



CITY COUNCIL REGULAR AGENDA
MONDAY, MAY 02, 2022
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.](#) Mayor's Proclamation - Administrative Professionals Day - April 27, 2022
 - [B.](#) Mayor's Proclamation - Municipal Clerks Week May 1-7, 2022
 - [C.](#) Mayor's Proclamation - National Police Week - May 11-17, 2022
 - [D.](#) Mayor's Proclamation - Public Works Week - May 15-21, 2022
 - [E.](#) Mayor's Proclamation - Building Safety Month - May 2022
 - [F.](#) Contractor's Licenses
 - [G.](#) Business Licenses
 - [H.](#) Approval of Minutes - April 18, 2022 City Council Meetings
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution No. 22-20, Promoting The Use of Local and Intrastate Mutual-Aid Agreement
 - [B.](#) Resolution No. 22-21, Designation of The National Incident Management System (NIMS) as The Basis For All Incident Management in The City of Spring Lake Park
 - [C.](#) Resolution No. 22-22, Authorizing Updates to The City of Spring Lake Park Emergency Operations Plan
- 9. NEW BUSINESS**
 - [A.](#) 2022 Street Seal Coat and Crack Repair Bid Results
 - [B.](#) 2023 CDBG Urban Requalification - Opt-In with Anoka County
 - [C.](#) Authorize Gun Range Repairs
 - [D.](#) Request for Council Work Session on May 9, 2022
- 10. REPORTS**
 - A. Attorney's Report
 - [B.](#) Engineer's Report
 - C. Administrator's Report
- 11. OTHER**
 - [A.](#) Correspondence
- 12. 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.



MAYOR'S PROCLAMATION
ADMINISTRATIVE PROFESSIONALS DAY
APRIL 27, 2022

WHEREAS, administrative professionals, including administrative assistants, office assistants, receptionists, billing clerks, finance specialists, deputy clerks and other administrative support staff, make up one of the largest segments of the labor force in America; and

WHEREAS, administrative professionals play an essential role in coordinating the office operations of businesses, government agencies, educational institutions and other organizations; and

WHEREAS, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

WHEREAS, Administrative Professionals Day is observed annually in workplaces around the world to recognize the important contributions of administrative staff, and

WHEREAS, we recognize the importance and contributions of highly skilled administrative professionals to the success of office operations.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim April 27, 2022 as

ADMINISTRATIVE PROFESSIONALS DAY

in the City of Spring Lake Park and do hereby recognize and appreciate these administrative professionals and their valuable contributions in the workplace and support their continued professional growth.

Dated this 22nd day of April, two thousand twenty-two.



Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Clerk



**MAYOR'S PROCLAMATION
MUNICIPAL CLERKS WEEK
MAY 1-7, 2022**

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government, exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and,

WHEREAS, the Office of the Municipal Clerk provides the professional link between residents, the City Council, and other local, state and federal units of government; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in educational programs, seminars, workshops and professional association meetings; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 1 through May 7, 2022 as

MUNICIPAL CLERKS WEEK

in the City of Spring Lake Park, and further extend appreciation to our Municipal Clerk, Daniel Buchholtz, MMC, Deputy Clerk Wanda Brown, Spring Lake Park Administrative staff, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this second day of May, two thousand twenty two.



Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer



**MAYOR'S PROCLAMATION
NATIONAL POLICE WEEK
MAY 11-17, 2022**

WHEREAS, in 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as National Police Week; and

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of Spring Lake Park Police Department; and

WHEREAS, members of law enforcement play an important role in safeguarding the rights and freedoms of the citizens of our community, state and nation; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of law enforcement; and

WHEREAS, members of our police department recognize their duty to serve the people by safeguarding life and property, protecting them against violence or disorder, and protecting the innocent against deception and the week against oppression or intimidation; and

WHEREAS; the Spring Lake Park Police Department has grown to be a modern and technological law enforcement agency whose members unceasingly provides as vital public service; and

WHEREAS, it is most appropriate that we recognize the dedicated service of the Police Department.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 11 through May 17, 2021 as

NATIONAL POLICE WEEK

in the City of Spring Lake Park and further extend appreciation to Police Chief Antoine, and the Spring Lake Park Police Department for the vital services they perform and their exemplary dedication to the community they represent.

Dated this second day of May, two thousand twenty two.



Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer



**MAYOR'S PROCLAMATION
PUBLIC WORKS WEEK
MAY 15-21, 2022**

WHEREAS, Public Works professionals' focus on infrastructure, facilities, emergency management and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of Spring Lake Park; and

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Public Works Department.

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 15 through May 21, 2022 as

NATIONAL PUBLIC WORKS WEEK

in the City of Spring Lake Park and further extend appreciation to Public Works Director Terry Randall and the entire Spring Lake Park Public Works staff for the vital services they perform and their exemplary dedication to our community.

Dated this second day of May, two thousand twenty two.



Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer



**MAYOR'S PROCLAMATION
BUILDING SAFETY MONTH
MAY 2022**

WHEREAS, the City of Spring Lake Park is committed to recognizing our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster; and

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings; and

WHEREAS, modern building codes include safeguards to protect the public from natural disasters such as snowstorms, tornadoes, fires and floods; and

WHEREAS, “Safety for All: Building Codes in Action,” the theme for Building Safety Month 2022, encourages all Americans to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, energy conservation; water safety; training the next generation; and new technologies in the construction industry; and

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property

NOW, THEREFORE, I, Robert Nelson, Mayor, of the City of Spring Lake Park, do hereby proclaim the month of May 2022 as

BUILDING SAFETY MONTH

in the City of Spring Lake Park and do hereby express the community’s appreciation to Building Official Jeff Baker, Fire/Code Enforcement Inspector Walter Morris and Permit Technician Kristine Pearson for their efforts in ensuring the construction of high-quality buildings within the city.

Dated this second day of May, two thousand twenty-two.



Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

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

Contractor's Licenses

May 2, 2022

Concrete Contractor

Cornerstone Concrete, LLC.

General Contractor

Heritage Construction Companies, LLC.

Mechanical Contractor

Condor Fireplace & Stone

Pronto Heating & Air Conditioning, Inc.

Dean's Home Services

Ray N. Welter Heating

Plumbing Contractor

Dean's Home Services

Pronto Heating & Air Conditioning, Inc.

Master Plumbing Services, LLC.

Sign Contractor

Crosstown Sign, Inc.

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

Business Licenses

May 2, 2022

Off-Sale

Hy-Vee

8155 Highway 65

Massage Therapy – Individual

Spring Lake Spa

7777 Hwy 65 NE

ChongJ Tang

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on April 18, 2022 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 Brad Delfs
Councilmember Lisa Dircks
Councilmember Barbara Goodboe-Bisschoff

STAFF PRESENT

Building Official Jeff Baker, Police Chief Josh Antoine, Public Works Director Terry Randall, Recreation Director Kay Okey, City Engineer Phil Gravel, City Attorney John Thames, Administrator Daniel Buchholtz.

VISITORS

None

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that the following changes be made to the agenda: 1) that item 8A, Hearing on Revocation of Rental Housing License – 584 78th Avenue NE be removed; and that 2) that item 9B be removed, Resolution No. 22-20, Approving Rental License Revocation for 584 78th Avenue NE. He stated that the owner of 584 78th Avenue NE has brought the property into compliance.

5. DISCUSSION FROM THE FLOOR - None

6. CONSENT AGENDA

- A. Approval of Minutes – April 4, 2022 City Council Meeting
- B. Approval of Claims – March 2022 General Disbursements - \$303,508.61
- C. Contractor's License
- D. Sign Permits

Motion made by Councilmember Wendling to approve Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Chief Antoine reported that the Police Department responded to 645 calls for service in March 2022 compared to 594 calls for service for the month of March 2021. He said that School Resource Officer Imig reported handling 8 calls for service in March, as well as handling 21 student contacts, 36 student escorts, and 2 follow-up investigations. Investigator Bennek reported handling 22 cases for the month of March, 19 of which were felony in nature, 2 gross misdemeanors and 1 misdemeanor.

The Chief stated that Officer Imig and he attended the Spring Lake Park High School Career Fair. He also stated that he was invited and attended the Blaine/Ham Lake Rotary Meeting where he was able to hear the Mattsons speak about their experience.

He informed the Council and Public about the upcoming Coffee with Cops event on April 28 at Hy-Vee. The event will be from 9:00 am – 10:00 am.

B. Recreation Report

Recreation Director Okey mentioned that the full report was included in the packet. She highlighted a few programs happening this spring. She said volunteers are needed to care for the flower gardens in the parks and she reported that a new program started this year is the Adopt-A-Storm Drain Project.

Director Okey updated the Council on the meeting with Wendell Architecture Firm, saying that staff met with the firm to review the options for the Able Park Building Remodel.

She noted that Tower Days will have a few changes this year. The first change is there will be a fun run right before the parade. She said the second change is there will be events on Saturday at Lakeside Lions Park. She said the final change is that the fireworks will move from Sunday to Saturday night.

8. PUBLIC HEARINGS

A. Hearing on Revocation of Rental Housing License – 584 78th Avenue NE - Removed

9. ORDINANCES AND/OR RESOLUTIONS**A. Ordinance Np. 479, Establishing a Moratorium Temporarily Prohibiting Approval of Building Permits Requiring Site Plan Review Under Section 16.200.060 of the City Code**

Administrator Buchholtz said that staff had reviewed the City's performance standards for new developments and have found that the City's existing performance standards are below the standards of our neighboring cities as well as the vision outlined in the City's Comprehensive Plan.

He said staff is recommending adoption of Ordinance 479, which would establish a moratorium on the issuance of building permits that require a site plan review under Section 16.20.060. Buchholtz noted that the moratorium would only last for six months or until new controls are established.

Motion made by Councilmember Delfs to Approve Ordinance Np. 479, Establishing a Moratorium Temporarily Prohibiting Approval of Building Permits Requiring Site Plan Review Under Section 16.200.060 of the City Code

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

B. Resolution No. 22-20, Approving Rental License Revocation for 584 78th Avenue NE – Removed**10. NEW BUSINESS****A. MnDot Master Partnership Contract (MPC) for FY 2023-2027**

Engineer Gravel stated that the contract was routine, and that MnDOT would like the City to renew their contract since it is expired. The contract is for miscellaneous projects that may occur.

Motion made by Councilmember Wendling to Approve MnDot Master Partnership Contract (MPC) for FY 2023-2027.

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

B. Authorize Public Works Hiring Process

Director Randall noted that two Public Works employees are set to retire later this year. He stated that he and Administrator Buchholtz have met to discuss starting the hiring process in order to train the new employees to make a smooth transition once the current employees retire. The estimated cost to hire two new employees would be \$42,500. He

said \$25,000 of the funding would come from Government Buildings while the remaining \$17,500 would come from the Public Utility Fund.

Motion made by Councilmember Dircks to Authorize Public Works Hiring Process.

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

11. REPORTS

A. Attorney Report – No Report

B. Engineer Report

Engineer Gravel noted that the sewer lining project was ending. He also stated that the Preconstruction meeting for the street and sidewalk project would be held in the near future. He advised the Council that the seal coat bids would be on the next agenda.

C. Administrator Report

Administrator Buchholtz reminded the Council and the general public that the Spring Recycling Event would be held on Saturday, April 23 from 8:00 am – 12:00 pm. He stated that residents could recycle two items for free with the coupon that was sent out. He noted that if residents did not have the coupon they could go on the website or stop by City Hall to pick one up for the event.

12. OTHER

A. Correspondence

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 7:30 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Memorandum

To: Mayor Nelson and Members of the City Council
From: Terry Randall, Public Works Director
Date: April 27, 2022
Subject: April 2022 Public Works Report

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

- Continued to pick up garbage and recycling throughout the City along with doing general cleaning of all City Properties.
- Power Swept all of the City Properties and blew all of the leaves from the fence lines.
- Staff is cutting tree branches that hang over Sanburnol South Ballfields.
- Grinding stumps and cleaning up the down trees.
- Dragging the ballfields.
- McPhillips have swept all the streets
- Staff is fixing and changing signs that have been damaged over the winter.
- Staff has been patching potholes.
- All fire hydrants have been flushed
- Visu-Sewer has installed the sewer liners, except for one on Monroe Street.

April Appointments:

- April 6 – Attended a Traffic Count Meeting with MnDOT
- April 23 – Assisted at the Recycling Day Event
- April 25 – Attended a Safety Committee Meeting
- April 26 – Attended the Seal Coat Bid Opening
- April 1-29 – Inspected all of the Sewer Lining



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 April 2022
DATE: April 27, 2022

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

In April 2022, a total of 14 building, 3 zoning, 6 mechanical, and 8 plumbing for a total of 33 permits issued compared to a total of 23 in 2021. We conducted 160 inspections in the month of April including 55 building, 42 rental, 24 fire, 2 Certificate of Occupancy and 37 nuisance inspections. 16 Administrative Offense Tickets were issued.

Inspector Morris, Officer Fiske and SBM Firefighter Krepsky performed a public education/life safety class at both the Legends and Oak Crest. Both properties were well attended. Topics consisted of cooking safety, most sited rental violations and what to do in case of a fire.

Construction Update:

Not much for inspections has been done on the larger projects.

With material finally coming in, I have been doing 3-4 window inspections a week along with many other smaller inspections.

In April of 2022, I also attended the following appointments:

- City Council meetings on April 4th and 18th.
- Department Head meeting on April 5th.
- Pre-Con meeting April 19th.
- Software WebEx meeting April 20th.

This concludes the Code Enforcement Department monthly report for April 2022. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

RESOLUTION NO. 22-20
RESOLUTION PROMOTING THE USE OF LOCAL AND
INTRASTATE MUTUAL-AID AGREEMENTS

WHEREAS, Chapter 12, Sections 12.27 and 12.331, allows for Local and Intrastate Mutual Aid, and direct, timely assistance between jurisdictions is critical; and

WHEREAS, the possibility of the occurrence of natural and other disasters of major size and destructiveness exists and is increasing; and

WHEREAS, there is a need to ensure that preparations of The City of Spring Lake Park will be adequate to deal with disasters; generally, protect the public peace, health, and safety; and preserve the lives and property of the people of the state; and

WHEREAS, it is necessary to provide for the rendering of mutual aid among the political subdivisions of the state and to cooperate with the federal government with respect to carrying out emergency management functions; and

WHEREAS, it is the policy of Minnesota that all emergency response functions of this state be coordinated to the maximum extent with the comparable functions of the state government, including its various departments and agencies, of other states and localities, and of private agencies of every type, to the end that the most effective preparations and uses may be made of the state's labor supply, resources, and facilities for dealing with any disaster that may occur; and

WHEREAS, the director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop or cause to be developed mutual-aid arrangements for reciprocal emergency management aid and assistance in an emergency or disaster too great to be dealt with unassisted. These arrangements must be consistent with the local emergency operations plan and, in time of emergency, each local organization for emergency management and its members shall render assistance in accordance with the provisions of the mutual-aid arrangements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that The City of Spring Lake Park promotes the efficiency and effectiveness of local and intrastate mutual aid by designating the Emergency Management director, or his designee, who, in coordination with City Administration, exercising discretion and considering the needs of the political subdivision and its inhabitants, to dispatch equipment and personnel as considered necessary if a danger of fire hazard, casualty, or another similar occurrence exists outside the political subdivision and by its suddenness it would be impractical for the governing body of The City of Spring Lake Park itself to authorize the dispatch of equipment and personnel to combat that emergency or disaster.

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 2nd day of May, 2022.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

RESOLUTION NO. 22-21
DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS0) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE CITY OF SPRING LAKE
PARK

WHEREAS, the President of the United States of America issued Homeland Security Presidential Directive 5 to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS); and

WHEREAS, the President, in Homeland Security Presidential Directive 5, tasked the secretary of the U.S. Department of Homeland Security to develop and administer a National Incident Management System; and

WHEREAS, the secretary of the U.S. Department of Homeland Security developed and administered the National Incident Management System (NIMS) to provide for interoperability and compatibility among federal, state, and local capabilities, the NIMS will include: a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources; and

WHEREAS, Minnesota Governor Tim Pawlenty issued Executive Order 05-02: designation of the National Incident Management System (NIMS) as the basis for all incident management in the State of Minnesota; and

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation, and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Anoka County agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the ability of Anoka County to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of the NIMS are already an integral part of various incident management activities throughout Anoka County, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park does hereby establish the National Incident Management System (NIMS) as the City of Spring Lake Park standard for incident management.

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 the 2nd of May, 2022.

APPROVED:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

RESOLUTION NO. 22-22
AUTHORIZING UPDATES TO THE CITY OF SPRING LAKE PARKS
EMERGENCY OPERATIONS PLAN

WHEREAS, the Federal Emergency Management Agency and the state office of Homeland Security and Emergency Management require an update to the City Emergency Operations Plans to include terrorism and new requirements pertaining to SARA (Superfund Amendments and Re-authorization Act) Title III, 302 facilities; and

WHEREAS, The City of Spring Lake Park Emergency Management is required to maintain a current Emergency Operations Plan, and be compliant with the new 2002 Supplemental Appropriations Act for Further Recovery from and Response to Terrorist Attacks on the United States, Public Law 107-206; and

WHEREAS, The City of Spring Lake Park Emergency Management has updated the City Emergency Operations Plan to comply with federal and state requirements.

NOW THERE, BE IT RESOLVED by the City council accepts the Spring Lake Park Emergency Operations Plan, as submitted on May 2, 2022 and forwards the Emergency Operations Plan to the Minnesota State Homeland Security and Emergency Management authorities for review and approval.

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 2nd day of May, 2022.

APPROVED:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



City of Spring Lake Park Emergency Operations Plan

City of Spring Lake Park Emergency Management

This plan is the All-Hazards Emergency Operations Plan for the City of Spring Lake Park, Minnesota. Material contained within this document is considered For Official Use Only (FOUO) and must have the permission of the City of Spring Lake Park Emergency Management Director for any re-distribution.

Plan Updated: 5/2/2022

EMERGENCY OPERATIONS PLAN

Updates for the Basic Plan and Emergency Support Functions

Prepared by: Josh Antoine Date 5/2/2022
Director, City of Spring Lake Park Emergency Management

<u>Date</u>	<u>Page</u>	<u>Revision</u>
5/2/2022	All	Major Review: Basic Plan and Conversion to ESF's 2022 Plan.

CITY OF SPRING LAKE PARK
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN

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ESF's	
1	Transportation & Evacuation
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3	Public Works
4	Firefighting
5	Emergency Management
6	Mass Care
7	Logistics Management
8	Public Health and Medical
9	Search and Rescue
10	Hazardous Materials
11	Agriculture and Environmental
12	Energy
13	Public Safety and Security
14	Long Term Recovery
15	External Affairs

Approval for the Basic Plan and Emergency Support Functions

Approved by: Chief Joshua Antoine Date 5/2/2022
 Director, City of Spring Lake Park Emergency Management

Approved by: Mayor and City Council Date _____

Authentication – Each Emergency Support Function has the department head signature, title and date who have accepted responsibility for that Emergency Support Function.

Plan Distribution

COPY#	ASSIGNED TO:	TITLE
1	Chief Josh Antoine	Emergency Management Director
2	Sgt. Mike Long	Deputy Emergency Management Director
3	Sgt. Richard Kramer	Deputy Emergency Management Director
4	Terry Stoltzman	Anoka County Emergency Management Director
5	Dan Buchholtz	Spring Lake Park City Manager
6	Wanda Brown	Deputy City Manager
7	Chief Dan Retka	Acting SBM Fire Chief
8	Assistant Chief Matt Grantz	Assistant SBM Fire Chief
9	Terry Randal	City Public Works Director
10	Gary Peterson	MNHSEM Region 6 Rep
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CITY OF SPRING LAKE PARK
EMERGENCY OPERATIONS PLAN

Basic Plan

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EMERGENCY OPERATIONS PLAN

FORWARD

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key county officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Copy No. _____ Assigned to:

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor or to the City of Spring Lake Park Emergency Management Director.

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I. REASON FOR PLAN

Tornadoes, floods, blizzards, droughts and other natural disasters can affect the City of Spring Lake Park. In addition, major disasters such as plane crashes, explosions, hazardous material's incidents, terrorism, pipeline leaks, nuclear power plant incidents, and national security emergencies pose a potential threat to public health and safety in the City of Spring Lake Park. The City of Spring Lake Park has adopted the Anoka County All-Hazards Mitigation Plan. (City and County maps are located in the primary and back-up Spring Lake Park EOC.) An emergency plan is needed to enable government to continue to operate and carry out emergency functions, and to protect the public, and in some cases the environment, from the effects of the above-mentioned hazards.

II. PURPOSE, FORMAT, AND SUMMARY OF PLAN

A. PURPOSE

The City of Spring Lake Park has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and nongovernment professions and groups in the City of Spring Lake Park. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property.
2. Ensure the continuity of government.
3. Provide support to all areas and political subdivisions in the county which require assistance.

B. FORMAT AND SUMMARY

The City of Spring Lake Park Emergency Operations Plan has three primary parts: an all-hazard basic plan with fifteen supporting Emergency Support Functions (ESF), and a resource manual. The basic plan focuses primarily on the assignment of emergency responsibilities and on general operations policies. It is directed at those officials who have overall direction and control responsibilities - the Spring Lake Park City Council and the Spring Lake Park Emergency Management Director. The ESF's elaborate on the responsibility assignments made in the basic plan. They are of primary value to agency and department heads. The resource manual is an inventory of materials, equipment, supplies, and organizations that could be needed in the event of a major emergency/ disaster. It contains information that may be helpful to a variety of government officials.

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III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended.
- B. Public Law 99-499, [Superfund Amendments and Re-authorization Act (SARA) of 1986.]
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act, now the Minnesota Emergency Management Act of 1996.)
- D. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning and Community Right-to-Know Act.)
- E. Minnesota Statutes, Section 299J, as amended. (The Minnesota Pipeline Safety Act.)
- F. Minnesota Statutes, Section 103F, Subdivision 3. (Emergency Flood Protection Measures.)
- G. Minnesota Division of Emergency Management (DEM) Bulletin No. 89-1.
- H. City of Spring Lake Park City Code Chapter 3.12, Emergency Management.
- I. City of Spring Lake Park Resolution No. _____, authorizing updates to the City of Spring Lake Parks Emergency Operations Plan.
- J. City of Spring Lake Park Resolution No. _____, designating NIMS as the basis for all incident management in the City of Spring Lake Park.
- K. City of Spring Lake Park Resolution No. _____ - promoting the use of Local and Intrastate mutual-aid agreements.
- L. Minnesota State Statute- Chapter 13 Government Data Practices

IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day to-day basis. City organization and interrelationship are shown on Chart A of this basic plan.

V. DIRECTION AND CONTROL

The direction and control of government operations from a central, protected facility with adequate communications and key personnel are essential to the conduct of emergency operations. This has been provided for as follows:

- A. City Government – The mayor/city council will be responsible for providing overall direction and control of city government resources involved in the response to a disaster.
 - 1. The city emergency management director and/or designee will serve in a staff capacity to the city council, will

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implement this plan, and will coordinate emergency operations. The emergency management director will also serve as the “community emergency coordinator” for the city.

2. Direction and control of the City of Spring Lake Park's response to a major disaster will be carried out at the City of Spring Lake Park's Emergency Operations Center (EOC.)
- B. County Government – The board of commissioners will be responsible for providing overall direction and control of county government resources involved in the response to a disaster.
1. For additional EOC information such as staffing, communications, etc., refer to the “Direction and Control” section of this document.
 2. The county emergency management director will implement the county plan.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of Spring Lake Park's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the emergency support functions to this basic plan. (One emergency support function exists for each of the responsibilities —[functions] that are shown on Chart B.) Lastly, city departments and agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities to include resource lists and incident type checklists.

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- B. Responsibilities have been assigned by a code letter: “P,” “S,” or “C.”
1. “**P**” indicates **primary** operational responsibility, which means that the official, or agency is in charge of, and responsible for making provision for, that function.
 2. “**S**” indicates **support** responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
 3. “**C**” indicates **coordination** responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-government agencies are involved.
 4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and municipal officials will have the corresponding responsibility within city limits.

VII. OPERATIONS POLICIES

- A. In the event of a major disaster, the Mayor of the City of Spring Lake Park may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for the public safety. Protection of life and property and alleviation of human distress is the primary goal of city government emergency operations.
- B. In an emergency affecting more than one political jurisdiction, including the City of Spring Lake Park, officials of the City of Spring Lake Park will coordinate their services to the maximum extent possible.
- C. The City of Spring Lake Park Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- E. Each agency, department, or service of government will provide for the maintenance of records during an emergency. These records should include

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work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

- F. Mutual Aid Agreements in Anoka County in which the City of Spring Lake Park participate:
1. Law Enforcement: Anoka County Joint Law Enforcement Council On file in the Anoka County Attorney's Office.
 2. Fire: Anoka County Fire Protection Council-On file in respective cities.
 3. Resolution #: Promoting the use of intrastate mutual-aid agreements. On file in the Anoka County Emergency Management Office.

VIII. STATE AND FEDERAL SUPPORT

- A. **GENERAL**: The Anoka County Emergency Management Director will be responsible for assisting the City of Spring Lake Park in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the Minnesota HSEM regional program coordinator for his/her county. The regional coordinator can provide technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the county emergency management director.
- B. **EMERGENCY ASSISTANCE**: In the event of a major emergency/disaster which exceeds the resources and capabilities of county government, and which requires immediate state and/or federal assistance, the state duty officer may be contacted. The state duty officer telephone numbers are: 1-800-422-0798 outside the Minneapolis/St. Paul metro area and (651) 649-5451 within the Minneapolis/St. Paul metro area.
- C. **NATIONAL GUARD**: In the event of a major emergency/disaster which exceeds the capability of local government, support from the National Guard *may* be available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the National Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

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1. **OPERATIONAL POLICIES.** National Guard assistance will complement, *and not be a substitute for* county and/or city participation in emergency operations.
2. **REQUEST PROCEDURE.** In the case of counties (and all cities that are not of the first class,) the sheriff is the only local government official authorized to submit the request for National Guard assistance. *Such requests are to be submitted to the state duty officer.*

IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING AND EXERCISES

A. For regard to this plan, the City of Spring Lake Park Emergency Management Director and/or designee will serve as the planning coordinator. As such, the director will have overall authority and responsibility for both the development and maintenance of the plan. The process used by the director to develop/maintain the plan will be as follows:

1. This plan will be reviewed and updated as necessary, but at least once annually. The City of Spring Lake Park Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by Minnesota Homeland Security and Emergency Management. In establishing its schedule and procedures, Homeland Security and Emergency Management will consult with the State Emergency Response Commission (SEC), and other appropriate state agencies.
2. This plan will be distributed to all city government departments and agencies which have emergency assignments in the event of a major disaster in the city. A plan distribution list will be maintained by the City of Spring Lake Park Management Director.
3. Emergency responders and City of Spring Lake Park employees who respond to hazardous materials incidents within the City of Spring Lake Park have received training designed to help them respond to such incidents. At a minimum, in the City of Spring Lake Park primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

All Police Department personnel are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

Training records are maintained by the Spring Lake Park Police Department Training Division, 1301 81st Ave Ne, Spring Lake Park, MN 55432.

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All Spring Lake Park/Blaine/Mounds View, (SBM) Fire Department personnel are trained to, equipped and respond at the Hazardous Material Operations Level, as defined in 29 CFR 1910.120. Training records are maintained by the SBM Fire Department. SBM Training Officer, SBM Fire Department, 11920 Ulysses St. NE, Blaine, MN 55434.

All EMS personnel and the designated mutual aid ambulance service(s) are, at a minimum, trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by the EMS Chief at the in their respective departments. Allina Health Services, PO Box 43, Mpls., MN 55440-0043

Training records for City of Spring Lake Park employees other than police, fire and EMS are maintained at Spring Lake Park City Hall by their respective departments, and by the Directors at their respective departments.

4. The City of Spring Lake Park and Police Depart conducts annual exercises, in addition to participating in exercises conducted by Anoka County Emergency Management.

X. ESSENTIAL FACILITIES FOR UTILITY RESTORATION

- A. Spring Lake Park City Hall
- B. Spring Lake Park Public Works Facilities
- C. SBM Fire Stations #1
- D. Terrace and Arthur Street Pump houses.
- E. Able and Arthur Street Water Towers

XI. VITAL RECORDS

- A. The City of Spring Lake Park is currently developing plans for vital records backups. Information on this plan can be obtained through the City of Spring Lake Park's City Administration offices.

XII. RESPONSIBILITIES

- A. **Spring Lake Park City Council:** The Spring Lake Park City Council is ultimately responsible for providing direction and control of city government resources involved in the response to a disaster. The day to day operations

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during a disaster will be directed by the City Administrator or his designee. The line of succession to the city council is as follows:

Mayor

Mayor pro tempore

- B. In the City of Spring Lake Park, the Emergency Management Director serves as the Emergency Coordinator. As such, the Emergency Management Director has overall authority and responsibility for the development and maintenance of the plan, and for implementation of the plan. The Emergency Management Director is listed in the Resource Manual located in the Spring Lake Park City Hall along with the Deputy Emergency Management Director's, who are the alternate emergency coordinators, respectfully and various other phone numbers of public safety personnel.

Joshua Antoine

O: 763-792-7221

Dispatch: 763-427-1212 (24 hrs)

jantoine@slpmn.org

XIII. LOCATION OF THE DIRECTION AND CONTROL FACILITY

A. Emergency / Limited Scope Disasters

1. An incident management system (IMS) should be established to direct the initial response by city forces to the incident/event. (If IMS is implemented, the first arriving senior public safety official will serve as the incident commander, until he/she is properly relieved. This may be law enforcement or fire depending on the type of incident.)
2. If organizational control of the incident escalates beyond the capability of field command, an Emergency Operating Center (EOC) will be activated to provide coordination of the incident in accordance with a NIMS compliant ICS. (This will generally become necessary when the incident covers a large geographic area, multiple locations, and/or when multiple responding agencies are involved).

B. Disasters

1. The Direction and Control of the response to a disaster will be carried out at an Emergency Operations Center (EOC) located at the Spring Lake Park City Hall. The Spring Lake Park EOC would be utilized in the event that an incident would require additional coordination and

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support. The City of Spring Lake Park EOC is located in the Spring Lake Park City Hall Council Chambers A. The address for the Spring Lake Park EOC is Spring Lake Park City Hall, 1301 81st Ave Ne, Spring Lake Park, MN 55432. If for some reason the EOC area is not usable at the time of a disaster, SBM Fire Station #3, Training Room, 11920 Ulysses St. NE, Blaine, MN 55434 will serve as the alternate EOC. .

