



CITY COUNCIL REGULAR AGENDA
MONDAY, APRIL 20, 2020
CITY HALL at 7:00 PM

1. CALL TO ORDER

- [A.](#) Zoom Meeting Instructions

2. ROLL CALL

3. ADDITIONS OR CORRECTIONS TO AGENDA

4. DISCUSSION FROM THE FLOOR

5. CONSENT AGENDA

- [A.](#) Approval of Minutes - April 6, 2020 City Council Meeting
- [B.](#) General Operations Disbursements #20-05 \$483,496.49
- [C.](#) Mayor's Proclamation - Administrative Professionals Day
- [D.](#) Contractor Licenses

6. DEPARTMENT REPORTS

- [A.](#) Police Report
- B. SBM Fire Department Report
- [C.](#) Parks and Recreation Report

7. ORDINANCES AND/OR RESOLUTIONS

- [A.](#) Resolution 20-14, Resolution Adopting the 2040 Comprehensive Plan
- [B.](#) Resolution 20-15, Amending 2040 Comprehensive Plan

8. NEW BUSINESS

- [A.](#) Approval of First Amendment to Purchase Agreement for 525 Osborne Road NE between the City and Hampton Companies

9. REPORTS

- [A.](#) Engineer's Report
- B. Attorney's Report
- C. Administrator Report

10. OTHER

- [A.](#) Correspondence

11. ADJOURN

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

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 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.

Zoom Meeting Instructions

Topic: City Council Meeting

Time: Apr 20, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97704284141>

Meeting ID: 977 0428 4141

One tap mobile

+13126266799,,97704284141# US (Chicago)

+19292056099,,97704284141# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 977 0428 4141

Find your local number: <https://zoom.us/u/adABn8FoiU>

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 06, 2020 (virtually) at 7:00 PM with Council and staff members attending remotely due to the COVID-19 pandemic.

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT:

Mayor Robert Nelson
Council Member Brad Delfs
Council Member Barbara Goodboe-Bisschoff
Council Member Lisa Dircks

ABSENT:

Council Member Ken Wendling

STAFF PRESENT:

Police Chief Ebeltoft; Public Works Director Randall; Building Inspector Baker; Engineer Gravel;
Attorney Thames; Parks and Recreation Director Okey and Administrator Buchholtz.

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that a Right of Way application for Comcast be added to the Consent Agenda as item 6F.

5. DISCUSSION FROM THE FLOOR - None

6. CONSENT AGENDA

- A. Approval of Minutes - March 9, 2020 City Council Work Session
- B. Approval of Minutes - March 16, 2020 Regular Council Meeting
- C. Approval of Minutes - March 23, 2020 City Council Special Council Meeting
- D. Contractor's Request for Payment No.2 - Garfield Pond Improvement Project
- E. Contractor's Licenses
- F. Right of Way Application - Comcast

Motion made by Council Member Delfs to approve the Consent Agenda.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Randall reviewed the Department Report for the month of March.

Mayor Nelson inquired if the Department would be using hot mix for the pothole repairs. Mr. Randall reported that street sweeping will take place the week of April 7, 2020, and possibly after it is completed the filling of potholes will take place. He stated that it takes a crew of four from the Department to fill the potholes. He stated that with the social distancing requirements with the COVID-19, it is more difficult for them all to work together however; he will work on getting the potholes filled.

B. Code Enforcement Report

Building Inspector Baker reviewed the Department Report for the month of March.

8. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 20-12, Authorizing Municipal State Aid Street System Revision

Administrator Buchholtz reviewed the staff memo with the Council.

Mayor Nelson reminded the City Council that the Municipal State Aid proposed changes have been discussed at Council work sessions and the consensus of the Council was to make these changes.

Motion made by Council Member Dircks to amend the City's Municipal State Aid Street to remove 81st Avenue NE from the State Aid System.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

B. Ordinance 464 - An Ordinance Amending Chapter 70 of the Spring Lake Park City Code Relating to Traffic Regulations

Administrator Buchholtz reviewed the staff report with the City Council. He reported that the ordinance is to implement the City Council's policy directive to reduce the amount of commercial truck traffic on 81st Avenue NE.

Council Member Delfs inquired if the amendment allows for the Police Department to enforce the truck traffic on a regular basis on 81st Avenue. Administrator Buchholtz stated that the amendment does allow this.

Motion made by Council Member Delfs to approve Resolution 20-12 Authorizing Municipal State Aid System Revision.

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

C. Resolution 20-13, Continuing the Local State of Emergency Pursuant to Minnesota Statutes §12.29 and §12.37 Declared on March 16, 2020

Administrator Buchholtz reported that at the March 16, 2020, City Council meeting the City Council passed Resolution 2020-11 Extending the Period of a Mayor Declared Emergency Pursuant to Minnesota Statutes 12.29 and 12.37. He reported that the resolution is in effect until April 20, 2020. He stated that due to the fact that Governor Walz issued an Executive Order directing Minnesotans to stay home until at least May 1, 2020, Resolution 20-13 extends the Local State of Emergency and will remain in effect until such time as the Administrator, Clerk/Treasurer, acting on the advice of the City's Management Team, notifies the Mayor that the State of Emergency is no longer warranted.

Council Member Delfs inquired if the Mayor will need to request that action be taken to cancel the Local State of Emergency. Administrator Buchholtz stated that he would inform the Mayor once the emergency is no longer warranted and it could end at that point.

Motion made by Mayor Nelson to approve Resolution 20-13 Continuing the Local State of Emergency Pursuant to Minnesota Statutes §12.29 and §12.37 declared on March 16, 2020.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

9. NEW BUSINESS

A. April Rent Abatement for City-owned property located at 8466 Central Avenue leased by RS Properties

Administrator Buchholtz reviewed the staff memo with the City Council. He reported that with the ongoing changes from the state of Minnesota regarding Small Business Loan and Stimulus requirements during the CO-VID 19 pandemic, the business owners are reviewing the requirements for application for any assistance during this time.

Administrator Buchholtz reported that he feels that waiving the April lease payment is a good option until further information is received from the State regarding assistance that the business may receive. He stated that if a stimulus is granted then payment would be made to the City at that time however, until conditions are known, deferring the payments is the best option.

Council Member Goodboe-Bisschoff stated that she agrees with the waiving of the lease payments however; she stated that should the tenant receive any stimulus funding the payment should be made to the City.

Motion made by Council Member Delfs to approve April rent abatement for City-owned property located at 8466 Central Avenue NE leased by RS Properties.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

B. 83rd Avenue and Fillmore Proposed Pond Improvement

Engineer Gravel reviewed the staff report with the City Council regarding proposed pond improvements for the pond located in the northeast corner of the intersection of 83rd Avenue and Fillmore Street NE. He reviewed the scope of the pond project and reported that at this time, staff is requesting authorization to proceed with the design phase. He reported that there are many factors that need to be reviewed on the scope of the project before the project would proceed.

Mr. Gravel stated that the initial design phase will assist in whether or not the project is feasible with the Coon Creek Watershed guidelines and the City.

Motion made by Mayor Nelson to authorize the preliminary study of the 83rd Avenue and Fillmore Street Proposed Pond Improvement.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

C. Cancellation of 2020 Tower Days Festivities

Parks and Recreation Director Okey reviewed the staff memo with the City Council. She reported that the Parks and Recreation Tower Days Committee feels they must cancel the Tower Days events due to the COVID-19 pandemic.

Mayor Nelson stated that he feels bad that the events are being cancelled however; he stated that many other local communities are canceling their city events. He inquired if it would be possible to hold the parade or other event in the fall. Director Okey stated that she would look into the possibility of holding an event at a later date this year.

Motion made by Mayor Nelson to cancel the 2020 Tower Days Celebration.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

D. Approve Plans and Specifications and Authorize Bids for Arthur Street Water Treatment Plant Repairs

Public Works Director Randall reviewed the staff memo with the City Council. He stated that the City made an insurance claim with the League of Minnesota Cities Insurance Trust. He stated that in addition to insurance claims, the City has elected to make other repairs and improvements such as constructing a masonry partition wall to protect electrical equipment, replacing existing lights with LED lights, and replacing some aging process equipment.

Mayor Nelson inquired if the concrete wall will help keep any future chlorine leaks from spreading into areas of the treatment plant. Mr. Randall stated that the walls will avoid infiltration into the areas and the doors make a seal to stop spills from spreading.

Motion made by Council Member Delfs to approve plans and specifications and authorize bids for Arthur Street Water Treatment Plant repairs.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

E. Approve Reorganization of Administration Department

Administrator Buchholtz reviewed the staff memo with the City Council. He provided the Council with the updated job descriptions of the Utility Billing Clerk and the Accounting Clerk/Special Projects Coordinator. He reviewed the anticipated savings for the Administration Department and stated that this change will help with the work load in the department.

Mayor Nelson stated that he agrees with the changes and feels that the changes will fall into place with future developments and with how the LGA funding will be in the coming years for cities.

Administrator Buchholtz stated that the economic situation is unknown at this time because of the COVID-19 pandemic and making changes such as this reorganization it will help with impacts that might be felt by everyone. He stated that staff is excited for the changes and will find them beneficial.

Mayor Nelson inquired to Director Okey how she felt about the changes. Ms. Okey stated that she is disappointed to see Ms. Brunette leave the Parks and Recreation Department but knows that the City did not lose her as employee, she stated that she will still be available to answer questions and was a valuable asset to the department. Ms. Okey stated that she understands the changes that need to be made to even out the workloads during this time.

Motion made by Council Member Goodboe-Bisschoff to approve reorganization of the Administration Department.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks. Motion carried.

10. REPORTS

A. Engineer's Report

Engineer Gravel reported that work on the Garfield Pond Improvements is going well. He reported that the pipes are in and pipeline work along 81st Avenue will be starting soon and the project is on budget.

B. Attorney's Report - Nothing to report.

C. Beyond the Yellow Ribbon Report

Mayor Nelson reported that there have been many requests for the National Guard duties. He stated that the committee is anxiously waiting to reopen the VFW for the pork chop dinners to resume.

D. Administrator Report

Administrator Buchholtz stated that Council Member Wendling reported that the City has a 58.8% return rate for the Census count. He reported that the State of Minnesota response rate is 53.9%.

Administrator Buchholtz reported that Melissa Barker, Accountant, started with the City on April 6, 2020. He stated that she will be a great asset to the Administration Department and the City.

Administrator Buchholtz thanked Chief Ebeltoft and Sergeant Antoine for their hard work on keeping up to date on the COVID-19 pandemic and staying informed on the latest developments. He stated that it has been a very stressful time for everyone and thanked everyone for their cooperation in keeping the City and departments running.

Mayor Nelson thanked the staff of Spring Lake Park for their dedication and hard work during this time. He thanked everyone for the good communication that has been taking place.

11. OTHER

A. Correspondence – Nothing to report.

12. ADJOURN

Motion made by Council Member Delfs to adjourn the meeting.

Voting Yea: Mayor Nelson, Council Member Delfs, Council Member Goodboe-Bisschoff, Council Member Dircks.

The meeting adjourned at 7:54 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: March 2020
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Claim Res.#20-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67766	AMERICAN MESSAGING	MONTHLY SERVICES	5.03
67767	CARSON, CLELLAND & SCHREDER	LEGAL FEES	8,614.41
67768	CENTERPOINT ENERGY	MONTHLY UTILITIES	1,828.61
67769	CINTAS	MATS	100.23
67770	CONNEXUS ENERGY	MONTHLY UTILITIES	9.74
67771	FASTENAL COMPANY	PARTS/SUPPLIES	15.00
67772	GOPHER STATE ONE-CALL INC	LOCATES	22.95
67773	JOANNE CARPENTER	RECREATION REFUND	150.00
67774	MANSFIELD OIL COMPANY	FUEL	2,016.69
67775	MINNESOTA DEPT OF HEALTH	WATER CONNECTION FEE	5,333.00
67776	KENNETH A. TOLZMANN, SAMA	QTRLY BILLING PROP TAX ASSESS	9,340.00
67777	TWIN CITIES BMEU WEST	UTILITY POSTAGE	750.00
67778	XCEL ENERGY	MONTHLY UTILITIES	44.23
67779	ANOKA COUNTY TREASURY	JLEC 2020 SHARED COSTS	13,751.00
67780	ANTOINETTE MORTENSEN	ELECTIONS	256.50
67781	ASPEN MILLS	UNIFORM ALLOWANCE	229.00
67782	AT & T MOBILITY	MONTHLY SERVICES	548.53
67783	AXON ENTERPRISE, INC	DATA SERVICES ANNUAL PROGRAM	13,068.00
67784	BARBARA AGOTNESS	RECREATION REFUND	100.00
67785	LEAGUE OF MN CITIES INSURANCE TRUS	WORKER'S COMP COVERAGE	69,105.00
67786	CENTERPOINT ENERGY	MONTHLY UTILITIES	1,542.75
67787	CITY OF ROSEVILLE	DATA SERVICES	194.00
67788	COMM-WORKS, LLC	PARK CAMERAS	125.00
67789	CONQUER NINJA GYM	RECREATION EXPENSE	140.00
67790	COON RAPIDS CHRYSLER	AUTO SERVICES/REPAIR	1,293.18
67791	COLLEEN COYLE	POLICE OFFICE RENOVATION	75.00
67792	STEVEN COYLE	POLICE OFFICE RENOVATION	240.00
67793	DAVID NOVAK	ELECTIONS	252.94
67794	KELLY DELFS	ELECTIONS	224.44
67795	CHERYL ENSENBACH	ELECTIONS	277.50
67796	ROSEMARY ESLER	ELECTIONS	220.88
67797	MARILYNN FORSBERG	ELECTIONS	224.44
67798	FURNITURE WORX	FURNISHINGS	87.50
67799	JOAN HAGEDORN	ELECTIONS	249.38
67800	LYNDA HAMMER	ELECTIONS	224.44
67801	KAREN HOKANSON	ELECTIONS	228.00
67802	HERB HOPPENSTEDT	ELECTIONS	240.00
67803	JOANN HYDEMAN	ELECTIONS	249.38
67804	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	49.53
67805	JOSEPH PIJUS	OVERPAYMENT FINAL WTR BILL	9.03
67806	NORM KELZENBERG	ELECTIONS	224.44

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

Date: March 2020
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Claim Res.#20-05

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67807	DELORES KOTHMAN	ELECTIONS	277.50
67808	LAURIANE ELY	ELECTIONS	238.69
67809	MANSFIELD OIL COMPANY	FUEL	952.93
67810	JILL MASON	INSTRUCTOR RECREATION	250.00
67811	MICHAEL SETTERLUND	ELECTIONS	238.69
67812	LISA MONSON-HOKENSON	ELECTIONS	240.00
67814	ON SITE SANITATION INC	RESTROOMS	71.00
67815	PATRICIA PETERSON	ELECTIONS	252.94
67816	MARY KAY PILTZ	ELECTIONS	224.44
67817	ELEANOR PUUMALA	ELECTIONS	262.50
67818	JUDY ANN ROGGE	ELECTIONS	263.63
67819	KATHY ROTHAM	ELECTIONS	277.50
67820	NANCY ROSE-BALAMUT	ELECTIONS	262.50
67821	JEFF SANDINO	INSTRUCTOR RECREATION	260.00
67822	SHIRLEY STEVERMER	ELECTIONS	228.00
67823	ERNA THOMLEY	ELECTIONS	245.82
67824	DEAN WALDVOGEL	ELECTIONS	224.44
67825	WASTE MANAGEMENT OF WI-MN	MONTHLY SERVICES	7,783.49
67826	KENNETH WENDLING	ELECTIONS	224.44
67827	TAMMI WINTERS	ELECTIONS	224.44
67828	AMERITAS	PAYROLL	42.70
67829	CENTRAL PENSION FUND	PAYROLL	1,040.04
67830	DEARBORN LIFE INSURANCE CO	PAYROLL	344.90
67831	DELTA DENTAL	PAYROLL	1,519.16
67832	HEALTH PARTNERS	PAYROLL	14,598.04
67833	L.E.L.S.	PAYROLL	310.00
67834	LOCAL 49	PAYROLL	105.00
67835	NCPERS GROUP LIFE INS	PAYROLL	64.00
67836	ANGELA HOLM	RECREATION REFUND	18.00
67837	ANGELA PITTS	RECREATION REFUND	24.00
67838	ASPEN MILLS	UNIFORM ALLOWANCE	369.55
67839	CHRISTINE SINGH	RECREATION REFUND	24.00
67840	CHRISTOPHER SMITH	RECREATION REFUND	24.00
67841	COMCAST	MONTHLY SERVICES	105.92
67842	COMPUTER INTERGRATION TECH	MANAGED SERVICES	2,895.00
67843	CONNEXUS ENERGY	SUPPLIES	357.60
67844	COTTENS INC	RECREATION REFUND	80.28
67845	DALE BIGLIATURO	RECREATION REFUND	24.00
67846	DALE BLOMBERG	RECREATION REFUND	24.00
67847	DEBBIE DEVRIES	RECREATION REFUND	18.00
67848	DIANA MUYULEMA	RECREATION REFUND	12.00

