in these crazy times.

*I appreciate all you do to
keep us safe!*

Sincerely,


Jeremy Vazquez-Kessel

8040 Mckinley St NE

Spring Lake Park MN, 55432



June 2, 2020

Mr. Jeremy Vazques-Kessel
8040 McKinley St. NE
Spring Lake Park, MN. 55432

Dear Mr. Vazques-Kessel,

Thank you for your written correspondence inquiring about officer training regarding the circumstances surrounding the George Floyd incident in Minneapolis, Minnesota.

The Spring Lake Park Police Department is very proactive in the training that is provided to our officers. We currently cover a wide range of training that is mandated by the Minnesota POST Board, Minnesota OSHA, Minnesota Legislature, and our own department.

This training includes, but is not limited to, Critical Incident Training, De-escalation Training, Community Relations, Use of Force, and a litany of other trainings. The Spring Lake Park Police Department has maintained a high standard of accountability by our officers in the past, and will continue to maintain those standards in the future.

It is the goal of the Spring Lake Park Police Department to provide our community with the most up-to-date professional services that we can through continued training of our officers to meet this goal. The police department always welcomes community input and cooperation when confronted with issues that are affecting our peaceful way of life.

I hope that this has answered your questions, please feel free to reach out to me with any additional questions or concerns!

Thank you for your support!

Sincerely,

A handwritten signature in black ink that reads "Douglas M. Ebeltoft". The signature is fluid and cursive.

Douglas M. Ebeltoft
Director of Public Safety/Police Chief
Spring Lake Park Police Department

Thanks for All You Do

helping out when you're needed

going the extra mile

always being thoughtful

giving support

showing how much you care

Dear SLP Police,

During this difficult time for all of us, I wanted to let you know you are not alone.

There are people out there who realize just how difficult it can be to do what you do and to face what you face everyday.

Thank-You!

You're appreciated more than you know!

God Bless
You!
Shawna