XIV. FUNCTIONS OF THE EOC

The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve the following:

- A. Coordinating the city government response to the disaster. (*Including coordinating with the on-scene commander*).
- B. Coordinating with any county or other local government(s) affected by and/or responding to the disaster.
- C. Coordinating with any state and/or federal agencies responding to the disaster.
- D. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
- E. Coordinating with the National Weather Service Office during periods of projected or actual flooding or other weather emergency.
- F. Generating appropriate public information.
- G. Coordinating and channeling the service of volunteers. (*Specific task assignments to, and management of volunteers will normally be provided by the applicable service chiefs*). *Volunteers will be coordinated as noted in the Resources Section of Congregate Care.*

XV. EOC ACTIVATION

A. Operational Readiness

The Emergency Management Director is responsible for maintaining the operational readiness of the primary and alternate EOCs. This involves ensuring that the EOC has the necessary communications equipment, maps, displays, tables, chairs, message logs, etc. The Emergency Management storage of the Spring Lake Park Emergency Operation Center has been stocked with EOC supplies.

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B. Criteria for Activation

The degree of the EOC activation will be determined by the severity of the emergency.

1. The EOC may be partially activated due to a potential threat to life or property from an emergency/incident, severe weather, flooding, hazardous materials incident/accident, and or public security threat.
2. The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: emergency/incident, severe weather, flooding, hazardous materials incident/accident, and or public security threat which requires a coordinated response effort.

C. Responsibility for EOC Activation

In the event of a major disaster, EOC staff would be expected to automatically report to the EOC. However, the Emergency Management Director or designee is responsible for ensuring that the EOC is activated according to the criteria described above.

XVI. STAFFING OF THE EOC

- A. The staffing list (EOC PERSONNEL NOTIFICATION LIST) is included in the Resource Manual. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC. The EOC will operate as needed with 2-12 hour shifts during a disaster operation. The Incident Manager will identify the staffing needs and times for each EOC activation.
- B. The IC will be responsible for implementing a NIMS compliant response operation to staff command and general positions as needed to manage the incident within the EOC. Each of these positions will utilize their job aids that include a position checklist as well as the proper Incident Command System form.
- C. Other municipalities, departments, agencies may be requested to provide a representative for the EOC. The representative will help local government officials provide assistance to the areas involved.
- D. Space will be provided in the EOC for the state and federal officials, should their presence be necessary. Such officials will be briefed regularly as to the status of the disaster. City officials, however, will remain responsible for providing direction and control of the city response to a disaster.

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- E. All EOC personnel will need proper identification, issued by the City of Spring Lake Park Emergency Management in order to access the EOC at the time of a disaster.
- E. The Spring Lake Park Police Department will staff the EOC in order to maintain an orderly operation.

XVII. EOC COMMUNICATIONS CAPABILITY

The City of Spring Lake Park EOC Communications is primarily telephone.

Additionally, there is (1) 800 Mhz Radio base station (Contact Blaine PD for use of their radio base) that can be moved to the Primary EOC. The Spring Lake Park Emergency Management Director or designee will coordinate EOC radio needs with the Anoka County Central Communications Dispatch supervisor. Phone communications will be coordinated by Spring Lake Park City Staff through Cady Business Technologies listed in the resource manual.

The Spring Lake Park EOC has the capability of communicating with: the Spring Lake Park secondary (backup) EOC, the Spring Lake Park Incident Command Vehicle, Anoka County, other municipalities within the county, neighboring county EOC's, local hospitals, state and regional EOC's, city/county (field) units, and the Anoka County Mobile Command Post through the Anoka County Central Communication.

If additional communication support is necessary at an incident the Anoka County RACES group will be requested through the Anoka County Emergency Management Director. This group is organized under Anoka County Emergency Management and has communication equipment vehicle and a trailer that is ready 24/7 to support communication needs or act in the backup role if needed.

All communications within the EOC are to be considered security sensitive and should not be shared outside of those who are on a need to know basis. Any information, documents, etc. that is considered to be sensitive then it shall be marked with "For Official Use Only (FOUO)". All information will be vetted by the Incident Manager and or Incident Commander with assistance through the PIO and Spring Lake Park City Government.

For all incident related communications:

Internal

All internal communications will follow the proper channels per the National Incident Management System protocols for formal and informal communications.

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External

All communications to the public will flow through the Public Information Officer and the Joint Information Center. Possible locations for JIC are Spring Lake Park City Hall Council Chamber B and/or SBM Fire Station #3.

XVIII. EMERGENCY POWER AND UTILITIES

Both Spring Lake Park EOCs have an emergency (backup) power source. The primary EOC backup power supply consists of a 60 KW emergency generator which automatically activates with the cessation of normal power. The generator is run off of diesel fuel. The City of Spring Lake Park has several smaller generators that can be used for backup power. Water sanitary sewer are connected to City connection for continuous use.

XIX. WARNING AND NOTIFICATION RESPONSIBILITIES

- A. Anoka County Central Communications is the Warning Point for the City of Spring Lake Park. This is accomplished through Anoka County Central Communication. Anoka County Central Communications is responsible for the proper receipt and dissemination of all emergency notifications received, including notifications of the release of hazardous chemical(s) consistent with the emergency notification requirements of SARA Title III, Section 304. The Anoka County 24-hour Warning Point is located in the Justice Center Building at Anoka County Central Communication, Anoka County Government Center, Justice Center, 2100 3rd Avenue, Anoka, MN 55303.
- B. The Anoka County Central Communications Supervisor is the overall Anoka County Warning Point supervisor. As such they will have overall responsibility for ensuring that all notifications received by the warning points are handled properly.
- C. Upon being notified of a warning, the Anoka County Central Communications Supervisor is responsible for making the following notifications:
 - 1. Notifying the Spring Lake Park Emergency Management Director or designee who will then notify key city government and private organization officials, utilizing the call down list contained within the “resource manual”.
 - 2. Activating the appropriate outdoor warning sirens.

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3. Notifying affected private and/or public facilities (hospitals, industries, nursing homes, etc.) included in the Warning.

In the event Anoka County Central Communications cannot contact Spring Lake Park Emergency Management it will be the responsibility of the Spring Lake Park Police Supervisor or senior officer on duty.

D. Notification Procedures for a Hazardous Materials Release

1. Upon notice or discovery of a hazardous material(s) release, Spring Lake Park public safety officials will notify the Anoka County Emergency Notification Center (Warning Point), located at Anoka County Government Building. The Emergency Notification Center will notify immediately the Spring Lake Park Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan in the City of Spring Lake Park, plus all other public safety officials designated for similar notification in the plan.
2. Using prepared criteria (item 4 below), the Spring Lake Park Emergency Management Director will determine whether a public notification is appropriate; and, if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)
3. The Anoka County Emergency Notification Center, which controls activation of the emergency warning systems in the City of Spring Lake Park, shall immediately carry out such public warning instructions as it may receive from the Incident Commander who has primary responsibility and authority for implementing the emergency plan. The Anoka County Emergency Notification Center can employ several methods of providing emergency warning to the public, including:
 - Emergency systems: individually, in groups, or all at once.
 - TV, cable and radio stations.
 - Localized high-speed automated telephone dialing notification (certain areas). Street-to-street locally via police and/or fire department vehicle loudspeakers.
4. Criteria to be used in determining the need for public notification include, but are not limited to the following:
 - Identification and properties of the hazardous substance released
 - Approximate amount or extent of the release

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- Wind speed and direction
 - Time factors
 - Size and nature of the target population
 - Recommendations of designated on-scene authorities (Item 15)
- E. Facilities within the City of Spring Lake Park that possess extremely hazardous materials are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous materials. At a minimum, these facilities are required by law to immediately notify the following in event of an accidental emergency release, and be prepared to state the name of the substance(s) released and the approximate amount:

Dial 9-1-1 (for local emergency notification)

Dial 651-649-5451 (State Duty Officer for Greater Metro Area), or

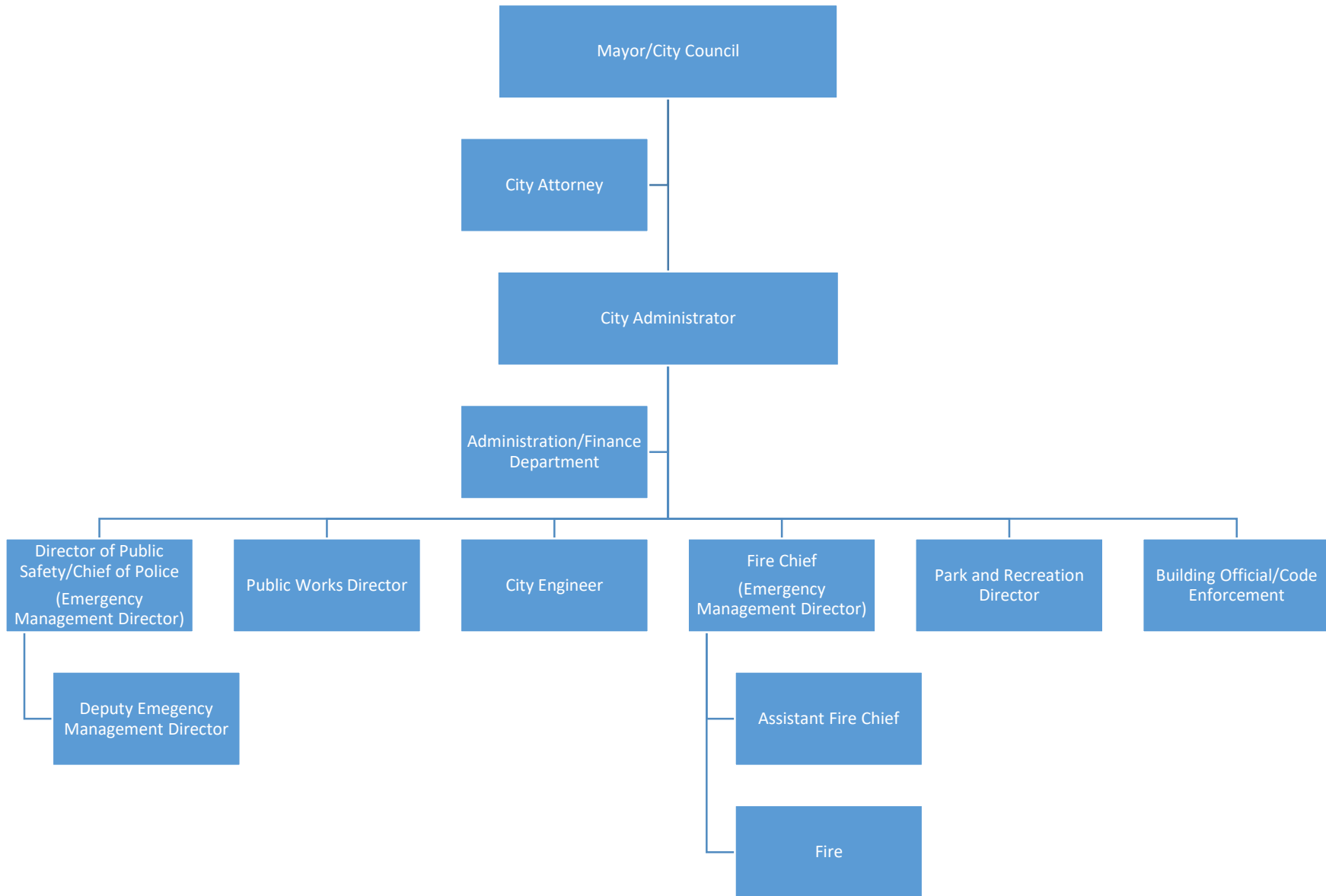
Dial 800-422-0798 (State Duty Officer for Greater Minnesota) Dial 800-424-8802 (National Response Center for federal emergency notification)

The City of Spring Lake Park has determined that all covered facilities within the jurisdiction have implemented the required response plans, with 24 hour contact telephone information; or, new facilities have under development the required emergency response plans. Copies of these facility plans with contact names and procedures are on file at the Anoka County Emergency Management Office. Contact the Anoka County Emergency Management Director and the Emergency Communications Center for further information.

A list of the Facility Coordinators will be kept on file by the Spring Lake

Park Emergency Management Director. A Facility Coordinator Contact List will also be submitted to Anoka County Emergency Management as well as Anoka County Central Communications to be kept on file in the event a warning affecting their facility is enacted and communicated through the county. The contact list will be updated on an annual basis. A paper copy of the facilities is kept with Spring Lake Park Emergency Management and in the EOC. An electronic copy is kept up to date by MNHSEM and is able to be accessed by Anoka County Emergency Management.

CHART A CITY OF SPRING LAKE PARK ORGANIZATIONAL CHART



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**CHART B
EMERGENCY RESPONSIBILITY ASSIGNMENT**

CODE: P - PRIMARY S - SUPPORT C - COORDINATION

JURISDICTIONAL LIMITS

FUNCTION	RESPONSIBLE AGENCIES	SLP	COUNTY	REMARKS
1. Transportation & Evacuation	SLP Public Works	P	S	City Public Works would handle in City. County would do outside city. Private Contractors when all other resources are expended.
	County Public Works/ Transit	S	P	
	County Sheriff	S For Evac	P For Evac	
	SLP Police Department	P	S	
	City/County Emergency Mgmt.	C	C	
2. Communications	SLP I.T. (CIT)	P	S	City I.T. coordinates the communications systems recovery within City of SLP Operations.
	City/County Emergency Mgmt.	C	C	
3. Public Works	SLP Public Works	P	S	City Public Works would handle in City, County and Township would do outside city. Private Contractors when all other resources are expended.
	County Public Works	S	P	

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<p>4. Firefighting</p>	<p>SBM Fire Department SLP Police Departments County Sheriff City/County Emergency Management</p>	<p>P S S C</p>	<p>P S S C</p>	<p>All of Anoka County is covered by local Fire Departments.</p>
<p>5. Emergency Management</p>	<p>SLP Emergency Management County Emergency Management</p>	<p>P S</p>	<p>S P</p>	<p>County Directs Townships and Supports Cities</p>
<p>6. Mass Care</p>	<p>Anoka County Social Services Red Cross Salvation Army/others Anoka County Public Health Local Building Owners City/County Emergency Management</p>	<p>S S S P S C</p>	<p>S S S P S C</p>	<p>Social Services, Red Cross and other volunteer organizations, supported by local building owners.</p>

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7. Logistics	SLP Finance Department SLP Emergency Management City/County Emergency Management	S P C	S P C	County Supports Cities
8. Public Health and Medical	Anoka County Public Health Alina ALS & BLS Hospitals Clinics City/County Emergency Management	P P P S C	P S S S C	EMS by Law Enforcement, Fire Departments and Ambulances, Day to Day community health by Community Health Services, clinics, hospitals and other health care facilities.
9. Search and Rescue	SLP Police Department Anoka County Sheriff SBM Fire Department City/County Emergency Management	P S P C	S P S C	All Fire Departments function in a Search and Rescue capacity as well as the Sheriff's Department and SLP Police Dept.
10. Hazardous Materials	Emergency Mgmt. Anoka County Environmental Services SBM Fire Department State HAZMAT Teams	C S P S	C S S S	Immediate needs by City and County agencies. State and private agencies for long term.

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	State Duty Officer	S	S	
	State Health Dept.	S	S	
	Anoka County Sheriff	S	S	
	SLP Police Department	S	S	
	Private Contractors	S	S	
11. Agriculture & Environmental	Anoka County Environmental Services	P	P	Immediate needs by City and County agencies. State and private agencies for long term.
	State Agriculture Dept	C	C	
	DNR	C	C	
12. Energy	Utility Companies	P	P	Immediate needs by City and County agencies. State and private agencies for long term.
	SLP Public Works	P/S	S	
	City/County Emergency Management	C	C	
13. Public Safety & Security	SLP Police Department	P	S	Primary for contract cities and townships other than the Cities
	Anoka County Sheriff's Office	S	P	

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<p>14. Damage Assessment & Long Term Recovery</p>	<p>Anoka County Assessor SLP Building Inspection Department Red Cross</p>	<p>S P/S S</p>	<p>P S S</p>	<p>County Assessors coordinate city assessment. Red Cross assists in all areas.</p>
<p>15. External Affairs</p>	<p>SLP City Council SLP City Administration SLP Public Information Officer (PIO) County PIO City/County Emergency Management</p>	<p>P P P S S</p>	<p>C S S P S</p>	<p>The City of SLP PIO will handle media related issues for City Operations.</p>

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park Public Works Department.

Local Supporting Agencies

The supporting agencies for this ESF include:

- Spring Lake Park Police Department
- Anoka County Emergency Management
- Surrounding support cities
- Local Bus Companies
- Local Medical Transportation Providers

State Resource 11

Minnesota Department of Transportation
Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF

- Spring Lake Park Emergency Operations Plan
 - Minnesota Emergency Operations Plan
-

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

Purpose

To outline how transportation systems will be restored in the event of an emergency.

In addition, the management of evacuation routes into or out of Spring Lake Park.

Scope

Emergency Support Function #1 focuses on the maintenance, establishment of and recovery of transportation routes throughout the City of Spring Lake Park of which it has the legal responsibility for. This plan covers City of Spring Lake Park transportation systems and routes. Outside city transportation systems and routes are the responsibility of each city as well as the State of Minnesota being responsible for owned transportation routes. The Spring Lake Park Public Works Director and Emergency Manager will coordinate the public and private partners for the mass evacuation.

Operational policies will be maintained by the Spring Lake Park Public Works Department which cover the protection and restoration of transportation systems throughout the City. These SOP's/SOG's will have an "all hazards" approach and cover the most likely incident which could affect the City roadways.

A second part of this plan is the coordination of evacuation routes if one is so ordered. The ordering for the evacuation will be under the direction of Emergency Management, the Mayor and City Council. This ESF is only intended to deal with the route designation and communication to the affected public and or special populations. ESF 6- Mass Care will be utilized for the sheltering and care of these individuals.

Security of the areas evacuated will be under the direction of the Spring Lake Park Police Department and or other assisting Law Enforcement agencies. All areas affect by the disaster will have an established security perimeter until public and private buildings are re-secured.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an "all hazards" type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a transportation system is affected, than an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.

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Emergency Support Function #1- Transportation and Evacuation

2. Identifying temporary transportation routes until the affected routes can be restored.
3. Create a recovery plan and identify the proper resources to enact the plan.
4. Maintain a record of all activities and expenses in accordance with FEMA standards.
5. Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

The coordination for the mass evacuation of people coordinated with other ESF's and Spring Lake Park Department Directors. The main responsibility assigned under this ESF is the transportation route out of the City of Spring Lake Park.

Evacuation

The rationale for evacuation, whether for a large or small-scale emergency, is that hazardous conditions or potentially hazardous conditions can best be mitigated by moving the affected population to an area of lesser risk. Prior to recommending evacuation due to an actual/potential hazard, county and community officials will evaluate the benefit of shelter in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors [both internal and to the outside] windows, and fireplace dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows, and [in buildings] minimizing the use of elevators.)

- A. The Spring Lake Park Emergency Management Director and the Chief of Police will jointly prepare in advance for the potential evacuation of city residents.
- B. Pre identified primary and secondary evacuation routes for the "population at risk" for each Section 302 facility are listed in the Hazardous Materials ESF, by community.
 1. In the event of a hazardous material(s) incident in the City of Spring Lake Park, the Incident Commander is responsible for determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry (repopulation).
 2. The Emergency Operations Center in Spring Lake Park shall serve as an alternate to the Incident Commander, in determining and deciding the need

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

for actual or precautionary evacuation, or for shelter-in-place and for re-entry (repopulation).

3. The Spring Lake Park Emergency Communication Center will assist in making appropriate notifications (see Item 19).
- C. The Spring Lake Park Police Department will be responsible for ***conducting and coordinating*** any large-scale evacuation of Spring Lake Park residents. This coordination will include the evacuation activities of other participating public safety agencies and jurisdictions. In the event of a large-scale and long term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary.
 - D. The Spring Lake Park Police Department will be responsible for preparing instructions for people who must evacuate from a high-risk area. This is to include identification of centrally-located staging areas and pick-up points for evacuees without private automobiles or other means of evacuation.
 - E. The Spring Lake Park Police Department will have primary responsibility for ensuring that the affected city residents and facilities are notified of the need to evacuate.
 - F. The Spring Lake Park Police Department will have primary responsibility for assisting disabled, elderly, mobility-impaired and other individuals unable to evacuate themselves. This will be accomplished by advising residents (via radio/TV or house-to-house canvassing) to call a specific telephone number if assistance is needed.
 - G. The Spring Lake Park Police Department will be responsible for establishing and staffing any traffic control points that may be necessary.
 - H. The Spring Lake Park Police Department will be responsible for maintaining access control and security for the evacuated areas.
 - I. The Spring Lake Park Public Works Department and Police Department will be responsible for overseeing the removal of stalled vehicles, obstructions, or any other roadway impediments so that the evacuation route(s) can remain open.
 - J. The Spring Lake Park Police Department police chief and/or the fire chief will be responsible for assisting in traffic control and security in a large scale evacuation.
 - K. In consultation with local and/or state hazardous materials' specialists, the Anoka County Public Health and Environmental Services department will be responsible for determining when evacuees can safely return to their residences.
 - L. The Spring Lake Park Police Department will be responsible for coordinating all private and public transportation resources.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

Shelter in place

Situations may arise where the best means of protection of life and property is to recommend “shelter-in-place” procedures. If conditions are present which do not allow adequate time for evacuation or where the risk from the emergency incident will be minimal or very short in duration officials should consider “shelter-in-place” options. The decision to recommend shelter-in-place will be made by the Incident Commander of the affected area, using established criteria. A shelter-in-place decision will also initiate the Warning and Notification section of this plan as appropriate. Under the direction of the Incident Commander, Law Enforcement and/or Public Safety personnel will assist in making public notification of the shelter-in-place procedure. Emergency actions such as taping doors, windows, shutting off outside air intake from fans, air conditioners, or other means may be the best available option to protect public health and safety.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Spring Lake Park Emergency Management
2. Anoka County Central Communication

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for transportation issues a “Transportation Branch Director” will be assigned to coordinate all tactical operations and resources. For an evacuation, an “Evacuation Route Coordinator” should be assigned due to the importance of the evacuation.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Transportation Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

1. Report to the identified location for the coordination of operations. The possible location which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Spring Lake Park Public Works Facility
 - c. Emergency Operations Center (EOC)
2. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
3. The primary and secondary evacuation routes from the City of Spring Lake Park will be;
 - a. State Highway 65- North or South
 - b. University Ave (CSAH)- North or South
 - c. Osborne Rd (CSAH 8)- East or West
 - d. County Road 10- East or West
 - e. City roads to the Major Transportation Highways as directed.
4. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.
5. Residents to be evacuated or implement shelter-in-place will be notified by outdoor warning systems, radio, TV, cable, public address systems, Citizen Emergency Response Team (CERT), telephone or other method as implemented through the Anoka County Central Communication (Warning Point).

Procedures for initiating a shelter-in-place option include but are not limited to:

- a. Determination of need by incident command using established criteria.
- b. Action by official(s) authorized to implement the plan.
- c. Public notification as appropriate.
- d. Implementation by the Spring Lake Park Police Department.

Evacuation routes, assembly points and assistance instructions will be coordinated and announced through the Anoka County Emergency Notification Center.

The Spring Lake Park Police Department personnel will establish traffic control points, if needed.

Mobility-impaired individuals unable to evacuate themselves will receive assistance from the Spring Lake Park Police Department and fire departments, including mutual aid departments, as necessary.

6. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather, road conditions, and other pertinent factors.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

7. Shelter locations are kept on-file with the Emergency Management Directors Office and are established through the Red Cross.
8. Determination of mass care requirements and facilities to be used for shelters for evacuees should be made in cooperation with ESF #6- Mass Care in conjunction with Spring Lake Park Emergency Management Department and the Red Cross.
9. Re-entry (repopulation) Procedures
 - a. Re-entry (repopulation) decisions made by Incident Command/Commander.
 - b. Appropriate announcements made via Anoka County Emergency Communications Center.
 - c. Implementation by Spring Lake Park Police Department, assisted by mutual aid agencies, as necessary.

IF the situation does not involve an evacuation, then;

1. Complete a damage assessment of the affected transportation system.
2. Identify alternative modes/ routes of transportation.
3. Identify resources needed to mitigate the incident.

Actions: Continuing

For the EVACUATION;

1. Pre-identified primary and secondary evacuation routes for the population at risk for each Section 302 facility will be the responsibility of the incident commander and will be individually determined at each incident, based on, but not limited to the following factors:
 1. Wind speed and direction
 2. Severity of incident
 3. Population of area involved
 4. Hazard working with
2. At the time the decision is made to carry out an evacuation of some or all of the residents in Spring Lake Park, the primary responsibility for ensuring that the affected residents and facilities (schools, hospitals, nursing homes, businesses/industries, etc.) are notified of the need to evacuate will fall on the Police Chief and Fire Chief.
3. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and other factors.
4. A listing of both the congregate care facilities and the fallout shelter facilities that can be used to house evacuees is included in the ESF #6 Mass Care Section.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #1- Transportation and Evacuation

For all other Transportation operations;

1. Create tactical plans focusing on the long term recovery.
2. Maintain any closed transportation routes or systems.
3. Manage resources. Do not over commit any resource with assignments or work periods.
4. Maintain logs of daily activities and return them to your supervisor or Planning Section.
5. Maintain financial records including receipts for all aspects of the operations. Work closely with the Finance Section for the proper procedures for the paperwork.
6. Communicate needs to the ICP, EOC or supervisor.

Actions: Closeout

1. Once the transportation system has been restored or the evacuation order canceled, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within Spring Lake Park Emergency Management.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #2- Communication Systems

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park Administration and City Hall staff for internal agency and Anoka County Telecommunications for external communication and data networks.

Local Supporting Agencies

The supporting agencies for this ESF include;

- Spring Lake Park Police Department
- Anoka County Emergency Management
- Computer Integrated Technologies (CIT)
- POPP Communications
- Comcast Business
- North Metro Cable Commission
- Cady Business Technologies

State Resource

Minnesota Department of Homeland Security and Emergency Management
Office of Enterprise and Technology

References

The follow are a list of reference documents for this ESF

- Spring Lake Park Emergency Operations Plan
- Spring Lake Park Public Works Standard Operating Procedures
- Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for the restoration of communication systems within the City of Spring Lake Park.

Scope

Emergency Support Function #2 focuses on the maintenance of communication systems throughout the City of Spring Lake Park. This ESF will rely heavily on the communication suppliers for operations and Spring Lake Park will coordinate the overall restoration section of Incident Action Plan (IAP).

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a

Spring Lake Park Emergency Operations Plan

Emergency Support Function #2- Communication Systems

major communication system is affected, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations. The communication systems which are considered to be critical to the City of Spring Lake Park are;

- Phone
- Data
- Video

One key consideration within this ESF is the coordination of operations within the City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identifying temporary communication strategies until the main communication systems can be restored.
3. Create a recovery plan and identify the proper resources to enact the plan.
4. Maintain a record of all activities and expenses in accordance with FEMA standards.
5. Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Spring Lake Park Emergency Management
2. Anoka County Central Communication

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for transportation issues a “Transportation Branch Director” will be assigned to coordinate all tactical operations and resources. For an evacuation, an “Evacuation Route Coordinator” should be assigned due to the importance of the evacuation.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Transportation Branch Director will be broken down into Divisions or Groups.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #2- Communication Systems

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. If the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Spring Lake Park Public Works Facility
 - c. Emergency Operations Center (EOC)
2. Establish a Liaison Officer position with the communication company(s) to maintain Situational Awareness for the operation.
3. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
4. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
5. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected County Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify the future resource needs for the management of operations.

Actions: Closeout

1. Once the communication system has been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within Spring Lake Park Emergency Management.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #3- Public Works

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park Public Works Department.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Police Department
Spring Lake Park Emergency Management
Anoka County Emergency Management
Anoka County Public Health

State Resource

Minnesota Department of Transportation
Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing public works support within the City of Spring Lake Park and to identify some of the emergency operation needs. This ESF covers the emergency operation for Debris Clearance.

Scope

Emergency Support Function #3 focuses on the maintenance of systems in which the Spring Lake Park Public Works has the responsibility for. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resource the City has. In addition, The City of Spring Lake Park will coordinate the overall operation section of Incident Action Plan (IAP).

As it relates to debris clearance the authority/ responsibility has been divided in the following ways;

- A. Inside City Limits- Within a municipality, the city engineering/public works department will normally be responsible for water, sewer and debris clearance.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #3- Public Works

- B. The local sanitation providers are responsible for trash collection. However this will be coordinated under the direction of the City of Spring Lake Park Public Works Director.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within The City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include:

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
- Identifying transportation routes/strategies until the main transportation routes can be restored.
- Create a recovery plan and identify the proper resources to enact the plan.
- Maintain a record of all activities and expenses in accordance with FEMA standards.
- Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

For debris clearance Spring Lake Park has established the following policies and procedures:

- Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- The location of the temporary storage and the final disposition of debris would be determined by location, quantity and type.
- Debris (construction/brush) disposal would be coordinated through the City of Spring Lake Park Public Works Department.
- The Spring Lake Park Engineering Department will assist a municipality with debris clearance under the following conditions:
 - A direct request for help by an authorized person from the municipality needing assistance.
 - Mutual Aid Agreements.

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Emergency Support Function #3- Public Works

- The cleanup and disposal of (spilled or leaked) hazardous materials will be the responsibility of the contributing party, with assistance of Anoka County, assisting local government agencies and SBM Fire Department when deemed necessary.
- At the time of the incident the City of Spring Lake Park will establish a Debris Collection Site. This might be 1 location or multiple locations throughout the community. These sites will be for the temporary storage of debris during an emergency.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Spring Lake Park Emergency Management
- Anoka County Central Communication

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for transportation issues a “Public Works Branch Director” will be assigned to coordinate all tactical operations and resources. For an evacuation, an “Evacuation Route Coordinator” should be assigned due to the importance of the evacuation (refer to ESF #1- Transportation/ Evacuation).