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67849	DONNA ROBERTS	RECREATION REFUND	80.00
67850	ECM PUBLISHERS, INC.	PUBLISHING	53.75
67851	FURNITURE WORX	POLICE OFFICE RENOVATION	5,036.72
67852	GARY GILLSRUD	RECREATION REFUND	40.00
67853	GRAINGER INC	MOTOR	159.91
67854	HYDRO KLEAN	SERVICES SANITARY SEWER PIPE	9,275.35
67855	IDC AUTOMATIC	SERVICES/LABOR	505.51
67856	INSTRUMENTAL RESEARCH INC	WATER TESTING	72.00
67857	JACKI EVENSON	RECREATION REFUND	18.00
67858	JANETTE MICHALSKI	RECREATION REFUND	24.00
67859	JEANIE CARROLL	RECREATION REFUND	40.00
67860	JEANNIE HUTCHINSON	RECREATION REFUND	24.00
67861	JUDY SCHULTZ	RECREATION REFUND	20.00
67862	KELLY STEVENSON	RECREATION REFUND	24.00
67863	MICHAEL LEDMAN	INSTRUCTOR RECREATION	396.00
67864	LYNN PRIVETTE	RECREATION REFUND	18.00
67865	MARY MCNEILL	RECREATION REFUND	24.00
67866	McCROMETER	METER REPAIR PROGRAM	1,958.43
67867	MENARDS-CAPITAL ONE COMMERCIAL	MONTHLY CREDIT CARD	27.25
67868	OFFICE OF MN.IT SERVICES	FIBER OPTICS	43.20
67869	PAULINE RODEWALD	RECREATION REFUND	40.00
67870	PRASHANT ROY	RECREATION REFUND	24.00
67871	ROBYN HJORTH-MARTIN	RECREATION REFUND	24.00
67872	ROBYN SCHNEIDER	RECREATION REFUND	24.00
67873	SCOTT MEHL	RECREATION REFUND	48.00
67874	SLP FIRE DEPARTMENT	FIRE PROTECTION	19,225.00
67875	SUSAN RUSTAD	RECREATION REFUND	18.00
67876	SUSAN WISEMAN	RECREATION REFUND	18.00
67877	TOLL GAS & WELDING SUPPLY	GAS/OXYGEN	87.91
67878	USS MINNESOTA ONE MT LLC	SUBSCRIBED ENERGEY	8,162.02
67879	VALLEY-RICH CO., INC.	EQUIPMENT8260 ARTHUR ST	5,082.65
67880	AL YEE LITT	RECREATION REFUND	4.00
67881	ALLEN JOHNSON	RECREATION REFUND	150.00
67882	RUTH ALTMAN	RECREATION REFUND	20.00
67883	ARLISS VELANDER	RECREATION REFUND	20.00
67884	BETSY MILLER	RECREATION REFUND	27.00
67885	BOBBIE JOHNSON	RECREATION REFUND	75.00
67886	CAROL JANSEN	RECREATION REFUND	150.00
67887	CAROL SEVRE	RECREATION REFUND	150.00
67888	CLETIUS PUHRMANN	RECREATION REFUND	75.00
67889	CORRINE HAWKINSON	RECREATION REFUND	29.00

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Date: March 2020
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67890	DARY MASON	RECREATION REFUND	300.00
67891	DIANE HEROFF	RECREATION REFUND	112.00
67892	DIANE SHALLUE	RECREATION REFUND	40.00
67893	DIANE SWING	RECREATION REFUND	75.00
67894	DON LUNDHOLM	RECREATION REFUND	75.00
67895	DOROTHY BONA	RECREATION REFUND	40.00
67896	DUAINE WORDEN	RECREATION REFUND	136.00
67897	FRAN TADYCH	RECREATION REFUND	150.00
67898	GARY BOYER	RECREATION REFUND	150.00
67899	GARY DIENGER	RECREATION REFUND	68.00
67900	GEORGIA MAY	RECREATION REFUND	75.00
67901	GINGER POGAINIS	RECREATION REFUND	150.00
67902	GLORIA WENGLER	RECREATION REFUND	20.00
67903	GREGG HAGEN	RECREATION REFUND	23.00
67904	HARRIET DEPPA	RECREATION REFUND	40.00
67905	HARRIET KRAMER	RECREATION REFUND	68.00
67906	HELEN CAMPEAU	RECREATION REFUND	20.00
67907	HELEN RICHARD	RECREATION REFUND	75.00
67908	HERBERT HANSON	RECREATION REFUND	150.00
67909	JANICE URAN	RECREATION REFUND	68.00
67910	JEANIE CARROLL	RECREATION REFUND	20.00
67911	JIM KUGLER	RECREATION REFUND	31.00
67912	JO IMHOLTE	RECREATION REFUND	58.00
67913	JOANE KIRCHER	RECREATION REFUND	75.00
67914	JOANN SWANSON	RECREATION REFUND	75.00
67915	JOANN YATES	RECREATION REFUND	20.00
67916	JOANNE CARPENTER	RECREATION REFUND	150.00
67917	JOSEPH NAYDUCIAK	RECREATION REFUND	75.00
67918	JOYCE REDHEAD	RECREATION REFUND	32.00
67919	JUDY JENSEN	RECREATION REFUND	75.00
67920	JULIE KELINER	RECREATION REFUND	65.00
67921	JULIE LARSON	RECREATION REFUND	300.00
67922	KAREN AKBARI	RECREATION REFUND	6.00
67923	KATHY GERE	RECREATION REFUND	150.00
67924	KATHY PEACOCK	RECREATION REFUND	75.00
67925	KATHY VON BARGEN	RECREATION REFUND	62.00
67926	KERRY SHOBERG	RECREATION REFUND	75.00
67927	LAURA MENS	RECREATION REFUND	31.00
67928	MARCIA MCKEE	RECREATION REFUND	215.00
67929	MARGARET ROSLIK	RECREATION REFUND	32.00
67930	MARGO KUIVANEN	RECREATION REFUND	150.00

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CLAIMS LIST APPROVED AND PAID
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Date: March 2020
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67931	MARLENE NICKEL	RECREATION REFUND	95.00
67932	MARY ANN HOFFMAN	RECREATION REFUND	14.00
67933	MARY DOWDLE	RECREATION REFUND	75.00
67934	MISC RECREATION	RECREATION REFUND	150.00
67935	PAT BROWN	RECREATION REFUND	150.00
67936	PAT LAFONTAINER	RECREATION REFUND	75.00
67937	PATRICIA SABA	RECREATION REFUND	40.00
67938	PEGGY DANIELS	RECREATION REFUND	75.00
67939	PHYLLIS CHARBONNEAU	RECREATION REFUND	20.00
67940	DARLENE RETTKE	RECREATION REFUND	20.00
67941	SARA GAVIN	RECREATION REFUND	62.00
67942	SHARON BAKER	RECREATION REFUND	75.00
67943	SUE MURZYN	RECREATION REFUND	150.00
67944	TANG DANG	RECREATION REFUND	40.00
67945	THOMAS SCHUSTER	RECREATION REFUND	40.00
67946	ERNA THOMLEY	RECREATION REFUND	150.00
67947	TODD ZIMBA	RECREATION REFUND	40.00
67948	TRUST IN US, LLC	DRUG TESTING	295.00
67949	VERLEIGH KARELS	RECREATION REFUND	20.00
67950	VICKI FLANSBURG	RECREATION REFUND	62.00
67951	VICKI LANGEMO	RECREATION REFUND	26.00
67952	WENDY HANSON	RECREATION REFUND	20.00
67953	YERESA LINDLEY	RECREATION REFUND	62.00
67954	JSB Surveillance	1ST HALF CAMERA SYSTEM	15,115.00
67955	Kristin Claeson	RECREATION REFUND	40.00
67956	TASC	COBRA-ADMINISTRATIVE FEE	30.08
67957	ANOKA COUNTY TREASURY	2020 ECONOMIC DEV COST SHARE	357.00
67958	AMERITAS	PAYROLL	42.70
67959	CENTRAL PENSION FUND	PAYROLL	1,040.04
67960	DEARBORN LIFE INSURANCE CO	PAYROLL	344.90
67961	DELTA DENTAL	PAYROLL	1,519.16
67962	HEALTH PARTNERS	PAYROLL	14,598.04
67963	L.E.L.S.	PAYROLL	310.00
67964	LOCAL 49	PAYROLL	105.00
67965	NCPERS GROUP LIFE INS	PAYROLL	64.00
67966	ALL TRAFFIC SOLUTIONS	MAINTENANCE AGREEMENT	1,250.00
67967	Annetta Nelson	RECREATION REFUND	1,390.00
67968	ASPEN MILLS	UNIFORM ALLOWANCE	372.67
67969	LEAGUE OF MN CITIES INSURANCE TRUS	LIABILITY INSURANCE	96,634.00
67970	Beverly Fisher	RECREATION REFUND	100.00
67971	Bobbie Johnson	RECREATION REFUND	100.00

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

Date: March 2020
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67972	CINTAS	MATS	100.23
67973	Conrad Huge	RECREATION REFUND	100.00
67974	COON RAPIDS CHRYSLER	AUTO SERVICES/REPAIR	55.00
67975	COORDINATED BUSINESS SYSTEMS LTD	MAINTENANCE AGREEMENT	686.76
67976	Corinne Kolden	RECREATION REFUND	100.00
67977	DeAnne McConnell	RECREATION REFUND	100.00
67978	Deb Stenerson	RECREATION REFUND	100.00
67979	Diane Heroff	RECREATION REFUND	100.00
67980	DuWayne Nune	RECREATION REFUND	100.00
67981	E.H. RENNER & SONS	OIL FOR TURBINE MOTORS	265.60
67982	Elizabeth Duerr	RECREATION REFUND	100.00
67983	Elly Wheller	RECREATION REFUND	100.00
67984	Emma Augustine	RECREATION REFUND	100.00
67985	Georgia Melander	RECREATION REFUND	100.00
67986	Gerald Loscheider	RECREATION REFUND	100.00
67987	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	5,562.55
67988	J.P. COOKE CO.	DOG LICENSE TAGS/RECEIPT BOOK	84.70
67989	Janet Barnes	RECREATION REFUND	100.00
67990	Janet Gordon	RECREATION REFUND	100.00
67991	JOANG AND LORI NGO	OVERPAYMENT FINAL WTR BILL	4.85
67992	Joann Olsen	RECREATION REFUND	100.00
67993	Kathy Peacock	RECREATION REFUND	100.00
67994	LEE'S HEATING & AIR	SERVICES TERRACE PARK	2,100.00
67995	Lois Trebesch	RECREATION REFUND	100.00
67996	CITY OF MOUNDSVIEW	JOINT POWERS BUILDING OFFICAL	455.00
67997	MTI DISTRIBUTING INC	SUPPLIES	556.68
67998	OPG-3, INC.	MAINTENANCE AGREEMENT	2,114.00
67999	RICHFIELD BUS CO	BUS SERVICES RECREATION	68.00
68000	SHRED-IT USA	SHREDDING SERVICES	104.03
68001	SLP FIRE DEPARTMENT	FIRE PROTECTION	19,225.00
68002	WALTERS RECYCLING REFUSE SERV	MONTHLY SERVICES	480.01
68003	WELLS FARGO CREDIT CARD	MONTHLY CREDIT CARD	8,784.33
68004	ZULEY AWARDS	PROGRAM SUPPLIES RECREATION	2,055.00
68006	AID ELECTRIC SERVICE, INC	SERVICES ARTHUR ST PLANT	236.00
68007	AMBER RUMPZA	RECREATION REFUND	90.00
68008	AMERICAN LEGAL	SLP MN CODE OF ORDINACES	495.00
68009	ANN MILLER BOWERS	RECREATION REFUND	162.00
68010	ANNA THORSTAD	RECREATION REFUND	162.00
68011	BATTERIES PLUS BULBS	BATTERY	13.95
68012	BRYAN REYNOLDS	RECREATION REFUND	150.00
68013	CARSON, CLELLAND & SCHREDER	LEGAL FEES	8,899.42

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

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68014	CENTERPOINT ENERGY	MONTHLY UTILITIES	1,175.83
68015	CHRISTINE SEDAM	RECREATION REFUND	48.00
68016	CINTAS	MATS	100.23
68017	COORDINATED BUSINESS SYSTEMS LTD	CONTRACT	1,441.08
68018	DARLENE RONO	RECREATION REFUND	81.00
68019	DENISE MANGINI	RECREATION REFUND	48.00
68020	DIANE AND ALLEN JOHNSON	RECREATION REFUND	162.00
68021	DOROTHY STAPLES	RECREATION REFUND	81.00
68022	ECM PUBLISHERS, INC.	PUBLISHING	69.88
68023	ELAINE WILLIS	RECREATION REFUND	81.00
68024	ELINOR BERG	RECREATION REFUND	81.00
68025	EVELYN OSTERHUES	RECREATION REFUND	81.00
68026	GRACE BROWN	RECREATION REFUND	81.00
68027	GRANT MELQUIST	RECREATION REFUND	32.00
68028	HOLLY VANDERHYDE	RECREATION REFUND	58.00
68029	HYDRO TECH SERVICES	PARTS/LABOR WATER PLANTS	4,475.00
68030	JAN JENSEN	RECREATION REFUND	81.00
68031	JANET PETERSON	RECREATION REFUND	81.00
68032	JEANNE VIDLUND	RECREATION REFUND	81.00
68033	JENNIFER THOMAS	RECREATION REFUND	30.00
68034	JOYCE ZANK	RECREATION REFUND	81.00
68035	KEELEY KRUMP	RECREATION REFUND	33.33
68036	KOLSTAD COMPANY	PARTS	171.44
68037	LEONA WILLIAMSON	RECREATION REFUND	23.00
68038	LORI BRAHS	RECREATION REFUND	80.00
68039	MANSFIELD OIL COMPANY	FUEL	1,327.81
68040	MARGE LIPA	RECREATION REFUND	81.00
68041	MARY HOPP	RECREATION REFUND	33.33
68042	METROPOLITAN COUNCIL	WASTE WATER	48,743.25
68043	NIRMIT DHALGARA	RECREATION REFUND	48.00
68044	PATRICIA BRILL	RECREATION REFUND	46.00
68045	PLUNKETT'S INC	PEST CONTROL	90.00
68046	REBECCA LEON	RECREATION REFUND	33.33
68047	ROBERTA GEISELHART	RECREATION REFUND	81.00
68048	RUTH HILLIARD	RECREATION REFUND	20.00
68049	SHANK CONSTRUCTORS, INC	INSTALL 4" MAGMETER/RELOCATE	3,276.00
68050	SHARON BAKER	RECREATION REFUND	81.00
68051	SHORT ELLIOTT HENDRICKSON	ARTHUR ST WTP REHAB	7,111.88
68052	SOULO COMMUNICATION	ENVELOPES	498.79
68053	SUE HERKENHOFF	RECREATION REFUND	23.00
68054	THE HOME DEPOT CREDIT SERVICES	MONTHLY CREDIT CARD	972.99

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

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68055	VICKI LANGEMO	RECREATION REFUND	70.00
68056	WARGO NATURE CENTER	INSTRUCTOR RECREATION	49.50
68057	WIPERS AND WIPES INC	SUPPLIES	250.00
68058	XCEL ENERGY	MONTHLY UTILITIES	659.53
		TOTAL DISBURSEMENTS	<hr/> 483,496.49 <hr/>

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

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

are proper.

NOW, THEREFORE BE IT RESOLVED:
that the City Council directs and approves the payment of the aforementioned disbursements
this _____ day of _____, 20____.

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer



MAYOR'S PROCLAMATION
ADMINISTRATIVE PROFESSIONALS DAY
APRIL 22, 2020

WHEREAS, in keeping with the tradition of their profession, administrative professionals plan an essential role in coordinating the office operations of businesses, government agencies, educational institutions and other organizations; and

WHEREAS, the efforts of these professionals and their contributions are significant; 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 most importantly, have the willingness to learn and accept new challenges, and

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

WHEREAS, citizens depend on the municipal administrative professionals for the role they play in the provision of public services; and

NOW, THEREFORE, I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby proclaim April 22, 2020 as Administrative Professionals Day in the City of Spring Lake Park and do hereby thank these administrative professionals for their valuable contributions in the workplace.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Clerk

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

Contractor's Licenses

April 20, 2020

General Contractor

GJW Group, Ltd. Dba Spring Lake Terrace Park Construction

Mechanical Contractor

Albertson Mechanical, LLC.	Bonfe's Plumbing, Heating and Air Service, Inc.
Centerpoint Energy	Cool Air Mechanical, Inc.
Corval Constructors, Inc.	Dean's Professional Plumbing, Inc.
Genz Ryan Plumbing and Heating	Harris St. Paul, Inc.
Horwitz, Inc.	Joel Smith Heating & Air, Inc.
Manufactured Housing Parts & Service, Inc.	McDowall Company
Minnesota Petroleum Service, Inc.	Norblom Plumbing Company, LLC.
Silver Tree Plumbing & Heating	South-Town Refrigeration & Mechanical
Standard Heating & Air	Twin City Heating and Air
Yale Mechanical, LLC.	

Plumbing Contractor

Albertson Mechanical, LLC.	Bonfe's Plumbing, Heating and Air Service, Inc.
Century Plumbing, Inc.	Cool Air Mechanical, Inc.
Corval Constructors, Inc.	Dean's Professional Plumbing, Inc.
Genz Ryan Plumbing & Heating	Harris St. Paul, Inc.
Horwitz, Inc.	Roto-Rooter Services
Silver Tree Plumbing & Heating	Yale Mechanical

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

Contractor's Licenses

April 20, 2020

Tree Contractor

A to Z Tree Care, LLC.

Arbor Tree Service

Precision Landscape & Tree

Pioneer Tree Service



Police Report

March 2020

Submitted for Council Meeting April 20, 2020

The Spring Lake Park Police Department responded to five hundred and four calls for service for the month of March 2020. This is compared to responding to five hundred and sixty-five calls for service in March of 2019.

Investigator Bennek reports handling nineteen cases for the month of March. Sixteen of the cases are felony in nature, one of these cases is gross misdemeanor in nature and two of these cases are misdemeanor in nature. Investigator Bennek along with his monthly case load continues to monitor six forfeiture cases. Investigator Bennek continues to investigate all the cases assigned to him and is attempting to bring them to a conclusion as soon as possible. For further details, see Investigator Bennek's attached report.

Our School Resource Officer, Officer Fiske reports handling three calls for service for the month of March, along with five student contacts, one escort and four follow up investigations into school related incidents. Officer Fiske did note that she did attend the boy's final basketball game before spring break took place on March 6 -16th. Since spring break, our school systems have been closed due to the COVID-19 pandemic and Officer Fiske has returned to working the street. For further details, see Officer Fiske attached report.

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

The month of March has been a busy month for myself as well, besides handling the day to day operations of the police department, I am attending multiple meetings on a daily basis during the week and on weekends addressing the daily dynamic changes surrounding the COVID-19 pandemic. In my free time with the assistance of other police staff, we have been able to facilitate the completion of our administration office renovation and also the installation of a new camera system here at City Hall and at our four parks. This will conclude my report for March 2020.