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Public Works Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

- Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - Incident Command Post (ICP)
 - Spring Lake Park Public Works Facility
 - Emergency Operations Center (EOC)
- Establish a Public Works Branch Director position and begin to identify affected areas and operational needs.
- Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
- Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #3- Public Works

- Identify the nature of the situation what communication systems might be affected and the duration of the outage.
- Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Administrative and Elected City Officials.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify and enact resources to provide temporary water and sewer. Refer to the public works SOP and resource manual.
- Debris clearance and removal will be completed following the SOP. The following is an outline of the procedure;
 - Only debris related to the disaster will be collected. The City reserves the right to refuse to collect any debris material which poses a hazard beyond what is expected and or identified as to what is being collected.
 - Debris from the local communities will be collected at the curb and moved to the community's debris collection point. (i.e. public works parking lot, City property, etc.). Removal of debris from private property is the responsibility of the property owner. If an extreme hazard exists (i.e. life safety) then the city may assist at the direction of the Incident Commander.
 - Routes will be set up for the movement of debris so that the debris can be moved quickly and local traffic flow minimally impacted.
 - Debris will be properly sorted in accordance with final disposal requirements.
 - Disposal of animal will be under the direction of Anoka County Community Health & Environmental Service and ESF #11
 - Public Health issue relating to debris management will fall under the coordination of Anoka County Community Health & Environmental Service.
- Identify the future resource needs for the management of operations.

Actions: Closeout

- Once the communication system has been restored, communicate the information to all affected parties.
- Demobilize the Incident Management Team.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #3- Public Works

- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within Spring Lake Park Emergency Management.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #4- Firefighting

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to the Spring Lake Park, Blaine, Mounds View (SBM) Fire Department.

Local Supporting Agencies

The supporting agencies for this ESF include;

- SBM Fire Department
- Allina Medical Transportation
- Spring Lake Park Police Department
- Spring Lake Park Emergency Management
- Anoka County Emergency Management

State Resource

- Minnesota State Patrol
- Minnesota Department of Homeland Security and Emergency Management
- Minnesota National Guard

References

The follow are a list of reference documents for this ESF

- Spring Lake Park Emergency Operations Plan
- SBM Fire Department Standard Operating Procedures
- Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing firefighting support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #4 focuses on the firefighting activities that This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources the SBM Fire department has. In addition, SBM Fire Department will coordinate the overall operation section of Incident Action Plan (IAP).

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #4- Firefighting

One key consideration within this ESF is the coordination of operations within the SBM Fire Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
 - Identifying transportation routes/strategies until the main transportation routes can be restored.
 - Create a recovery plan and identify the proper resources to enact the plan.
 - Maintain a record of all activities and expenses in accordance with FEMA standards.
 - Communicate timely information to the public on the current situation and future outcomes.
- During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Anoka County Dispatch
- Direct call to the SBM Fire Department

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for Fire operational issues a “Fire Branch Director” will be assigned to coordinate all tactical operations and resources at large scale disasters.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Fire Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

- Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include:
 - Incident Command Post (ICP)
 - Fire Department
 - Emergency Operations Center (EOC)
- Establish an Operations Section Chief or Fire Branch Director position and begin to identify affected areas and operational needs.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #4- Firefighting

- Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
- Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
- Identify the nature of the situation what communication systems might be affected and the duration of the outage.
- Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Administrative and Elected Officials.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify the future resource needs for the management of operations.

Actions: Closeout

- Once the communication system has been restored, communicate the information to all affected parties.
- Demobilize the Incident Management Team.
- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to Spring Lake Park Emergency Management.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Police Department
Anoka County Emergency Management
Surrounding Supporting Cities
Minnesota Incident Management Team

State Resource

Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The following are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing emergency management support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #5 focuses on the emergency management activities that support emergency operations throughout the City of Spring Lake Park. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources within the City of Spring Lake Park. Emergency Management will assist in the coordination of an Incident Action Plan with the Emergency Management staff's primary focus on the Planning and Logistic Sections position during a disaster.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an "all hazards" type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

One key consideration within this ESF is the coordination of operations within the other City Departments as well as other Cities, State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
 - Identifying transportation routes/strategies until the main transportation routes can be restored.
 - Create a recovery plan and identify the proper resources to enact the plan.
 - Maintain a record of all activities and expenses in accordance with FEMA standards.
 - Communicate timely information to the public on the current situation and future outcomes.
- During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Anoka County Dispatch
- Direct call to Emergency Management

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for emergency management operations the following positions may be staffed by Emergency Management staff;

- Incident Manager for the EOC
- Liaison Officer
- Planning Section Chief
 - Situation Unit Leader
 - Resource Unit Leader
- Logistics Section Chief
 - Communications Unit Leader
 - Food unit Leader

All of the responsibilities under the above positions will be at the direction of Emergency Management

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

- Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - Incident Command Post (ICP)
 - Emergency Operations Center (EOC)
 - Department Operating Center (DOC)
- First arriving staff at the EOC will start all operational equipment.
- The designated Spring Lake Park Incident Manager in the EOC will draft the initial ICS 202- Incident Objectives and assign staffing roles on the ICS 207- Incident Organization Chart found in the Planning Section office within the EOC.
- Spring Lake Park Emergency Management staff will assume the pre designated roles unless otherwise identified by the Incident Manager.
 - Spring Lake Park Emergency Manager (or designee)- Incident Manager
 - Paid On Call Staff
 - Operations Section Chief
 - Planning Section Chief
 - Situation Unit Leader
 - Logistics Section Chief
 - RACES Staff
 - Communication Unit Leader
 - Command Post Operations
 - Field Observers
- Establish a Situational Unit Leader position and begin to identify affected areas and operational needs. Begin to complete an ICS 209- Incident Status summary for each affected area of the city. These sheets are found in the EOC and available on-line at: • http://www.fema.gov/media-library-data/20130726-1922-25045-7672/ics_forms_209.pdf
- Contact the Spring Lake Park City Administrator and provide a situation update with known information at that point in time.
- Contact the Spring Lake Park Public Information Officer position to manage information regarding the incident to all parties involved in the incident.
- Work closely with the Incident Commander to identify exactly what areas are affected and prioritization of operations which will affect county resources.
- Identify the nature of the situation what communication systems might be affected and the duration of the outage. Emergency Management staff will begin drafting a ICS 205- Communications Plan for Emergency Management operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #5- Emergency Management

- Establish the operations area in the conference room off of dispatch. Establish connection with Knowledge Center and maintain current status in the system.
- Monitor requests for assistance that are being processed through the Anoka County Communication Center.
- Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Administrative and Elected Officials.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Produce Incident Action Plans.
- Identify the future resource needs for the management of operations.
- Manage the Planning Process throughout the operations to ensure proper planning and documentation through Incident Action Plans.
- Ensure all documentation is being completed throughout the incident and work closely with the Finance Section Chief to track incident costs.

Actions: Closeout

- Once the communication system has been restored, communicate the information to all affected parties.
- Demobilize the Incident Management Team.
- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #6- Mass Care

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to Anoka County Public Health.

Local Supporting Agencies

The supporting agencies for this ESF include;

- Spring Lake Park Police Department
- Spring Lake Park Emergency Management
- Anoka County Emergency Management
- Surrounding Supporting Cities
- American Red Cross
- Salvation Army
- Allina Medical Transportation

State Resource

Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF

- Spring Lake Park Emergency Operations Plan
- Minnesota Emergency Operations Plan

Purpose

To outline the mass care (emergency housing, feeding, clothing, counseling) needs of Spring Lake Park residents and businesses (as wells as [potential] incoming evacuees from other communities) will be met in the event of a disaster.

Scope

Emergency Support Function #6 focuses on the emergency management activities that support emergency operations throughout the City of Spring Lake Park. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources within the City of Spring Lake Park.

Mass fatalities will be handled in accordance with the “*Midwest Medical Examiners Mass Fatalities Plan*” SOP held within the Anoka County Public Health Department.

Due to the large coordination effort which will be needed to make operations under this Emergency Support Function successful the following outlines the responsibilities;

Spring Lake Park Emergency Operations Plan

Emergency Support Function #6- Mass Care

- A. **PRIMARY:** The following ***primary*** mass care needs of disaster victims will be met by the government departments/voluntary organization indicated:
1. Emergency housing - American Red Cross
 2. Family Assistance Center- American Red Cross
 3. Emergency feeding - American Red Cross & Salvation Army
 - a. Anoka County Community Health and Environmental Services Department will inspect and assist the congregate care facilities to ensure disease prevention and food safety.
 4. Emergency clothing - American Red Cross & Salvation Army
 5. Crisis Counseling - American Red Cross & Salvation Army
 - a. The County Social Human Services Division and Disaster Behavioral Health Response Team will provide information about these services and assist with referrals to the appropriate services.
- A. **ADDITIONAL NEEDS:** The following ***additional*** mass care needs of disaster victims will be met by the agencies/organizations indicated:
1. Reception and registration center teams - American Red Cross
 2. Inquiry and Referral (regarding disaster victims) - American Red Cross
 3. Crisis upgrade of shelters and crisis shelter stocking plan - American Red Cross
 4. Crisis marking of congregate care facilities - Spring Lake Park Police Department
 5. Emergency Decontamination of exposed population- SBM Fire Department
 6. Health and medical services at mass care facilities- Local EMS providers
 7. Donations Management - American Red Cross and Salvation Army
 8. Public Safety Peer Counseling - List is located on file in Central Communications
 9. Registration Centers and lodging facilities requiring security and control will be provided by the Spring Lake Park Police Department and surrounding supporting agencies.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #6- Mass Care

10. Pet evacuation, rescue, recovery and sheltering assistance are available from the Animal Humane Society, Coon Rapids shelter. Additional resources are listed in the Anoka County Resource Manual (SOP in development)
11. Sheltering supplies will be coordinated through the Spring Lake Park EOC and under the direction of the County Health Department.

SUPPORT FOR SPECIAL NEEDS POPULATIONS

- Anoka County Human Services Division and volunteer organizations will coordinate with responders to provide accessible shelter for the mobility-impaired.
- Anoka County Human Services Division will provide or locate interpreters for deaf and non-English speaking individuals. Resources are listed in the Anoka County Resource Guide.
- Nursing homes and assisted care facilities are identified in the Spring Lake Park Resource Manual.
- Additional social service will be provided by the American Red Cross, the Salvation Army and the Anoka County Human Services Division as appropriate.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the other City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
- Identifying transportation routes/strategies until the main transportation routes can be restored.
- Create a recovery plan and identify the proper resources to enact the plan.
- Maintain a record of all activities and expenses in accordance with FEMA standards.
- Communicate timely information to the public on the current situation and future outcomes.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #6- Mass Care

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Anoka County Central Communications.

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for mass care operational issues a “Public Health Branch Director” will be assigned to coordinate all tactical operations and resources at large scale disasters.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Public Health Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

- Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - Incident Command Post (ICP)
 - Emergency Operations Center (EOC)
 - Department Operating Center (DOC)
- Establish a Situational Unit Leader position and begin to identify affected areas and operational needs.
- Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
- Work closely with the Operations Section Chief to identify exactly what areas are affected and prioritization of operations.
- Identify the nature of the situation what communication systems might be affected and the duration of the outage.
- Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #6- Mass Care

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Administrative and Elected Officials.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify the future resource needs for the management of operations.

Actions: Closeout

- Once the communication system has been restored, communicate the information to all affected parties.
- Demobilize the Incident Management Team.
- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #7- Logistics Management

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to Spring Lake Park Emergency Management.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Purchasing
Spring Lake Park Police department
Anoka County Emergency Management
Surrounding Supporting Cities
Minnesota Incident Management Team

State Resource

Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing emergency management support within the City of Spring Lake Park and to identify some of the emergency operation needs. This also includes the management of donations made during a disaster.

Scope

Emergency Support Function #7 focuses on the emergency management activities that support emergency operations throughout the City of Spring Lake Park. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources within the City of Spring Lake Park. Emergency Management will assist in the coordination of an Incident Action Plan with the Emergency Management staff's primary focus on the Planning and Logistic Sections position during a disaster.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an "all hazards" type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan

Spring Lake Park Emergency Operations Plan

Emergency Support Function #7- Logistics Management

(IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the other City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
- Develop a list of resources affected.
- Develop a list of resources needed.
- Create a recovery plan and identify the proper resources to enact the plan.
- Maintain a record of all activities and expenses in accordance with FEMA standards.
- Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

The logistical management for the City of Spring Lake Park will be coordinated through the use of Knowledge Center. Under the Emergency Management Support Function the Liaison Officer is assigned to manage the Knowledge Center program.

The Resource Unit Leader

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Anoka County Dispatch
- Direct call to Emergency Management

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for logistical operations the following positions may be staffed;

- Logistics Section Chief
- Communication Unit Leader
- Food Unit Leader
- Liaison Officer assigned to Knowledge Center

All of the responsibilities under the above positions will be at the direction of Emergency Management

Spring Lake Park Emergency Operations Plan

Emergency Support Function #7- Logistics Management

Resources

The City of Spring Lake Park has a number of resources for a given disaster. The resources are on file with the Emergency Communications Center for immediately deployment if necessary. In addition, The Minnesota Duty Officer also has a number of state resources available. The categories located within Anoka and available through the State include;

- Hazardous Materials Teams with WMD Capabilities
- Bomb squads
- Food resources
- Volunteer groups
- Generators
- Portable pumps
- Portable water
- Sandbagging equipment

Mutual Aid Agreements/ Memorandums of Understanding

A number of mutual aid agreements are in-place for emergency operations. These agreements are throughout this plan as well as on file with the Spring Lake Park Emergency Manager. In addition, local agencies may have their own mutual aid agreements with other agencies. This plan is designed to work in cooperation with those pre-existing agreements.

Additional agreements may be needed to secure resources. These agreements will be worked out through the Incident Commander, Spring Lake Park Emergency Manager, Logistic Section Chief or the Finance Section Chief during emergency operations.

Any resource that is acquired during emergency operations regardless if it is a donation or billable expense will need to have a Memorandum Of Understanding (MOU) completed prior to deployment of use of the resource.

Volunteers

During the time of disaster, volunteers are critical to the rapid response and recovery. All volunteers will be registered and coordinated through Spring Lake Park Emergency Management Department. Volunteers will need to be credentialed and sign a city volunteer form.

Unrequested volunteers will be referred to private organizations such as United Way, ect...

Donations

It is a high probability based on past disasters that the local public and business will provide donations to the affected community within the City. This process will be coordinated through the Spring Lake Park Emergency Management Department.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #7- Logistics Management

All donations will be entered into a log, categorized and sorted for the quick turnaround to the affected population. The City reserves the right to reject any donation for any given reason.

All individuals and groups offering donations shall expect to receive no reimbursement for their donation. If an individual or group is seeking reimbursement for a donation, then they shall contact the Spring Lake Park Emergency Management Department prior to issuing the donation.

Donations will be collected at Spring Lake Park City Hall depending on the given situation. A drop-off coordination site will be established at all identified donation locations.

Donations involving monies will be coordinated through the Spring Lake Park Finance Department. An emergency donations fund will be established either through the City of Spring Lake Park or a local financial institution.

If, at the end of the incident extra donated goods are left at the donation collection point then the individual or group who made the donation will be contacted for its return. If the donated good(s) are not returned, they will be donated to a charitable organization.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

- Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - Incident Command Post (ICP)
 - Emergency Operations Center (EOC)
 - Department Operating Center (DOC)
- Establish a Logistic Section Chief position and begin to identify affected areas and operational needs. Identify necessary staff under the Logistics Section which needs to be staffed.
- Gather information about the situation from the Situation Unit Leader, if one is established otherwise the Incident Commander
- IF additional help is needed in the logistics section, then begin to staff positions accordingly.
- Work closely with the Operations Section Chief to identify exactly what areas are affected and prioritization of resources.
- Evaluate what resources are needed for the Incident Command Post, Emergency Operations Center and or the Department Operating Center.
- Identify the nature of the situation what communication systems might be affected and the duration of the outage.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #7- Logistics Management

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Incident Commander.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify the future resource needs for the management of operations.
- Participate in the Planning Process throughout the operations to ensure proper planning and documentation through Incident Action Plans.
- Ensure all documentation is being completed throughout the incident and work closely with the Finance Section Chief to track incident costs.

Actions: Closeout

- Evaluate the need for ongoing operations and develop a Demobilization Plan.
- Demobilize the Incident Management Team.
- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to Anoka County Public Health.

Local Supporting Agencies

The supporting agencies for this ESF include;

- Spring Lake Park Attorney's Office
- Anoka County Central Communications
- Spring Lake Park Emergency Management
- Anoka County Emergency Management
- Spring Lake Park Mayor and City Council
- Spring Lake Park Financial Management
- Spring Lake Park Human Resources
- Anoka County Human Services Division
 - Community Corrections
 - Community Social Services
 - Income Maintenance
 - Job Training Center
 - Medical Examiner
 - Mental Health

Spring Lake Park Information Services
Spring Lake Park Public Information
Spring Lake Park Public Works
Spring Lake Park Parks and Recreation
Spring Lake Park Police Department
Medical Reserve Corps of Anoka County
Surrounding Supporting Agencies
Allina Medical Transportation
North Memorial Ambulance
Local Health Clinics
Daycare Centers
Hospitals
Long Term Care Facilities
Pharmacies
School Districts
Urgent Care Centers
Minnesota Incident Management Team

State Resource

Emergency & Communication Health Outreach
Minnesota Board of Animal Health
Minnesota Department of Agriculture
Minnesota Department of Corrections
Minnesota Department of Human Services

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

Minnesota Department of Health:

- Environmental Health Division
- Infectious Disease, Epidemiology, Prevention and Control Division
- Office of Communication
- Office of Emergency Preparedness
- Office of Public Health Practice
- Public Health Laboratory Division
- Professional Workforce and Development Unit

Minnesota Department of Natural Resources

Minnesota Department of Public Safety

- Homeland Security and Emergency Management
- Minnesota Duty Officer

Minnesota National Guard

Minnesota Pollution Control Agency

Federal Resources

Department of Health & Human Services

- Centers for Disease Control and Prevention
- Food and Drug Administration
- Substance Abuse and Mental Health Services Administration

Department of Homeland Security

- Federal Emergency Management Agency

Environmental Protection Agency

Department of Agriculture

Office of the U.S. Surgeon General

- Office of the Civilian Medical Reserve Corps

References

The following are a list of reference documents for this ESF

Anoka County Public Health SOP's

Spring Lake Park Emergency Operations Plan

Minnesota Emergency Operations Plan

Purpose

The purpose of this document is to describe the framework for mitigation, preparedness, response, and recovery actions within the City of Spring Lake Park in order to protect the public's health.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

Scope

The Anoka County Public Health All Hazards Response and Recovery Plan is a supporting document to the Spring Lake Park Emergency Operations Plan and is stored electronically in the Department Operations Center I: drive folder. In addition, paper copies are located in the Community Health and Environmental Services Department Director's office and in the Department Operations Center Room W255.

Requests for copies of this plan may be directed to the Director of Anoka County Public Health Department.

The following attachments provide recommendations for specific response activities directed by the Anoka County Public Health Department:

- Department Operations Center Standard Operating Guidelines
- Response Communication Standard Operating Guidelines
- Public Information Standard Operating Guidelines
- Workforce Standard Operating Guidelines
- Asset Request, Receipt, and Management Standard Operating Guidelines
- Dispensing and Distribution Standard Operating Guidelines
- Infectious Disease Standard Operating Guidelines
- Environmental Health Standard Operating Guidelines and
- Disaster Behavioral Health Standard Operating Guidelines

Situation and Assumption

As part of the Spring Lake Park Emergency Operations Plan, the Health and Medical Services Emergency Support Function is written as an "all hazards" type of plan. An incident impacting the health of Spring Lake Park residents will require a coordinated response between the Community Health and Environmental Services Department, local health care systems, and the community at large.

Local public health statutory responsibilities are outlined on page 9 of this document.

Local public health roles and responsibilities include six specific essential functions in the state of Minnesota. All actions taken by the Anoka County Community Health and Environmental Services Department are guided by these roles and responsibilities.

Essential services particularly applicable to public health emergencies include:

- Preparing for and responding to disasters and assisting the community in recovery,
- Preventing the spread of infectious disease, and
- Protecting against environmental health hazards.
- Inspect and arrange for the inspection and disposal of contaminated food supplies.

The nature and scope of an incident will determine Community Health and Environmental Services Department continuity of operation's needs.

Local health care systems will maintain their own individualized mitigation, preparedness, response, and recovery plans.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

Mercy and Unity Hospitals have the capability to decontaminate chemically, biologically or radiologically contaminated casualties at a moderate level.

Mass fatality management is the primary responsibility of the Anoka County Midwest Medical Examiner's Office. During disaster operations Spring Lake Park will follow the Metro Area Mortuary Plan.

The Spring Lake Park Police Department responsible for security issues associated with activated public health response facilities, such as mass dispensing sites and local distribution nodes located in the City of Spring Lake Park.

One key consideration within this ESF is the coordination of operations within the other City Departments as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

- Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
- Identify operational considerations for the disaster.
- Develop a list of resources affected.
- Develop a list of resources needed.
- Create a recovery plan and identify the proper resources to enact the plan.
- Maintain a record of all activities and expenses in accordance with FEMA standards.
- Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

The Community Health and Environmental Services Department is responsible to ensure a coordinated public health response in the City of Spring Lake Park. This includes but is not limited to activities around:

- All-hazard public health information, consultation, and technical assistance;
- Assessment of public health needs;
- Coordination of public health intervention strategies including but not limited to isolation and quarantine, local surveillance, and mass dispensing/mass prophylaxis;
- Environmental Health issues such as food safety and potable water/wastewater and solid waste disposal;
- Medical supplies management and distribution including coordination of Strategic; National Stockpile assets and Metro Pharmaceutical Cache.

While outside the scope of direct provision of public health services, additional activities may fall within the assurance function of public health coordination including:

- Agricultural safety

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

- Citizen evacuation and shelter-in place
- Disaster behavioral health
- Emergency public information and warning
- Mass care
- Patient transportation and evacuation
- Patient care and surge coordination
- Responder safety and health
- Vector control

In the event a regionalized response is required, a Multi-Agency Coordination System will be utilized.

During an emergency, the Community Health and Environmental Services Department Director or her/his designee is responsible for the evaluation of department continuity of operations and essential service's needs.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

In the event community healthcare resources are depleted during a response, *a request will be initiated for resources at the regional or state level through mechanisms including but not limited to the:*

- Twin Cities Public Health and Environmental Health Entities in Minnesota Mutual Aid Agreement
- Metro Hospital Compact and/or other healthcare mutual aid agreements,
- Minnesota Department of Health, and/or
- The Strategic National Stockpile.

Refer to the SOP's established for public health operations which are held with the department.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

- Anoka County Central Communication
- Direct call to Emergency Management

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for logistical operations the following positions may be staffed;

- Incident Command
- Operations Section Chief
- Branch Directors
- Logistics Section Chief
- Planning Section Chief

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

All of the responsibilities under the above positions will be at the direction of the Anoka County Community Health & Environmental Service Director as well as the Operations Manager for Allina Medical Transportation.

Mutual Aid Agreements/ Memorandums of Understanding

A number of mutual aid agreements are in-place for emergency operations. These agreements are throughout this plan as well as on file with the Anoka County Community Health & Environmental Service department. In addition, local agencies may have their own mutual aid agreements with other agencies. This plan is designed to work in cooperation with those pre-existing agreements.

Additional agreements may be needed to secure resources. These agreements will be worked out through the Incident Commander, Spring Lake Park Emergency Manager, Logistic Section Chief or the Finance Section Chief during emergency operations.

Any resource that is acquired during emergency operations regardless if it is a donation or billable expense will need to have a Memorandum Of Understanding (MOU) completed prior to deployment of use of the resource.

The American Red Cross has a list of disaster shelters available throughout Anoka County. This list is on file with Spring Lake Park Emergency Management.

Actions: Initial

The Community Health and Environmental Services Department will be notified of a potential or actual public health incident by direct contact from the Minnesota Department of Health, Anoka County Dispatch, Anoka County healthcare entities, or the Spring Lake Park Emergency Management Director.

*The Department Director, Department Operations Center Incident Commander, or her/his designee will communicate with key local officials to discuss the incident and determine when to request state assistance, including but not limited to assets from the Strategic National Stockpile.

Refer to the Department Operating Center Standard Operating Guidelines operational-level details regarding the following response activities:

- Command and General Staff positions will be activated, as needed, by the Community Health and Environmental Services Department Director or her/his designee.
- The physical Department Operations Center location (W255) will be opened and set up, as needed.
- The Incident Command System planning 'P' process will be utilized to plan for and coordinate incident management activities and to develop an Incident Action Plan specific to the needs of the incident.
- The scope and nature of the incident will determine which standard operating procedure/guideline documents are necessary for response operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

- Incident documentation will be maintained through the use of Incident Command System forms.

The Community Health and Environmental Services Department Director or her/his designee will evaluate the need for the initiation of components of the Community Health and Environmental Services Department Business Continuity Plan.

Pre-hospital emergency medical care will be provided by law enforcement, fire service, and other first responders until other medical professionals arrive on the scene. All movement of patients during an emergency is the responsibility of the health care providers providing service within Spring Lake Park and surrounding communities.

Allina Transportation and North Memorial Ambulance will be the primary ambulance services utilized to transport injured persons. White Bear Lake Ambulance, Hennepin County Medical Center Ambulance, and Health East Ambulance may also be utilized if additional resources are required. The services identified will make accommodations to support the movement of special needs populations.

Injured persons will be transported first to Mercy and Unity Hospitals; however, if the number of injured persons exceeds the bed capacity of these facilities, the East and West Medical Response Communication Center or the Regional Hospital Resource Center will assist in coordination of bed assignments at assisting facilities to deal with medical surge issue.

Mercy and Unity Hospitals will be the primary resource for decontamination capabilities within Anoka County. Additional assistance may be available from the North Metro Chemical Assessment Team (CAT22).

Emergency medical care at mass shelters will be handled by the local EMS providers who have responsibility within a given jurisdiction.

The Midwest Medical Examiner's Office will direct the:

- Establishment and operation of emergency mortuary facilities and
- Recovery and processing of human remains.

Actions: Continuing

- Maintain Situational Awareness and provide timely information to the Command and General Staff.
- Provide timely information to the Incident Commander.
- Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
- Identify the future resource needs for the management of operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #8- Public Health & Medical

- Participate in the Planning Process throughout the operations to ensure proper planning and documentation through Incident Action Plans.
- Ensure all documentation is being completed throughout the incident and work closely with the Finance Section Chief to track incident costs.

EMERGENCY MORTUARY OPERATIONS:

- The establishment and operation of mortuary facilities will be the responsibility of the Anoka County Medical Examiner. The procedures for the processing of victims will follow the metro regions mass causality plan and the processing facility operated by the Metropolitan Airports Commission.
- The recovery of human remains will be under the direction of the Anoka County Medical Examiner and will follow the processing protocols identified in the Metro Region Mortuary plan.

CRISIS COUNSELING COORDINATION:

- The American Red Cross, the Anoka County Human Services Division will provide information about community resources and assist as indicated by need, with referrals to the appropriate services.
- Debriefing, stress management and counseling services for the emergency responders will be provided by the Critical Incident Stress Debriefing Team (CISM), behavioral healthcare providers, the Minnesota Volunteers Organized to Aid in Disasters (MnVOAD) or the Minnesota Duty Officer. CHES can provide information about these services and assist with referrals to the appropriate service delivery systems.

Actions: Closeout

- Evaluate the need for ongoing operations and develop a Demobilization Plan.
- Demobilize the Incident Management Team.
- Complete an After Action Review and establish a Corrective Action Plan.
- Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #9- Search and Rescue

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to the Spring Lake Park Police Department.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park, Blaine, Mounds View (SBM) Fire Departments
Allina Medical Transportation
Spring Lake Park Emergency Management
Anoka County Emergency Management

State Resource

Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard
Minnesota SARDA (Minnesota Search and Rescue Dog Association)
Civil Air Patrol

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
SBM Fire Departments Standard Operating Procedures
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing search and rescue support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #9 focuses on search and rescue operation activities that This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources the Spring Lake Park Police Department has available. In addition, Spring Lake Park Emergency Management may coordinate the overall operation section of Incident Action Plan (IAP).

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #9- Search and Rescue

There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

Law Enforcement, Fire Departments, Ambulance services and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating procedures (SOPs) they may need. Such SOPs may include guidance and instructions for performing search and rescue following an explosion, missing person or an accident/incident involving hazardous materials (depending on the level of hazmat response training received).

Search and Rescue operations must be done in a coordinated and systematic approach. This will be accomplished utilizing the incident management system as discussed in the basic plan. Search operations will be conducted in a variety of manners depending on the circumstances of the search and rescue.

The following are the key points to Search and Rescue operations:

- 1 Utilize the Incident Management System
- 2 Assess Resources needed for the incident (Private, public, specialized, etc.)
- 3 Set up a command post
- 4 Search areas in a coordinated approach
- 5 Perform effective communications
- 6 Perform effective documentation (written, photos, etc.)
- 7 Account for individuals and agencies operating at the incident
- 8 Provide Media/Communications liaison

One key consideration within this ESF is the coordination of operations within the other City Emergency Responders as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
 2. Maintain a record of all activities and expenses in accordance with FEMA standards.
 3. Communicate timely information to the public on the current situation and future outcomes.
- During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #9- Search and Rescue

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Anoka County Central Communications
2. Direct call to the Fire Department

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for search and rescue operational issues a "Search Branch Director" will be assigned to coordinate all tactical operations and resources at large scale disasters.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Search Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Fire Department
 - c. Emergency Operations Center (EOC)
2. Establish an Operations Section Chief or Fire Branch Director position and begin to identify affected areas and operational needs.
3. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
4. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
5. Establish an Investigation Branch Director as soon as possible to begin the collection of evidence.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected Officials.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #9- Search and Rescue

3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify the future resource needs for the management of operations.

Actions: Closeout

1. Once the communication system has been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #10- Hazardous Materials

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to the Spring Lake Park, Blaine, Mounds View (SBM) Fire Department.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Police Department
Allina Medical Transportation
Spring Lake Park Emergency Management
Anoka County Emergency Management

State Resource

Minnesota State fire Marshal's Office
Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard
Minnesota Pollution Control Agency
Minnesota Department of Agriculture

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
SBM Fire Departments Standard Operating Procedures
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing hazardous materials support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #10 focuses on the hazardous materials activities that This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources the SBM fire department has. In addition, SBM Fire Department will coordinate the overall operation section of Incident Action Plan (IAP).

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an "all hazards" type of plan. It focuses on outcomes of events and incidents rather than cause.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #10- Hazardous Materials

There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the SBM Fire Department as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identifying transportation routes/strategies until the main transportation routes can be restored.
3. Create a recovery plan and identify the proper resources to enact the plan.
4. Maintain a record of all activities and expenses in accordance with FEMA standards.
5. Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Close coordination is maintained with local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information.

A radiological incident would require special handling and expertise before, during and after an incident to include:

1. Current training and certification by an identified Radiological Officer.
2. Maintenance and possession of radiological monitoring equipment to include calibration.
 1. (*Refer to Types of Incidents - Radioactive Materials in this section*)
3. Proper containment and protective actions (time, distance, shielding)
4. Maintenance of notification methods for assistance.
5. Determination by the Incident Commander as to the need for outside assistance
6. Ongoing monitoring and records following an event.
7. Compliance with all local, State and Federal regulations for containment, cleanup and follow up of any incident involving radioactive materials

Responder Certification

All responders are trained to at least the *first responder awareness level* in accordance with 29 CFR 1910.120 and National Fire Protection Agency (NFPA) 472. Additional levels above awareness are at the discretion of the agency. Hazardous Materials team members are trained to the *hazardous materials technician level* under the same regulation. All EMS personnel are trained to at least the *hazardous materials awareness*

Spring Lake Park Emergency Operations Plan

Emergency Support Function #10- Hazardous Materials

level, as well as EMS competencies for NFPA 473 Level 1.

Members of the North Metro Minnesota Chemical Assessment Hazardous Materials Team (CAT 22) are all trained to technician level and will serve as the Anoka County Radiological Officers.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Anoka County Central Communications
2. Direct call to the Fire Department

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for hazardous materials operational issues a “Hazardous Materials Branch Director” will be assigned to coordinate all tactical operations and resources at large scale disasters.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Hazardous Materials Branch Director will be broken down into Divisions or Groups.

Small scale hazardous material incidents occur almost daily and are routinely handled by local fire departments and Spring Lake Park Emergency Management, often with the assistance of hazardous material (HAZMAT) clean-up contractors. For larger scale incidents or those involving more dangerous hazardous materials, the North Metro Chemical Assessment Hazardous Materials Team will survey the incident, attempt initial containment if possible, or request specialty trained and equipped HAZMAT teams and resources. Responsibility for the clean-up of hazardous materials lies, under Minnesota state law and by county resolution, with the spiller. The State of Minnesota Local Emergency Planning Committee (LEPC) is responsible for reviewing the adequacy of hazardous materials plans, available resources and responder training.

In any transportation incident involving radiological materials, local authorities are notified through the shipper via Anoka County Central Communications who will in turn immediately request the assistance of the through the Minnesota Duty Officer. The North Metro Chemical Assessment Hazardous Materials Team will be responsible for the initial containment and monitoring of the situation pending response from contractors who are equipped and trained to deal with the clean-up of radiological incidents.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #10- Hazardous Materials

There are additional State of Minnesota Regional HAZMAT Teams located in the State which may be called in for assistance as well as the State of Minnesota Hazardous Materials Team out of St Paul. An additional resource is the Minnesota National Guard 55th Civil Support Team which has a great amount of capabilities in all hazards detection, plume modeling and technical assistance to the Incident Management Team.

Types of Incidents

The release of a hazardous material into the environment can pose a significant threat to the community. The most likely occurrences of such releases are in the following areas:

Transportation Routes

Major highways, railroad lines and pipeline routes are primary corridors for the transportation of hazardous materials. The county's major highway and railroad lines are viewable on maps maintained at the Spring Lake Park EOC. In addition, the city will utilize e-plan (<https://erplan.net/eplan/login.htm>) to predict routes from a specific facility. The main transportation routes are:

- 1) Osborne Rd
- 2) University Ave
- 3) County RD 10
- 4) Highway 65

Pipeline maps and information specific to pipeline companies are maintained under separate cover by the Spring Lake Park Emergency Management Department.

Notification of a hazardous materials spill or release from transportation incidents is normally made through Anoka County Central Communications, which will notify the appropriate response agencies and the Spring Lake Park Emergency Management Duty Officer.

Facilities

Spring Lake Park Emergency Management maintains a list of facilities reporting extremely hazardous substances (EHS) under the provisions of Title III of the Superfund Amendments and Reauthorization Act (SARA). A current list is kept on file with the Department of Emergency Management. The facility contacts keep a list of available on-site hazardous materials equipment.

Spring Lake Park Emergency Management utilizes the EPA.gov Facility Registry System database to identify the facilities within the City of Spring Lake Park that are required to report. This system identifies not only the facility but also the affected population census information. This information is stored at the Spring Lake Park Emergency Management Department.

Within the City of Spring Lake Park, the following basic list will be utilized to identify a potential release of hazardous materials:

- Some 302 facilities rely upon visual or other sensory observations by employees to determine the occurrence of a release.

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Emergency Support Function #10- Hazardous Materials

- Other facilities use an electronic sensor monitoring system to detect releases.
- The facility emergency coordinators or designees at each 302 facility determine if an emergency exists
- Local and state emergency response numbers, as well as the National Response Center, will be called by the 302 facility emergency coordinator or designee immediately upon determination that an emergency exists.

In the event of a spill/release potentially endangering public safety, the facility is responsible for immediately notifying the appropriate fire department in the jurisdiction in which the incident has occurred. The in place monitoring systems that are located within 302 facilities to notify a spill/release are known by the local emergency response agencies. Notification will be accomplished by calling 9-1-1. The industry has the legal obligation to notify the NRC, and MNHSEM on all releases. This emergency notification must include:

- 1) Chemical Name and if it is an extremely hazardous substance.
- 2) Estimate the quantity released.
- 3) Estimate the time and duration of the event.
- 4) Cause of the release.
- 5) Any known or anticipated acute or chronic health risks associated with the release.
- 6) Advice on the medical attention for exposed individuals.
- 7) Necessary precautions for evacuation or shelter in-place
- 8) Name of contact person.

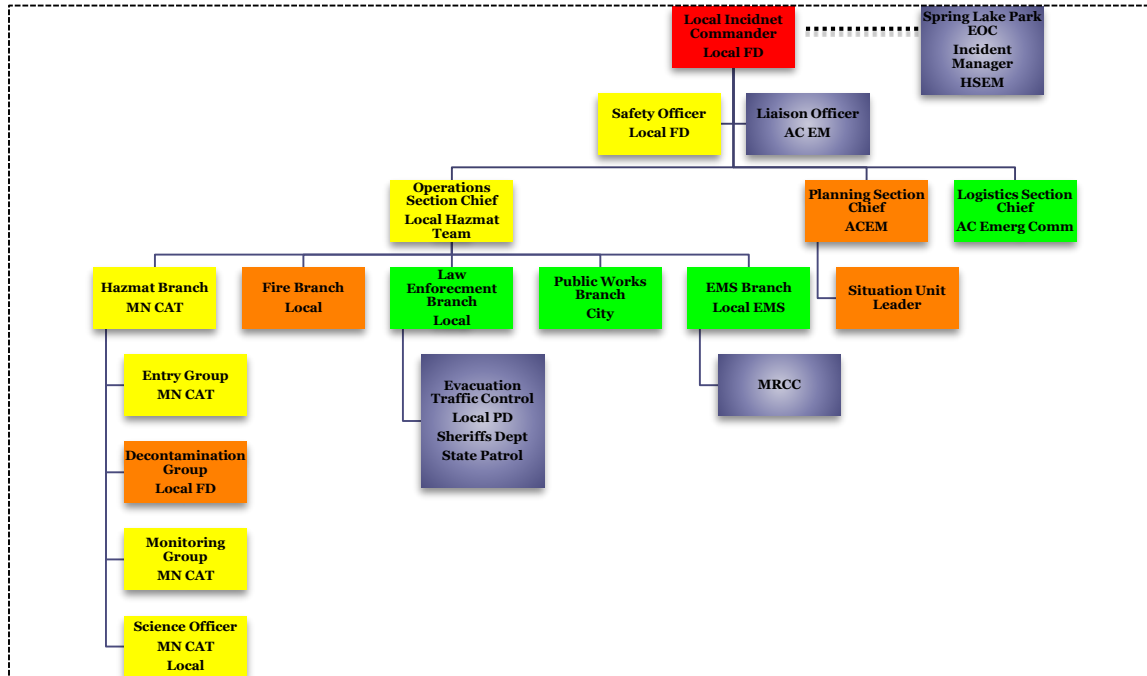
The National Incident Management System (NIMS) which encompasses the Incident Command System (ICS) is the foundation for providing a coordinated response for hazardous materials incidents within the City of Spring Lake Park. The responding agencies for hazardous materials emergencies are all trained in the NIMS/ICS components in accordance with the training guidance provided by FEMA.

Local response agencies have Standard Operating Guidelines (SOG's) for their responses. Copies of the SOG's are kept on file with each specific agency.

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Emergency Support Function #10- Hazardous Materials

An example of the Incident Command System within the City of Spring Lake Park



ICS Chart: Key

Green- Hazmat Awareness Level

Orange- Hazmat Operations Level

Yellow- Hazmat Technician Level

Red- Incident Commander- Operations Level Minimum per 1910.120

The facility is required to provide ongoing information and assistance to the responding fire department, the Spring Lake Park Emergency Management Department and the State of Minnesota responders and agencies as required by the situation.

Any facility producing, using or storing one or more hazardous materials must also notify the Minnesota Duty Officer and the National Response Center (if required by the size of the release) of any release that exceeds the reportable quantity for that substance.

Subject to this notification requirement are all materials on the CERCLA list and those on the list of extremely hazardous substances established by the Environmental Protection Agency (EPA).

Agriculture

Pesticides, fertilizers and other common agricultural chemicals may also pose a threat to the environment if involved in an uncontrolled release or otherwise used improperly.

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Emergency Support Function #10- Hazardous Materials

Illegal Dumping

Used motor oils, solvents, paints, etc. can also threaten health and the environment if not disposed of properly. Biological and medical wastes can pose similar threats.

Radioactive

Interstates, railroads, and even commercial airlines are authorized routes for the shipment of certain types of radioactive materials.

Mercy Medical Center (hospital) in Coon Rapids, MN, utilizes low-dosage radiation.

North Metro Chemical Assessment Team provides the primary source of radiological monitoring outside of private facilities. Three CDV Kits are maintained and stored by the team. Confirmation of a radiological incident will require the response of radiological response teams from outside of the county.

The public version of the Hazard Analysis for the City of Spring Lake Park can be requested through Spring Lake Park Emergency Management. Some parts of the document are confidential thus the document is not readily available to the public.

Incident Classification

To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.

Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or in-place sheltering is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. It may require a sizable multiagency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations and requires a communitywide warning and

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public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

Affected Populations

First (primary) responders from Spring Lake Park (fire, police and Emergency Medical services) begin their determination of the area and populations affected by a hazardous materials release in the following manner:

- Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data.
- Identifying the approximate amount of hazardous substance(s) released.
- Identifying hazards created by the release.
- Identifying impact of the release on the surrounding community.
- Identifying meteorological and other local conditions.
- Considering time factors.
- Consulting detailed local maps.

The determination process often includes one or more of the following:

- Computer modeling.
- Use of special computer programs.
- Use of the Emergency Response Guidebook published by the US DOT.
- Advice of facility personnel.
- Advice of Regional Chemical Assessment Team (CAT).

Within Anoka County there are a number of health care facilities that are located around the 302 facilities as well as along the main transportation routes. Hospitals located within Anoka County are;

- *Coon Rapids Medical Center- 9055 Springbrook Drive, Coon Rapids, MN*
- *Mercy Hospital- 4050 Coon Rapids Blvd, Coon Rapids, MN*
- *Unity Hospital- 550 Osborne Dr, Fridley, MN*
- *Metro Regional Treatment Center- 7th Ave W, Anoka, MN*

A number of schools are located nearby a number of the 302 facilities. Spring Lake Park GIS can provide information on the location of schools and daycares that operate around specific 302 facilities.

Each one of these facilities maintains shelter-in place and evacuation plans. The specific plans are located at the facility and can be accessed by contacting the respective location Safety Director.

Public Warning and Notification

Any wide-scale public warning will be accomplished through a combination of different media including, but not limited to: Emergency Alert System (EAS) notifications over radio/television stations and cable TV networks, NOAA Weather Alert Radio, paging

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systems for responders, public address equipment on fire and police vehicles, and door to door notifications, when feasible.

If requested by the IC, Anoka County Central Communications will notify any special facilities located in the affected area. In the event a special facility cannot be notified by telephone and it is safe to do so, a Law Enforcement Officer will be dispatched to make direct contact with the facility using the appropriate personnel protective equipment.

For amplifying information on warning and notification activities, see ESF-2 Communications.

Evacuation routes from the city are identified in ESF-1 Transportation.

Decontamination

Hazardous materials decontamination should be directed toward reduction of absorption, prevention of systemic exposure, confinement of the material to specific areas and the prevention of personnel contamination.

Decontamination personnel outfitted with proper personnel protective equipment will establish a decontamination area as directed by the IC. At a minimum, decontamination should consist of a minimum two-stage process of deluge water flushing – attention should be paid to water runoff.

Decontaminated victims should be prepared for transport with the proper clothing. Weather conditions may require adjustment of the decontamination procedures used.

The personal effects and equipment of individuals will be removed, collected, decontaminated, documented and properly contained.

The IC is responsible for ensuring that hospital personnel are notified of the following:

- 1) The victims have suffered exposure to a hazardous material
- 2) The type of hazardous material and amount of suspected exposure
- 3) Approximate number of victims involved and their estimated time of arrival to facility.
- 4) Current status of the victims (i.e. decontamination in progress).

The receiving hospital will notify EMS providers at the scene of special procedures to follow (access route to emergency room, etc.) and the current capacity of their facility. All communications between hospitals and on-site EMS personnel should be coordinated for maximum efficiency of available bed space. *(For additional information, see ESF-8 Public Health and Medical)*

The Mercy Medical Center located in Coon Rapids, MN, has the capability of providing basic decontamination for low level radiological exposure as does the North Metro Chemical Assessment Team. Patients who have experienced major contamination exposure from a radiological incident would be transported to a Minneapolis area hospital following basic decontamination.

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Emergency Support Function #10- Hazardous Materials

Outside Resources

CHEMTREC

The *Chemical Transportation Emergency Center (CHEMTREC)* is a public service of the Chemical Manufacturers Association that provides immediate advice for those at the scene of an emergency and promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate follow-up.

CHEMTREC operates around the clock can usually provide hazard information guidance when given the identification number or the name of the product and the nature of the problem. When contacting CHEMTREC as much of the following information should be provided as possible:

- 1) Name of the caller and the callback number
- 2) Nature and location of the problem
- 3) Guide number in use
- 4) Shipper of manufacturer
- 5) Container type
- 6) Rail car or truck number
- 7) Cosignee
- 8) Weather conditions

The successful use of the *Hazardous Materials Emergency Response Guidebook* may depend upon contact with CHEMTREC as soon as the incident has been surveyed and the immediate needs of the people involved in the situation have been handled.

Surrounding Jurisdictions

There are resources available from surrounding jurisdictions to augment those of the SBM Fire Departments in the event of a major hazardous materials incident. The SBM Fire Departments maintains mutual aid agreements with other jurisdictions.

State and Federal Resources

Several state agencies are available to provide resources and technical assistance to the City of Spring Lake Park including those of the Minnesota Department of Transportation (MDOT), Minnesota Department of Health (MDH) and the Minnesota Division of Homeland Security and Emergency Management (MNHSEM). The resources of the Federal Environmental Protection Agency (EPA), 55th Civil Support Team and the Regional Hazardous Materials Response Teams are also available to supplement City resources.

To request state or federal resources see ESF-5 Emergency Management.

Spill Reporting

The facilities within the City of Spring Lake Park that possess designated hazardous materials maintain current emergency response plans as required by SARA Title III and related federal and state regulations. These plans specify actions to be taken by facility personnel in the event of a release of any such designated hazardous material, including emergency notification of public safety authorities. At a minimum, if there is an accidental release of a hazardous material, these plans require employees to immediately notify the following:

Spring Lake Park Emergency Operations Plan

Emergency Support Function #10- Hazardous Materials

- Local public safety authorities by dialing 9-1-1
- State public safety authorities by contacting the State Duty Officer at 651-649-5451 in the Greater Twin City Metro Area, or 800-422-0798 in Greater Minnesota
- The National Response Center by dialing 800-424-8802.

The facility plans designate one or more facility emergency coordinators responsible for making determinations and emergency notifications.

All of the covered facilities within the City of Spring Lake Park have prepared and maintain current emergency response plans as required. Copies of the plans are located at the Spring Lake Park EOC and are available for inspection by contacting the Emergency Management Director and or local emergency response officials.

Equipment

Within the City of Spring Lake Park, and otherwise available to the City, is a variety of specialized equipment and facilities, publicly and privately owned, for use in emergency response, including hazardous materials incidents. The SBM Fire Departments, Police Department, Public Works Department, Rescue Squad and Office of Emergency Management maintain at their headquarters locations current lists of available public and private resources related to their individual missions and operational needs. These lists of resources also identify the locations of the resources, the individuals responsible for release of the resources and their 24-hour contact information. In the case of equipment and facilities maintained by the individual city departments, the department head is responsible for its release and use, and should be contacted for further specific information. The Emergency Management Specialist serves as an alternate to the department head.

Additionally, Anoka County emergency response agencies have signed and maintain mutual aid contracts with nearby fire and police departments and, as such, also has immediate access to their resources. The County also provides various emergency response equipment, facilities and services to Anoka County, as appropriate, when needed. The County Emergency Manager and the appropriate City Emergency Manager, or their designees, are responsible for the release of their publicly owned emergency resources.

A number of the Section 302 facilities within the City of Spring Lake Park, have specialized tools, equipment and trained employees to respond to an accidental release of a hazardous material on site during normal working hours. In most cases, public safety response agencies cannot rely on the specialized tools and equipment being immediately available to them in the event of an off hours hazardous materials incident on site. The SBM, Coon Rapids & Fridley Fire Departments have similar specialized tools and equipment and personnel trained to use it either in a primary response or support capacity at these facilities.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #10- Hazardous Materials

Currently, with the amount of specialized hazardous materials equipment located within the response system in Anoka County there has been no need for additional Memorandum of Understanding (MOU) with facilities located within the City of Spring Lake Park for the use of their equipment.

The hazardous material emergency response plans for each of the covered Section 302 facilities contain more detailed information and are available for review by contacting the Spring Lake Park Emergency Manager.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Fire Department
 - c. Emergency Operations Center (EOC)
2. Establish an Operations Section Chief or Hazardous Materials Branch Director position and begin to identify affected areas and operational needs.
3. Isolate the area per the Emergency Response Guidebook recommendations.
4. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
5. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
6. Identify the nature of the situation what communication systems might be affected and the duration of the outage.
7. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify the future resource needs for the management of operations.

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Emergency Support Function #10- Hazardous Materials

Actions: Closeout

1. Once the communication system has been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function 11- Agriculture and Environmental

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to Anoka County Public Health.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Emergency Management
Anoka County Emergency Management
Surrounding Supporting Cities
Minnesota Incident Management Team

State Resource

Minnesota Department Board of Animal Health
Minnesota Department of Health
Minnesota Agriculture Department
Minnesota Department of Homeland Security and Emergency Management

References

The follow are a list of reference documents for this ESF
Anoka County Public Health SOP's
Spring Lake Park Emergency Operations Plan
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing agriculture and environmental support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #11 focuses on the agriculture and environmental activities that support emergency operations in the City of Spring Lake Park. The Anoka County Community Health & Environmental Service maintains an extensive plan on file for all operations that may occur within the city.

This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resources within the City of Spring Lake Park. Anoka County Public Health will assist in the coordination of an Incident Action Plan with the Emergency Management staff's primary focus on the operations section activities as they relate to the is ESF during a disaster.

Spring Lake Park Emergency Operations Plan

Emergency Support Function 11- Agriculture and Environmental

Anoka County Public Health in conjunction with Minnesota State Agencies are responsible for the monitoring of all animals and food disease outbreaks and or any health protection measures. Anoka County Public Health will work in conjunction with the Minnesota Department of Agriculture as well as the Minnesota Department of Health. Anoka County Public Health will follow the departmental SOP's for this type of emergency.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the other City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identify operational considerations for the disaster.
3. Develop a list of resources affected.
4. Develop a list of resources needed.
5. Create a recovery plan and identify the proper resources to enact the plan.
6. Maintain a record of all activities and expenses in accordance with FEMA standards.
7. Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Refer to the SOP's established for public health operations which are held with the department.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Anoka County Central Communications
2. Direct call to Emergency Management

Spring Lake Park Emergency Operations Plan

Emergency Support Function 11- Agriculture and Environmental

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for logistical operations the following positions may be staffed;

- Incident Command
- Operations Section Chief
- Branch Directors
- Logistics Section Chief
- Planning Section Chief

All of the responsibilities under the above positions will be at the direction of the Anoka County Public Health Director as well as the Operations Manager for Allina Medical Transportation.

Mutual Aid Agreements/ Memorandums of Understanding

A number of mutual aid agreements are in-place for emergency operations. These agreements are throughout this plan as well as on file with Anoka County Public Health. In addition, local agencies may have their own mutual aid agreements with other agencies. This plan is designed to work in cooperation with those pre-existing agreements.

Additional agreements may be needed to secure resources. These agreements will be worked out through the Incident Commander, Spring Lake Park Emergency Manager, Logistic Section Chief or the Finance Section Chief during emergency operations.

Any resource that is acquired during emergency operations regardless if it is a donation or billable expense will need to have a Memorandum Of Understanding (MOU) completed prior to deployment of use of the resource.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Emergency Operations Center (EOC)
 - c. Department Operating Center (DOC)
2. Establish a “Public Health Command” as the incident dictates.
3. Establish an “Operations Section Chief” and or “Public Health Branch Director” position and begin to identify affected areas and operational needs.
4. Gather information about the situation from the Situation Unit Leader, if one is established otherwise the Incident Commander

Spring Lake Park Emergency Operations Plan

Emergency Support Function 11- Agriculture and Environmental

5. IF additional help is needed in the logistics section, then begin to staff positions accordingly.
6. Work closely with the Operations Section Chief to identify exactly what areas are affected and prioritization of resources.
7. Evaluate what resources are needed for the Incident Command Post, Emergency Operations Center and or the Department Operating Center.
8. Identify the nature of the situation what communication systems might be affected and the duration of the outage.

In the event of an all-hazard emergency occurring in the City of Spring Lake Park, overall coordination with health, medical and community organizations would take place in the designated Emergency Operations Center (EOC.)

A representative of Anoka County Public Health will be stationed in the EOC.

Anoka County Public Health will be responsible for assuring risks to the health and safety of EOC participants, as well as the environment of the main EOC or alternative EOC is free from health risks or problems.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Incident Commander.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify the future resource needs for the management of operations.
5. Participate in the Planning Process throughout the operations to ensure proper planning and documentation through Incident Action Plans.
6. Ensure all documentation is being completed throughout the incident and work closely with the Finance Section Chief to track incident costs.

Actions: Closeout

1. Evaluate the need for ongoing operations and develop a Demobilization Plan.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.

Spring Lake Park Emergency Operations Plan

Emergency Support Function 11- Agriculture and Environmental

4. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #12- Energy and Utilities

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is Spring Lake Park Public Works.

Local Supporting Agencies

The supporting agencies for this ESF include;

Connexus Energy

Xcel Energy

Metropolitan Council

City Water and Sewer Services

Spring Lake Park Emergency Management

State Resource

Metropolitan Council

State of Minnesota Public Utilities Commission

State of Minnesota Department of Commerce

Minnesota Department of Homeland Security and Emergency Management

Minnesota National Guard

References

The follow are a list of reference documents for this ESF

Spring Lake Park Emergency Operations Plan

Spring Lake Park Public Works SOP's

Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing public works support within the City of Spring Lake Park and to identify some of the emergency operation needs. This ESF covers the emergency operation for Energy and Utilities (Energy and Water).

Scope

Emergency Support Function #12 focuses on the maintenance of systems in which the Spring Lake Park Public Works has the responsibility for. This ESF will rely heavily on the use of mutual aid for large scale disaster due to the limited number of resource the City has and the number of resources owned by the private sector. In addition the City of Spring Lake Park will coordinate the overall operation section of Incident Action Plan (IAP).

Energy refers to the electricity, natural gas, and petroleum products usually transmitted through utility systems.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #12- Energy and Utilities

Utilities refer to the comprehensive systems which generates, transmits, distributes, and maintains energy, water, wastewater, and communications for public consumption.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the City Departments as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identifying transportation routes/strategies until the main transportation routes can be restored.
3. Create a recovery plan and identify the proper resources to enact the plan.
4. Maintain a record of all activities and expenses in accordance with FEMA standards.
5. Communicate timely information to the public on the current situation and future outcomes.
During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

The activities within the scope of this function include, but may not be limited to:

1. Estimate number of customers with utility outages.
2. Assess energy and utility system damages.
3. Estimate the time needed for restoration of utility systems.
4. Support the restoration of utility services.
5. Assist in assessing and addressing emergency energy and utility needs and priorities.
6. Coordinate restoration efforts with utility providers to prioritize emergency needs
7. Provide emergency information, education, and conservation guidance concerning energy and utility systems.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #12- Energy and Utilities

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Spring Lake Park Emergency Management
2. Anoka County Central Communication

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for energy issues a “Public Works Branch Director” will be assigned to coordinate all tactical operations and resources.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Public Works Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Spring Lake Park Public Works Facility
 - c. Emergency Operations Center (EOC)
2. Establish a Public Works Branch Director position and begin to identify affected areas and operational needs.
3. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
4. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected County Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify and enact resources to provide temporary water and sewer. Refer to the public works SOP and resource manual.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #12- Energy and Utilities

Actions: Closeout

1. Once the Energy and Water systems have been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within Spring Lake Park Emergency Management.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #13- Public Safety and Security

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to the Spring Lake Park Police Department.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Police Department
Spring Lake Park Emergency Management
Supporting Anoka County Law Enforcement Agencies
Spring Lake Park, Blaine, Mounds View (SBM) Fire Department
Allina Medical Transportation
Anoka County Emergency Management

State Resource

Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
SBM Fire Department Standard Operating Procedures
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing law enforcement and security support within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #13 focuses on the law enforcement and security activities within the city. This ESF will rely heavily on the use of mutual aid for large scale disasters due to the limited number of resources the City of Spring Lake Park has available. In addition, SBM Fire Department will coordinate the overall operation section of Incident Action Plan (IAP).

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a

Spring Lake Park Emergency Operations Plan

Emergency Support Function #13- Public Safety and Security

major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the coordination of operations within the SBM Fire Department as well as State, Local and private partnerships. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Identify areas which might need security or restricted access.
3. Identifying transportation routes/strategies until the main transportation routes can be restored.
4. Create a recovery plan and identify the proper resources to enact the plan.
5. Maintain a record of all activities and expenses in accordance with FEMA standards.
6. Communicate timely information to the public on the current situation and future outcomes.

During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Anoka County Central Communication
2. Direct call to the SBM Fire Department

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for Fire operational issues a "Law Enforcement Branch Director" will be assigned to coordinate all tactical operations and resources at large scale disasters.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Law Enforcement Branch Director will be broken down into Divisions or Groups.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

Spring Lake Park Emergency Operations Plan

Emergency Support Function #13- Public Safety and Security

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Spring Lake Park Police Department
 - c. Emergency Operations Center (EOC)
2. Establish an Operations Section Chief or Law Enforcement Branch Director position and begin to identify affected areas and operational needs.
3. Establish a Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.
4. Work closely with the Situational Unit Leader to identify exactly what areas are affected and prioritization of operations.
5. Identify the nature of the situation what communication systems might be affected and the duration of the outage.
6. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Public Safety

1. The Spring Lake Park Police Department will have the primary responsibility for Traffic Control and Directions within the city.
2. Mutual Aid may be requested by the Spring Lake Park Police Department through existing mutual aid agreements.
3. Public Safety resources may be used to provide Perimeter Access Control, security at Shelter locations, Family Assistance Center Locations, and Mass Prophylaxis Sites.
4. The Spring Lake Park Public Works department may be able to assist in deploying traffic control devices to augment Law Enforcement Resources.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Identify the future resource needs for the management of operations.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #13- Public Safety and Security

Actions: Closeout

1. Once the communication system has been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is the Spring Lake Park City Engineer's Officer, Spring Lake Park City Building Official and Spring Lake Park Emergency Management coordinating long term recovery.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Emergency Management
Anoka County Emergency Management

State Resource

Minnesota Department of Agriculture
Minnesota Department of Transportation
Minnesota State Patrol
Minnesota Department of Homeland Security and Emergency Management
Minnesota National Guard

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Spring Lake Park Public Works SOP's
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing damage assessment, continuity of operations & recovery within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #14 focuses on the business continuity activities that occur within the operational units of the city. Spring Lake Park Emergency Management will coordinate the overall planning section of Incident Action Plan (IAP) to guide departments through the recovery process.

The Spring Lake Park Engineering Department and the Spring Lake Park City Building Official will coordinate damage assessment activities of structures and or property affected by a disaster.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

The priorities of the damage assessment are to;

1. Determine if the structure and or property is “uninhabitable.”
2. Assign a value to the property
3. Determine the dollar loss of the property

If the City Building Official determine that a structure is “uninhabitable” then is will be properly posted and enforce by law enforcement.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an “all hazards” type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations.

One key consideration within this ESF is the management of the planning process to ensure that an IAP covers each operational period and that the proper documentation is being completed and accounted for. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times. Complete a continual size up of the affected systems and or areas.
2. Manage the planning process following the “Planning P”.
3. Create a recovery plan and identify the proper resources to enact the plan. Included in this plan is the prioritization of critical services to the local community and the city. The Damage Assessment team will be responsible for identifying safety issues as they relate to the damaged service.
4. A timeline will be established for the restoration of critical services. This time line must be have a responsible party identified and at a minimum daily updates until the critical service is restored.
5. Maintain a record of all activities and expenses in accordance with FEMA standards.
6. Communicate timely information to the public on the current situation and future outcomes.
7. During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.
8. Damage assessment will be coordinated by Emergency Management but will be the direct responsibility of the City Building Official. The City of Spring Lake Park has the damage assessment teams identified as;

Damage Assessment Team

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

Organizational Chart

Damage Assessment Team Leader (City Building Official)

- Compiles Aggregate Data
- Provides Property Value Data
- Coordinates Process with Emergency Management Director

Public Damage (Public Works Director)

- Roads
- Bridges
- Public Buildings

Property Identification (Surveyor)

- Property Lines
- Owner/Occupant
- Addresses
- Map Development

Building Codes/Safety (Planning/Zoning, CHS, Enviro. Services, Private Property Damage (Red Cross) and City Building Officials)

- Structural Integrity
- Water Quality
- Sewer/Septic
- Homes
- Personal Belongings
- Food/Sanitation

Agricultural Damage (MN Department of Agriculture)

- Crops
- Livestock
- Stored Commodities

The City Building Official is responsible for:

1. Developing and maintaining a damage assessment “team” composed of city and private sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster).