Investigator
Tony Bennek

Spring Lake Park Police Department

Investigations Monthly Report

March 2020

Total Case Load

Case Load by Level of Offense: 19

Felony	16
Gross Misdemeanor	1
Misdemeanor	2

Case Dispositions:

County Attorney	7
Juvenile County Attorney	0
City Attorney	4
Forward to Other Agency	0
SLP Liaison	0
Carried Over	4
Unfounded	0
Exceptionally Cleared	2
Closed/Inactive	2

Forfeitures:

Active Forfeitures	6
Forfeitures Closed	0

Spring Lake Park Police / School Resource Officer Report

March 1, 2020

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	3	5	1	4
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations				
Totals:	3	5	1	4

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	3

Parks and Recreation Report for the month of March 2020

I attended the Park and Recreation Commission Meeting on March 10th. Plans for softball were underway. Able Park basketball court will be evaluated for resurfacing this spring. Councilmember Lisa Dircks attended the Commission meeting to help brainstorm ideas for recruiting new commission members. I would like to thank her for her time and commitment to the Park Commission.

Activities which were offered in March included a Day Trip to Paramount Theater in St. Cloud where 35 participants listened to Frank Sinatra tribute music.

Wesley Goldberg led a group of 10 youth to Conquer Ninja Gym for a spring break day trip on March 9th. Then on March 12th, Wesley led 9 youth to Wargo Nature Center for a day of maple syrup making and survival skills.

Jessica Abt hosted 31 senior citizens for a pastries and coffee with local photographer and storyteller Doug Ohman presenting on MN State Parks.

Additional programs offered in March included dance, Italian cooking, Firearm Safety, Finance, karate and senior Book Club and cards.

The COVID-19 pandemic began in earnest for the Recreation Department mid-March as we began to cancel and postpone programs and events through the end of May.

An additional note, the Recreation Department Staff is working hard on creating new virtual recreation opportunities that residents can view on Facebook, our website and Instagram.

We are still taking reservations for raised beds at Sanburnol Park, the form is available on our website. www.slprec.org



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 1, 2020

Subject: 2040 Comprehensive Plan Adoption

The Metropolitan Council has formally approved the City's 2040 Comprehensive Plan. A copy of the Plan, without the Appendices, is included with this memorandum. Once the 2040 Plan is adopted by the City Council, we will print copies of the 2040 Comprehensive Plan for the City Council.

The 2040 Comprehensive Plan represents 2 years of work by City staff, consultants, the Planning Commission and City Council. I am grateful for the work you put into this plan. Working to match the community's vision with a regional framework requires hard work and compromises. We all did the hard work, together, and we can (and should) be proud of that work.

This will be our guiding document for land use decisions for the next ten years. It does not take effect until the City Council grants formal approval of the plan.

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

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RESOLUTION NO. 20-14

A RESOLUTION ADOPTING THE 2040 COMPREHENSIVE PLAN

WHEREAS, all cities in the Twin Cities metropolitan Area are required to submit their comprehensive plan updates to the Metropolitan Council by December 31, 2008; and

WHEREAS, the City held various meetings, received public comments and held public hearing in formulating the City's 2040 Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on June 25, 2018 and made a recommendation to the City Council that the 2040 Comprehensive Plan be adopted; and

WHEREAS, the City Council accepted the draft 2040 Comprehensive Plan at its meeting on July 2, 2018 and directed City staff to distribute the draft Plan for review by adjacent communities and other agencies; and

WHEREAS, after reviewing the comments from adjacent jurisdictions and affected agencies, the City Council authorized staff to submit the draft 2040 Comprehensive Plan to the Metropolitan Council for review and approval on June 17, 2019; and

WHEREAS, at its regular meeting of April 8, 2020, the Metropolitan Council completed its review of the City's updated Comprehensive Plan and approved the City's 2040 Comprehensive Plan and Comprehensive Sewer Plan; and

WHEREAS, in order for the plan to take effect, the City Council must adopt the plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Spring Lake Park approves and adopts the 2040 Comprehensive Plan.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereupon the Mayor declared said Resolution duly passed and adopted this the 20th day of April, 2020.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, Administrator

April 9, 2020

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

RE: **City of Spring Lake Park 2040 Comprehensive Plan - Notice of Council Action**
Metropolitan Council Review File No. 22036-1
Metropolitan Council District 10

Dear Mr. Buchholtz:

The Metropolitan Council reviewed the City of Spring Lake Park's 2040 Comprehensive Plan (Plan) at its meeting on April 8, 2020. The Council based its review on the staff's report and analysis (attached).

The Council found that the City's 2040 Plan meets all Metropolitan Land Planning Act requirements; conforms to the regional system plans including transportation, aviation, water resources management, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions.

In addition to the Advisory Comments and Review Record, the Council adopted the following recommendations.

1. Authorize the City of Spring Lake Park to place its 2040 Comprehensive Plan into effect.
2. Approve the City of Spring Lake Park's Comprehensive Sewer Plan.

Please consult the attached staff report for important information about the City's next steps. Of particular importance are the Council's actions, listed on page 1, general Advisory Comments listed on page 3, and the specific comments for technical review areas, which are found in the body of the report. The final copy of the Plan needs to include all supplemental information/changes made during the review.

Congratulations on completing this important project. It was a pleasure to work with the City's staff and consultants throughout the review process.

Sincerely,



Angela R. Torres, AICP, Manager
Local Planning Assistance

Attachment

cc: Joe Polacek, Stantec
Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division
Peter Lindstrom, Metropolitan Council, District 10
Eric Wojchik, Sector Representative
Raya Esmaeili, Reviews Coordinator

N:\CommDev\LPA\Communities\Spring Lake Park\Letters\Spring Lake Park
2020 2040 CPU 22036-1 Post-Council
Action.doc

Community Development Committee

Meeting date: March 16, 2020

Environment Committee

Meeting date: March 24, 2020

For the Metropolitan Council meeting of April 8, 2020

Subject: City of Spring Lake Park 2040 Comprehensive Plan and Comprehensive Sewer Plan, Review File 22036-1

Proposed Action

That the Metropolitan Council adopt the attached Advisory Comments and Review Record and take the following actions:

Recommendations of the Community Development Committee

1. Authorize the City of Spring Lake Park to place its 2040 Comprehensive Plan into effect.

Recommendation of the Environment Committee

1. Approve the City of Spring Lake Park's Comprehensive Sewer Plan.

Summary of Committee Discussion/Questions

Manager of Local Planning Assistance, Angela R. Torres, presented the staff's report to the Committee. No representatives from the City of Spring Lake Park were in attendance. The Community Development Committee unanimously recommended approval of the proposed action with no questions or discussion at its meeting on March 16, 2020.

Summary of Environment Committee Discussion/Questions

The Environment Committee meeting scheduled for March 24, 2020 was cancelled. This item will be presented for approval at the April 8, 2020 Metropolitan Council meeting.

Community Development Committee

Meeting date: March 16, 2020

Environment Committee

Meeting date: March 24, 2020

For the Metropolitan Council meeting of April 8, 2020

Subject: City of Spring Lake Park 2040 Comprehensive Plan and Comprehensive Sewer Plan, Review File 22036-1

District(s), Member(s): District 10, Peter Lindstrom

Policy/Legal Reference: Metropolitan Land Planning Act (Minn. Stat. § 473.175), Minn. Stat. § 473.513

Staff Prepared/Presented: Angela R. Torres, Local Planning Assistance Manager (651-602-1566)
Kyle Colvin, Engineering Programs, Manager (651-602-1151)

Division/Department: Community Development / Regional Planning
Environmental Services / Technical Services

Proposed Action

That the Metropolitan Council adopt the attached Advisory Comments and Review Record and take the following actions:

Recommendations of the Community Development Committee

1. Authorize the City of Spring Lake Park to place its 2040 Comprehensive Plan into effect.

Recommendation of the Environment Committee

1. Approve the City of Spring Lake Park's Comprehensive Sewer Plan.

Advisory Comments

The following Advisory Comments are part of the Council action authorizing the City of Spring Lake Park to implement its 2040 Comprehensive Plan (Plan).

Community Development Committee

1. As stated in the *Local Planning Handbook*, the City must take the following steps:
 - a. Adopt the Plan in final form after considering the Council's review recommendations as contained in the body of this report.
 - b. Submit one hard copy and one electronic copy of the Plan to the Council. The electronic copy must be submitted as one unified file.
 - c. Submit to the Council a copy of the City Council resolution evidencing final adoption of the Plan.
2. The *Local Planning Handbook* also states that local governments must formally adopt their comprehensive plans within nine months after the Council's final action. If the Council has recommended changes to the Plan, local governments should incorporate those recommended changes into the Plan or respond to the Council before "final adoption" of the comprehensive plan by the governing body of the local governmental unit. (Minn. Stat. § 473.858, subd. 3)
3. Local governments must adopt official controls as identified in their 2040 comprehensive plans and must submit copies of the official controls to the Council within 30 days after the official controls are adopted. (Minn. Stat. § 473.865, subd. 1)
4. Local governmental units cannot adopt any official controls or fiscal devices that conflict with their comprehensive plans or which permit activities in conflict with the Council's metropolitan system plans (Minn. Stat. §§ 473.864, subd. 2; 473.865, subd. 2). If official controls conflict with comprehensive plans, the official controls must be amended within 9 months following amendments to comprehensive plans (Minn. Stat. § 473.865, subd. 3).

Environment Committee

1. The Council-approved Comprehensive Sewer Plan becomes effective only after the Plan receives final approval from the local governmental unit's governing body. After the Plan receives final approval from the City and the Comprehensive Sewer Plan becomes effective, the City may implement its Plan to alter, expand, or improve its sewage disposal system consistent with the Council-approved Comprehensive Sewer Plan.
2. A copy of the City Council resolution adopting its 2040 comprehensive plan, including its Comprehensive Sewer Plan, must be submitted to the Council.

Background

The majority of the City of Spring Lake Park is located in southern Anoka County with an eastern portion of the community located in Ramsey County. It is surrounded by the communities of Blaine, Mounds View, and Fridley.

The City submitted its 2040 Comprehensive Plan (Plan) to the Council for review to meet the Metropolitan Land Planning Act requirements (Minn. Stat. §§ 473.851 to 473.871) and the Council's 2015 System Statement requirements.

Review Authority & Rationale

Minn. Stat. § 473.175 directs the Metropolitan Council to review a local government's comprehensive plan and provide a written statement to the local government regarding the Plan's:

- **Conformance** with metropolitan system plans
- **Consistency** with the adopted plans and policies of the Council
- **Compatibility** with the plans of adjacent governmental units and plans of affected special districts and school districts

By resolution, the Council may require a local government to modify its comprehensive plan if the Council determines that "the plan is more likely than not to have a substantial impact on or contain a substantial departure from metropolitan system plans" (Minn. Stat. § 473.175, subd. 1).

Each local government unit shall adopt a policy plan for the collection, treatment, and disposal of sewage for which the local government unit is responsible, coordinated with the Metropolitan Council's plan, and may revise the same as often as it deems necessary (Minn. Stat. § 473.513).

The attached Review Record details the Council's assessment of the Plan's conformance, consistency, and compatibility, and is summarized below.

Review Standard	Review Area	Plan Status
Conformance	Regional system plan for Parks	Conforms
Conformance	Regional system plan for Transportation, including Aviation	Conforms
Conformance	Water Resources (Wastewater Services and Surface Water Management)	Conforms
Consistency with Council Policy	<i>Thrive MSP 2040</i> and Land Use	Consistent
Consistency with Council Policy	Forecasts	Consistent
Consistency with Council Policy	<i>2040 Housing Policy Plan</i>	Consistent
Consistency with Council Policy	Water Supply	Consistent
Consistency with Council Policy	Community and Subsurface Sewage Treatment Systems (SSTS)	Consistent
Compatibility	Compatible with the plans of adjacent and affected governmental districts	Compatible

Thrive Lens Analysis

The proposed 2040 comprehensive plan is reviewed against the land use policies in *Thrive MSP 2040*. To achieve the outcomes identified in Thrive, the metropolitan development guide defines the Land Use Policy for the region and includes strategies for local governments and the Council to implement. These policies and strategies are interrelated and, taken together, serve to achieve the outcomes identified in Thrive.

Funding

None.

Known Support / Opposition

There is no known local opposition to the 2040 comprehensive plan.

REVIEW RECORD

City of Spring Lake Park 2040 Comprehensive Plan

Review File No. 22036-1, Business Item No. 2020-55 JT

The following Review Record documents how the proposed Plan meets the requirements of the Metropolitan Land Planning Act and conforms to regional system plans, is consistent with regional policies, and is compatible with the plans of adjacent and affected jurisdictions.

Conformance with Regional Systems

The Council reviews plans to determine conformance with metropolitan system plans. The Council has reviewed the City's Plan and finds that it conforms to the Council's regional system plans for Regional Parks, Transportation (including Aviation), and Water Resources.

Regional Parks and Trails

Reviewer: Colin Kelly, Community Development (CD) - Regional Parks (651-602-1361)

The Plan conforms to the *2040 Regional Parks Policy Plan* for the Regional Parks System element. There are no Regional Parks System components within Spring Lake Park as identified in the *2040 Regional Parks Policy Plan*, which Spring Lake Park has stated in its comprehensive plan. There are no State or Federal recreation lands within the City.

Regional Transportation, Transit, and Aviation

Reviewer: Russ Owen, Metropolitan Transportation Services (MTS) (651-602-1724)

The Comprehensive Plan conforms to the *2040 Transportation Policy Plan* (TPP) adopted in 2015. The Plan is consistent with Council policies regarding community roles, the needs of non-automobile transportation, access to job concentrations, and the needs of freight.

Roadways

The Plan conforms to the Highways system element of the TPP. The Plan accurately accounts for the metropolitan highway system of principal arterials, including TH 65. The Plan accurately reflects the regional functional classification map of A-minor arterials and has delineated major and minor collectors.

The Plan identifies all the required characteristics of the City's roadways, including existing and future functional class, right-of-way preservation needs, and existing and forecasted traffic volumes for principal and A-minor arterials. Forecasting is consistent with regional methodology. The Plan also includes guidelines on how access will be managed for principal and A-minor arterials.

The Plan identifies roadway and corridor studies that include recommendations regarding alignments, changes in access, and/or changes in land use. It includes the Anoka County 2040 Transportation Plan.

Transit

The Plan conforms to the Transit system element of the TPP. It shows the location of existing transit routes and facilities and acknowledges the City is within Transit Market Area III.

The Plan is consistent with the policies of the Transit system element of the TPP. The Plan addresses community roles related to its Community Designation of Suburban, as well as the opportunities and challenges related to its Transit Market Area.

Aviation

The Plan conforms to Aviation system element of the TPP. The Plan includes policies that protect regional airspace from obstructions and describes how off-site air navigation aids will be protected.

Bicycling and Walking

The Plan is consistent with the Bicycling and Pedestrian chapter of the TPP. The Plan identifies existing and future segments of, and connections to, the Regional Bicycle Transportation Network (RBTN) and regional trails. The Plan proposes a Tier 1 alignment for an RBTN corridor.

The Plan is also consistent with Bicycle and Pedestrian policies of the TPP by planning for local pedestrian and bicycle connections to transit, regional trails, regional job concentrations, and other regional destinations as identified on the RBTN map.

Freight

The Plan is consistent with Freight policies of the TPP. The Plan accurately states that major truck or freight infrastructure is limited.

Transportation Analysis Zones (TAZs)

The Plan conforms to the TPP regarding TAZ allocations. The TAZ allocations for employment, households, and population appropriately sum to the Council's citywide forecast totals for all forecast years.

The City's planned land uses and areas identified for development and redevelopment can accommodate the TAZ forecasted allocations in the Plan, and at densities consistent with the City's Thrive community designation.

Water Resources

Wastewater Service

Reviewer: Kyle Colvin, Environmental Services (ES) – Engineering Programs (651-602-1151)

The Plan conforms to the *2040 Water Resources Policy Plan (WRPP)*. It represents the City's guide for future growth and development through the year 2040. It includes growth forecasts that are consistent with the Council's assigned forecasts for population, households, and employment.

Current wastewater treatment services are provided to the City by the Metropolitan Council Environmental Services. All wastewater generated within the City is conveyed through Council Interceptors 4-SL-534 and 4-NS-522. All flow is treated at the Council's Metropolitan Wastewater Treatment Plant in St. Paul. The Plan projects that the City will have 3,200 sewered households and 3,600 sewered employees by 2040. The Metropolitan Disposal System with its scheduled improvements has or will have adequate capacity to serve the City's growth forecasts.

The Plan includes the 10-year incremental sanitary flow projections that are projected in the WRPP for the City. The Metropolitan Council is committing to provide the level of wastewater service based on the sewered forecasts as stated in the sewer element of the Plan.

The Land Use Plan reflects an overall minimum residential sewered density that is consistent with Council policy for future sewered residential growth for Suburban communities.

The Plan defines the City's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) mostly in the local municipal (City) sanitary sewer system. The Plan includes a summary of activities and programs intended to mitigate I/I in the public collection system consisting of inspections and pipeline rehabilitation efforts. The City rotates its annual inspection efforts within the public collection system focusing in pre-1970 development areas. During these televised inspections, services exhibiting constant clear water flows are noted and follow-up investigation done for possible

illegal connections. The City has included in its capital improvement program over \$150,000 annually for sewer lining projects and \$10,000 annually for system inspections.

The Plan describes the requirements and standards for minimizing I/I and summarizes City Ordinance 50.20 that prohibit discharge from sump pumps, foundation drains, roof leaders, and air conditioning system drainage to the sanitary sewer system. The Ordinance however does not specifically require the disconnection of such discharges if discovered.

The Plan describes the sources, extent, and significance of existing I/I within the entire wastewater collection system and provides a description of an implementation plan for preventing and eliminating excessive I/I from entering both the municipal and private property sewer systems. The Plan states that nearly 60% of the homes within the City were built prior to 1970 when private service laterals were predominantly vitrified clay tile pipe. By comparing winter month wastewater flow generation to annual average flow, the Plan states that I/I contribute approximately 11% on average of the City's base flow. The Plan also indicates that the peak monthly flow in August of 2011 represented about 32% I/I.