City government officials - who, depending upon the nature of the disaster, will participate in a damage assessment effort:

1. City Engineer
2. City Assessor
3. U.S. Department of Agriculture (USDA) Emergency Board members
4. City Finance Director
5. City Community Social Services Director
6. County Community Health Director
7. County Environmental Services Director
8. City Building Officials

Private Sector Agencies/Organizations:

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

1. Red Cross
2. Realtors
3. Independent Appraisers

Additional assistance will be requested through the Spring Lake Park EOC then through the State of Minnesota EOC.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Spring Lake Park Emergency Management
2. Anoka County Central Communication

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for damage assessment issues a “Damage Assessment Branch Director” will be assigned to coordinate all tactical operations and resources for damage assessment.

The Continuity of Operations recovery functions will be organized a “City Service Branch Director” will be assigned to coordinate all tactical operations and resources for re-establishment of city services.

The Branch Director may report to either the Unified Command Group or an Operations Section Chief. All units assigned under the Branch Director will be broken down into Divisions or Groups.

Where possible and when appropriate, pictures/video will be taken of damaged areas, and city maps will be used to show the location of damage sites.

When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the Spring Lake Park Emergency Management Director will coordinate with the Minnesota Homeland Security and Emergency Management.

When possible, the city emergency management director and other appropriate local government officials will participate in damage assessment procedure training.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

Reconstitution of critical operations is essential to the community. The following is a basic outline to re-establish operations;

Administration Duties

With the main administrative offices being located inside of the community it is somewhat likely that a hazard affecting the community directly will take out the administrative offices. However, if the administrative offices are affected then they will be re-located to the _____ with the county. The essential duties to be re-established are;

1. Mayor, City Council and administrative functions
2. City Emergency Management
3. Spring Lake Park Police Department
4. Spring Lake Park Public Works
5. City Building Official
6. Anoka County Public Health

Information Technology will be re-established at the temporary location with computer, printing, phone and fax capabilities. Back-up of all critical files will be utilized to restore the day to day operations.

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Emergency Operations Center (EOC)
 - c. Department Operating Center (DOC)
2. Establish a Planning Section Chief and Logistic Section Chief position and begin to identify affected area's needs.
3. Assign a "Situational Unit Leader" position with the mission of completing a comprehensive and continual size up of the situation.
4. IF additional staff help in the above sections is needed than call for additional help from area Emergency Managers and or the Minnesota Type 3 Incident Management Team.
5. Coordinate with the Public Information Officer position to maintain information regarding the incident to all parties involved in the incident.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

6. Identify the nature of the situation what communication systems might be affected and the duration of the outage.
7. Determine the risk to the community and determine if an evacuation or shelter- in place is needed.

Actions: Continuing

1. Maintain Situational Awareness and provide timely information to the Command and General Staff.
2. Provide timely information to the Administrative and Elected Officials.
3. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
4. Develop Incident Action Plans (IAP) for each operational period.
5. Identify the future resource needs for the management of operations.
6. The Preliminary Damage Assessment forms will be used to collect damage assessment data to determine overall damages in the City of Spring Lake Park necessary for effective disaster recovery efforts. These forms are available in the EOC.
7. Damage Assessment team members will report to the EOC to receive forms, supplies, communication equipment and any necessary assignment instructions from their Team Leaders. When possible cameras/video camcorders should be provided to team members for documentation.
8. Reports shall be returned to the EOC at the completion of assignments and/or communicated to the EOC during collection.
9. The Damage Assessment Team Leader at the EOC is responsible for summarizing the results and developing a comprehensive damage assessment report, including appropriate maps to describe areas of damages.
10. The Damage Assessment Team Leader, in cooperation with the Emergency Management Director will provide this information to the County Board, other EOC staff and State/Federal Management Agencies.

Actions: Closeout

Spring Lake Park Emergency Operations Plan

Emergency Support Function #14- Damage Assessment and Long term Recovery

1. Demobilize the Incident Management Team as the size of the incident shrinks and operational resources are demobilized.
2. Complete an After Action Review and establish a Corrective Action Plan.
3. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

Primary Agency

The primary agency responsible for this Emergency Support Function (ESF) is delegated to the City of Spring Lake Park Administration.

Local Supporting Agencies

The supporting agencies for this ESF include;
Spring Lake Park Emergency Management
Spring Lake Park Police Department
Anoka County Emergency Management

State Resource

Minnesota Department of Homeland Security and Emergency Management

References

The follow are a list of reference documents for this ESF
Spring Lake Park Emergency Operations Plan
Minnesota Emergency Operations Plan

Purpose

To outline the responsibility for providing external communications within the City of Spring Lake Park and to identify some of the emergency operation needs.

Scope

Emergency Support Function #15 focuses on the public information activities that support emergency operations in the City of Spring Lake Park.

Emergency Management will assist in the coordination of an Incident Action Plan with the Emergency Management staff's primary focus on the Planning and Logistic Sections position during a disaster.

Situation and Assumption

The Spring Lake Park Emergency Operations Plan is designed as an "all hazards" type of plan. It focuses on outcomes of events and incidents rather than cause. There are a number of situations in which this ESF might be enacted for. When a major incident happens within the City of Spring Lake Park, an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations. Critical public communication activities within the City of Spring Lake Park are;

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

- Evacuation/ shelter in-place direction.
- Media briefings.
- Community relations during a disaster.

When managing an incident that requires a large amount of timely accurate public information, than an Incident Action Plan (IAP) will be drafted with the goal of a quick and timely recovery to normal operations. During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

In addition, if the public information involves the coordination of multiple agencies and messages that a Joint Information Center will be operated so that a single accurate message is conveyed to the community.

The Incident Commander or designee will provide public information during a localized emergency situation.

The official(s) authorized to serve as the public information officer (PIO) in a major incident:

Within Spring Lake Park: **City Administrator
Chief of Police or his designee.**

Outside Spring Lake Park: **Varies depending on city/county SOP**

The PIO will serve as the official point of contact for the news media. If incident overlaps government agencies/jurisdictions, all agencies will work together in a coordinated PIO effort. It is essential that information is given out in a timely, informative, and efficient manner.

The Spring Lake Park PIO has a list of all of the local media outlets for press releases on file. In addition, Central Communications will be able to assist in identifying the phone numbers for the local media outlets.

One key consideration within this ESF is the management of the planning process to ensure that an IAP covers each operational period and that the proper documentation is being completed and accounted for. Additionally, a few items which will need to be addressed throughout the incident include;

1. Maintain Situational Awareness at all times.
2. Complete a continual size up of the affected systems and or areas.
3. Manage the planning process following the "Planning P".
4. Create a communications plan and identify the proper resources to enact the plan.
5. Maintain a record of all activities and expenses in accordance with FEMA standards.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

6. Communicate timely information to the public on the current situation and future outcomes.
7. During the drafting of the IAP these and other considerations will need to be addressed. Additional Standard Operating Procedures may be drafted prior to an emergency to assist in the coordination of operations and resources.

Concept of Operations

In addition to the responsibilities identified under the Scope Section of this plan, the following is a framework to implement this ESF.

Notification and Activation

Notification to the primary responsible agency under this ESF will come through either;

1. Anoka County Central Communication
2. Direct call to Emergency Management

Organization

The organization of operational components supporting this ESF will follow the National Incident Management System Components. Specifically for emergency management operations the following positions may be staffed by Emergency Management staff;

- Incident Manager for the EOC
- Planning Section Chief
- Logistics Section Chief
- Liaison Officer

All of the responsibilities under the above positions will be at the direction of Emergency Management

Actions: Initial

Immediately following the notification to enact this ESF, the following actions will be taken;

1. Report to the identified location for the coordination of operations. IF the establishment of the Incident Command System is needed then establish a working location. The possible locations which may need to be staffed include;
 - a. Incident Command Post (ICP)
 - b. Emergency Operations Center (EOC)
 - c. Department Operating Center (DOC)
2. Establish a Public Information Officer position and begin to identify affected area's needs.
3. Assign a "Situational Unit Leader" position with the mission of completing a comprehensive and continual size up of the situation.
4. IF additional staff help in the above sections is needed than call for additional help from area Emergency Managers and or the Minnesota Type 3 Incident Management Team.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

5. Coordinate the public information through the media and other outlets to all parties involved in the incident.
6. Identify the nature of the situation what communication systems might be affected and the duration of the outage.
7. Determine the risk to the community and determine if an evacuation or shelter-in place is needed.

Actions: Continuing

1. City government personnel in the field will be responsible for relaying important information about the emergency/disaster to the PIO.
2. The PIO will be responsible for disseminating information and instructions to the public on a timely basis, and will coordinate all City news releases.
3. The PIO will be responsible for (handling or arranging for) rumor control.
4. The PIO will be responsible for ensuring that a system exists for responding to the inquiries of families regarding the status of relatives.
5. The Emergency Management Director or designee will be responsible for ensuring that the Emergency Alert System (EAS) is activated when necessary.
6. The Health Officer or designee will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.
7. The Emergency Management Director or designee will be responsible for the preparation of materials for the visually impaired and non-English speaking groups, if appropriate.
8. The Emergency Management Director or designee will be responsible for the preparation of instructions for people who must evacuate form a high-risk area, and instructions for sheltering in place.
9. The Emergency Management Director or designee in cooperation with Law Enforcement will be responsible for instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.
10. The Emergency Management Director or designee will be responsible for preparing instructions for evacuees use upon arrival in a hosting area. Such instructions will indicate the location of reception centers, shelters, lodging, feeding facilities, and medical centers.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

11. If it becomes necessary to establish a news briefing room, a room will be designated by the EOC. The news media personnel will be asked to report to this facility.
12. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
13. Public information will be disseminated through all media outlets providing service to the City of Spring Lake Park and surrounding areas.
14. Maintain Situational Awareness and provide timely information to the Command and General Staff.
15. Provide timely information to the Administrative and Elected Officials.
16. Maintain a press briefing schedule.
17. Identify Operational Periods to ensure continuity of operations in order to resolve the situation.
18. Develop Incident Action Plans (IAP) for each operational period.
19. Identify the future resource needs for the management of operations.
20. Some pre-identified basic public information messages to use as a guide for disaster communications are;

PUBLIC INFORMATION

FLOOD SAFETY - Public safety is the most important consideration in flood preparedness. Floodwaters can rise very rapidly, evacuation should be considered in the early stage of the emergency. The public should be informed of the following:

1. Keep battery powered radios tuned to local stations and follow emergency instructions.
2. If caught in the house by suddenly rising waters, move to the roof or second floor. Take warm clothing, a flashlight, and portable radio. Wait there for help...do not try to swim to safety. Rescue teams will be looking for you.
3. When outside the house avoid flooded areas and do not attempt to walk through flood waters that are more than knee deep.

HOMEOWNERS – If time permits, homeowners should...

1. Turn off all utilities at main power switch and close main gas valve if evacuation is necessary. Do not touch electrical equipment unless it is in a dry area and you are standing on a piece of dry wood while wearing rubber gloves and rubber soled boots or shoes.

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Emergency Support Function #15-External Affairs

2. Move valuables to upper floors or higher elevations.
3. Fill bathtubs, sinks, and jugs with clean water in case regular supplies become contaminated.
4. Board up windows or protect them with storm shutters or tape to prevent flying glass.
5. Bring outdoor possessions inside the house or tie them down securely. This includes lawn furniture, garbage cans, tools, and other moveable objects that might be swept away or hurled about.

VEHICLE SAFETY – If it is safe to evacuate by car you should consider the following:

1. Stock the car with non-perishable foods (like canned goods), a flashlight, blankets, first-aid kit, dry clothing and any special medications needed.
2. Keep the gas tank at least half full. Gasoline pumps may not be working if electricity is cut off.
3. Do not drive where water is over the roads. Parts of the road may already have been washed out.
4. If your car stalls in a flooded area, abandon it as soon as possible. Floodwaters can rise rapidly and sweep a car (and its occupants) away.

Media contacts should be routed to the department head or designee for official information. Employees should not release official information to the media unless instructed by the supervisor or department head. City Administration will be notified in all cases.

CRISIS MEDIA RELATIONS – Crisis media relations will be coordinated through City Administration. All official public information will be released through this office.

QUESTIONS THE MEDIA WILL ASK IN A CRISIS

1. **CASUALTIES**
 - Numbers killed or wounded
 - Number who escaped
 - Nature of injuries
 - Care given to the injured
 - Where injured are being cared for or were taken
 - Disposition of the dead
 - Prominence of anyone who was killed, injured, or escaped
 - How escape was hindered or prevented

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

2. **PROPERTY DAMAGE**
 - Estimated value of loss
 - Description (type, kind of building, etc.)
 - Importance of the property (historic value, environmental value, etc.)
 - Other property threatened
 - Insurance protection
 - Previous emergencies in the area
3. **CAUSES**
 - Testimony of participants and witnesses
 - Testimony of key responders (Crisis Management Team, Police, Fire, etc.)
 - How emergency was discovered
 - Who sounded the alarm
 - Who summoned aid
 - Previous indications of danger
4. **RESCUE AND RELIEF**
 - The number engaged in rescue and relief operations
 - Any prominent persons in the relief crew
 - Equipment used
 - Handicaps to rescue
 - Care of destitute and homeless
 - How the emergency was prevented from spreading
 - How property was destroyed
 - Acts of heroism
5. **DESCRIPTIONS OF THE CRISIS OR DISASTER**
 - Spread of the emergency
 - Blasts and explosions
 - Crimes or violence
 - Attempts at escape or rescue
 - Duration
 - Collapse of structures
 - Colors of flames
 - Extent of spill
6. **ACCOMPANYING INCIDENTS**
 - Number of spectators, spectator attitudes and crowd control
 - Unusual happenings
 - Anxiety, stress of families, survivors, etc.
7. **LEGAL ACTIONS**
 - Inquests, coroner's reports
 - Policy follow-up
 - Insurance company actions
 - Professional negligence or inaction
 - Suits stemming from the incident

(Adapted from the book, Emergency Public Relations Manual by Alan B. Bernstein. PASE Inc., 1981)

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

MEDIA DO'S & DON'TS

1. Treat all reporters equally, don't get them mad at you, what you give to one reporter (in terms of photos opportunities and information) give to all.
2. Release only verified information, deal with here and now, don't speculate.
3. Select credible spokes people, train them and make sure they are well informed.
4. Be accessible to the media so they won't go to other sources for news.
5. Tell your story quickly, openly, and honestly to allay suspicion and rumors.
6. Record events as the crisis evolves.
7. Avoid "no comment" as it leads to speculation.
8. Don't debate the subject.
9. Don't attempt to assess blame; rather, address and solve the problem at hand.
10. Don't make "off the record" statement; there is no such thing.
11. Don't speculate about:
 - Dollar value of loses
 - Resumption of normal operations
 - Outside effects of the event
 - Hypothetical questions

NOTE: Being available to reporters does not mean being casual. If there is a time conflict, ask the reporter for his/her absolute time deadline. Explain why you cannot respond immediately (e.g., need more time to gather factual information) and promise to call back. Then get the facts, verify them, and call back.

THE MEDIA INTERVIEW

1. Take advantage of the media opportunity
 - Who has been or will be interviewed
 - What did others say
 - What is the reporter's deadline
 - Establish the interview ground rules: When, where, length of time
2. Alert City Administration for assistance with aspects of the story
3. Prepare for the interview
 - Who is the audience (this is not the reporter)
 - Determine communications objective and key messages,

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

remember this is an
Opportunity to get your message out to the public.

4. The interview

Be yourself
Stick to the subject agreed upon earlier
Only answer the questions in your area of expertise, it is acceptable to say you
Don't know something: however, say you will find out.
Follow through.
There is no such thing as "off the record"
Repeat your key message

5. After the interview

Evaluate whether or not you shared your key messages and achieved your
Communications objective
Evaluate whether the piece was generally accurate
Address kudos or issues with the reporter

ELEMENT OF A NEWS RELEASE

1. **The title** should tell the reader about the major benefit of the information contained in the news release.
2. **The lead paragraph** - Make it interesting, factual, statistical and intriguing as you remind the readers of their problem.
3. **The second paragraph** - This paragraph should provide the answer to the problem. Readers may only read up to the second paragraph before they decide whether or not to continue reading
4. **Quotes** - Quotes should be intelligent and knowledgeable so that the readers feel secure that you are the expert and the one to call
5. **Transitions** - Since each paragraph is a new thought, it's important for the reader to know where they are headed as they read each new paragraph. Every paragraph should have its own transition sentence, including one with a quote
6. **The last paragraph** - This is the place to use your advertising savvy to sell your readers and tell them why they should use your product or service
7. **The end** - The last part of the news release is to write the "call to action." This is where you should be contacted for more information. Write the information in bold and always list your business, the address and the phone number or any other pertinent information such as business hours and contact person.

Spring Lake Park Emergency Operations Plan

Emergency Support Function #15-External Affairs

Actions: Closeout

1. Once the communication system has been restored, communicate the information to all affected parties.
2. Demobilize the Incident Management Team.
3. Complete an After Action Review and establish a Corrective Action Plan.
4. Maintain documentation on the incident within the department and copy Spring Lake Park Emergency Management if needed.



Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000, Minneapolis MN 55402

April 26, 2022

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

Re: 2022 Street Seal Coat and Crack Repair
Project Project No. 193805507
Bid Results

Dear Dan:

Bids were opened for the Project stated above on April 26, 2022. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

Two bids were received. The following summarizes the results of the Bids received:

	<u>Contractor</u>	<u>Base Bid</u>
Low	Allied Blacktop Company	\$149,821.00
2	Pearson Bros, Inc.	\$160,243.80

The low Bidder on the Project was Allied Blacktop Company with a Total Base Bid Amount of \$149,821.00. These Bids have been reviewed and found to be in order.

If the City Council wishes to award the Project to the low Bidder, then **Allied Blacktop Company** should be awarded the Project on the **Total Base Bid Amount of \$149,821.00.**

Should you have any questions, please feel free to contact me.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Phil Gravel

Enclosure



Project Name: **2022 Street Seal Coat and Crack Repair Project**

I hereby certify that this is an exact reproduction of bids received.

City Project No.:

Stantec Project No.: 193805507

Phil Howard

Bid Opening: Tuesday, April 26, 2022 at 10:00 AM CDT

Owner: **Spring Lake Park, Minnesota**

Phil Gravel, P.E.
License No. 19864

BID TABULATION

Bidder No. 1

Allied Blacktop Company

Bidder No. 2

Pearson Bros. Inc.

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total
BASE BID:							
1	MOBILIZATION	LS	1	\$8,500.00	\$8,500.00	\$5,000.00	\$5,000.00
2	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00
3	ROUTE AND SEAL CRACK REPAIR	LBS	5900	\$2.75	\$16,225.00	\$3.00	\$17,700.00
4	CLEAN AND SEAL CRACK REPAIR	LBS	5900	\$2.50	\$14,750.00	\$4.00	\$23,600.00
5	SEAL COAT AGGREGATE, FA-2 (MOD)	TN	570	\$60.00	\$34,200.00	\$50.00	\$28,500.00
6	BITUMINOUS MATERIAL FOR SEAL COAT, CRS-2	GAL	14820	\$3.10	\$45,942.00	\$4.00	\$59,280.00
7	4" DOUBLE SOLID LINE, YELLOW PAINT	LF	39100	\$0.25	\$9,775.00	\$0.26	\$10,166.00
8	4" SOLID LINE, YELLOW PAINT	LF	4000	\$0.13	\$520.00	\$0.13	\$520.00
9	4" BROKEN LINE, YELLOW PAINT	LF	4000	\$0.13	\$520.00	\$0.13	\$520.00
10	4" SOLID LINE, WHITE PAINT	LF	43900	\$0.13	\$5,707.00	\$0.13	\$5,707.00
11	24" STOP BAR SOLID LINE, WHITE PAINT	LF	166	\$7.00	\$1,162.00	\$6.30	\$1,045.80
12	LT., RT., or THRU ARROW PVT. MARKING, WHITE PAINT	EA	42	\$60.00	\$2,520.00	\$52.50	\$2,205.00
					\$149,821.00		
TOTAL SLP 2022 SEAL COAT AND CRACK REPAIR PROJECT:							
Contractor Name and Address:				Pearson Bros. Inc.			
				11079 Lamont Avenue			
				Hanover, MN 55341			
Phone:				(763) 391-6622			
Email:				missy@pearsonbrosinc.com			
Signed By:				Jack E. Pearson			
Title:				President			
Bid Security:				Bid Bond			
Addenda Acknowledged:				None			
Contractor Name and Address:				Allied Blacktop Company			
				10503 89th Avenue N.			
				Maple Grove, MN 55369			
Phone:				(763) 425-0575			
Email:				pete@alliedincmn.com			
Signed By:				Peter M. Capistrant			
Title:				President			
Bid Security:				Bid Bond			
Addenda Acknowledged:				None			



Memorandum

To: Chair Hansen and Members of the Planning Commission
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: April 28, 2022
Subject: CDBG Urban Requalification – Anoka County

Anoka County is moving forward with their Urban Requalification process to continue receiving and administering HUD funds from the CDBG and HOME programs. They are asking us to decide on opting-in with the Anoka County program.

Spring Lake Park spans two urban county entitlements. As such, the City Council has three options:

1. Designate the entire city be included as part of one urban county entitlement (Anoka or Ramsey) and excluded from the other;
2. Designate the city will participate in more than one “urban county” provided that a single portion of a split city cannot be included in more than one entitled urban county at a time;
or
3. Opt-out of either urban county, thereby becoming eligible to apply for grants through HUD’s small cities program or the State of Minnesota program.

Staff recommends opting-in and remaining a participant with Anoka County program. We have strong relationships with the staff at Anoka County Community and Governmental Relations, which will be helpful when the City has a project to move forward.

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



Anoka County
COUNTY ADMINISTRATION
Community & Governmental Relations

Linda Hedstrom
Associate Community Development Specialist
Phone: 763.324.4601
E-mail: linda.hedstrom@co.anoka.mn.us

April 25, 2022

City of Spring Lake Park
ATTN: Dan Buchholtz, City Administrator
1301 81st Avenue NE
Spring Lake Park, MN 55432

BY: U.S. Mail & Email

RE: 2023-2025 Urban County Requalification for participation in the following HUD Programs: -
CDBG (Community Development Block Grant Program); and
-HOME (HOME Investment Partnerships Program)

Dear Mr. Buchholtz:

Every three years Anoka County must complete an Urban Requalification process to continue receiving and administering HUD funds from the CDBG and HOME programs. We are currently preparing our requalification for federal fiscal years 2023 through 2025; the county is required to notify participating communities of their option to be excluded from Anoka County's "Urban County" funding cycles for the next three years. ***A written response from the city is required in the form of a letter (on city letterhead) and/or Resolution. HUD wants original wet signatures, so emails are not acceptable for this request.***

In situations where a community, such as Spring Lake Park, spans two or more urban county entitlements (Spring Lake Park spans Anoka and Ramsey Counties); the city needs to choose one of the following options:

1. Designate that the entire city be included as part of only one urban county entitlement (Anoka or Ramsey) and excluded from the other; if this choice is made, the city must remain with whichever county it designated the entire 3-year period; **OR**
2. Designate that the city will participate as part of more than one "urban county" in which the city is located, provided that a single portion of the split place cannot be included in more than one entitled urban county at a time; **OR**
3. Opt-out from inclusion in either "urban county" (Anoka or Ramsey) thereby becoming eligible to apply for grants through HUD's small cities program or the State of Minnesota program.

If you choose to OPT-IN and remain a participant with Anoka County, the following will apply:

- The grant process for your city will remain the same as it is now for CDBG and HOME programs; AND
- Your city will continue to be ineligible to apply for individual grants through the HUD Small Cities or State CDBG and HOME programs; AND
- The current *Cooperation Agreement* will automatically renew for another three-year period.



Respectful, Innovative, Fiscally Responsible
Anoka County Government Center ▲ 2100 3rd Avenue, Suite 700 ▲ Anoka, MN 55303-5024 ▲ www.anokacounty.us/cd
Office: 763-324-4650 ▲ Fax: 763-324-5490

Affirmative Action / Equal Opportunity Employer

Dan Buchholtz
April 25, 2022
Page Two

If you choose to **OPT-OUT** and **NOT** remain a participant with **Anoka County**, the following will apply:

- The city will be able to apply for grants individually through the HUD Small Cities or State CDBG and HOME programs, BUT
- The city will not be eligible to receive funds through Anoka County for federal fiscal years 2023 through 2025.

Please notify Anoka County (by letter and/or Resolution) no later than May 31, 2022, of your intent to:

- Remain a member (Opt-In) or Opt-Out of Anoka County's "Urban County" program;
- As a split city, select which Urban County jurisdiction you prefer (Anoka or Ramsey)

Mail your notification to: AC Community & Government Relations
ATTN: Linda Hedstrom
Anoka County Government Center
2100 3rd Avenue, Suite 700
Anoka, MN 55303-5024

If you'd like to receive a scanned copy of the *Cooperative Agreement* to review or if you have any questions, please contact me at 763-324-4601 or linda.hedstrom@co.anoka.mn.us.

Thank you for your prompt attention to this matter.

Sincerely,



Linda Hedstrom
Associate CD Specialist



Memorandum

April 21, 2022

To: City Administrator Buchholtz

From: Josh Antoine
Chief of Police

Re: Range work

Administrator Buchholtz,

The Police Department hires an outside company to complete a full cleaning and inspections of the police department range on annual basis. On April 6, 2022, we had our new range cleaning company Range Renovation Consulting Inc. run by Marie Graham come out and clean the range. While inspecting the range Marie found several critical flaws in the backstop of the range. I set up an appointment with InVeris Ranges and had them inspect the damage to the backstop. They found that the backstop walls had pulled away from the cement blocks and that shrapnel from the shooting was going at the sides of the range. The lead then gets stuck in the seams of the walls and expands allowing lead dust to seep up into the upper mezzanine of the public works building. With the metal trap walls pulled away from the range walls, this also damaged the metal backstop walls which will require several items to be replaced.

I requested that InVeris Ranges provide me with a quote for fixing the current range trap, replacing the trap with a state-of-the-art trap, and also replacing all components of the range.

I received the below quotes from InVeris on April 15, 2022:

- 1.) Replace all the components of the range including the backstop for **\$98,780.00**. We would have a new two-lane state-of-the-art range.
- 2.) Replace just the existing backstop and keep all current range components. **\$38,155.00**
- 3.) Fix the existing range backstop. **\$9,605.00**

All options above exclude the ventilation system in the range. That would need to be replaced by a different company. I am currently working on hiring a mechanical contractor company to come out and inspect our ventilation system for possible repairs.

Our current backstop does not allow the police department to fire rifles in the range. With the new proposed backstop on either option one or option two, we would be able to fire all our department weapons inside the range. This would allow us to shoot our rifles without having to rent a range elsewhere.

InVeris has confirmed that if we replace the backstop now it can be used in any further expansions of the range.

With all of the information I have in hand I am requesting that we consider **Option two** replacing the backstop and not fixing the current backstop. This will give us some options that we have not had in the past for shooting at the metal backstop. We will continue to have to go to an outdoor range once a year to qualify at long range with our rifles, but it will limit the number of times we need to rent a range. This option also allows us to use the new backstop if we replace all components in the future as well as if we expand the range another 10 yards in the future.

I have included all the quotes from InVeris. I do want to mention that I have contacted two other range companies. One has not gotten back to me and the other has sent me preliminary numbers from 2021 but has not stopped out to look at our range.

If you have any questions please feel free to contact me.

Sincerely,

Chief Antoine



April 15, 2022

Spring Lake Park Police Dept.
1301 81st Ave. NE
Spring Lake Park, MN. 55432
Attn: Joshua Antoine
Tel: 612.219.6761
Email: jantoine@slpmn.org

CS Quote Ref #: **2022-1137-1** Target/Bullet Trap Upgrade
Offer Type: Sole Source

InVeris Training Solutions is pleased to offer a fixed price of **\$38,155.00** for the products and services listed herein, furnished, and delivered C.I.P. jobsite (Spring Lake Park, MN.) in accordance with Incoterms® 2010. In addition to the offer price, the Buyer will be responsible for all Federal, State, and Local Taxes, Licenses, Permits, Bonds and Fees applicable to the sale. This offer is valid for 90 days.

Payment Terms set with contract. Any deviation must be mutually agreed upon in writing.

Delivery is typically 90-120 days after receipt and acceptance of order and upon return and approval of InVeris Submittal Drawings, whichever occurs last. This offer will be attached to and made part of any forthcoming purchase order. Indication of acceptance shall be by authorized signature in the space provided below. Please also enter the total purchase price, to include any purchased options, if applicable.

Should you have any questions or require additional information, please feel free to contact me.

Best Regards,

Marty Graham
Customer Service Field Representative
InVeris Training Solutions, Inc.
Tel: 678.448.6385
marty.graham@inveristraining.com



<u>Sole source</u>	<u>Part</u>	<u>Description</u>	<u>Qty</u>	<u>Cost</u>	<u>Total</u>
Sole Source	LE7500-OTR	Gran-Trap- 9' Height with 3/8" AR500 Angled Armor Plated & Rubber Faced Upper Bin	10'	\$1,590.00 per ft	\$15,900.00
Sole Source	LE7500 TRSP	Gran Trap 1/4" HRS Sidewall Plates Set of 5x2 sidewalls	1 set	\$3,450.00	\$3,450.00
Sole Source	JR7C	Light Cove Deflector 1/4" AR500	10'	\$152.00 LF	\$1,520.00
Sole Source	Decon	Remove, clean, and dispose of old Steel Trap.	1	\$5,995.00	\$5,995.00
Sole Source	Install	Install New Gran Trap with Sidewall Sheets and Light Cove.	1	\$8,995.00	\$8,995.00
	Shipping	Shipping	1	\$2,295.00	\$2,295.00
		TOTAL:			\$38,155.00

Exclusions

This quote does not include prevailing wages, if prevailing wages are part of the contract this quote will need to be modified and resubmitted. This quote does not include electrical work.