Sewer Element Comments

The Sewer Element of the Plan has been reviewed against the requirements for Comprehensive Sewer Plans for Suburban communities. It was found to be complete and consistent with Council policies. Upon adoption of the Plan by the City, the action of the Council to approve the Sewer Plan becomes effective. At that time, the City may implement its Plan to alter, expand, or improve its sewage disposal system consistent with the approved Sewer Plan. A copy of the City Council Resolution adopting its Plan needs to be submitted to the Metropolitan Council for its records.

Surface Water Management

Reviewer: Jim Larsen, CD – Local Planning Assistance (651-602-1159)

The Plan is consistent with Council policy requirements and in conformance with the WRPP for local surface water management. The Plan satisfies the requirements for 2040 comprehensive plans. Spring Lake Park lies within the oversight boundaries of the Rice Creek and Cook Creek Watershed Districts. The City submitted a draft Local Water Management Plan (LWMP) in July 2018. Council Water Resources staff reviewed and commented on the draft LWMP to the City and Watershed Districts in a letter dated August 27, 2018. The LWMP was approved by the Rice Creek Watershed District on January 9, 2019 and by the Coon Creek Watershed District on January 28, 2019. The City adopted the final LWMP on April 15, 2019. The final LWMP is located in the Plan Appendix.

Consistency with Council Policies

The Council reviews plans to evaluate their apparent consistency with the adopted plans of the Council. Council staff have reviewed the City's Plan and find that it is consistent with the Council's policies, as detailed below.

Forecasts

Reviewer: Todd Graham, CD – Research (651-602-1322)

The Spring Lake Park Plan includes the Council forecasts for the City (table 1.1 of the Plan). The City's forecasts are shown in Table 1 below for reference.

Table 1. City of Spring Lake Park Forecasts

	Census	Estimated	Council Forecasts		
	2010	2018	2020	2030	2040
Population	6,412	6,410	6,700	7,000	7,400
Households	2,672	2,698	2,880	3,000	3,200
Employment	3,000	3,261	3,280	3,450	3,600

Development of new housing in the current decade has been minimal. However, housing developer Dominion has broken ground on a housing project, Legends, that will advance the households and population counts to 2020 forecast levels. Beyond that, during 2020-2040, the City is forecasted to add 320 additional households.

Chapter 2 of the Plan describes and inventories land supply for future development and redevelopment. The City expects a net gain of 26.3 acres of mixed use and 5.9 acres of high-density residential land. If all the identified land supply is developed at expected densities, the land supply would accommodate 273 to 687 units during 2020-2040. This can accommodate the growth forecast (320 additional households during 2020-2040).

Thrive MSP 2040 and Land Use

Reviewer: Angela R. Torres, CD – Local Planning Assistance (651-602-1566)

The 2040 Plan is consistent with *Thrive MSP 2040* and its land use policies. The Plan acknowledges the *Thrive* community designation of Suburban (Figure 2). *Thrive* describes Suburban communities experienced continued growth and expansion during the 1980s and early 1990s, and typically have automobile-oriented development patterns at significantly lower densities than in previous eras.

Suburban communities are expected to plan for forecasted population and household growth at overall average densities of at least 5 units per acre, and target opportunities for more intensive development near regional transit investments. Plans are also required to identify areas for redevelopment, particularly areas that are well-served by transportation options and nearby amenities and that contribute to better proximity between jobs and housing.

Existing land uses in the City are predominately residential (46%) and include low, medium, and high-density categories. Right-of-way (24%) is a predominant land use as County Highway 10 and TH 65 converge in the northeast portion of the City. The City has commercial and commercial/industrial areas which combined total 12% of the City's existing land uses and are largely on or near transportation corridors. Public/Semi-Public land uses (7%) include the Spring Lake Park High School and Independent School District 16 administration offices. The remaining existing land uses include various parks, open space, and water features. (Figure 3).

The Plan describes five potential redevelopment areas shown in Figure 5 of this report, each numbered on the map. A new mixed-use redevelopment area (1) is located east of TH 65 and west of Central Avenue where the Plan states that the transition to mixed use will allow for more housing units with improved access to local businesses. This area allows for a mix of 80% residential uses and 20% commercial uses. A second area (2) focuses on potential redevelopment of previously vacant or low-density residential uses to commercial uses. Areas 3 and 4 focus on commercial corridor redevelopment, and potential redevelopment area 5 includes the City's Public Works Building and surrounding commercial uses. The Plan cites market conditions as the driving force of redevelopment. As shown in Table 2 below, the expected overall density of planned residential growth is a minimum of 5.68 units per acre, consistent with *Thrive* policies.

Table 2. Planned Residential Density, City of Spring Lake Park

Category	2018-2040 Change				
	Density		Net Acres	Min Units	Max Units
	Min	Max			
Low Density	1	3	28.6	29	86
Medium Density	3	10	5.2	16	52
High Density	10	25	13.2	132	330
Mixed Use (80% Residential)	10	25	21.04	210	526
TOTALS			68.04	387	994
			Overall Density	5.68	14.61

Housing

Reviewer: Hilary Lovelace, CD – Housing (651-602-1555)

The Plan is consistent with the *2040 Housing Policy Plan*. As of 2016, the City has nearly 2,800 homes including more than 600 multifamily units and about 2,050 single-family homes. About 800 homes are rented. More than 2,600 housing units are currently affordable to households earning under 80% of Area Median Income (AMI), however, more than 700 households earning 80% of AMI or below are paying more than 30% of their income toward housing costs. There are nearly 300 units affordable to households with income at or below 30% AMI and 200 cost burdened households with incomes at or below 30% AMI.

The Plan identifies existing housing needs including maintenance and reinvestment in existing housing stock, and new housing for a range of ages and incomes especially executive and senior housing. The City currently has more than 150 units of publicly subsidized housing, including 60 units that are age restricted for seniors.

The Plan acknowledges the 2021-2030 affordable housing need allocation of 29 units, 14 of which are needed at prices affordable to households earning 30% of AMI or less, 6 of which are needed at prices affordable to households earning between 31 and 50% of AMI, and 9 of which are needed at prices affordable to households earning between 51 and 80% of AMI. As shown in Figure 6, the Plan guides sufficient land expected to develop in the 2021-2030 time period at a minimum of eight units per acre to allow for development of at least 106 new housing units. All land guided to develop at densities above 8 units per acre is mixed use.

The housing implementation plan component of the Plan describes that the City will consider TIF and tax abatement for projects to help construct new affordable units at all income bands. The Plan also indicates that the City will consider the creation of co-operatives and community land trusts for the more than 100 manufactured housing units. The Plan states that the City will strategically partner with Anoka County to further housing policies.

Water Supply

Reviewer: Lanya Ross, ES – Water Supply Planning (651-602-1803)

The Spring Lake Park 2040 Plan is consistent with WRPP policies related to water supply, including the policy on sustainable water supplies, the policy on assessing and protecting regional water resources, and the policy on water conservation and reuse. Because the City has a municipal public water supply system, the Local Water Supply Plan (LWSP) must be – and is – included as part of the 2040 Plan (Appendix F).

The City prepared an initial LWSP in 2016 that was submitted to both the MN Department of Natural Resources (DNR) and Metropolitan Council and reviewed separately. The Council found this initial plan to be incomplete, and comments were shared with the DNR in a letter dated May 19, 2017. The City

revised the LWSP, and this revised version was received by the Council on April 17, 2018. The Council found this revised LWSP to be complete and consistent with Water Resources Policy Plan (WRPP) policies, and comments were shared in a letter to DNR dated May 3, 2018. The DNR approved the LWSP in a letter to the City dated May 18, 2018. This approved plan is attached to the 2040 Plan as Appendix F.

Community and Subsurface Sewage Treatment Systems (SSTS)

Reviewer: Jim Larsen, CD – Local Planning Assistance (651-602-1159)

The Plan indicates that there are no individual SSTS, or public or privately-owned Community Wastewater Treatment Systems in operation in the City. All residences and businesses are served by the municipal sanitary sewer collection system which directs flow through the Council Interceptor system to the Metropolitan Wastewater Treatment Facility in Saint Paul for treatment and discharge to the Mississippi River.

Special Resource Protection

Solar Access Protection

Reviewer: Cameran Bailey, CD – Local Planning Assistance (651-602-1212)

The Plan is consistent with statutory requirements (Minn. Stat. § 473.859) and Council policy regarding planning for the protection and development of access to direct sunlight for solar energy systems as required by the Metropolitan Land Planning Act (MLPA). The Plan includes the required solar planning elements.

Aggregate Resource Protection

Reviewer: Jim Larsen, CD – Local Planning Assistance (651-602-1159)

The Plan indicates, consistent with the Council's aggregate resources inventory information contained in *Minnesota Geological Survey Information Circular 46*, that there are no known aggregate resource deposits within the fully developed City.

Historic Preservation

Reviewer: Angela R. Torres, CD – Local Planning Assistance (651-602-1566)

The Plan states that the City will consider the preservation of historic resources in the review of site plans and other planning decisions and that the City will, whenever possible, preserve historic structures or landscapes. There are no sites in the City listed on the National Register of Historic Places.

Plan Implementation

Reviewer: Angela R. Torres, CD – Local Planning Assistance (651-602-1566)

The Plan includes a description of and schedule for any necessary changes to the capital improvement program, the zoning code, the subdivision code, the SSTS code, and the housing implementation program and identifies the timeline for those changes to take place.

The Plan, with supplemental materials, describes the official controls and fiscal devices that the City will employ to implement the Plan. Chapter 7, Implementation includes specific implementation strategies, with the current capital improvement plan included as an appendix.

Compatibility with Plans of Adjacent Governmental Units and Plans of Affected Special Districts and School Districts

The proposed Plan is compatible with the plans of adjacent jurisdictions. No compatibility issues with plans of adjacent governmental units and plans of affected special districts and school districts were identified.

Documents Submitted for Review

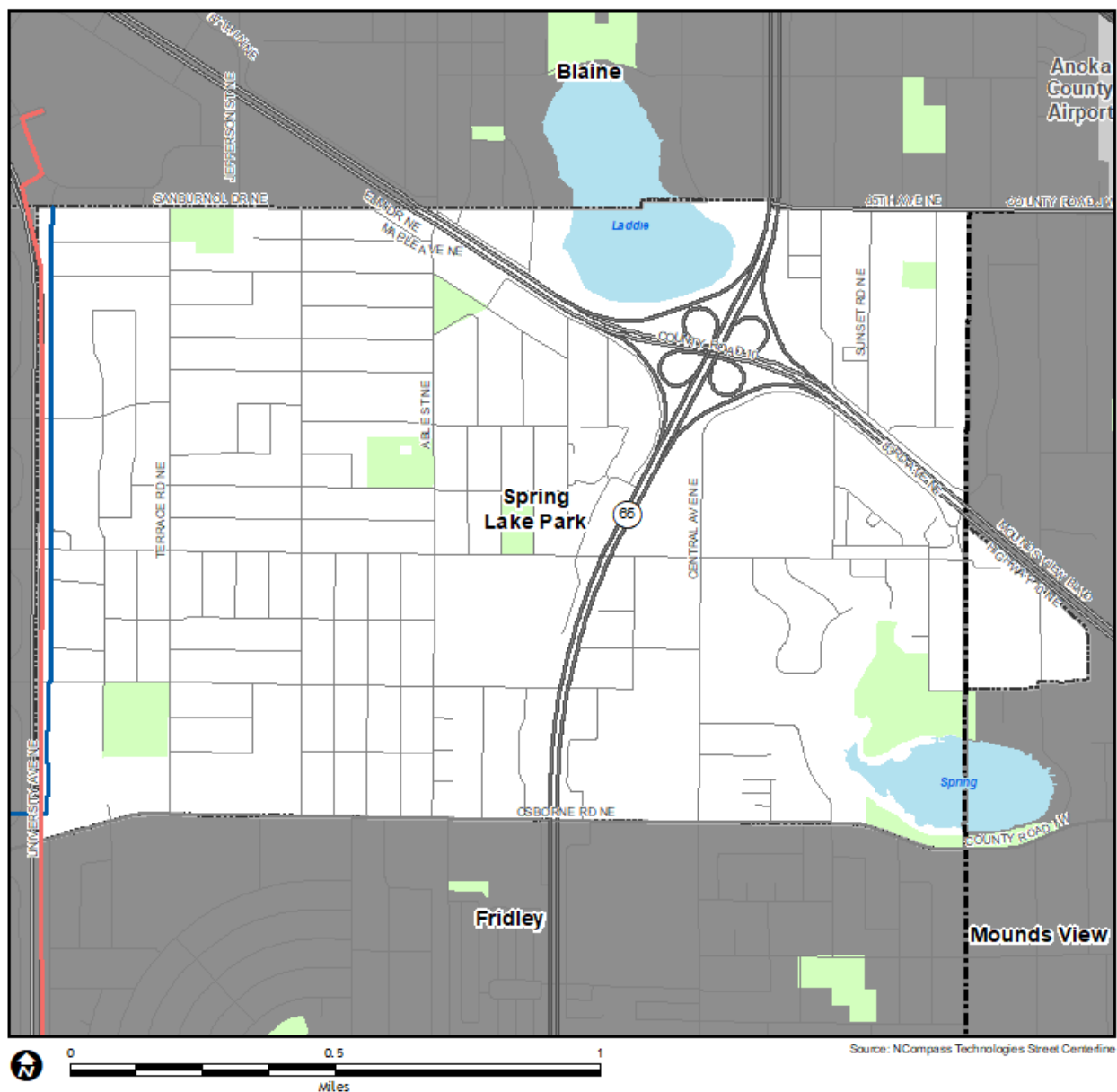
In response to the 2015 System Statement, the City submitted the following documents for review:

- August 9, 2018: Spring Lake Park Preliminary 2040 Comprehensive Plan
- November 21, 2018: Local Surface Water Management Plan
- June 27, 2019: Spring Lake Park 2040 Comprehensive Plan
- December 19, 2019: Revised Comprehensive Plan Responding to Council Incomplete Items for Wastewater, Land Use, Housing, Water Supply, Transportation, Mapping, Implementation, and Affected Jurisdiction Review.
- January 6, 2020: Revised Water Resources Chapter
- January 28, 2020: Revised Land Use Chapter

Attachments

- Figure 1: Location Map with Regional Systems
- Figure 2: *Thrive MSP 2040* Community Designations
- Figure 3: Existing Land Use
- Figure 4: 2040 Planned Land Use
- Figure 5: Potential Redevelopment Areas
- Figure 6: Land Guided for Affordable Housing

Figure 1. Location Map with Regional Systems



Regional Systems

Transportation

Transitways

2040 Transportation System Policy - adopted January 2015

- Existing
- - - Planned Current Revenue Scenario
- - - Planned Current Revenue Scenario - CTIB* Phase 1 Projects
- Potential Increased Revenue Scenario

Regional Highway System

- Existing Principal Arterials
- - - Planned Principal Arterials
- Existing Minor Arterials
- - - Planned Minor Arterials
- Existing Other Arterials
- - - Planned Other Arterials

Recreation Open Space

Regional Parks

- Existing (Open to Public)
- - - In Master Plan (Not Open to Public)
- - - Planned Units

Regional Trails

- Existing (Open to Public)
- - - Existing (Not Open to Public)
- - - Planned

Wastewater

- M Meters
- L Lift Stations
- MCES Interceptors
- MCES Treatment Plants

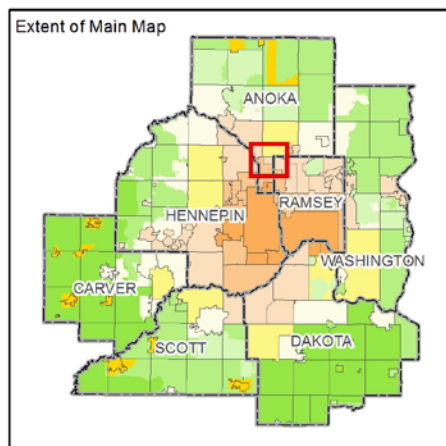
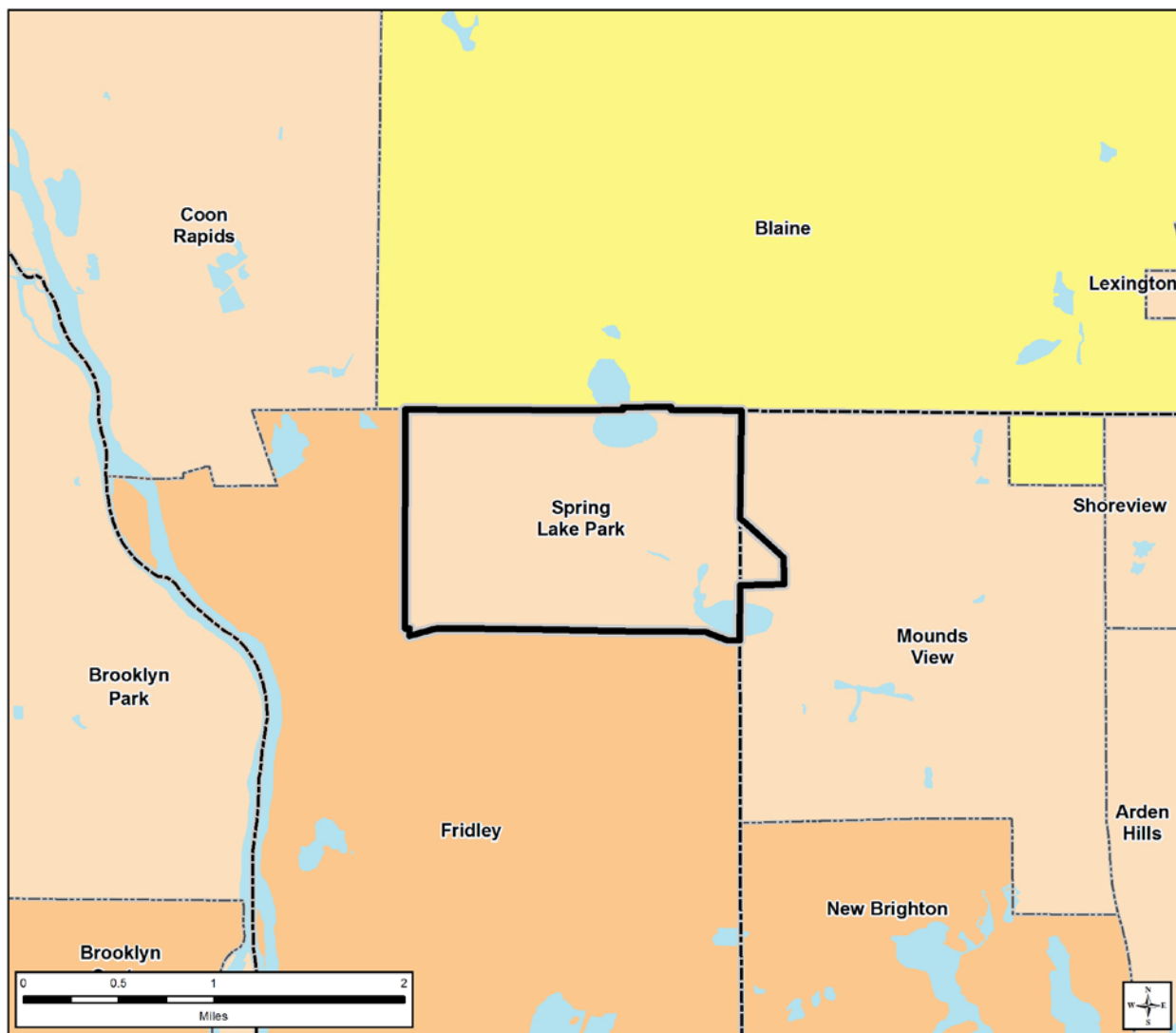
Regional Park Search Areas and Regional Trail Search Corridors