Scope of work

The work will be performed for Spring Lake Park Police Dept., remove and dispose of old steel trap, install LE7500-OTR with sidewall steel and light cove.

Other Conditions

InVeris Training Solutions, Inc. (ITSI) Standard Spares/Repairs and Service Terms and Conditions ITSI-SVC-002-REV8_08-19-2020 incorporated by reference herein apply to purchase order(s) and/or credit card sale(s) issued by Buyer to Seller that result from this request for pricing. If the Seller receives a purchase order or credit card sale for item(s) the Seller presumes that the buying agency has followed all required competition justifications. MTSI shall provide a copy to the Buyer of the aforementioned document upon request. By signing this offer the parties agree that the terms and conditions of this offer shall govern the Service and shall be binding upon both parties. The State Laws of Delaware shall govern this agreement. This offer represents the agreement of both parties and shall supersede any and all contracts, agreements, or understandings regarding the Service being performed under this offer.

Please submit signed proposal by email, fax, or mail to:



Email:

kyle.barger@inveristraining.com

Fax:

678.288.1503

Attn: Contracts Dept.

Mail:

InVeris Training Solutions, Inc.

Attn: Kyle Barger

Service Dept.

296 Brogdon Road

Suwanee, GA 30024-8615

Signature: _____

Date: _____



April 14, 2022

Spring Lake Park Police Dept.
1301 81st Ave. NE
Spring Lake Park, MN. 55432
Attn: Joshua Antoine
Tel: 612.219.6761
jantoine@slpmn.org

CS Quote Ref #: **2022-1137 REV-A**
Re: Trap Repairs
Offer Type: Sole Source

InVeris Training Solutions is pleased to offer a fixed price of **\$9,605.00** for the products and services listed herein, furnished, and delivered C.I.P. jobsite (Spring Lake Park, MN.) in accordance with Incoterms® 2010. In addition to the offer price, the Buyer will be responsible for all Federal, State, and Local Taxes, Licenses, Permits, Bonds and Fees applicable to the sale. This offer is valid for 90 days.

Payment Terms set upon approval. Any deviation must be mutually agreed upon in writing.

Delivery is typically 120-160 days after receipt and acceptance of order and upon return and approval of InVeris Submittal Drawings, whichever occurs last. This offer will be attached to and made part of any forthcoming purchase order. Indication of acceptance shall be by authorized signature in the space provided below. Please also enter the total purchase price, to include any purchased options, if applicable. Should you have any questions or require additional information, please feel free to contact me.

Best Regards,

Kyle Barger
Field Service Manager
InVeris Training Solutions, Inc.
Tel: 678.288.1169
Fax: **678.288.1503**
kyle.barger@inveristraining.com



<u>Sole source</u>	<u>Part</u>	<u>Description</u>	<u>Qty</u>	<u>Cost</u>	<u>Total</u>
Sole Source	10-3183-42.25	Swirl Chamber	2	\$925.00	\$1,850.00
Sole Source	10-3183-37.25	Swirl Chamber	1	\$900.00	\$900.00
Sole Source	10-0044	Swirl Chamber Joint Covers	2	\$40.00	\$80.00
Sole Source	10-3203	Diversion Plate Joint Covers	2	\$40.00	\$80.00
Sole Source	10-1017-LH	Swirl Chamber End Cover	1	\$250.00	\$250.00
Sole Source	10-1017-RH	Swirl Chamber End Cover	1	\$250.00	\$250.00
Sole Source	Install	Removal, Disposal, and Installation of Bullet Trap Components.	1	\$4,995.00	\$4,995.00
Sole Source	Shipping	Shipping	1	\$1,200.00	\$1,200.00
		TOTAL:			\$9,605.00

Exclusions

This quote does not include prevailing wages, if prevailing wages are part of the contract this quote will need to be modified and resubmitted. This quote does not include electrical work.

Scope of work

Indoor Range at Spring Lake Park, MN. Remove, dispose, and replace components on a LE5B bullet trap.

Other Conditions

InVeris Training Solutions, Inc. (ITSI) Standard Spares/Repairs and Service Terms and Conditions ITSI-SVC-002-REV10_08-27-2021 incorporated by reference herein apply to purchase order(s) and/or credit card sale(s) issued by Buyer to Seller that result from this request for pricing. If the Seller receives a purchase order or credit card sale for item(s) the Seller presumes that the buying agency has followed all required competition justifications. MTSI shall provide a copy to the Buyer of the aforementioned document upon request. By signing this offer the parties agree that the terms and conditions of this offer shall govern the Service and shall be binding upon both parties. The State Laws of Delaware shall govern this agreement. This offer represents the agreement of both parties and shall supersede any and all contracts, agreements, or understandings regarding the Service being performed under this offer.



Please submit signed proposal by email, fax, or mail to:

Email:

kyle.barger@inveristraining.com

Fax:

678.288.1503

Attn: Contracts Dept.

Mail:

InVeris Training Solutions, Inc.

Attn: Kyle Barger

Service Dept.

296 Brogdon Road

Suwanee, GA 30024-8615

Signature: _____

Date: _____



April 14, 2022

Spring Lake Park Police Dept.
1301 81st Ave. NE
Spring Lake Park, MN. 55432
Attn: Joshua Antoine
Tel: 612.219.6761
Email: jantoine@slpmn.org

CS Quote Ref #: **2022-1137** Target/Bullet Trap Upgrade
Offer Type: Sole Source

InVeris Training Solutions is pleased to offer a fixed price of **\$98,780.00** for the products and services listed herein, furnished, and delivered C.I.P. jobsite (Spring Lake Park, MN.) in accordance with Incoterms® 2010. In addition to the offer price, the Buyer will be responsible for all Federal, State, and Local Taxes, Licenses, Permits, Bonds and Fees applicable to the sale. This offer is valid for 90 days.

Payment Terms set with contract. Any deviation must be mutually agreed upon in writing.

Delivery is typically 90-120 days after receipt and acceptance of order and upon return and approval of InVeris Submittal Drawings, whichever occurs last. This offer will be attached to and made part of any forthcoming purchase order. Indication of acceptance shall be by authorized signature in the space provided below. Please also enter the total purchase price, to include any purchased options, if applicable.

Should you have any questions or require additional information, please feel free to contact me.

Best Regards,

Marty Graham
Customer Service Field Representative
InVeris Training Solutions, Inc.
Tel: 678.448.6385
marty.graham@inveristraining.com



<u>Sole source</u>	<u>Part</u>	<u>Description</u>	<u>Qty</u>	<u>Cost</u>	<u>Total</u>
Sole Source	XWT GEN 5	XWT Gen 5 Wireless Turning Targets @ 80'	2	\$13,990.00	\$27,990.00
Sole Source	RM9-10K	Computer, software, 17" monitor, and Tablet	1	\$7,995.00	\$7,995.00
Sole Source	Firing Line	Conversion Kit for using the existing stalls and crossmember for XWT. Will need cover plates to cover old ICU's. Customer wants to go to 2 lanes instead of 3, rearrange firing line	1	\$8,195.00	\$8,195.00
Sole Source	Decon	Remove, clean, and dispose of old equipment.	1	\$5,950.00	\$5,950.00
	Install	Installation of new target system	1	\$9,895.00	\$9,895.00
Sole Source	LE7500-OTR	Gran-Trap- 9' Height with 3/8" AR500 Angled Armor Plated & Rubber Faced Upper Bin	10'	\$1,590.00 per ft	\$15,900.00
Sole Source	LE7500 TRSP	Gran Trap 1/4" HRS Sidewall Plates Set of 5x2 sidewalls	1 set	\$3,450.00	\$3,450.00
Sole Source	JR7C	Light Cove Deflector 1/4" AR500	10'	\$152.00 LF	\$1,520.00
Sole Source	Decon	Remove, clean, and dispose of old Steel Trap.	1	\$5,995.00	\$5,995.00
Sole Source	Install	Install New Gran Trap with Sidewall Sheets and Light Cove.	1	\$8,995.00	\$8,995.00
Sole Source	Training	Training and manuals for the XWT System			
	Shipping	Shipping	1	\$2,895.00	\$2,895.00
		TOTAL:			\$98,780.00

Exclusions

This quote does not include prevailing wages, if prevailing wages are part of the contract this quote will need to be modified and resubmitted. This quote does not include electrical work.



Scope of work

The work will be performed for USPIS Newark, Remove and dispose of old equipment, install XWT Gen 5 Wireless Target System.

Other Conditions

InVeris Training Solutions, Inc. (ITSI) Standard Spares/Repairs and Service Terms and Conditions ITSI-SVC-002-REV8_08-19-2020 incorporated by reference herein apply to purchase order(s) and/or credit card sale(s) issued by Buyer to Seller that result from this request for pricing. If the Seller receives a purchase order or credit card sale for item(s) the Seller presumes that the buying agency has followed all required competition justifications. MTSI shall provide a copy to the Buyer of the aforementioned document upon request. By signing this offer the parties agree that the terms and conditions of this offer shall govern the Service and shall be binding upon both parties. The State Laws of Delaware shall govern this agreement. This offer represents the agreement of both parties and shall supersede any and all contracts, agreements, or understandings regarding the Service being performed under this offer.

Please submit signed proposal by email, fax, or mail to:

Email:

kyle.barger@inveristraining.com

Fax:

678.288.1503
Attn: Contracts Dept.

Mail:

InVeris Training Solutions, Inc.
Attn: Kyle Barger
Service Dept.
296 Brogdon Road
Suwanee, GA 30024-8615

Signature: _____

Date: _____



Memorandum

To: Chair Hansen and Members of the Planning Commission

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

Date: April 28, 2022

Subject: Council Work Session

Staff would like to schedule a work session on Monday, May 9 at 5:30pm to discuss the following items:

1. Noise nuisance ordinance update
2. Trunk Highway 47/65 Study Presentation (MnDOT) - scheduled for 6pm
3. Update on performance standard update

If you have any other items for the work session, please let me know as soon as you can so staff can research them.

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



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 05.02.22 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2022 MS4 Permit and SWPPP Update (193805251). Annual Report and Public Meeting due by June 30th. Pond, structural BMP, and outfall inspections due by July 31st. Program analysis and annual training due in December.

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). Final site work will be completed 2022 – need to coordinate pond work inspection with CCWD. Developer completed 2021 parking lot restoration at Spring Crest Estates but needs to resolve issues with irrigation system and final seeding in 2022.

2021 Sewer Lining Project (193805204). This project included lining in the general area between Terrace and Monroe and south of 81st Avenue. Terry Randall is watching this project. *Lining work has been completed except for on segment on Monroe. Grout work will occur after the lining. Contractor is Visu-Sewer.*

2023 Sewer Lining Project (19380xxx). Terry Randall is working with a contractor to get preliminary televising of the remaining sanitary sewers in the city that need to be lined.

2022 Street Seal Coat and Crack Repair Project (193805507). 2022 project area will include 81st Avenue, Arthur Street, Middletown, and the Service Drive southwest of 10 and 65. Project also includes striping 81st Ave. between Pleasant View and Central as a 3-lane road. *Bids were received on 4/26/22 (see separate letter). Public Works Director is reviewing the necessary street patch areas.*

2022 Street Improvements Project (193805383). Project includes pavement replacement in the Garfield-Hayes neighborhood. Public Improvement Hearings were on 10/4/21 and 11/15/21. Construction Plans and Specifications were approved on 12/6/21. Bids were received on January 31st. Public Assessment Hearing and Project Award were on March 21st. Construction Contractor is Northwest Asphalt. *A Preconstruction conference was held on May 1st. Construction will begin in May.*

Open Bids	January 31, 2022 ✓
Declare Costs to Be Assessed and Order Final Assessment Roll	February 7, 2022 ✓
Receive Assessment Roll and Order Assessment Hearing	February 22, 2022 ✓
Public Assessment Hearing	March 21, 2022 ✓
Award Contract (Award Bids)	March 21, 2022 ✓
<i>Begin Construction</i>	<i>May 2022</i>
Final Wear Course Paving	August 2022

City Hall Building (193805580). A process for evaluating possible city hall remodel options has started. *Data on the existing building is being collected. An Initial kick-off meeting with city staff will be scheduled.*

Hy-Vee Project: *Staff is working with Hy-Vee on a project close-out process.*

Quickway Rigging property: *Staff has met with the owners of Quickway Rigging regarding possible building and site improvements on their property.*

Feel free to contact Harlan Olson, Phil Carlson, Bruce Paulson, Peter Allen, or me if you have questions or require additional information.

CORRESPONDENCE

Daniel Buchholtz

From: Gravel, Phil <Phil.Gravel@stantec.com>
Sent: Tuesday, April 19, 2022 8:49 AM
To: Daniel Buchholtz
Subject: Hy-Vee not building their stores in Blaine and 4 other places.

I think you were already aware of this.
We were lucky to get them to build when they did.



TwinCities NEWS PIONEER PRESS



Hy-Vee has scrapped plans for stores in West St. Paul, Farmington and three other metro-area cities, saying the sites do not fit into a new company strategy that centers around building larger stores and putting more distance between future locations.

As a result, the West Des Moines, Iowa-based grocery store chain said Monday, its land in West St. Paul, Farmington, Blaine, Maple Grove and Chaska will go up for sale. Hy-Vee did not give a timetable for selling them.



Phil Gravel

Principal

Direct: 612 712-2053

Phil.Gravel@stantec.com

Stantec



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Fridley

COMMUNITY CONNECTION

MAY/JUNE 2022
NO. 236

Parks and Recreation
Brochure Enclosed

WE BELIEVE FRIDLEY WILL BE A SAFE, VIBRANT, FRIENDLY AND STABLE HOME FOR FAMILIES AND BUSINESSES.

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Fridley, MN 55432
phone: (763) 571-3450
FridleyMN.gov

email: info@FridleyMN.gov

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

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Stay Connected!

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- Follow Us on Twitter: @CityofFridley
- Watch City Programming: Search Fridley Municipal TV
- Sign up for email notifications on FridleyMN.gov

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



community concert SERIES

This series is hosted by the City of Fridley and supported by the generous sponsorships from the Anoka County Library and Springbrook Nature Center Foundation.

SPRINGBROOK NATURE CENTER @ 7PM 100 85TH AVE NE, FRIDLEY	
ANTHONY MILTICH Acoustic Guitar/Singer-Songwriter	JUNE 14
VINNIE ROSE Acoustic Guitar/Live Looping	JULY 12
BLUE GROOVE BLUEGRASS Bluegrass	AUG 16
CIVIC CAMPUS @ 7PM 7071 UNIVERSITY AVE NE, FRIDLEY (EAST SIDE, BEHIND CITY HALL)	
MR. WINKY BAND Classic Rock & Roll	JUNE 21
CRAIG CLARK BAND Blues	JUNE 28
ROXXY HALL Rock 'n Soul	JULY 19
RUM RIVER BRASS Brass Quintet	JULY 26
INNOCENT REGGAE BAND Reggae	AUG 23
NATANIA & TICKET TO BRASIL Brazilian	AUG 30
CHILDREN'S CONCERTS @ 11AM	
KIDPOWER WITH RACHAEL Springbrook Nature Center	AUG 5
THE JOLLY POPS Commons Park 6249 7th Street NE, Fridley	AUG 10

Fridley is getting musical this summer with a full line-up of live concerts that the whole family can enjoy. All performances are FREE!

Grab a blanket or chair and join us for a season of song!

Concerts may be cancelled due to inclement weather—check our Facebook page (City of Fridley) or call the weather hotline 763-572-3578 for updates.

Did you know? Safe Exchange Area at Fridley Civic Campus

Have you used our Safe Exchange Area at the Fridley Civic Campus yet? This is a monitored area right outside the Public Safety department in the front parking lot of the campus (along University Avenue). There is 24-hour surveillance and emergency intercom that contacts 9-1-1 dispatch.

Use the area for buying/selling items, custody exchanges and more.





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, including a widespread infestation in the Innsbruck neighborhood in 2021. 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

If the EAB infestation is not too extensive, ash trees can be protected using chemical treatment. If you wait to start the treatment until your tree is showing symptoms of EAB, it will likely be too late.

Residents interested in chemical treatment should contact a licensed arborist to inject the



EAB Treatments for Private Ash Trees

2022 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.

tree chemically. Non-injected forms of chemical treatment are less effective and are more likely to impact pollinators and water quality negatively. As part of the contract with the City to treat high-quality ash trees, Rainbow Treecare is offering a bulk-rate pricing discount for chemical injections 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 is likely more cost-effective to treat the tree than cut it down. Due to the safety risks of removing a hazardous tree, ash tree removal is expensive and becomes more costly following EAB-infestation. If you remove an ash tree, you are encouraged to replace it with another tree to preserve the benefits of Fridley's urban forests.

To reduce the spread of EAB, ash trees should not be removed during the EAB flight season (May 1 – September 30) unless the tree is showing signs of immediate hazard risk.

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 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 DNR awarded the City a \$55,400 grant for this work in 2022.

To 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 fifth 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!

Water Rebate Grant

Our water rebate grant is closed. Thank you to Fridley residents who swapped their toilets, washing machines and irrigation systems for water-efficient models. You helped our community save over 600,000 gallons of water annually! The City has applied for another grant to provide rebates on water-efficient toilets, washing machines, irrigation systems and dishwashers. Check our July/August issue for more information! All qualifying purchases will have to be made after July 1, 2022.

Filing for Property Tax Refund

Tax season is upon us, and it is time to file for your Homestead Credit Refund (for homeowners) and Renter's Property Tax Refund. Your 2021 return should be electronically filed, postmarked, or dropped off by August 15, 2022. For complete instructions and forms, visit revenue.state.mn.us.

Free tax help is available from IRS-certified volunteers at various locations across Minnesota

to assist individuals 60 or older, with a disability, with an annual income of less than \$57,000 or who speak limited or no English.

To find a volunteer tax preparation site, search "Free Tax Preparation" on revenue.mn.us or call 651-297-3724 or 1-800-657-3989.



2022 Real Estate Reassessment

The 2022 reassessment began April 21 and continues through September 30. Residential properties in two geographic areas will be reviewed (see map). Generally, the first area is bounded by Mississippi Street NE to the north, 37th Avenue NE to the south, railroad tracks to the west and University Avenue NE to the east. The second area is bounded by 61st Avenue NE to the north, 53rd Avenue NE to the south, University Avenue NE to the west and Highway 65 NE to the east.

Inspection – Things to Know:

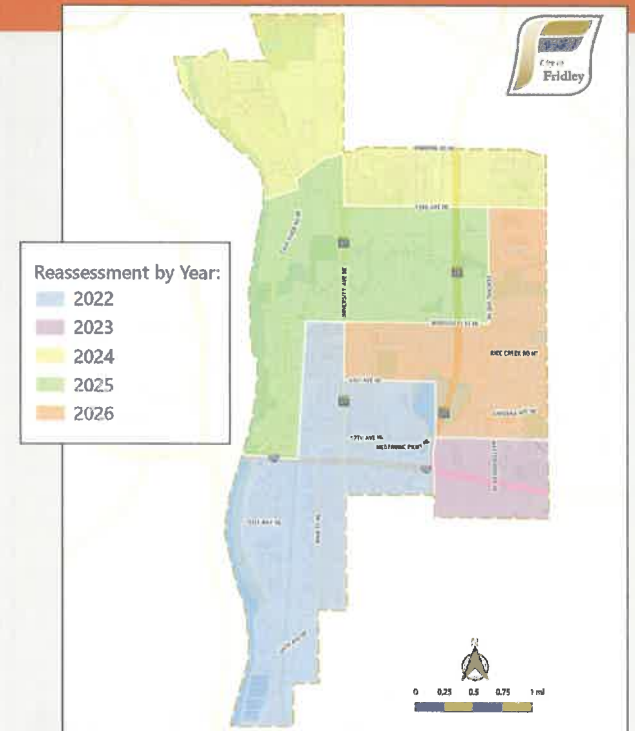
- The assessors will send a blue post card to your home in advance of their inspection of your neighborhood.
- When staff arrive, they will be driving black SUVs marked with the number #118 or #119, and the cars will have the Fridley logo on the front doors.
- The appraisers are required to inspect your home and may/may not ask to review the interior of your home.

- They will knock first and wait for a response. If the door is not answered, a blue tag will be left on the door with instructions for further action if needed. The appraiser will then complete the exterior portion of their review and move on to the next home.

If a Blue Tag is Left on Your Door:

The blue tag left on your door will either be marked "Our records appear complete. No interior inspection is required," or "Our records indicate an interior inspection is needed." The name of the appraiser who visited, contact information and the property identification number of your property will also be included on the tag. You can always call the Assessor's Office at 763-572-3536 or 763-572-3537 with any questions about the visit and/or to make an appointment for further review.

You are not required to allow the appraiser into your home. You are encouraged to call and discuss what information the appraiser is



interested in and if there may be alternative means to accomplish an update to the record without going inside your home. Your cooperation is appreciated, as it helps to ensure a fair and equitable assessment for all.

Reducing Energy Use—Outside!

As part of our energy action plan, the City of Fridley has undertaken many energy-saving measures: updating light bulbs to LED light bulbs, installing a geothermal heating system, and constructing energy-efficient buildings. We are also looking at opportunities to conserve in our parks to decrease air emissions, save costs and reduce noise pollution. Thanks to an MPCA grant through the Volkswagen Settlement Fund Program, our Parks Department swapped out traditional gas-powered chain saws and weed whips for electric models. Gas-powered lawn equipment emits volatile organic compounds and greenhouse gases. The average gas-powered push mower emits over 14 pounds of air pollution per hour, the same as driving your



car 200 miles. Electric equipment is lighter and quieter, and you do not have to worry about filling up with fuel in the spring and draining in the winter. If you are swapping out lawn equipment this summer—consider going electric!

The City is also piloting solar lights in our parks, including the two lights pictured at the Civic Campus playground. In addition to their environmental benefits, solar lights save money on conduit and long-term energy costs. Many versions of solar lights for backyard lighting projects are available at local hardware stores and online.

Register Today!

CITYWIDE GARAGE SALE
July 22 & 23



FridleyMN.gov/CitywideGarageSale

Mark your calendars for the 2022 Citywide Garage Sale! It will take place on Friday, July 22 and Saturday, July 23. More information and how to register can be found at FridleyMN.gov/CitywideGarageSale.

Environmental Fun Fair and Fun Run

Saturday, May 7 from 10 a.m. – 1 p.m.
Springbrook Nature Center
This fun and educational event is BACK! Fridley Parks and Recreation, Anoka County 4H, and the Springbrook Nature Center are excited to announce the return of the Fridley Environmental Fun Fair in 2022!

The Environmental Fun Fair will feature environmental educators, informational booths, interpretive trail walks and hands-on learning. We will connect with the amazing outdoor assets of the Springbrook Nature Center trails, amphitheater and water resources.

New this year, we will have a fun run on the trails at the Springbrook Nature Center to kick off the event, starting at 10:30 a.m. We encourage all who participate in the fun run to bring at least one can of non-perishable food to donate to Fridley area food shelves.



Earth Week

April 29 – May 6
Fridley Earth Week will kick off on Arbor Day and lead up to the Environmental Fun Fair. We encourage you to participate in various activities that support a healthy environment throughout the week, including a park clean-up day, story walks, scavenger hunts, pop-up events, a recycling webinar and more!

Schedule:

Saturday, April 30: Citywide Park Clean-Up Day
Monday, May 1 – Friday, May 5: Park Scavenger Hunt, Story Walks, Find the Flowers and Park Fun!

For more information, visit our website at FridleyMN.gov/FunFair.



2021 Water Quality Report

Once again, we are proud to report that your drinking water meets all state and federal standards. Your drinking water continues to be safe, and we continue our commitment to keeping you informed. The 2021 Water Quality Report includes details on the results of water quality testing last year and news relating to Fridley's water system. The report will be available for online viewing in June at FridleyMN.gov/WaterQuality.

We are driven to ensure your drinking water exceeds standards. For the latest water supply updates, visit FridleyMN.gov/Water. We are happy to answer any questions or concerns. Call us at 763-572-3554.

Fridley Community Calendar

May

- 2 Charter Commission Meeting
- 2 Parks & Recreation Commission Meeting
- 5 Housing & Redevelopment Authority Meeting
- 9 City Council Meeting
- 10 Environmental Quality & Energy Commission Meeting
- 18 Planning Commission Meeting
- 23 City Council Meeting
- 30 City Offices Closed for Memorial Day

June

- 2 Housing & Redevelopment Authority Meeting
- 6 Parks & Recreation Commission Meeting
- 13 City Council Meeting
- 14 Environmental Quality & Energy Commission Meeting
- 15 Planning Commission Meeting
- 20 City Offices Closed in Observance of Juneteenth Day
- 27 City Council Meeting

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

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

Development Update: D&B Plating

V&T Properties, LLC, the property owner of 7965 Main Street, D&B Plating, requested a special use permit to increase the allowable lot coverage requirement. The increase in lot coverage will allow for the construction of an industrial building addition, which will connect the two buildings that exist on the site.

D & B Plating has over 30 years in the plating business and that has grown its industry a great deal since they purchased the Fridley site on Main Street over 20 years ago.

The industrial property is located on the east side of Main Street, north of 79th Avenue. It is zoned M-2, Heavy Industrial, and was

developed in 1984 with the construction of the original building that ran east and west on the site.

In 1997, a building addition was constructed on the south side of the building that created the "L" shape building that exists today. In 2000, the detached building was constructed.

In its earlier years, the owner of the property had a large tenant in the northeast portion of the building. Their own business grew to a point that they could no longer lease out space, and needed to accommodate their growth. The city is pleased to see their success and industrial growth, and wish for their continued success.

The Un-Real Estate Market of 2021

Several real estate trends continued in the 2021 market, and then things began to change dramatically. Like the 2017, 2018, 2019 and 2020 markets, there were too few houses to satisfy the demand which was fueled by the availability of low-interest mortgage money, a steadily recovering job market and rising rents. As in prior years, sellers enjoyed shorter marketing times and received multiple offers over listing prices. Buyers often lost in bidding wars one or more times before they changed tactics to increase their odds of success.

As the spring market turned to summer, we began to see multiple offer situations that led to as much as 15 percent over the list price. Buyers started to waive inspections and include escalator clauses in their offers with the promise to compete with new offers that were higher than theirs. Offers included assurances, backed by asset verification, that if the property did not

appraise, they would cover the difference up to a certain dollar amount. Buyers were rarely asking for sellers to assist with closing costs which had become common in years gone by. All of this continued the trend of double-digit growth in real estate values.

The 2022 market has taken up where 2021 left off, but signs of change could temper this exuberant market and bring about a more balanced one. The Federal Reserve has already telegraphed frequent interest rate hikes in 2022 as a means to curb inflation which will eventually translate to higher mortgage rates that may curb demand. The number of foreclosure declarations is on the rise, which could increase the supply of homes on the market. A more stable market might bring more sellers into the market, as their options going forward would be more favorable.

Reminder: Be on the Lookout for Local Caller ID Scams or "Spoofing"

Spoofing is when a caller deliberately falsifies the information transmitted to your caller ID display to disguise their identity. Scammers often use neighbor spoofing so it appears that an incoming call is coming from a local number, or spoof a number from a company or a government agency that you may already know and trust. If you answer, they use scam scripts to try to steal your money or valuable personal information, which can be used in fraudulent activity.

You may not be able to tell right away if an incoming call is spoofed. Be extremely careful about responding to any request for personal identifying information.

- Do not answer calls from unknown numbers. If you answer such a call, hang up immediately.
- If you answer the phone and the caller - or a recording - asks you to hit a button to stop getting the calls, you should just hang up.

Scammers often use this trick to identify potential targets.

- Do not respond to any questions, especially those that can be answered with "Yes" or "No."
- Never give out personal information such as account numbers, Social Security numbers, mother's maiden names, passwords or other identifying information in response to unexpected calls, or if you are at all suspicious.
- If you get an inquiry from someone who says they represent a company or a government agency, hang up and call the phone number on your account statement, in the phone book, or on the company's or government agency's website to verify the authenticity of the request. You will usually get a written statement in the mail before you get a phone call from a legitimate source, particularly if the caller is asking for a payment.

- Use caution if you are being pressured for information immediately.
- If you have a voice mail account with your phone service, be sure to set a password for it. Some voice mail services are preset to allow access if you call in from your own phone number. A hacker could spoof your home phone number and gain access to your voice mail if you do not set a password.
- Talk to your phone company about call blocking tools and check into apps that you can download to your mobile device. The FCC allows phone companies to block robocalls by default based on reasonable analytics. More information about robocall blocking is available at [fcc.gov/robocalls](https://www.fcc.gov/robocalls).
- Remember to check your voicemail periodically to make sure you are not missing important calls and to clear out any spam calls that might fill your voice mail box to capacity.



Are you planning a home remodeling project?

The Fridley Housing and Redevelopment Authority (HRA) provides various housing programs to help Fridley residents maintain and improve their homes. For questions about housing programs, contact the City's Associate Planner at 763-572-3593.

Free Remodeling Advisor Visits

This service is offered at no charge to Fridley homeowners. A remodeling advisor visit includes an on-site consultation at your home to discuss your remodeling ideas, evaluate necessary repairs and improvements and assist with reviewing bids. Call 612-244-2470 to schedule a Remodeling Advisor appointment.

The Fridley HRA can also help finance home improvements. The following is a summary of the financial incentives available this summer.

Residential Paint Rebate:

A fresh coat of paint can make a world of difference. Eligible owner-occupants of 1-4 unit properties in Fridley can receive a rebate for purchasing exterior paint and necessary supplies. The maximum grant is \$500 for a single-family residence, with up to \$350 provided for each additional unit. Income is limited to 110 percent of the Area Median Income (e.g., \$80,795 for an individual or

\$115,390 for a family of four). Apply online at FridleyMN.gov/HomePrograms.

Insulation Rebate:

Increased insulation can help keep your home warm in the winter—and cool in the summer. Fridley's insulation rebate program matches insulation rebates from utility providers (i.e., CenterPoint or Xcel Energy) up to \$500. To qualify, all applicants must have had a Home Energy Squad Visit after January 1, 2019, with projects completed in 2022. Learn more about requirements and apply online at FridleyMN.gov/HomePrograms.

To schedule a Home Energy Squad visit, go to mncee.org/home-energy-squad or call 651-328-6220.