- Boundary Adjustment
- Search Area
- Regional Trail Search Corridors

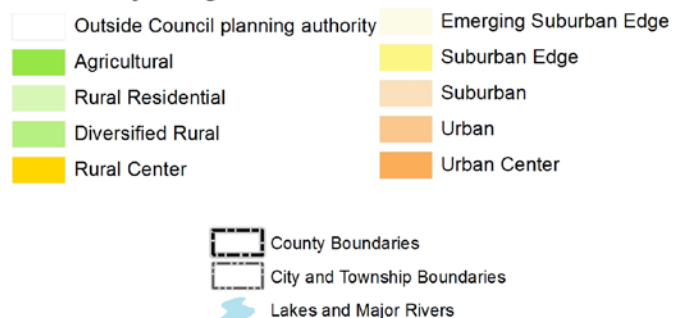
- Local Streets
- Existing State Trails
- Other Parks, Preserves, Refuges and Natural Areas

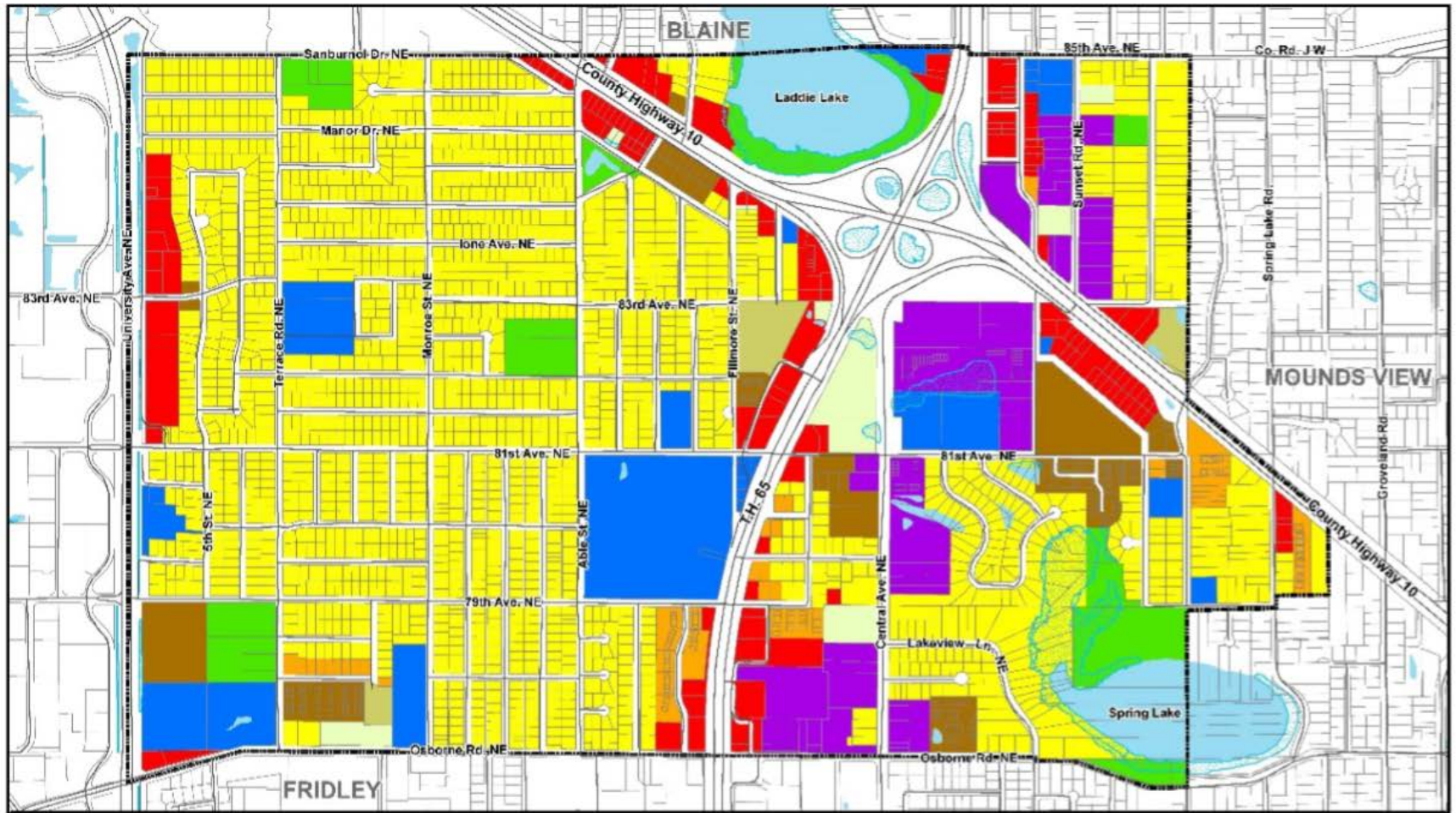
* Counties Transit Improvement Board (CTIB)

Figure 2. Thrive MSP 2040 Community Designations



Community Designations





2018 Existing Land Use

Spring Lake Park 2040 Comprehensive Plan



City Boundary	Senior/Handicapped Residential	Park/Open Space
Low Density Residential	Commercial	Vacant
Medium Density Residential	Commercial/Industrial	Open Water
High Density Residential	Public/Semi-Public	NWI Wetland

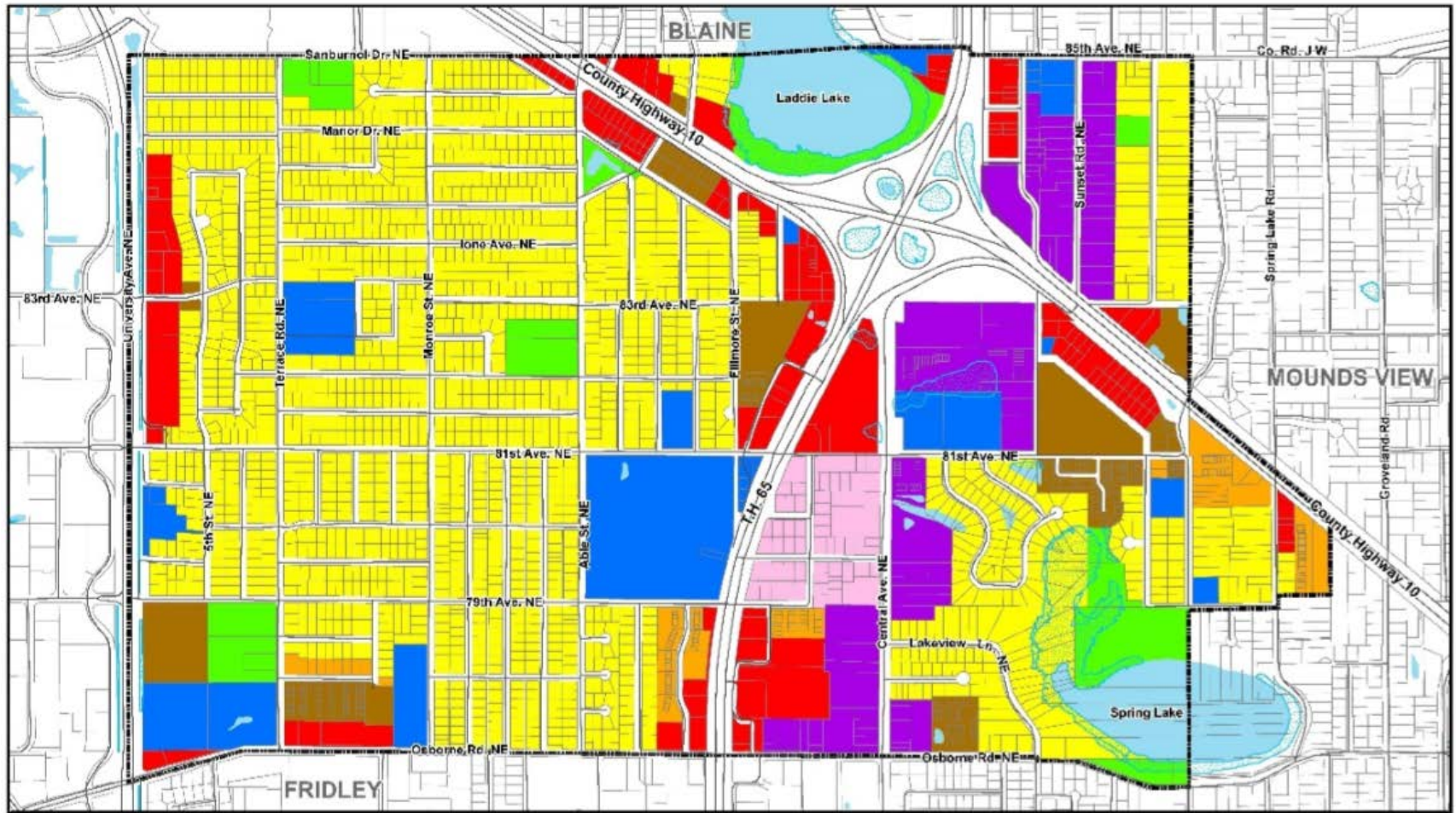
Note: This is the existing land use in Spring Lake Park in 2018. Existing land use may differ from zoning and future land use.

April 10, 2019



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Figure 3. Existing Land Use



2040 Planned Future Land Use
Spring Lake Park 2040 Comprehensive Plan



City Boundary	Mixed Use	Park/Open Space
Low Density Residential	Commercial	Open Water
Medium Density Residential	Commercial/Industrial	NWI Wetland
High Density Residential	Public/Semi-Public	

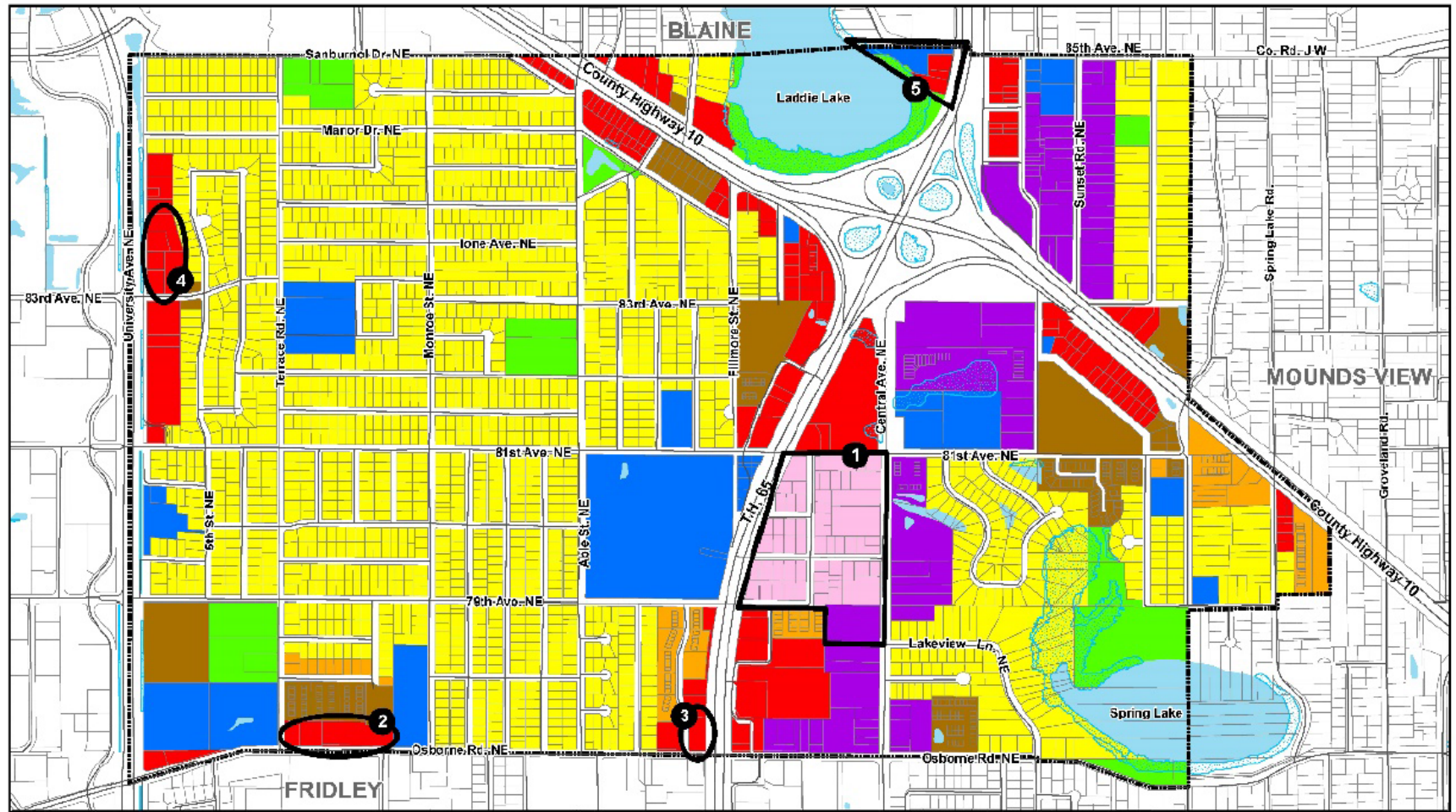
Note: This is the legally binding future land use plan for the City of Spring Lake Park.

April 16, 2019



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Figure 4. 2040 Planned Land Use



Potential Redevelopment Areas

Spring Lake Park 2018 Comprehensive Plan



Potential Redevelopment Areas

1. New Mixed Use District
2. Commercial at Osborne Rd and Terrace Rd
3. Intersection of Highway 65 and Osborne Rd NE
4. Commercial along University Ave
5. Intersection of Highway 65 and 85th Ave NE

April 16, 2019



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Figure 5. Potential Redevelopment Areas

Figure 6. Land Guided for Affordable Housing

2021-2030 share of regional need for Affordable Housing:	29 units
2021-2030 total regional need for Affordable Housing:	37,900 units

	Available Acres	×	Minimum Density <i>(units per acre)</i>	×	Expected % Residential <i>(if mixed use)</i>	=	Minimum Units Possible
Mixed Use	13.20		10		80%		106
Total	13						106

Sufficient/(insufficient) units possible against share of regional need: **77**

Affordable units built since 2021: **0**

Sufficient/(insufficient) units possible adjusted for affordable units built: **77**

Number of Comp Plan Amendments approved since Comp Plan Update: **0**



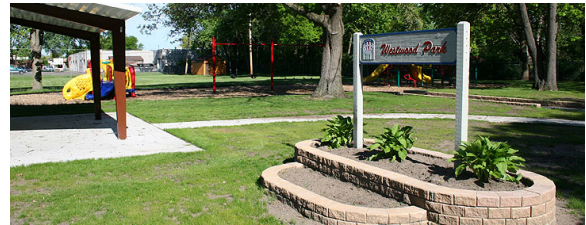
2040 Comprehensive Plan



Spring Lake Park,
MN

DRAFT

December 17, 2019



Acknowledgements

This Comprehensive Plan would not have been possible without the collaboration of City staff, Planning Commission Members, City Council Members, consultant staff, and the general public. A special thanks to these team members for the dedication and effort they gave to make this Plan a success.

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Chapter 1: Background

INTRODUCTION

A Comprehensive Plan is a tool to implement a community's long-range vision for the future. The Comprehensive Plan addresses many aspects related to City infrastructure and services, including transportation, land use, water systems, housing, parks and trails, and the overall vitality of the City. The plan provides a guide for elected officials to use when making decisions. The goal of the comprehensive planning process is to develop a plan that is a key resource for the community to use when facing issues such as redevelopment, locating a new park, or determining future transportation needs.

The Comprehensive Plan also serves as a legal foundation for rules and regulations adopted by the community, such as the zoning ordinance and subdivision regulations. The Comprehensive Plan shapes the community's zoning code and regulations, and can be used to guide land uses to best serve the community's changing needs. To ensure that the Comprehensive Plan addresses the needs of the community, full engagement from City staff, elected officials, committees and commissions, and the public is essential.

The comprehensive planning process is a systematic, ongoing, forward-looking process of analysis of opportunities and constraints, for the purpose of formulating a plan to accomplish the community's goals and objectives. To plan effectively, the City needs a clear and comprehensive understanding of current conditions, and influences and trends that will shape the community's future.

Comprehensive plans are required to be completed every ten years by the Metropolitan Council. Communities within the 7-County Metropolitan Area are required to complete comprehensive plans by the Metropolitan Land Planning Act.

This Comprehensive Plan is organized into chapters, based on the different elements affecting the City. Chapter 1 begins with a summary of the planning process and identifies existing demographic and economic conditions that shape Spring Lake Park. The following five chapters address key elements of the Plan, identifying goals and policies for future development, mapping and describing existing conditions, and describing relevant programs. These plan elements include:

- Chapter 1: Background
- Chapter 2: Land Use
- Chapter 3: Housing
- Chapter 4: Parks, Trails, and Community Facilities
- Chapter 5: Transportation
- Chapter 6: Water Resources
- Chapter 7: Implementation

The plan concludes with an implementation chapter which identifies land use controls, the plan amendment process, and the City's Capital Improvements Program. The implementation chapter is critical to the success of the Plan, as it develops action steps to turn the goals and policies identified in each chapter to tangible projects in the community.

PLANNING PROCESS

This Comprehensive Plan is the result of a process that included a series of public meetings and background data analysis. The first step in the process was a review of current conditions, as well as influences and trends that will shape the community's future. Background information included: past and current trends in demographic data; land use; surface water, public utilities and facilities; transportation; and parks and recreation areas. An assessment of these characteristics is an important element in developing goals and policies that are consistent with existing conditions in the City.

The City kicked off the planning process by reviewing and updating background and demographic data and developing a planning process that would identify issues, develop goals, policies, and alternatives, and create an implementation plan to address the future development of Spring Lake Park. The City's Planning Commission members served as guides throughout the process, sharing feedback through all phases.

Following the background analysis, a Planning Commission meeting was held with members of the Spring Lake Park Planning Commission and City Staff in February of 2018 to identify key strengths, weaknesses, and opportunities in the community. Key strengths and opportunities identified by residents included transportation access for all modes, parks and public facilities, and a diverse and affordable housing stock. Key weaknesses included maintenance of public facilities and buildings, a lack of east-west transit options, and maintaining aging housing stock. A complete summary of comments received from this meeting is included in Appendix A. These responses were used to revise goals and policies for each plan chapter, so that they reflected the concerns of the community.

In April 2018, the City hosted a community meeting to present background information, share the goals and policies, and identify any other issues that needed to be incorporated into the Plan. A complete summary of comments received from this meeting is included in Appendix A.

The information presented in the background report and input provided from community residents provided a foundation for developing the Comprehensive Plan. Following consensus on the goals and policies, a future land use plan was developed. Because the City is fully developed, the future land use plan will be used to guide redevelopment in certain areas of the City.

After development of the City's future land use plan, the City's existing sewer and water, surface water, parks and transportation plans were revised to provide consistency with the 2040 Future Land Use Plan. A final draft of the Comprehensive Plan was presented to the Planning Commission on May 29, 2018 and recommended for approval on June 25, 2018. After input from the Planning Commission, the Plan was revised and presented to the City Council for authorization to submit the plan for adjacent community review. After the six-month review period, the Council adopted the final plan contingent on Met Council approval on June 17, 2019.

CITY BACKGROUND

The City of Spring Lake Park was established in December of 1953, when residents of the township voted to approve incorporation. Today the City remains relatively small, with an estimated 2016 population of 6,519. Most of Spring Lake Park is located in southern Anoka County, but a small portion in the eastern part of the City lies within Ramsey County (Figure 1-1). The City is located approximately 12 miles north of downtown Minneapolis. Neighboring communities include Blaine to the north, Mounds View to the east, Fridley to the south and east, and Coon Rapids to the northwest. Spring Lake Park is served by several major highways. State Highway 47 (University Avenue) runs along the western edge of the City, and State Highway 65 and County Highway 10 (formerly US Highway 10) intersect in the northeast quadrant of the City.

The City's last Comprehensive Plan Update was adopted in the year 2009. The 2009 Plan's focus was planning for the year 2030. Conditions in the City have not changed significantly since the 2009 Plan was completed. Therefore, current planning efforts will focus on identifying City infrastructure and system needs for 2040, discussing possible redevelopment areas, and developing a plan that meets Met Council requirements. The Metropolitan Council has identified Spring Lake Park as a "Suburban Community," which means development primarily occurred prior to and during the 1980s and 1990s. The Council forecasts a demand for walkable places where people can gather, including amenities, higher density housing, and civic and institutional spaces. It is anticipated that most development will occur through redevelopment of existing properties, since Spring Lake Park is already built-out.

Population Projections

To assist local communities in preparing their Comprehensive Plan, the Met Council has population, household, and employment forecasts for each community. These forecasts, as first presented in the City's System Statement prepared by the Met Council in 2015 (Appendix B) and subsequently amended in August 2016, are presented in Table 1-1.

Table 1-1: Forecasts (source: 2010 Census; 2016 American Community Survey; Metropolitan Council)

	2010	2016	2020	2030	2040
Population	6,412	6,519	6,700	7,000	7,400
Households	2,672	2,698	2,880	3,000	3,200
Employment	3,000	2,879	3,280	3,450	3,600

Demographic Trends

Demographic trends within a community and the surrounding area are important, as these trends provide insight into future community issues and needs. A variety of demographic trends are analyzed on page 1-5. Comparisons are made between the City of Spring Lake Park and Anoka County as a whole to provide a point of reference.

Community Designations City of Spring Lake Park, Anoka and Ramsey Counties

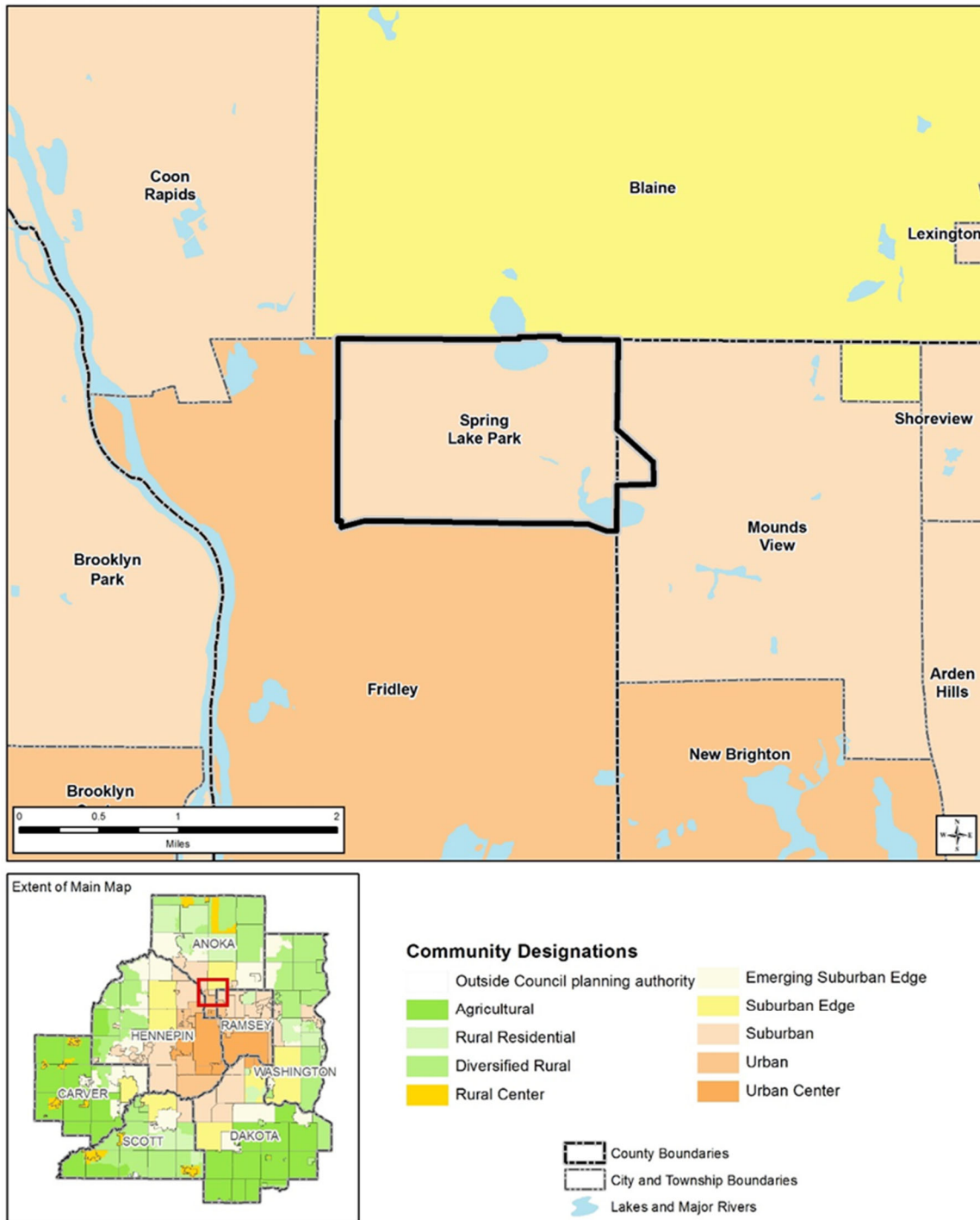


Figure 1-1: Community Designation

Population and Household Growth

As demonstrated in Figure 1-2, Spring Lake Park's population has remained stable in recent decades. The City's population in 1980 was 6,447. The City's 2006 population was estimated at 6,623. As Figure 1-2 demonstrates, the City did experience some growth between 1990 and 2000, adding approximately 200 residents, an increase of nearly 4 percent. This population increase, however, was erased between 2000 and 2010 due to effects of the "Great Recession" which began December 2007. The City's population is forecasted to increase 13.6 percent by 2040, with a projected 2040 population of 7,400. Given that the City is currently fully developed, this growth will most likely be accommodated through infill development at higher densities.

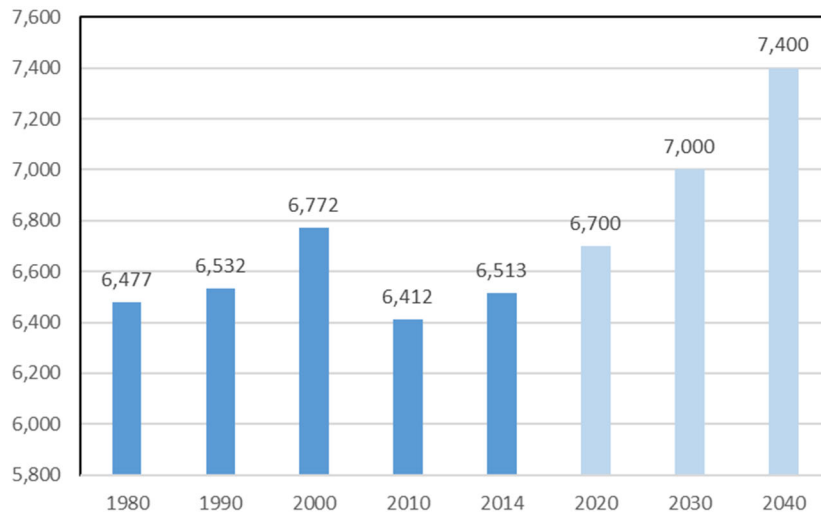


Figure 1-2: Historic and Forecasted Population (source: Metropolitan Council)

Comparatively, Anoka County's population has increased substantially in recent decades, as demonstrated in Figure 1-3. This growth is forecasted to continue within Anoka County. The significant population increases in Anoka County can be explained by the large amount of undeveloped land within Anoka County to accommodate population increases. Conversely, because Spring Lake Park has been built-out for several decades, it has not experienced significant growth.

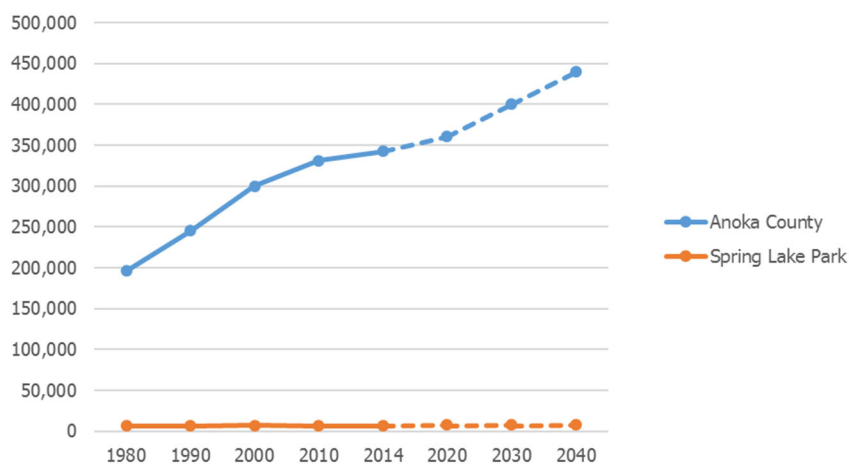


Figure 1-3: Anoka County and City Population Comparison (source: Metropolitan Council; 2010 Census)

Household trends often have more significant impacts for communities than population trends, as household numbers more directly relate to housing and land use needs and development. Household trends in the City of Spring Lake Park and Anoka County closely follow population trends in the two jurisdictions. As shown below in Figure 1-4, the number of households in Spring Lake Park has increased from 1,992 households in 1980 to 2,698 in 2014. The increase in households does not correspond to significant increase in population, which can likely be explained by the recent trend of decreasing household sizes. By 2040, it is forecasted that the number of households in the City will increase to 3,200.

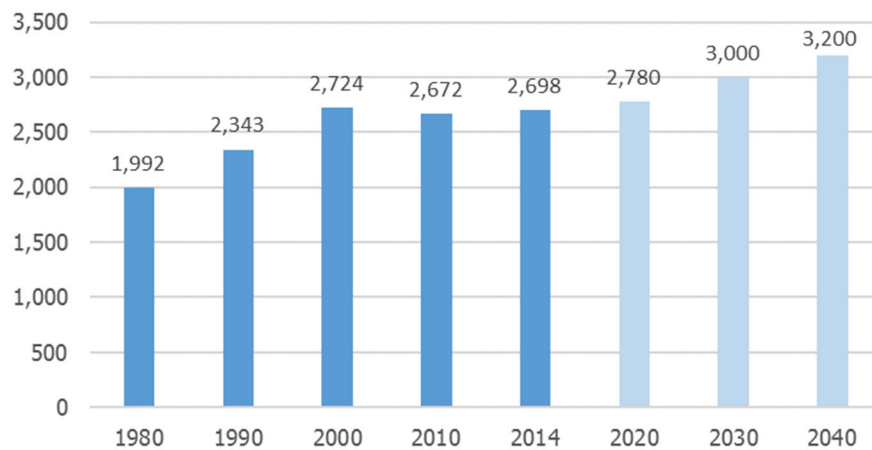


Figure 1-4: Actual and Projected Households (source: Metropolitan Council)

Figure 1-5 demonstrates significant increases in the forecasted number of households for Anoka County compared to a relatively small increase for Spring Lake Park. Again, this increase can be attributed to the large undeveloped portions of Anoka County available to accommodate additional growth. Because Spring Lake Park is fully developed, it will not absorb as large a percentage of the region's growth as other developing communities in Anoka County.

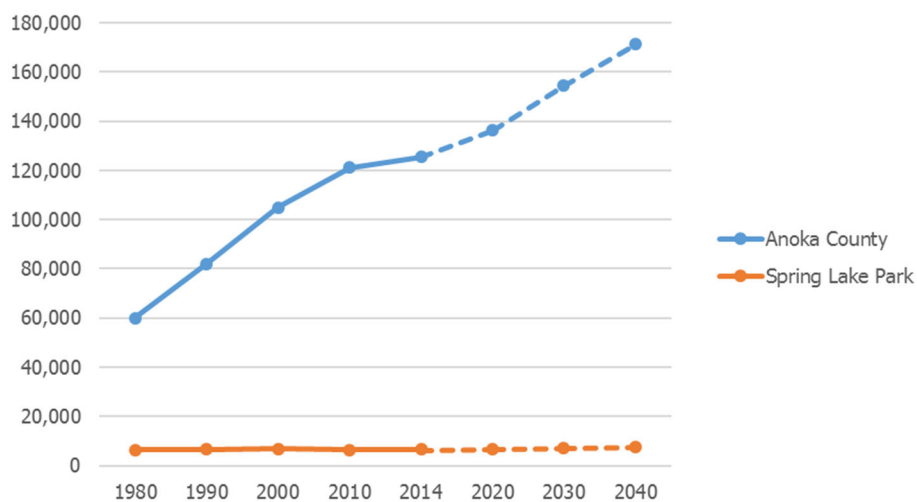


Figure 1-5: Actual and Projected Households in Anoka County and Spring Lake Park (source: Metropolitan Council, 2010 Census)

Age Distribution

In 2010, the median age of Spring Lake Park's population was 41.2 years. The City's historic median age trends demonstrate that the City's population is aging. For example, in 1970, the median age was 20.5. The City's age distribution for the year 2010 is shown below in Figure 1-6.

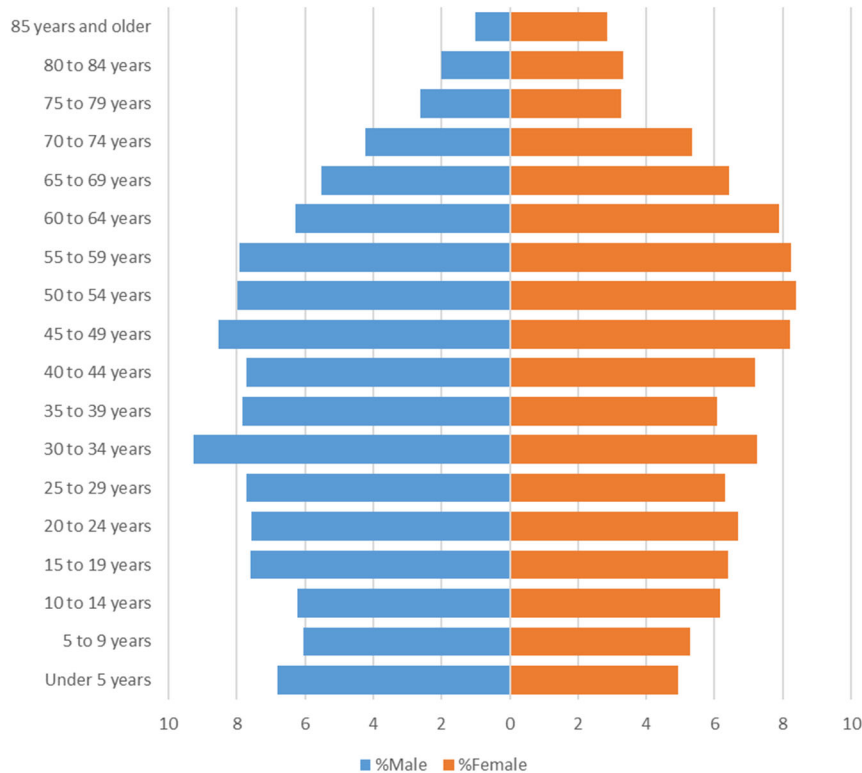


Figure 1-6: Population Pyramid for Spring Lake Park, 2010 (source: 2010 Census)

The City's age distribution reflects a common trend, with a large percentage of the population between the ages of 45 and 64 in the year 2010. This large age group represents the baby boom generation. The aging of the baby boom generation will have a significant effect on the community in upcoming decades as the needs of its residents change.