Home Improvement Loans:

The Center for Energy and Environment provides a variety of loans to Fridley homeowners on behalf of the HRA. Applications for these loans are not available at City Hall. Instead, interested parties can apply directly with CEE at mncee.org/fridley or contact CEE at 612-335-5884.

Loans with a flat two percent interest rate are offered to fund most permanent improvements for:

- Fridley Homeowners with 1-4 unit residential properties (up to \$50,000)
- Mobile Home Owners (up to \$10,000)
- Multi-Family Properties with 12 or fewer units, in the same ownership for at least two years (up to \$50,000 for exterior improvements or projects to correct code violations)

Down Payment Assistance:

First-time Fridley homebuyers can receive up to \$5,000 at zero percent interest, to be used for down-payment or closing costs. No payment is due until the borrower sells, transfers ownership or no longer occupies the property. Income restrictions apply. Visit mncee.org/fridley or contact CEE at 612-335-5884 to apply. Applications for down payment assistance are not available at City Hall.

Senior Deferred Loans—2022 funds exhausted:

Senior Deferred Loans are no longer available for the year. Residents are invited to contact the City or visit FridleyMN.gov/HomeLoans in early 2023 to see if additional funding is available.

Fridley Liquor News

Ongoing success with our eCommerce Store

In 2021, Fridley Liquor launched an eCommerce website, and the results of our first year are in. The eCommerce store has had 14,150 visitors, 467 orders, and over \$26,000 in sales. The website currently features over 4,500 items and allows for quick and easy ordering of any products in stock. Once placed, orders can be picked up curbside at the Fridley Liquor - Market 57th Avenue location within two hours.

BUY ONLINE
Pickup curbside or in-store

START SHOPPING AT
FridleyLiquor.com/Shop

Available only at the 57th Ave. location (next to Cub Foods)

Fridley Liquor Reusable Totes

In an effort to encourage recycling, reduce the use of paper bags and save our customers money, Fridley Liquor launched the reusable tote program. Customers can buy a tote for \$4.99 and receive an **additional** 30 Rewards Points every time they bring and fill it with \$30 or more of product.

Since September of 2021, we have enrolled over 260 customers in the reusable tote program!

Recycling Drop-off

May 14 from 8 a.m. - noon

On May 14, Fridley residents will have an opportunity for free and reduced recycling of bulky items such as mattresses, appliances, electronics and more! You can receive \$30 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
- 4 tires
- Electronic media
- 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 and handheld electronics are always free. See a full pricing list at FridleyMN.gov/Dropoff

New in 2022: Free recycling of VHS tapes, cassette tapes, CDs, floppy discs and other electronic media.



Springtime Planting for Pollinators

More and more Fridley residents are interested in making their lawns more pollinator-friendly and improving water quality. If you are looking for help getting started, here are some tips and tricks:

How do I make my lawn more pollinator friendly?

Your lawn can provide important habitat for butterflies, bees, and birds. When designing your lawn for pollinators, make sure to provide them food to eat, water to drink, and a place to sleep.

Food: The most reliable food for pollinators are perennial, flowering plants that are native to the area. Flowering trees are an important food source in early spring.

Water source: Provide a shallow, clean water source close to food and nesting sites. Give pollinators a place to stand while drinking, such as a saucer filled with marbles or stones.

Nesting site: We tend to think of bees, such as the honeybee, as living in hives; however, most of the more than 450 species of bees native to Minnesota live within the dead stems of plants, burrowed in bare ground, or under leaf litter. Instead of cutting back native plants in the fall, wait until spring after the temperature has been warm enough for bees to emerge.

What plants should I buy?

Most perennial plants do not stay in bloom spring through fall. When planning your pollinator garden, select plants that bloom in different months so that there are flowers throughout the growing season. Plant clumps of the same species together to make them easy to identify. Do extra research before buying cultivars, which are plants bred to have special features. You can tell a plant is a cultivar because it will have a capitalized name in single quotation marks. For example, *Echinacea purpurea* 'Avalanche' is the Avalanche cultivar of the native coneflower. Oftentimes, cultivars are not accessible or otherwise attractive to pollinators.

BlueThumb.org has a great plant selection tool that can help you pick the right plants for your yard. Or, check out the pre-designed garden templates at bwsr.state.mn.us/L2L. Some online growers even sell pre-selected Native Plant Kits.

Should I stop mowing my lawn for pollinators?

Fridley City Code requires that all ground cover except for trees, shrubs, gardens, and designated natural areas be kept shorter than 10 inches. Designated natural areas include areas that have

never been disturbed or that are intentionally planted with native plants and are surrounded by an edged border. Turf grass must be kept shorter than 10 inches. Residents who are interested in supporting pollinators are encouraged to plant native plant gardens or switch their turf lawns to bee lawns. Bee lawns, also called pollinator lawns, are lawns vegetated with flowers with blooms short enough to allow you to mow over them with a raised mower blade. A simple bee lawn can be created by overseeding your existing lawn with clover or more complex bee lawns can be created by replacing the existing turf with a bee lawn seed mix.

Are there funds available to help my project? Some funding opportunities are:

- Rice Creek Mini Grant for residents within the Rice Creek Watershed District (RiceCreek.org/MiniGrant)
- Front Door Grant for large landscaping projects (applications currently closed, please check back next year at FridleyMN.gov/HomePrograms)
- Lawns to Legumes (currently closed, but sign up for updates at bwsr.state.mn.us/L2L).



NIGHT to UNITE!
Neighbors Joining Together

Night to Unite
Save the Date

Tuesday, August 2, 2022

Fridley's annual Night to Unite takes place the first Tuesday in August. It is a chance to build community partnerships with Public Safety, and get to know your neighbors.

The Inner Hero

Recently, the Fridley Public Safety Department – Police Division has partnered with an organization called "The Inner Hero." Director of Public Safety Brian Weierke met the Founder/President of Inner Hero, Ambrose Russell, through a contact from the Fridley Middle School. After spending some time getting to know each other, a partnership was established. Director Weierke explained, "Our relationship with the Inner Hero organization is important to our Fridley community. We value our youth, and we need to continue to interact with them and keep our relationships strong."

The mission of the Inner Hero is to "create spaces and programs for youth that reduce violence, build trust and encourage education that empowers youth to be productive citizens."

In the fall 2021, the Inner Hero and Fridley Public Safety came together to host a barbeque to celebrate the many volunteers who support Fridley Public Safety. It was a great turnout with over 100 people who arrived at City Hall and



spent time with Fridley police officers and firefighters.

The next goal in our partnership is to put together a group of juniors and seniors in the Fridley High School and have monthly informational meetings with the group to discuss police and community relationships. Inner Hero staff will be there to work with both the youth and police in having quality discussions.

The police-community relationship in Fridley has always been very good, and it is partnerships like this that continue to strengthen the trust and build our community relationships.

Police Activities League (PALs) Creates Connections Between Officers and Kids

Public Safety Director Brian Weierke started Fridley's Police Activities League (PALs program) to promote a partnership between youth, law enforcement and the community. PALs is part of the Police Division's community initiative program. Fridley Police officers engage with the community through many different aspects and one of the ways is through the PALs program.

The PALs program allows officers to engage with 5th – 7th grade Fridley Middle School students after school in a fun and open environment. Time is spent helping with school-related activities, mentoring students, and focusing on drug, alcohol and emotional education. Part of this program includes a recreation activity that changes from season to

season. Previous sports included basketball, soccer and dodge ball.

The goal of the PALs program is to strengthen police-community relations, build connections with the students, and educate them about social issues, as well as the dangers of alcohol and illegal drugs. PALs strives to teach students teamwork, honesty, and integrity. The program also provides students with the opportunity to establish positive experiences with police officers. These students are the leaders of tomorrow, and Fridley Public Safety is happy to support our future leaders.

The program is set to begin again this fall. For more information, visit our website at FridleyMN.gov or contact Officer Faber at Patrick.Faber@FridleyMN.gov.

Brycer TCE Implemented to Monitor Fire Safety

To keep the citizens and visitors of the City of Fridley safe, it is important to ensure the buildings where people live and work are safe from the dangers of fire. The Fridley Fire Division is dedicated to keeping businesses and multi-family housing safe by staying fire code compliant.

To help achieve this goal, Fridley Fire Division partnered with Brycer TCE (The Compliance Engine) in 2021. Brycer TCE is a simple, internet-based tool that allows the Fire Division to track fire sprinkler and fire alarm inspections and testing. It provides a secure cloud environment for third-party contractors that inspect, test and

maintain fire protection systems. They can submit their reports via Brycer TCE's web portal directly to the Fire Division.

This program facilitates a more efficient review, tracking, and follow-up process with building occupants and owners to correct deficiencies and maintain fire prevention systems. With Brycer TCE, Fridley is now better equipped and closer to achieving the city's goal of 100 percent compliance with fire protection systems, testing, and maintenance laws.

This partnership will keep our visitors and citizens safer, because the best protection against fires is to prevent them before they start.

Receive crime alerts and other community information

Submit an anonymous tip to Fridley Police

View our crime map, social media pages and website

Learn more at FridleyMN.gov/1378/Tip411.



Safety Camp for Grades 2 - 4

June 29 from 8 a.m. - 4 p.m. | \$35

Join Fridley Public Safety and Recreation for this exciting program designed for kids to have fun while learning good safety practices. Children will get a behind-the-scenes look at the Police and Fire Divisions while learning and experiencing safety! Topics may include: fire, seat belt, animals, electrical, bicycle, first aid, water, weather, and 911! Following the camp, there will be a graduation ceremony at the Civic Campus. Orientation materials will be sent to participants after they have registered. The registration fee includes leadership, supplies, bike helmet, t-shirt, tote bag, snacks and lunch.

Volunteer with Public Safety!

Fire Corps

The Fire Division is excited to launch a new program known as Fire Corps. Fire Corps is a nationally-recognized program founded under the National Volunteer Fire Council. The Fridley Fire Corps is meant for adults who desire to make a difference in their community.

Fire Corps volunteers work alongside Fridley firefighters completing functions such as:

- Photography
- Community outreach
- Arson investigations
- Special events
- Data-entry
- Education
- Training
- And more.

Fire Corps is meant for individuals who have a desire to serve in a capacity other than firefighting or emergency medical services. This opportunity is perfect for older adults with prior public service experience or anyone interested in learning more about emergency services and a passion to better our community.

Fire Corps members are issued a department uniform and equipment necessary to complete their volunteer work. No prior experience or training is necessary, though we look to utilize current skills and experience for a similar role within the Fire Division.

Police Reserve Unit

A reserve officer's main role is to support the sworn patrol officers in the field. A reserve officer is a non-licensed position, with NO arrest powers. A reserve officer is issued a police uniform, and carries a full duty-belt minus the firearm. A reserve officer drives a marked patrol car complete with police radio, red flashing lights and computer. They are allowed to ride along with licensed, uniformed Fridley Police officers.

The Reserve Unit is part of the Field Operations Division and is under the direct command of the Patrol Captain and field Sergeants. Within the Reserve unit is a Reserve Lieutenant and 3 Reserve Sergeants who each command a team of reserve officers.

Some of a reserve officer's duties are as follows:

- Patrol Fridley in a marked police car including all public streets, parks, highways and interstate.
- Be another set of eyes to spot criminal activity and report it to the licensed officers.
- Transport prisoners to jail, juvenile detention or detox.
- Perform house and business checks looking for open/unsecured doors.
- Patrol identified problem areas.
- Provide traffic control at accidents or City functions.
- Provide security at City functions.
- Assist disabled motorists in need of aid.

Learn more about volunteer opportunities at FridleyPublicSafety.org.

Fridley '49er Days

June 16-18

Thursday, June 16

Pre-Parade Party with Fridley Parks and Recreation **FREE**

4:00 – 7:00 p.m.

Commons Park

- Carnival games, crafts, music and more!
- Inflatable obstacles, slides and bouncers
- Fridley City Band Performance

Fridley Fun Run

6:25 p.m.

Lions '49er Days Parade

6:30 p.m.

The parade route starts at the corner of

- 61st Avenue and 7th Street
- West down 61st Avenue
- North down 7th street
- East down Mississippi Street
- South down Able Street and ending at West Moore Lake Drive



Fridley '49 Days Festival • Commons Park

Friday, June 17

- Live Music: Jonah and the Whales (Rock) and Dixie Kats (New Orleans Style Jazz)
- MSMA Car Show
- FHS All School Reunion
- Family Activities
- Vendor and Exhibit Booths
- Food Trucks, Wine and Beer
- Fireworks!



Saturday, June 18

- Live Music: Salsa Del Soul (Latin Dance with instruction available) and Low Voltage (Rock)
- Family Activities
- Vendor and Exhibit Booths
- Food Trucks, Wine and Beer



Fridley '49er Days Softball Tournament

Community Park, Saturday, June 18

If you would like to volunteer and help make this annual community celebration a success, get in touch with us online at FridleyMN.gov/49erDays or find the '49er Days Committee on Facebook at [Facebook.com/FridleyDays](https://www.facebook.com/FridleyDays).

Migration Celebration

Saturday, May 14 • 10 a.m. - 1 p.m.

Join us in celebrating the return of our migrating bird friends at our free, family-friendly, outdoor event! Learn about bird species returning to Minnesota this season and try spotting some yourself! Go on a birding hike, become artsy with bird crafts, and enjoy observing live raptors!



Becoming a Bird Watcher Exhibit

Come out to Springbrook Nature Center to experience a new exhibit entitled "Becoming a Bird Watcher", thanks to generous grants from Xcel Energy and International Paper. Whether you are an avid birder or looking to start a new hobby, there is plenty to explore with this exhibit.

Visitors can learn how to use binoculars, try out a spotting scope, and learn about bird calls and the natural history of many bird species using the Merlin App. See if you can find the raptors inside the Nature Center exhibit room and understand how your observation skills can help you identify the birds you see on the Springbrook trails and in your own backyard.

Park System Improvement Plan

The City of Fridley is fortunate to have an abundance of parks, trails, and open spaces available to serve the recreational needs of our community. Springbrook Nature Center, our only staffed park in Fridley, underwent a complete transformation over the past seven years. New gathering spaces, exhibits, play spaces, and trails were all added to the park, positioning Springbrook to serve the visitors of today as well as future generations in Fridley.


Over the past several years, Fridley staff has worked with consultants and, most importantly, our residents to create a vision – and then designs – to enhance our park system to offer safe spaces, modern amenities, access to nature, and places to gather.

What started as the City's "Finding Your Fun in Fridley!" initiative has transformed into a true Park System Improvement Plan that represents our commitment to the future and has been the result of hundreds of hours of community engagement, conversation, research, and

planning. The City has partnered with landscape architects and experts from the firm WSB to gather community feedback and create concept plans for each City park. This work has allowed us to build and maintain a comprehensive, city-wide approach to this project.

The culmination of several years of work, planning, and effort by many will be presented to the City Council this spring in a final park system report and set of recommendations from WSB. With this report, the Council will determine how the City may fund up to \$30 million of park-system improvements.

A splash pad at Commons Park, inclusive play spaces, improved ballfields, a variety of rentable community shelters, and increased access to our waterways are just a few improvements that we expect to see in Fridley over the next decade. Residents are invited to view the latest plans, find updates and learn about project history at: FridleyMN.gov/1412/Park-System-Improvement-Plan.



REMINDER: PICK UP YOUR PET WASTE

PET WASTE LEFT IN THE PARKS OR ON YOUR LAWN WASHES INTO THE STORMSEWER AND CONTAMINATES OUR LAKES AND RIVERS WITH E. COLI AND OTHER HARMFUL BACTERIA. PLEASE ALWAYS PICK UP AFTER YOUR PET!

Markets Growing Anxious About May's Federal Open Market Committee Meeting As We All Digest Federal Reserve Chair Powell's Comments Regarding a Half-Point Rate Increase.

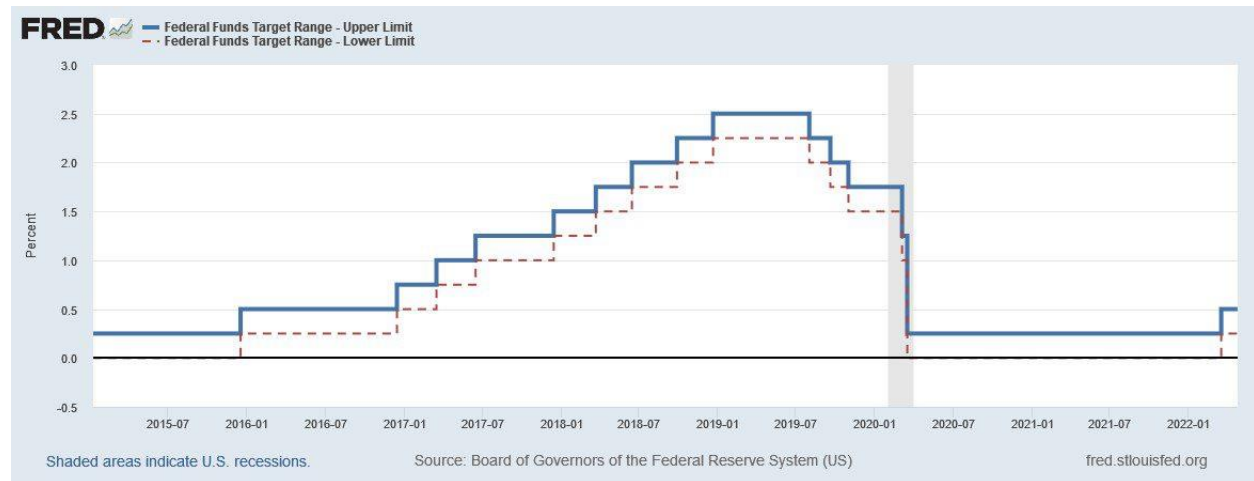


Market Commentary - April 28, 2022
by Shelby McQuay

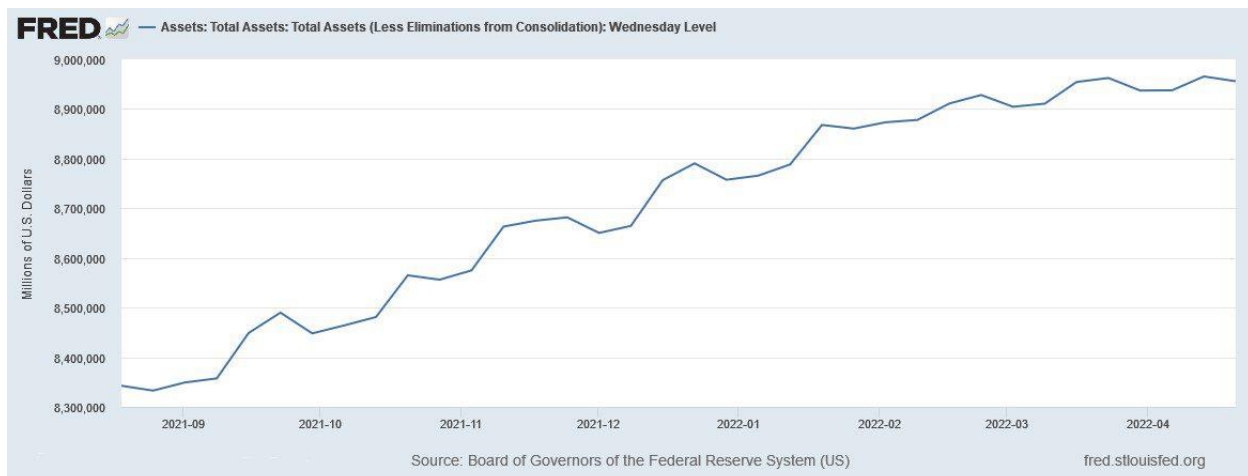
Chairman Powell Speaks Publicly Prior to May FOMC Meeting

Federal Reserve Board Chair Jay Powell spoke publicly alongside European Central Bank President Christine Lagarde prior to the next month's Federal Open Market Committee (FOMC) meeting scheduled for May 3-4.

During a panel discussion hosted by the International Monetary Fund, Chair Powell addressed many points that largely suggested unanimity among FOMC members to take more aggressive measures to curb inflation. Some members have outright stated as much in public forums. The collective comments of these Fed officials strongly imply that a 50-basis point (1 basis point = 0.01%) increase in the target range for the federal funds rate will be announced at the conclusion of the next FOMC meeting. This would be the first half-point increase since 2000. Chair Powell's comments were further interpreted to mean that additional half-point increases could continue into the summer meetings, leading to significant declines in major stock market indices last Friday. Markets have been very much reconsidering prior consensus around quarter-point rate increases over the seven remaining FOMC meetings in 2022. The last rate hike cycle (see below) was entirely comprised of 25-basis point increases. Decreases to the target range were varied, and far larger, given they occurred during periods of financial distress, most recently the global COVID pandemic.



In addition, the Fed is continuing its quantitative tightening campaign, having eliminated asset purchases in March of this year and contemplating reductions in the asset portfolio. The current size of the asset portfolio is nearly \$9 trillion, more than double its size as recently as the beginning of 2020. The markets are keenly focused on how the Fed will strike a balance of fed funds rate hikes and quantitative tightening in relation to economic growth and financial market conditions.



Municipal Bond Yields

Fixed income investors are intently focused on the efforts the Fed is making toward combating inflation. As rates have materially increased from their absolute lows, redemptions from municipal bond funds have forced portfolio managers to sell holdings. The pace of outflows has been steady since the beginning of the year. Refinitiv Lipper reported \$4.3 billion in outflows in the previous week. This dollar figure accounts for roughly 4% of total assets under management. It's always helpful to put numbers into context. The outflows the market is currently experiencing are less than what occurred during the "taper tantrum" of 2013 and more measured than the scale and speed at which outflows occurred in 2020, following the onset of the COVID-19 pandemic, with \$24 billion of outflows occurring over a **two-week period**.

Week-over-week changes in AAA, tax-exempt yields were fairly uniform across the maturity spectrum. Month-over-month, yield increases were more heavily felt on the short end of the interest rate curve. The 30-year "AAA" benchmark reached the 3.00% mark for the first time since March of 2019.

Trends in Municipal Bond Yields March 25, 2022 to April 22, 2022

AAA Yields*	Mar. 25, 2022	April 8, 2022	April 22, 2022	Change Since 3/25	Change Since 4/8
5 Years	1.99%	2.19%	2.48%	0.49%	0.29%
10 Years	2.21%	2.40%	2.69%	0.48%	0.29%
20 Years	2.47%	2.64%	2.91%	0.44%	0.27%
30 Years	2.60%	2.76%	3.04%	0.44%	0.28%
Bond Buyer 20 Bond Index**	2.67%	2.73%	3.19%	0.52%	0.46%

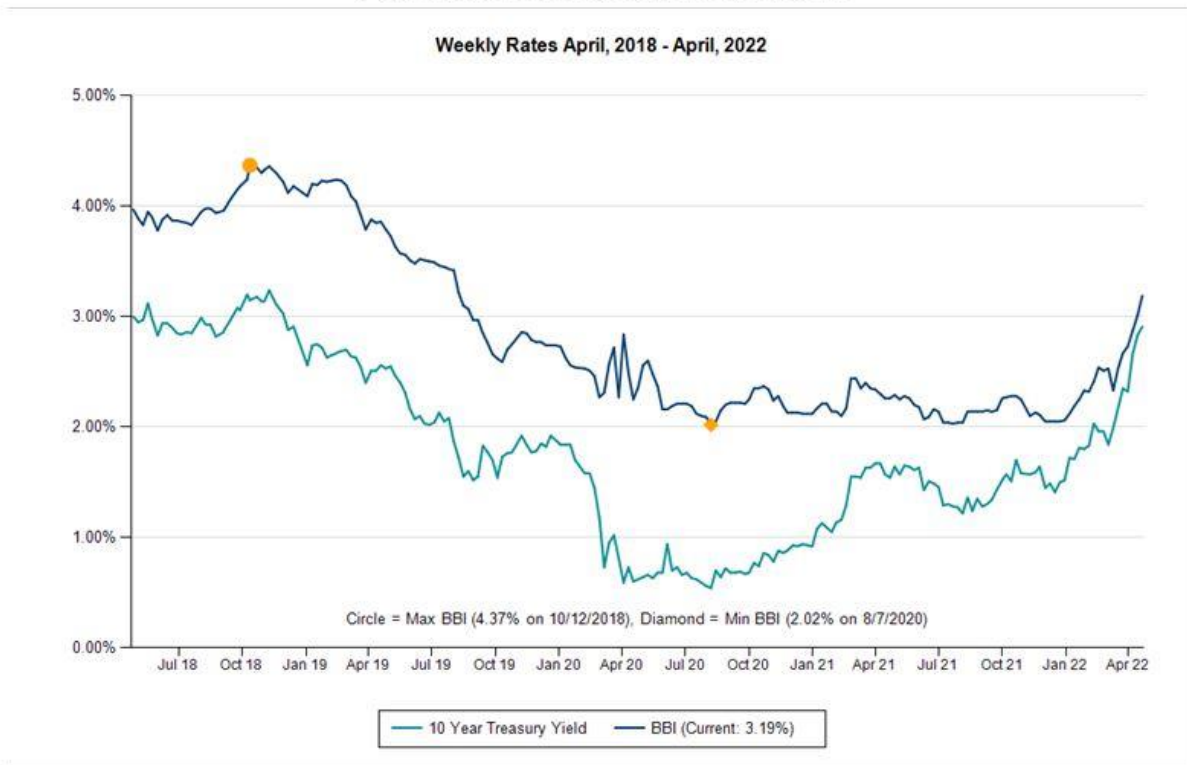
Source:

* Bloomberg Valuation

** The Bond Buyer, average yield on a portfolio of municipal bonds maturing in 20 years, AA/Aa2 average rating

Muni-U.S. Treasury ratios have been relatively stable and are presently around 80%, 91% and 103% at 5-, 10- and 30-years, respectively, according to Refinitiv MMD. Municipal bond yields have recently tracked rather tightly with U.S Treasury equivalents.

4 YEAR TREND IN MUNICIPAL BOND INDICES



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



Volatile times call for a measured approach to your long-term capital planning needs. A comprehensive perspective that takes your unique circumstances into consideration is what is needed during times like this. Don't hesitate to reach out to your Ehlers Municipal Advisor to help your community navigate your goals and objectives.

Program Production

In March, a total of 86 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **70:15:00 hours of new programming**.

- 30 programs were produced by the public
- 53 programs were produced by NMTV staff
- 3 programs were produced by City staff



Van Shoots

The HD production truck was utilized for 27:30:00 hours of production in March. The following events were produced live and/or recorded for additional playback:

- Boys Basketball: Champlin Park vs. Spring Lake Park
- Girls Basketball: 5AAAA QF: Osseo vs. Spring Lake Park
- Girls Basketball: 7AAAA SF: Cambridge-Isanti vs. Centennial
- Girls Basketball: 7AAAA Championship: Andover vs. Centennial
- Boys Basketball: 5AAAA SF: Spring Lake Park vs. Osseo



vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/transmit 10 events. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Girls Basketball: 5AAAA SF: Spring Lake Park vs. Roseville
- Boys Basketball: 5AAAA QF: Spring Lake Park vs. Maple Grove
- Boys Basketball: 7AAAA QF: Forest Lake vs. Centennial
- Girls Basketball: State AAAA QF: St. Michael-Albertville vs. Centennial
- Adapted Floor Hockey: State QF: North Suburban vs. Dakota United
- Adapted Floor Hockey: State QF: North Suburban vs. New Prague
- Adapted Floor Hockey: State SF: Anoka Hennepin vs. Brainerd
- Adapted Floor Hockey: State 3rd Place: Anoka Hennepin vs. Robbinsdale
- Adapted Floor Hockey: State 3rd Place: North Suburban vs. Maple Grove
- Centennial High School Spring Choir Concerts



Most Viewed YouTube Sporting Event

Girls Basketball: 7AAAA Finals: Centennial vs. Andover
561 Views

Live Workshops

Workshop	Instructor	Organization	Students
Lecture Class: Mary Pickford: The World's First Movie Star	Eric Houston	St. Louis Park Community Ed (Fee Charged)	8
1 Live Workshop			8 Students

VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
King of the Cowboys 4 – John Wayne	Mini	104	14 hrs
King of the Cowboys 3 – Randolph Scott	Mini	38	2.5 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	45	3.5 hrs
King of the Cowboys 1 – Strong and Silent	Mini	34	5.5 hrs
Great British Game Shows	Mini	17	.5 hrs
We Love Lucy: The Lucille Ball Story	Full	89	9 hrs
The Immortal Ingrid Pitt	Mini	443	22 hrs
The Oscars: 90 Years of the Academy Awards	Full	385	69 hrs
Tim Curry Horror Picture Show	Mini	15	.75 hrs
Back to the Eighties: The Decade's Biggest...	Full	11	2.5 hr
James Bond: 50 Years of 007	Full	16	1 hr
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	548	55 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	NA	NA
TV's Greatest Christmas Specials	Full	12	.5 hrs
Chicago Christmas Classics	Mini	140	7 hrs
Let's Go Ghostbusters: Filmation's Haunted Heroes	Mini	6	.25 hrs
Monster Movies of the 40s and 50s	Full	240	19 hrs
Monster Movies of the 20s and 30s	Full	20	.25 hrs
The Presidency on Film JQA to JFK	Full	5	.25 hrs
Monstervision: The Legend of Joe Bob Briggs	Mini	27	1.75 hrs
The Cult of Caroline Munro	Mini	1174	49 hrs
The Marilyn Monroe Story	Full	156	26 hrs
Nick at Nite: A TV Viewer's Dream	Mini	28	1 hr
The Birth of Animation: Mickey, Bugs, and Betty...	Full	4	1.5 hrs
Hollywood Goes to War: World War II	Full	82	13.5 hrs
Come on Down: Game Shows of the 70s and 80s	Full	22	1.5 hrs
The Quiz Show Scandals and Other Game Shows...	Full	37	5.75 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	71	6.5 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	8	1 hr
34 VOD Workshops		3,777 Total Views	320.0 Hours Viewed



Most Viewed YouTube Workshop

The Cult of Caroline Munro
1,174 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	18,800	28,923	2,355	74	459,857
February	18,312	29,142	2,382	29	448,149
March	19,378	29,639	1,981.50	49	463,807
TOTAL:	56,490	87,704	6,718.50	152	1,371,813

NMTV Website Stats

Month	Number of Users	Number of Views	Live Stream Views
January	4,665	6,102	1,681
February	4,121	10,999	1,945
March	5,916	11,617	976
TOTAL:	14,702	28,718	4,602

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.