Racial Diversity

The racial make-up of Spring Lake Park is presented below in Figure 1-7. The City of Spring Lake Park is predominately white (77 percent). The largest minority populations in Spring Lake Park are Hispanic or Latino and Asian or Pacific Islander. Approximately 6.0 percent of the population identified as Asian or Pacific Islander, and 7.0 percent identified as Hispanic or Latino. Since the 2030 Comprehensive Plan, the City has seen an increase in racial diversity, with both racial groups doubling in size.

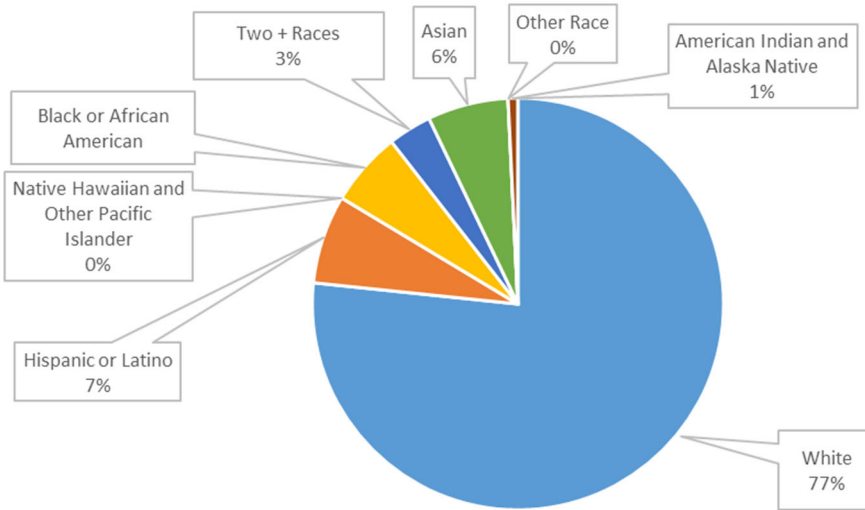


Figure 1-7: Racial Diversity in Spring Lake Park (source: 2015 American Community Survey)

Education

The educational attainment for the Spring Lake Park population is presented in Figure 1-8. This information is relevant for communities, as it affects the local economy and economic development opportunities, as well as potential needs of residents. As demonstrated below, most residents in Spring Lake Park have obtained a High School Diploma (91.0 percent) and many others have completed some college or higher education (58.0 percent). There has been significant growth in the educational attainment of the city's residents, as the number of residents attaining a bachelor's degree or above has increased nearly 32 percent since the 2000 census.

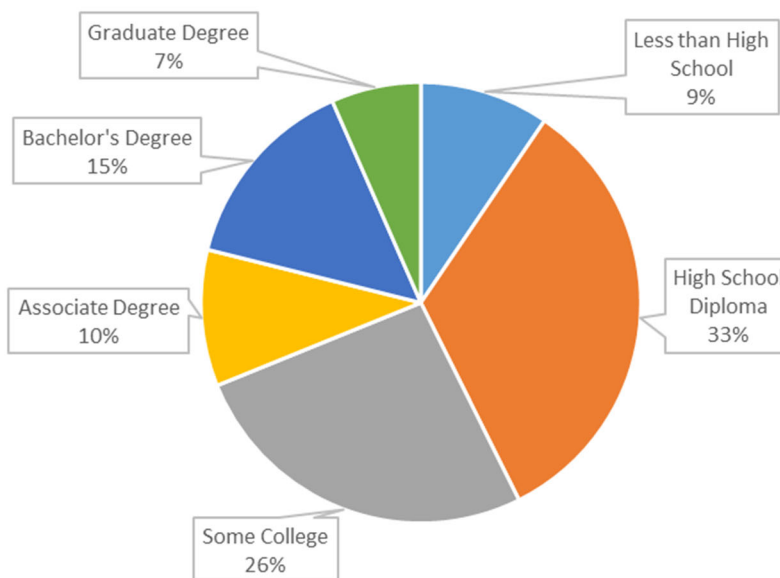


Figure 1-8: Educational Attainment (source: 2015 American Community Survey)

Economic Overview

The economic health of a community is important to maintain a high standard of living for existing residents and to attract new residents. The following information identifies employment and related economic trends.

Employment

Historic and forecasted employment data is presented below in Figure 1-9. The number of jobs in Spring Lake Park increased steadily between 1970 and 2000, as the number of jobs within the City increased from 730 in 1970 to 4,603 in 2000, an increase of 530 percent. Employment dropped significantly in the decade between 2000 and 2010; many of the jobs were lost in the latter part of the decade due to job losses from the “Great Recession” which began in December 2007. Employment growth is expected to level off, with a 2040 forecast of 3,600 total jobs. The ratio of jobs to population in Spring Lake Park is 2.3 residents for every job in the City in 2010. Major employers in Spring Lake Park include Spring Lake Park School District, Aggressive Industries, Rise, and Spring Lake Park Lumber.

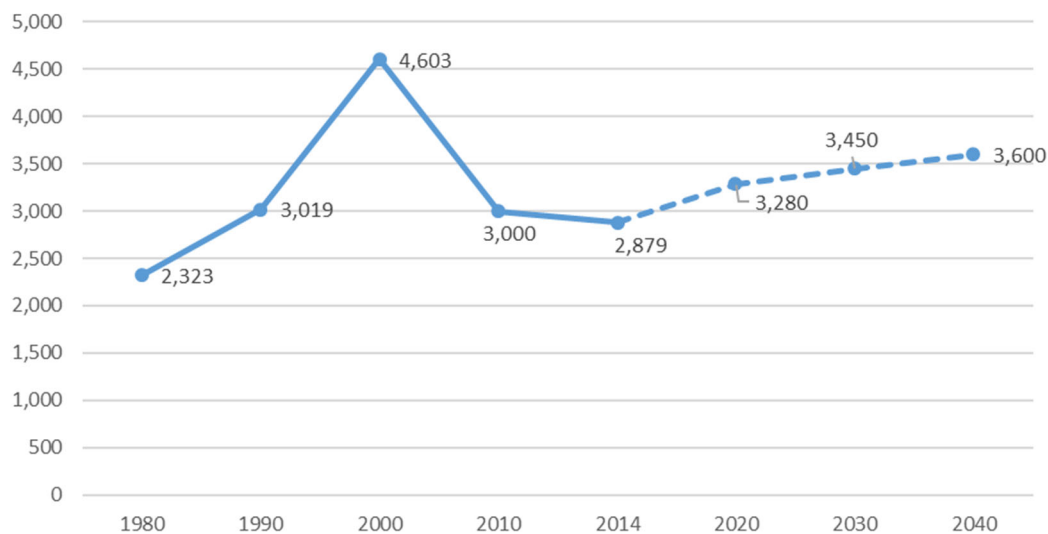


Figure 1-9: Employment in Spring Lake Park (source: Metropolitan Council)

Commute and Transportation

Figure 1-10 identifies the mode of transportation residents of Spring Lake Park use to access their jobs in 2015. A majority of residents (78 percent) drove alone to work. Approximately 11 percent of residents carpoolled, and nearly five percent used public transportation. The number of residents who worked at home has doubled since the 2000 census, reflecting the technological advances that have occurred over the past 15 years that allows more residents to work productively from home.

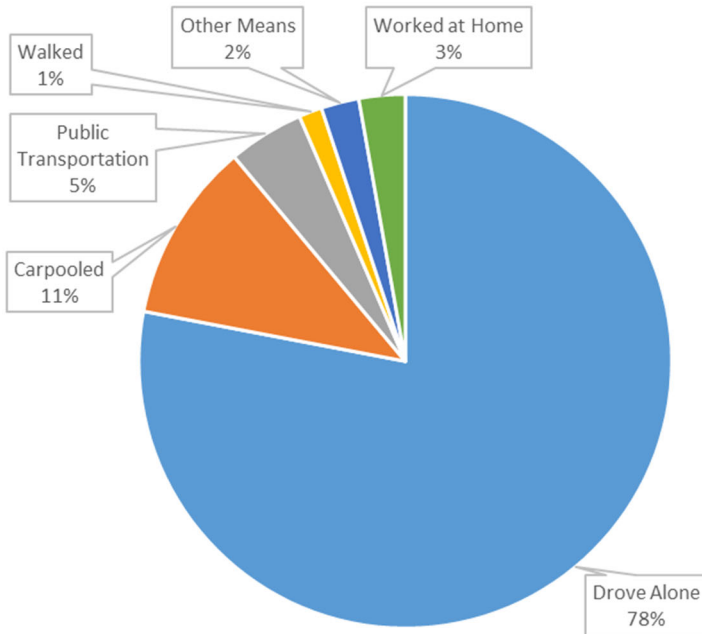


Figure 1-10: Means of Transportation to Work (source: 2015 American Community Survey)

Despite the large number of jobs within Spring Lake Park, a majority of residents worked outside of the City. The average commute time for Spring Lake Park residents in 2015 was 24.2 minutes. It is likely that this number has increased significantly in recent years due to increasing congestion in the metropolitan area.

Household Income

The median household income in 2015 in Spring Lake Park was \$51,719, an increase of 10.8% from 2000. Figure 1-11 presents a comparison of income distribution for the City of Spring Lake Park and the Minneapolis-St. Paul metropolitan area.

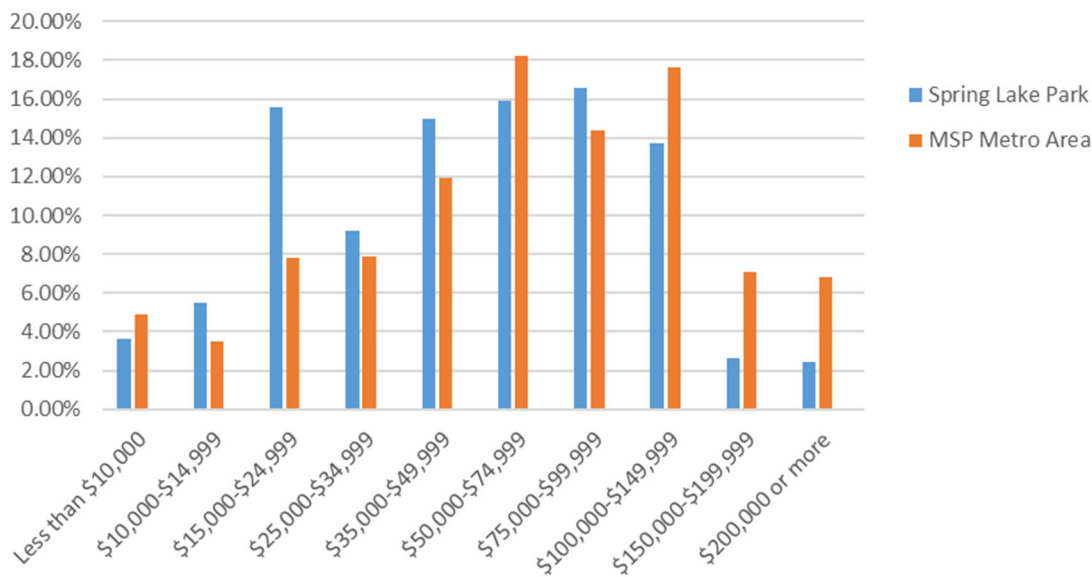


Figure 1-11: Household Income Distribution (source: 2015 American Community Survey)

The median household income for Spring Lake Park is lower than the median household income for Twin Cities metro and Anoka County as a whole (Figure 1-12).

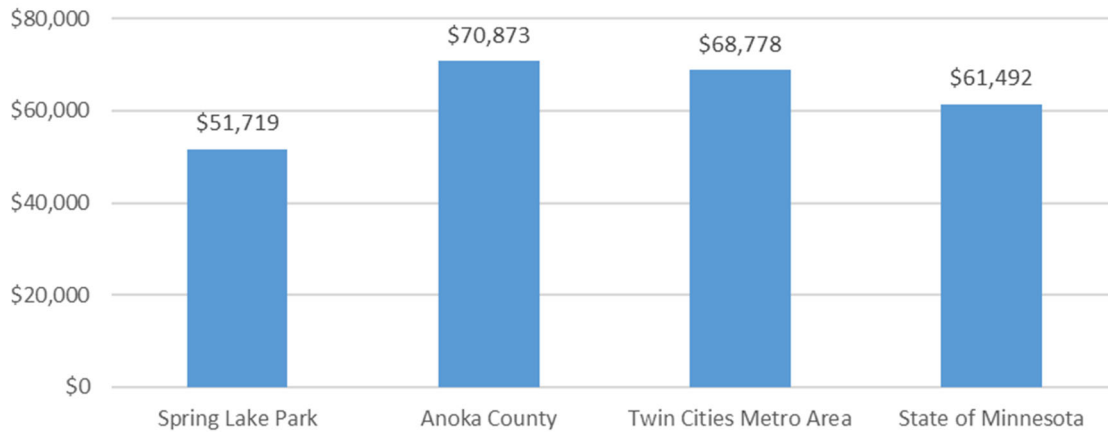


Figure 1-12: Median Household Income Comparison (source: 2015 American Community Survey)

Spring Lake Park's median income has not kept pace with the growth in median income from either Anoka County, the Twin Cities Metro Area and the State of Minnesota. While the City's median income grew by 10.8 percent since 2000, Anoka County's grew by 22.7 percent, the Twin Cities Metro Area's grew by 26.7 percent and the State of Minnesota's grew by 30.5 percent. The City's median income can have an impact on the local economy and housing and transportation needs for residents.

Chapter 2: Land Use

INTRODUCTION

The Land Use Chapter identifies the specific land use categories and strategies for future growth and redevelopment in Spring Lake Park. The land use categories are the framework upon which the official controls, such as the zoning ordinance and subdivision regulations, are based. The plan elements contain the regulatory concepts for residential growth, commercial and industrial development and environmental protection. The plan elements and land use planning decisions are based on Goals and Policies developed during the Comprehensive Plan update process.

Land Use Goals and Policies

The City of Spring Lake Park's land use goals include the following:

1. Provide for a mix of residential land uses to provide life-cycle housing for residents.
2. Provide for industrial uses to sustain and broaden the city's economic base.
3. Provide for a mix of commercial uses that provide goods and services to residents and that benefit from the city's proximity to major highways and roads.
4. Provide for public uses to serve the needs of residents.
5. Provide for parks that provide recreational opportunities for residents
6. Support growth consistent with the Metropolitan Council's regional growth strategy.
7. Encourage the redevelopment of under-utilized properties in a manner that achieves the highest and best use, eliminates blight, and increases the community's tax base while mitigating impacts on surrounding land uses.

Policies reflect the position of the City on the specific implementation of the Goals listed above. It is the policy of the City of Spring Lake Park to:

1. Establish a future land use plan that will enable the City to meet its population, and household and employment forecasts.
2. Provide for the rezoning of properties currently improved with residential uses but designated for commercial or industrial uses by the adopted comprehensive plan update, at such time as proposals for industrial or commercial developments are presented to the City for review, with the intent that current residential property owners with nonconforming uses shall not be jeopardized in the event that a natural or man-made disaster destroys their dwellings.
3. Work with property owners to create redevelopment standards in existing single-family residential neighborhoods that are consistent with neighboring homes.
4. Continue to provide for zoning restrictions on properties designated for commercial/industrial uses so that there will be appropriate buffers between commercial/industrial development and adjacent residential uses.
5. Approve ordinance provisions that are consistent with land use designations established in the adopted comprehensive plan update.
6. Review and amend the City's Code of Ordinances and Zoning Code as needed to reflect changes in the community.

EXISTING LAND USE

Despite its small size, Spring Lake Park includes a variety of land uses including industrial, commercial, public/semi-public, park, and low-, medium-, and high-density residential. Table 2-1 shows acreages of existing land uses. Net acreages (including wetland areas) are included in Table 2-1. It is important to note that all acreage calculations have been rounded. shows a map of existing land use in Spring Lake Park that corresponds with the information presented in Table 2-1.

As shown in Table 2-1, low density residential is the predominant land use in the City (39 percent). Two family dwellings are permitted in the low density residential district through Conditional Use Permit. The City also includes a manufactured home park, and scattered townhomes, duplexes, and apartment buildings. Housing stock throughout the City is discussed in detail in Chapter 3: Housing.

Commercial uses are concentrated along major transportation corridors in the City: University Avenue, Highway 65, and Highway 10. Commercial businesses consist mainly of retail stores or service providers, with a few office buildings. Industrial uses are mainly clustered north of the intersection of Highway 10 and Highway 65 and at the intersection of Osborne Road and Old Central (CSAH 35).

Public and Semi-Public Uses, which may consist of government buildings, churches, schools, and hospitals and clinics, also make up a large portion of the total land use in the City (7 percent of the total net acreage). Significant public uses in the City include the Spring Lake Park High School located just south of 81st Ave NE between Able St NE and Highway 65 and the Independent School District 16 administration offices located just north of 81st Avenue NE and east of Central Ave NE.