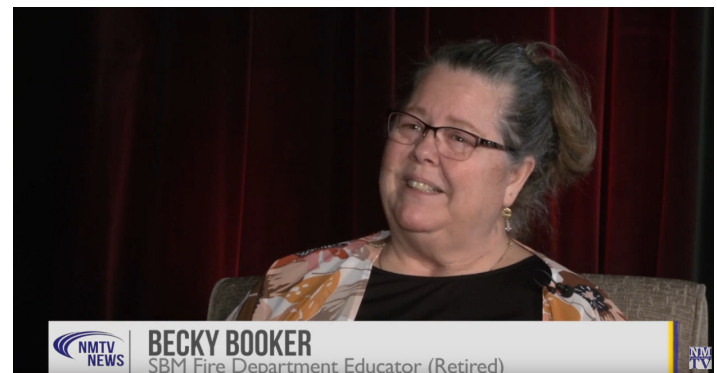
Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	327.5	141	8	58	75	\$878.44
February	262.2	36	85	10	0	\$2,028.95
March	249.75	46	79	10	603	\$1,560.82
TOTAL:	839.50	223	172	78	678	\$4,468.21

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 March highlights include:

- Connexus, Area Leaders Work to Promote Minnesota Tech Corridor
- Charlie Smith Reflects on Career After Retirement from SBM Fire Department
- Hockey Families Rally to Provide Needed Upgrades at East Bethel Rink
- Sunrise Elementary School to Move Some Kindergartners to Johnsville Elementary in Blaine
- Blaine City Council Member Richard Paul Faces Criminal Charges, Criticism From Colleagues
- MNDOT Presents Plans, Timeline for Massive Highway 10 Project
- Blaine Businessman Returns to Native Ukraine Amid Russian Invasion
- Northtown Mall Could Look Drastically Different as Part of Redevelopment Plans Before City of Blaine



- State Leaders Call for More Funding for More Programs Like Spring Lake Park HS EMT Training
- Anoka County Parks Wants to Hear From Those Who Use Coon Lake Regional Park
- State Leaders Can't Decide on Unemployment Tax Relief, Potentially Damaging to Local Businesses
- Higher Gas Prices Hurt Small Business Owners' Bottom Lines
- Anoka County Sheriff's Office Looking to Recruit More Reserve Deputies
- Longtime SBM Firefighter, Educator Will Receive Congressional Award for Leadership
- Spring Lake Park Lawmaker Authors Bill to Restrict Structured Settlement Companies
- Anoka County Tax Assessor Answers Questions About Recent Property Tax Notices
- Centennial Schools' Food Program Receives National Award
- Circle Pines Readies Final Road Reconstruction Projects in Decades-Long Process
- Highway 10 Construction Project Affects Drivers, Business Owners in Anoka County
- Centerville Elementary School Competes in "Read to the Final Four" in Minneapolis

In addition to daily playbacks of North Metro TV News on the cable systems, there are 1,021 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.



Most Viewed YouTube News Story

Hockey Families Rally to Provide Needed Upgrades at East Bethel Ring
1,419 Views

Drone Usage

Requests for drone services have been increasing. Licensed pilot, T.J. Tronson, is receiving requests for aerial video from cities for websites, Anoka County Parks, internal commercial projects, and NMTV staff requests for coverage for municipal stories. Additionally, he has been contracted to provide drone services to CTN, the Coon Rapids Television Network. T.J. is also in the process of renewing our state commercial drone license.



Closed Captioning

NMTV staff has made progress on the goal to provide closed captioning services on all live and pre-recorded programming. Testing of two captioning systems continues, with equipment interface challenges being the primary concern. There are a couple of fixes on the way, so testing will resume soon. Staff believes the best solution will be to combine both captioning options, because they each have pros that balance out the other's cons, and together they would create a very robust service. The goal remains to provide comprehensive captioning on all programs over all platforms by this summer.

State Adapted Floor Hockey

For the first time, the NMTV sports crew covered our local Adapted Floor Hockey teams, the North Suburban and Anoka Hennepin, at the state tournaments. The crew covered two quarter-final, two semi-final, and two third-place games. Teams included physical or cognitively impaired players. The games are currently playing on all NMTV platforms.



Home Movie Transfer News

The NMTV home movie transfer service continues to be extremely popular. Recently, Studio Manager, Eric Houston, began advertising the program on the local social media platform, Next Door. It didn't take long for previous clients of the service to post comments regarding their

experiences with the service. Good comments. A Ham Lake resident had this to say, "If anyone has old VHS tapes or home movie reels that you need preserved and transferred to DVD or USB, I HIGHLY recommend North Metro Television. It is a small fortune to have this done elsewhere and if not for them, they would still be sitting in a box under my bed. Great local service to have available!" We are already receiving inquiries and appointments thanks to this posting.

City Productions

In March, Municipal Producer, Trevor Scholl, completed six productions. The shows include two projects with the Blaine Police Department, an episode of Mayor's Minutes and a business profile. He also recorded a Blaine Public Works safety meeting for internal use by the City. Completed programs include:

- Mayor's Minutes: Centerville Spring 2022
- Business Matters: Car Green Rentals
- Spring Lake Park Recycle Day Event
- Blaine Police Department: Senior Scam Prevention
- Blaine Police Department: Embedded Mental Health Professional
- Blaine Public Works Safety Meeting (Internal)



New and ongoing projects include: Spring Mayor's minutes

- Kottke Bus Service Commercial
- Centerville Centerstage: Public Storage
- Ham Lake business profile: Vocate Workspaces
- Blaine business profile: Thorne Bros Fishing
- Forgotten Star Brewing feature
- Blaine Facebook live town halls
- Gathering b-roll footage of Blaine wetland sanctuary

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

Public Access Programs

Title	Producer	Runtime
Off Constantly	Leonard Cohen	00:03:45
Chit Chat	Sharon Carlson	00:17:10
Snack Stars	Eric Houston	00:20:36
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	01:55:51
Christ Lutheran Church (9 episodes)	Chance Amundson	07:14:15
Lovepower (6 episodes)	Rick Larson	06:00:00
The Power of Love (6 episodes)	Rick Larson	03:00:00
Oak Park Community Church (4 episodes)	David Turnidge	02:39:48
30 New Programs		21:31:25 New Hours

NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (3/8/22)	T.J. Tronson	00:54:47
Anoka County Board Meeting (3/22/22)	T.J. Tronson	01:24:33
North Metro Cable Commission Meeting (3/16/22)	T.J. Tronson	00:28:59
NMTV News (4 episodes)	Danika Peterson/Rusty Ray	01:22:13
Mayor's Minutes: Centerville Spring 2022	Trevor Scholl	00:04:06
Business Matters: Car Green Rentals	Trevor Scholl	00:03:44

Spring Lake Park Recycling Day Event	Trevor Scholl	00:02:15
Blaine Police Department: Embedded Mental Health Professional	Trevor Scholl	00:03:07
Blaine Police Department: Senior Scam Prevention	Trevor Scholl	00:21:20
Blaine Public Works Safety Meeting (Internal Purposes)	Trevor Scholl	00:48:18
Boys Basketball: Champlin Park/Spring Lake Park	Kenton Kipp/Ted Leroux	01:21:37
Girls Basketball:5AAAA QF: Osseo/Spring Lake Park	Kenton Kipp/Ted Leroux	01:14:26
Girls Basketball: 7AAAA SF: Cambridge-Isanti/Centennial	Kenton Kipp/Ted Leroux	01:19:23
Girls Basketball: 7AAAA Championship: Andover/Centennial	Kenton Kipp/Ted Leroux	01:10:50
Boys Basketball: 5AAA SF: Spring Lake Park/Osseo	Kenton Kipp/Ted Leroux	01:22:12
Girls Basketball: 5AAAA SF: Spring Lake Park/Roseville	Kenton Kipp/Ted Leroux	01:37:51
Boys Basketball: 5AAAA QF: Spring Lake Park/Maple Grove	Kenton Kipp/Ted Leroux	01:29:44
Boys Basketball: 7AAAA QF: Forest Lake/Centennial	Kenton Kipp/Ted Leroux	01:18:25
Girls Basketball: State AAAA QF: St. Michael-Albertville/Centennial	Kenton Kipp/Ted Leroux	01:14:51
Adapted Floor Hockey: State QF: North Suburban/Dakota United	Kenton Kipp/Ted Leroux	01:18:22
Adapted Floor Hockey: State SF: North Suburban/New Prague	Kenton Kipp/Ted Leroux	01:08:49
Adapted Floor Hockey: State SF: Anoka Hennepin/Brainerd	Kenton Kipp/Ted Leroux	00:55:27
Adapted Floor Hockey: State Third Place: Anoka Hennepin/Robbinsdale	Kenton Kipp/Ted Leroux	01:06:32
Adapted Floor Hockey: State Third Place: North Suburban/Maple Grove	Kenton Kipp/Ted Leroux	01:18:22
Centennial High School Spring Choir Concerts	Kenton Kipp/Ted Leroux	01:54:52
Sports Den (3 episodes)	Kenton Kipp/Ted Leroux	01:08:08
Sports Den Winter Finale (Full Version)	Kenton Kipp/Ted Leroux	00:40:05
32 New Programs		47:00:18 New Hours

City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (3/2/22)	T.J. Tronson	01:48:13
Blaine Planning Commission Meeting (3/8/22)	T.J. Tronson	00:36:38
Blaine Special City Council Meeting (3/10/22)	T.J. Tronson	00:06:35
Blaine City Council Meeting (3/21/22)	Trevor Scholl	00:52:34
Blaine Park Board Meeting (3/22/22)	Trevor Scholl	00:29:07
Centerville Planning & Zoning Meeting (3/1/22)	John Murphy	01:34:18
Centerville Park & Rec Meeting (3/2/22)	John Murphy	01:48:27
Centerville City Council Meeting (3/9/22)	Teresa Bender	02:32:43
Centerville EDA Meeting (3/16/22)	John Murphy	02:04:03
Centerville City Council Meeting (3/23/22)	Danika Peterson	01:26:55
Circle Pines City Council Meeting (3/8/22)	Patrick Willson	00:34:17
Circle Pines Utility Commission Meeting (3/16/22)	Eric Houston	00:31:46

Circle Pines City Council Meeting (3/22/22)	Patrick Willson	00:31:40
Ham Lake City Council Meeting (3/7/22)	Patrick Willson	00:31:44
Ham Lake Planning Commission Meeting (3/14/22)	Patrick Willson	00:20:32
Ham Lake City Council Meeting (3/21/22)	Patrick Willson	01:19:28
Ham Lake Planning Commission Meeting (3/28/22)	Patrick Willson	00:17:06
Lexington City Council Meeting (3/3/22)	Lexington Staff	00:04:09
Lexington City Council Meeting (3/17/22)	Lexington Staff	00:15:26
Lino Lakes City Council Meeting (3/14/22)	Rusty Ray	00:24:04
Lino Lakes City Council Meeting (3/28/22)	Anne Serwe	00:05:35
Spring Lake Park City Council Meeting (3/7/22)	Emerson Rice	00:43:52
Spring Lake Park City Council Meeting (3/21/22)	Emerson Rice	01:41:32
Spring Lake Park Planning Commission Meeting (3/28/22)	Emerson Rice	00:53:26
24 New Programs		21:34:10 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 six productions in March, The shows include two projects with the Blaine Police Department, an episode of Mayor’s Minutes and a business profile. He also recorded a Blaine Public Works safety meeting for internal use by the City. Programs were also produced by T.J. Tronson 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.

▪ **March Completed Videos/Playing on City Cable Channels & Streaming**

Title	Producer	Runtime
Mayor’s Minutes: Centerville Spring 2022	Trevor Scholl	00:04:06
Business Matters: Car Green Rentals	Trevor Scholl	00:03:44
Spring Lake Park Recycling Day Event	Trevor Scholl	00:02:15
Blaine Police Department: Embedded Mental Health Professional	Trevor Scholl	00:03:07
Blaine Police Department: Senior Scam Prevention	Trevor Scholl	00:21:20
Blaine Public Works Safety Meeting (Internal Purposes)	Trevor Scholl	00:48:18
North Metro Cable Commission Meeting (3/16/22)	T.J. Tronson	00:28:59
Anoka County Board Meeting (3/8/22)	T.J. Tronson	00:54:47
Anoka County Board Meeting (3/22/22)	T.J. Tronson	01:24:33

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

- Kottke Bus Service Commercial
- Centerville Centerstage: Public Storage
- Ham Lake business profile: Vocate Workspaces
- Blaine business profile: Thorne Bros Fishing
- Forgotten Star Brewing feature
- Blaine Facebook live town halls
- Gathering b-roll footage of Blaine wetland sanctuary

Equipment Consulting/Technical Support



Blaine

- No assistance required.

Centerville

- 3.2.22: Lost connectivity to a council chamber TV. Cycled the power on the HDMI receiver. Repositioned receiver for easy access in future.
- 3.8.22: Tested the loaner Tricaster. Tried to replicate problem on original unit. Plugged in old unit. Same problem exists. Loaner unit works.
- 3.10.22: Newtek notified us that we can keep the functioning loaner Tricaster. Will send back defective unit.
- 3.16.22: Installed new Tricaster. Re-configure network settings. Copied graphic files from old unit to new. Set up different shows for each of Centerville's meetings.
- 3.16.22: Trouble with audio during meeting. Talked freelancer through fixing problem.
- 3.17.22: Set all mic settings on the different shows to new inputs.

Circle Pines

- No assistance required.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- No assistance required.

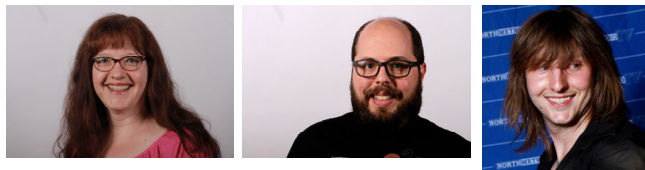
Spring Lake Park

- No assistance required.

All Cities

- March: Conduct closed captioning tests. Troubleshoot networking/equipment challenges.

Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in March:

Title	Producer	Runtime
Blaine City Council Meeting (3/2/22)	T.J. Tronson	01:48:13
Blaine Planning Commission Meeting	T.J. Tronson	00:36:38

(3/8/22)		
Blaine Special City Council Meeting (3/10/22)	T.J. Tronson	00:06:35
Blaine City Council Meeting (3/21/22)	Trevor Scholl	00:52:34
Blaine Park Board Meeting (3/22/22)	Trevor Scholl	00:29:07
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Spring Lake Park City Council Meeting (3/21/22)	Emerson Rice	01:41:32
Spring Lake Park Planning Commission Meeting (3/28/22)	Emerson Rice	00:53:26
24 New Programs		21:34:10 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 Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	216	173:53:37
Centerville	61	115:33:30
Circle Pines	141	107:13:49
Ham Lake	66	38:22:08
Lexington	97	19:27:35
Lino Lakes	69	30:12:45
Spring Lake Park	103	104:09:05
Totals:	753 Program Playbacks	588:52:29 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 maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in March:

Blaine

- Transcoded and uploaded 3 videos to Carousel.

Centerville

- Transcoded and uploaded 3 videos to Carousel.
- Emailed information regarding new city channel Carousel layout.

Circle Pines

- Transcoded and uploaded 2 videos to Carousel.

Ham Lake

- Transcoded and uploaded 2 videos to Carousel.

Lexington

- Transcoded and uploaded 2 videos to Carousel.
- Emailed Brenda copies of all 28 slides currently running on Lexington Carousel.
- Removed 4 slides.
- Created 1 new Carousel graphic.

Lino Lakes

- Transcoded and uploaded 2 videos to Carousel.

Spring Lake Park

- Transcoded and uploaded 4 videos to Carousel.
- Created 7 new Carousel graphics page.

Meetings on Demand



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

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

Administrative

Issues dealt with in March include moving forward with closed captioning, and making progress on goals for 2022.



- **Closed Captioning Research and Testing**
 - Worked with staff to understand and solve routing and converting issues with Tightrope solution.
 - Were able to solve captioning on streaming servers issue.
 - Conducted further tests on utilizing Tightrope on cable channels.
 - Wrote memo updating Operations Committee on closed captioning status.
 - Recommended hybrid closed captioning solution utilizing both ENCO and Tightrope systems.
- **Goals Progress**
 - Completed personal development plan.
 - Requested and received new staff photos for Meet the Staff document.
 - Updated NMTV Services document.
 - Contacted area Executive Directors regarding participation in a pay study.
 - Coordinating Zoom meetings to discuss parameters of pay study and consideration of other issues facing community television.

Miscellaneous

- Meet via Zoom with City of Blaine finance staff and Ben Hayle.
- Complete and send insurance liability waiver form.
- Email OTT information to Mayor Love.
- Attend NATOA closed captioning webinar.
- Wrote minutes for Operations Committee.
- Received and documented monthly Comcast subscriber reports.
- Read March Legal Report and forwarded to Operations Committee and Cable Commission.
- Read industry articles.



Bradley Law
Attorneys at Law

MEMORANDUM

To: North Metro Telecommunications Commission
From: Michael R. Bradley, Michael C. Athay, and Tou Xiong
Re: April 2022 Legal Report
Date: April 6, 2022

FCC Senior Staff Appointments Include Former Minnesota Government Lawyer Narda Jones As Chief of Staff

On April 4, FCC Chairwoman Rosenworcel announced two staff changes. As of mid-April, Narda Jones will assume the role of Chief of Staff, replacing Acting Chief of Staff, Travis Litman, who is leaving the agency. Effective yesterday, Priscilla Delgado Argeris will serve as Chief Legal Advisor. More information on their backgrounds is available here: <https://docs.fcc.gov/public/attachments/DOC-382043A1.pdf>. Ms. Jones previously worked at the Minnesota Attorney General's Office and the Minneapolis City Attorney's Office, in addition to past work at the FCC.

Biden Nomination of Gigi Sohn for Open FCC Seat

Sohn's nomination is waiting for a Senate vote to discharge it to the Senate floor. The discharge vote is required because the Commerce Committee moved the nomination on a 14-14 tie vote.

Preventing Digital Discrimination Notice of Inquiry (GN Docket No. 22-69)

The FCC adopted a [Notice of Inquiry](#) that will lay the groundwork for a Notice of Proposed Rulemaking to address the Infrastructure Act requirement that the FCC adopt rules, not later than two years after enactment of the Act, "to facilitate equal access to broadband internet access service." Among other obligations associated with this provision, the FCC must "develop model policies and best practices that can be adopted by States and localities to ensure that broadband internet access service providers do not engage in digital discrimination. Comments are due by May 16, replies by June 30. Chairwoman Rosenworcel has tasked the Communications Equity and Diversity Council with advising on some of the issues addressed in the Notice. A link to the video and agenda for the most recent CEDC meeting can be found [here](#).)

Local Governments Sue Netflix, Others To Impose State Franchise Law Video Fees On OTT Operators

Local governments have initiated litigation in at least a dozen states, arguing that over-the-top (OTT) video service providers such as Netflix and Hulu are subject to state video franchising laws and therefore obligated to pay the required franchise/video service fee. The obligation alleged in these cases generally depends on the definitions of "video service" and "video service provider" in the applicable

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state statute and the cases do not argue that “cable operator,” as that term is defined in the Cable Act, applies to OTT video providers. A list of states in which litigation is pending follows, with a brief status summary. The list is courtesy of NATOA, which notes that given the number of cases and variety of issues and decisions, some information may be out-of-date or inaccurate, notwithstanding best efforts to ensure completeness and accuracy.

Arkansas: *City of Ashdown v. Netflix, et al.*: Arkansas Federal court **dismissed** city’s claims, finding Netflix and Hulu do not provide “video services” under Arkansas law and that the city lacks the right to bring a claim. An appeal is pending before the 8th Circuit Court of Appeals, with briefing ongoing as of March 2022. In its brief at the 8th Circuit, Netflix argues the state video law cannot apply to it because it could not comply with certain requirements, like PEG: “Companies that do not operate or maintain their own network in the public rights-of-way cannot satisfy that [PEG] mandate. After all, if an entity merely makes its content available for customers to stream over the public Internet through another party’s network, it cannot ‘designate’ any ‘capacity on its video service network’ for public programming.”

California: *City of Lancaster v. Netflix, et al.*: In September, 2021, California state court **dismissed** city’s complaint that alleged Netflix and Hulu are subject to franchise fees under DIVCA (the state video franchise law). The court found that only the CPUC can sue a provider for failing to get a state franchise and pay franchise fees. The court also found DIVCA does not apply to Netflix and Hulu because they do not own or operate any infrastructure in the ROW and do not provide “video programming” as defined in DIVCA. The City has filed an amended complaint, and a hearing on the defendants’ motion to dismiss that complaint is scheduled for April 6, 2022. One of Netflix’s arguments is that requiring it to comply with DIVCA’s PEG requirements violates the First Amendment because Netflix does not use the rights of way.

Georgia: *Gwinnett County, GA, et al. v. Netflix, et al.*: State court **dismissed** complaint with prejudice because (among other things): (1) the causes of action in the Television Act apply only to a “holder of a state franchise” and Defendants do not hold state franchises; (2) the Act does not apply to Defendants because they do not construct or operate networks in the rights of way and Plaintiffs have not alleged any facts that distinguish Defendants’ video content from any other content available over the Internet and (3) Defendants’ services fall within the Television Act’s “public Internet” exclusion. The County filed an appeal with the Georgia Court of Appeals on March 18, 2022.

Illinois: *City of East St. Louis v. Netflix, et al.*: Complaint filed in federal court against Netflix, Inc., Disney Platform Distribution, Inc., Apple Inc., Hulu LLC, WarnerMedia Direct, LLC, Amazon.com Services, LLC, CBS Interactive Inc., Youtube LLC, CuriosityStream, Inc., Peacock TV, LLC, DirecTV, LLC, and DISH Network, LLC. A **motion to dismiss filed by the defendants is pending** as of March 2022. *Village of Shiloh v. Netflix, et al.*: Complaint filed in state court against Netflix, Hulu, DirecTV, Dish and Disney. Defendants removed the case to federal court, but the federal district court remanded the case back to state court in March 2022 (even though a similar case filed by East St. Louis remains pending in federal court).

Indiana: *City of Fishers, Indiana et al. v. Netflix, et al.*: City’s Complaint **survived a motion to dismiss** A hearing on Defendants’ Motion Certify Interlocutory Appeal and Motion to Stay, and also on Defendants Netflix and Dish’s Motion to Reconsider is scheduled for May 11, 2022.

Kansas: *City of Fort Scott v. Netflix*: Complaint filed in state court in July 2021. In November 2021, the Court **granted the City’s unopposed motion to stay the litigation** for 120 days due to the similar cases pending in other states.

Louisiana: *City of Kenner v. Netflix, et al.*: On January 22, 2021, the City of Kenner filed a petition for declaratory judgment and other relief against Netflix, Inc. and Hulu, LLC arguing they are video service providers under the Louisiana Consumer Choice for Television Act and thus must pay franchise fees as required by the Act. Defendants removed the case to federal court, but on March 31, 2022, the federal court remanded the case back to state court.

Missouri: *City of Creve Coeur, et al. v. Netflix, et al.*: City’s complaint **survived a motion to dismiss** (Order here), with the Court finding (among other things) the cities alleged facts that Netflix and Hulu provide “video service” because their content delivery systems operate by keeping the content within a private network of local ISPs that bypass the “public internet.” Discovery is ongoing and a hearing on class certification was scheduled for March 31, 2022.

Nevada: *City of Reno v. Netflix, et al.*: Nevada Federal court **dismissed** city’s claims, finding Netflix and Hulu do not provide “video services” under Nevada law and the city lacks the right to bring a claim, which right the statute vests with the Attorney General. An appeal is pending before the 9th Circuit.

New Jersey: *Borough of Longport, et al. v. Netflix, et al.*: Complaint filed in federal court on August 13, 2021. Defendants’ **motion to dismiss is pending** as of March 2022. The New Jersey law tracks more closely with the Cable Act than other state franchising laws, but it defines “cable television service” to include “video programming, without regard to the technology used to deliver such video programming, including Internet protocol technology,” which is not included in the federal definition of “cable service.”

Ohio: *Maple Heights v. Netflix and Hulu*: City filed Complaint in federal district court alleging Netflix and Hulu are subject to the state video franchising law but have failed to pay the required fee. The district court certified questions to Ohio Supreme Court regarding the applicability of the state video franchising law: (1) Whether Netflix and Hulu are video service providers under Ohio law; and (2) Whether Maple Heights can sue Netflix and Hulu to enforce Ohio’s video service provider provisions. A hearing is scheduled for April 13, 2022. In an amicus brief, DIRECTV, which is not a defendant in the case, argues that the cities are trying to redirect tax revenue from the state and counties: “Ohio currently assesses sales tax on ‘specified digital product[s],’ which include ‘digital audiovisual work[s].’ At least some OTT streaming content providers, including Netflix, Hulu, and DIRECTV, pay this sales tax to the state and counties of Ohio. But the tax does not apply to ‘video services provider[s],’ as that term is used in [state law]. If Maple Heights prevails on its contention OTT streaming content providers constitute ‘video service providers,’ they would be exempt from state sales tax. This outcome would redirect millions of dollars in revenue currently collected by the State of Ohio and Ohio counties to local governments.”

Tennessee: *City of Knoxville v. Netflix, et al.*: Complaint filed in Federal court. The federal court decided to certify to the Tennessee Supreme Court the question of whether Netflix and Hulu are video service providers as that term is defined in the state video franchise law. Oral argument is set for May 3, 2022.

Texas: *City of New Boston v. Netflix, et al.*: Complaint filed in Texas Federal court. On September 30, 2021, the court **dismissed** the city's lawsuit because the franchise fee provision of Texas law only applies to franchise holders and neither Netflix nor Hulu is a franchise holder; the court also found state law did not give it authority to declare that the companies should be franchise holders, which is a determination to be made/enforced by the state PUC rather than municipalities. Other Texas cities are preparing to sue OTT providers.

FCC NPRM for Promoting Fair and Open Competitive Bidding in the E-Rate Program (WC Docket No. 21-455)

The Commission adopted a [Notice of Proposed Rulemaking](#) seeking comment on a proposal to implement a central document repository, or bidding portal, through which service providers would be required to submit their bids to USAC instead of submitting bids directly to applicants. It also seeks comments on whether to require applicants to provide other competitive bidding documentation that is not captured in the bidding portal (e.g. bid evaluation matrices, questions from bidders), as well as contract documents, at the time they submit their FCC Form 471 funding applications to USAC. The proposals are in response to a September 2020 audit by the Government Accountability Office (GAO) (report [here](#)) and a 2017 recommendation from the Commission's Office of Inspector General (OIG) (report [here](#)) recommending changes to the program to address actual and potential fraud. The FCC extended the deadline, and Comments are now due by April 27; replies are due by May 27, 2022.

FCC Implementation of the Affordable Connectivity Program (WC Docket No. 21-450)

The FCC released its [Report and Order and NPRM](#) implementing the Affordable Connectivity Program, an extension of a modified Emergency Broadband Benefit Program included in the Infrastructure Investment and Jobs Act. The Wireline Competition Bureau previously released three orders ([November Order](#), [December 8 Order](#) and [December 30 Order](#)) with preliminary guidance on the transition from the EBB to the ECP Program. The NPRM seeks comment on establishing a grant program for outreach regarding the ACP, implementing a mechanism for determining the application of the enhanced benefit for high-cost areas, and on a potential pilot program focused on increasing the awareness and enrollment of eligible households participating in Federal Public Housing Assistance Programs. Comments were due by March 16th, replies by April 15th.

April FCC Open Meeting

The meeting will be April 21, 2022 at 10:30 a.m. Eastern. The [Tentative Agenda](#) includes an item on how receiver improvements could provide greater opportunities for efficient use of spectrum, and an item to improve wireless emergency alerts, along with two adjudicatory items and an enforcement item.

Cyber Incident Reporting Will Be Required For Critical Infrastructure

The 2022 federal [funding bill](#) President Biden signed on March 15, 2022 included the Cyber Incident Reporting for Critical Infrastructure Act, which requires entities in a critical infrastructure sector to report cyber incidents to the federal Cybersecurity and Infrastructure Security Agency (CISA) within 72 hours, and to report to CISA any ransom payment resulting from a ransomware attack not later than 24

hours after the payment. The bill requires CISA to conduct a rulemaking within 24 months, in consultation with the Department of Justice and other Federal agencies, to implement the new requirements. CISA must publish the final rules within 18 months after the NPRM. Included in the rulemaking, among other things, will be final definitions of “covered entities” subject to the reporting requirements and “covered cyber incidents” that must be reported.

State and Local Government Cybersecurity Act

This bill ([S. 2520](#)) ([H.R. 5960](#)) provides that federal cyber experts share cyber information and resources about threats and breaches with state and local officials. The bill has passed in the Senate and is pending in the House.

FCC Announces Third Window for ECF Applications

The Federal Communications Commission announced on March 25, 2022 that it is opening a third application filing window to award at least \$1 billion in Emergency Connectivity Fund support. The third application filing window will open on April 28, 2022 and close on May 13, 2022. During this time, eligible schools and libraries can submit requests for funding to purchase eligible equipment and services between July 1, 2022, and December 31, 2023. The FCC anticipates, given past demand, this will likely be the last opportunity for schools and libraries to request funding before the remaining Emergency Connectivity Funds are exhausted.

Local Government Coalition Opposes FCC Regulation of Access to Publicly Owned Poles and Local ROW Policies

NATOA joined with local government advocacy groups in March to ask the FCC to reject recent filings suggesting the Commission should enact regulations governing use of municipal, public power and electric cooperative poles and local ROW policies. The coalition’s [filing](#) outlines the principles that support the long-standing legal framework in which municipalities, public power utilities and cooperatives—whose purpose is to serve the public interest—retain the flexibility and trust to manage their poles and other assets in the best interest of their communities. The coalition submitted an [Ex Parte Letter](#) to the FCC countering the position of the Schools, Health & Libraries Broadband Coalition (SHLBC), in an [ex parte filing](#) with the FCC in September, 2021, that contended local government ROW policies, and municipal, public power, and cooperative pole attachment policies, are obstacles to broadband deployment that require a rulemaking and FCC regulation. NATOA’s filings were joined by the American Public Power Association, Communications Workers of America, National Association of Counties, National Association of Towns and Townships, National League of Cities, National Rural Electric Cooperative Association, Next Century Cities and United States Conference of Mayors.