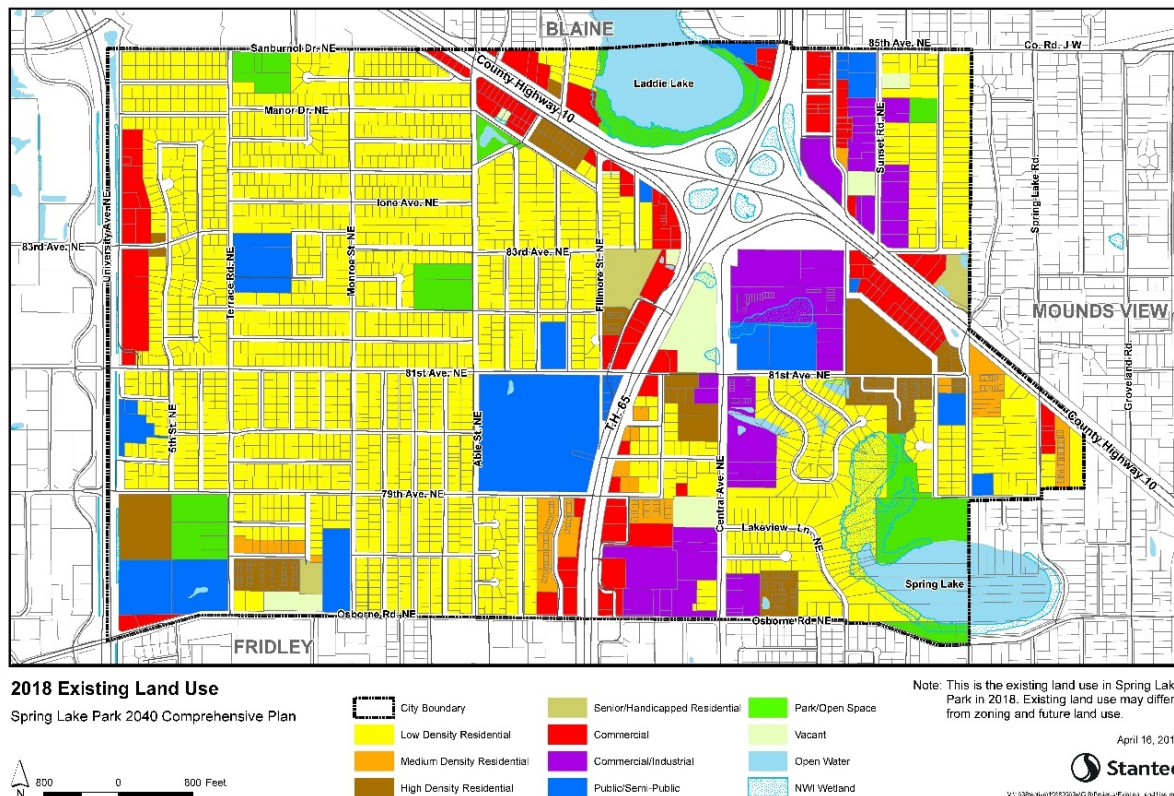


Figure 2-1: 2018 Existing Land Use

Table 2-1: Existing Land Use Acreages

2018 Existing Land Use	Gross Acres	Percent of City	Net Acres	Percent of City
Low Density	542.2	40%	529.8	39%
Medium Density	22.3	2%	22.3	2%
High Density	53.4	4%	53.3	4%
Senior/Handicapped Residential	12.4	1%	12.4	1%
Commercial	79.1	6%	79.0	6%
Commercial/Industrial	78.9	6%	76.0	6%
Public/Semi-Public	97.9	7%	96.5	7%
Park/Open Space	57.3	4%	39.9	3%
Vacant	21.1	2%	20.2	2%
Right-of-Way	334.6	25%	327.1	24%
Open Water	48.8	4%	48.8	4%
NWI Wetland	-	-	42.7	3%
Total City	1,348.0	100%	1,348.0	100%

* Right-of-Way is left white on following map

FUTURE LAND USE

Because Spring Lake Park is fully developed, land use in the City will not change significantly during this comprehensive planning period. The City's future land use categories include the following:

- **Low Density Residential:** Single-family detached housing and scattered duplexes at a density of 1 to 3 units per acre.
- **Medium Density Residential:** Attached housing, including quad homes, townhomes, and row homes at a density of 3 to 10 units per acre.
- **High Density Residential:** Attached housing, including condominiums and apartment buildings at densities between 10 units and 25 units per acre.
- **Commercial:** Retail sales and services, including professional services, hotels/motels, recreational services, and private institutional uses.
- **Commercial/Industrial:** Manufacturing of all kinds, including assembly of products produced elsewhere, facilities involved in the movement of goods, warehousing, construction, communications, utilities and wholesale sales.
- **Public/Semi-Public:** Buildings and adjacent lands of schools (both public and private), hospitals, churches, cemeteries, and all facilities of local, state, and federal government.
- **Mixed Use:** Areas designated "Mixed Use" are intended to provide flexibility to allow complementary uses within a district. Land uses include High Density residential uses (80 percent of land uses) with a density of at least 10 units per acre and commercial uses (20 percent of land uses). Site design should focus on walkability, preservation of open space, and access to commercial uses.
- **Parks/Open Space:** Park, open space, and recreational facilities owned and operated by local, regional, state and federal governments
- **Right-of-Way:** Public or private vehicular, transit, and/or pedestrian rights-of-way
- **Open Water:** Lakes
- **NWI Wetland:** Wetlands identified in the National Wetland Inventory.

Acreages for the City's future land use category are presented below in Table 2-2. It is important to note that acreages are rounded in this table. Planned future land use in the city is mapped in .

Low Density residential will remain the predominant land use in Spring Lake Park, occupying 499.2 acres of the City. The City is planning to accommodate additional Medium Density Residential, which is defined as attached housing such as townhomes, at a density of 3 to 10 units per acre. Currently the City contains 22.3 acres of Medium Density Residential, however this is planned to increase slightly to 23.8 acres by 2040. These additional areas of Medium Density Residential will provide capacity for some of the City's projected 2040 growth. High density residential areas include existing apartment buildings, mobile home parks, and senior/housing with services at densities between 10 units and 25 units per acre.

Because the community of Spring Lake Park already has a vast supply of affordable housing, and because the community's population is aging, redevelopment in the High Density Residential Districts will be directed towards accommodating senior residents. Providing senior housing for residents will help Spring Lake Park to achieve its goals for the provision of life-cycle housing within the community.

The future land use plan also identifies additional areas of commercial and industrial areas. Currently, the City contains 79.0 acres of Commercial uses. The 2040 Plan identifies 98.1 acres, with the largest growth in commercial areas at the future Hy-Vee site. Similarly, Industrial areas are planned to

A mixed-use area is planned along Highway 65, south of 81st Avenue NE. This area will feature a mixture of commercial and High Density residential uses. It will be an important center for the community with easy access to the High School, Highway 65, City Hall, and commercial development north of 81st Avenue NE. When developed, this area could accommodate projected household and population growth in the city.

Figure 2-2: 2040 Planned Future Land Use

Table 2-2: Future Land Use

Land Use	Current - 2020		2021 - 2030		2031 - 2040	
	Net Acres	Percent	Net Acres	Percent	Net Acres	Percent
Low Density	529.8	39%	514.5	37%	499.2	37%
Medium Density	22.3	2%	23.1	2%	23.8	2%
High Density	53.3	4%	56.3	4%	59.2	4%
Mixed Use	0.0	0%	13.2	1%	26.3	2%
Senior/Handicapped Residential	12.4	1%	6.2	0%	0.0	0%
Commercial	79.0	6%	88.6	8%	98.1	7%
Commercial/Industrial	76.0	6%	81.2	6%	86.4	6%
Public/Semi-Public	96.5	7%	96.5	7%	96.5	7%
Park/Open Space	39.9	3%	39.9	3%	39.9	3%
Vacant	20.2	2%	10.1	0%	0.0	0%
Right-of-Way*	327.1	24%	327.1	25%	327.1	24%
Open Water	48.8	4%	48.8	4%	48.8	4%
NWI Wetland	42.7	3%	42.7	4%	42.7	3%
Total City	1,348.0	100%	1348.0	100%	1348.0	100%

* Right-of-Way is left white on following maps

Potential Redevelopment Areas

Potential redevelopment areas have been identified because of their unique location in the community, with high visibility and access. These areas show potential for change in the city, but redevelopment will only occur if the market conditions are right. The City of Spring Lake Park will support existing and future property owners to make sure that new development works for all residents and business owners.

Each of the five possible areas are described below and with the relevant sections of the Existing Land Use map () and Future Land Use Map () shown alongside. All five potential redevelopment areas are overlaid with the Future Land Use map and shown together in Figure 2-3.

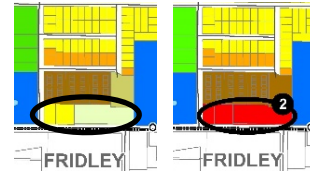
1. New Mixed-Use District

This area, bounded by Highway 65 and 81st Avenue NE, has been identified for possible mixed-use redevelopment. It currently includes a mix of low-, medium-, and high-density residential, commercial, and commercial/industrial parcels. The area is along major corridors in the community, with good access to schools, commercial areas, and a new grocery store. A transition to mixed-use will allow for more housing units with improved access to local businesses.



2. Osborne Road NE at Terrace Road NE

This area is across Osborne Road from the Mercy Hospital Campus in Fridley. This area currently includes vacant land and low density residential lots. This area is guided for commercial on the future land use map – a use expected to be more appropriate along the busy corridor.



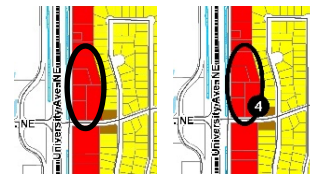
3. Intersection of Highway 65 and Osborne Road NE

This area is another highly visible and accessible intersection in Spring Lake Park. The area is not re-guided to another use but expected to redevelop as market conditions allow.



4. Intersection of University Avenue NE and 83rd Ave NE

This intersection is part of a larger commercial area along the far western side of Spring Lake Park, bordering Fridley. Like Redevelopment Area #3, the area will still be guided for commercial use, with the opportunity to redevelop as market conditions allow. Redevelopment in this area should feature improved pedestrian facilities as University Avenue has been a historically dangerous corridor for motorist-pedestrian vehicle collisions.



5. 85th Ave NE Public Works Facility

This area is located at 85th Ave, near the interchange of County Highway 10 and Highway 65. It is highly visible, but access is limited due to the interchange and presence of Laddie Lake. The area is currently a mix of restaurants and the City's Public Works garage. As departmental needs grown and change, this area may become available for redevelopment or reuse.

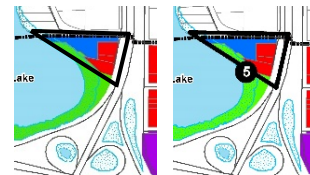


Table 2-3: Potential Redevelopment Areas (Net Developable Acres)

Redevelopment Areas	Minimum Density	Current - 2020		2021 – 2030		2031 - 2040	
		Net Acres	Minimum Units	Net Acres	Minimum Units	Net Acres	Minimum Units
Mixed Use (80% Res.)	10	0	0	13.2	105	26.3	210
Non-Residential	0	13.5	0	13.5	0	13.5	0
Net Acres within redevelopment areas	-	13.5	-	26.7	-	39.8	-

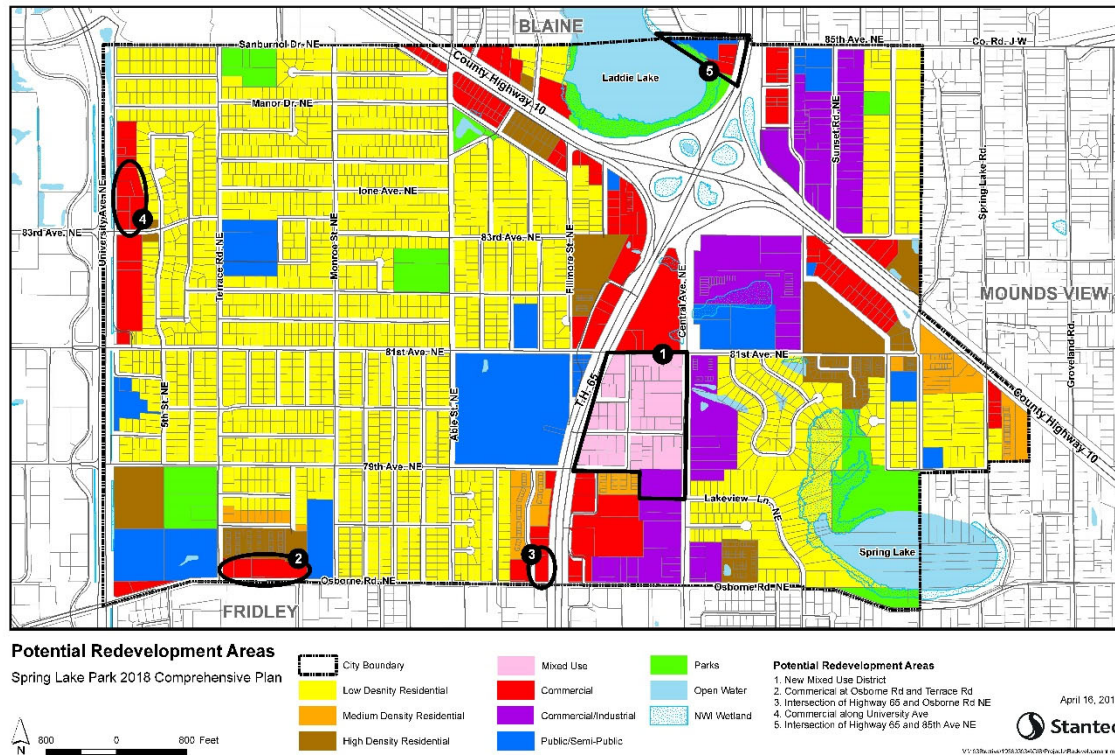


Figure 2-3: Potential Redevelopment Areas

In order to support regional services and housing affordability, the Metropolitan Council has set the net residential density for new development in Suburban communities like Spring Lake Park to a minimum of 5 units per acre. Density expectations are outlined in .

Because Spring Lake Park has been completely built out, future development will take the form of redevelopment. Redevelopment in residential areas will likely be single-family tear downs and subsequent new construction, which will lead to similar densities as today.

The greatest opportunity to increase housing density in the City of Spring Lake Park is in the area designated as Mixed Use on the 2040 Future Land Use Plan. This area has the opportunity to raise average densities in those areas slated for redevelopment to as many as 25 dwelling units per acre.

It is expected that redevelopment of the new Mixed Use area will begin near the intersection of TH 65 (Central Ave) and 81st Ave NE as this is near the site of an anticipated grocery store (Hy-Vee Site). That first block is approximately 2.5 acres which could accommodate up to 62 dwelling units. The largest block designated Mixed Use is directly to the east and will likely redevelop second. It is approximately 12 acres which could accommodate 300 dwelling units. When the final three blocks to the south and west are developed, totaling 11.6 acres in all, they may accommodate up to 290 dwelling units. In all, this Mixed Use district may support up to 652 units at high densities.

Key Employment Areas

The City of Spring Lake Park is home to numerous commercial and industrial areas, with opportunities for employment. Because many of these areas have already been developed and are operating, there will not be a significant change in trips generated or water usage. Two major commercial employment changes include the future Hy-Vee Grocery Store at 81st Avenue NE and commercial development of vacant land along Osborne Road NE. In commercial and industrial developments, property owners are required to complete a site plan review process which will minimize the impacts to utilities and traffic generated by the proposed development.

Other important employment areas in Spring Lake Park are clustered around the intersection of County Highway 10 and Highway 65 and to a lesser extent, along University Avenue at Osborne Road and stretching north. An approximate number of workers in key employment areas are outlined in Table 2-4.

Table 2-4: Employment Intensity

2040 Future Land Use	Acres	Mean FAR	Working Acres/Sqft	Sqft/Worker	Workers
Mixed Use (20% Commercial)	10.52	0.28	2.95/128.5k	1000	128
Commercial	99.08	0.28	27.75/120.9k	1200	100
Commercial/Industrial	89.38	0.32	28.5/124k	1400	88

PROTECTING SPECIAL RESOURCES

As required by state statute, a municipality's comprehensive plan must also include strategies for protection of special resources, including solar access, historic preservation, aggregate, and natural resources. These strategies are discussed below.

Solar Access

Minnesota Statutes require an element for the protection and development of access to direct sunlight for solar energy systems. The purpose of this legislation is to prevent solar collectors from being shaded by adjacent structures or vegetation and to ensure that development decisions do not preclude the possible future development and use of solar energy systems. To ensure the availability of solar access, the City of Spring Lake Park will, whenever possible, protect access to direct sunlight for solar energy systems on principal structures. The City of Spring Lake Park will consider solar access in the review of site plans and planning decisions.

The Metropolitan Council has calculated the gross and rooftop solar potential for the City of Spring Lake Park to identify how much electricity could be generated using existing technology. The gross solar potential and gross solar rooftop potential are expressed in megawatt hours per year (Mwh/yr), and these estimates are based on the solar map for your community. Developed areas with low building heights and open space areas have the highest potential for solar development in the City. Many of the developed neighborhoods and some natural areas in Spring Lake Park do not have high gross solar potential due to existing tree cover. This gross development potential is included in Table 2-5.

Table 2-5: Solar Potential in Spring Lake Park (source: Metropolitan Council)

Community ¹	Gross Potential (Mwh/yr)	Rooftop Potential (Mwh/yr)	Gross Generation Potential (Mwh/yr) ²	Rooftop Generation Potential (Mwh/yr) ²
Spring Lake Park	2,713,057	386,097	271,305	38,609

¹ There are a few communities where generation potential calculations could not be produced. There are areas within some maps where data was unusable. These areas were masked and excluded from gross rooftop potential and generating potential calculations.

² In general, a conservative assumption for panel generation is to use 10% efficiency for conversion of total insolation into electric generation. These solar resource calculations provide an approximation of each community's solar resource. This baseline information can provide the opportunity for a more extensive, community-specific analysis of solar development potential for both solar gardens and rooftop or accessory use installations. For most communities, the rooftop generation potential is equivalent to between 30% and 60% of the community's total electric energy consumption. The rooftop generation potential does not consider ownership, financial barriers, or building-specific structural limitations.

The City of Spring Lake Park has entered into an agreement with US/Solar to purchase electricity from a number of solar gardens located within Anoka County and other adjacent counties. The City has contacted with US/Solar to provide 120% of the City's annual electric use, which includes, but is not limited to, its municipal facilities, water treatment plants, lift stations, and street lights. The City's 25-year agreement with US/Solar is anticipated to provide 32.5 million kWh of renewable electricity at an estimated cost savings of \$1.3 million.

Gross solar potential in Spring Lake Park is illustrated in Figure 2-4.

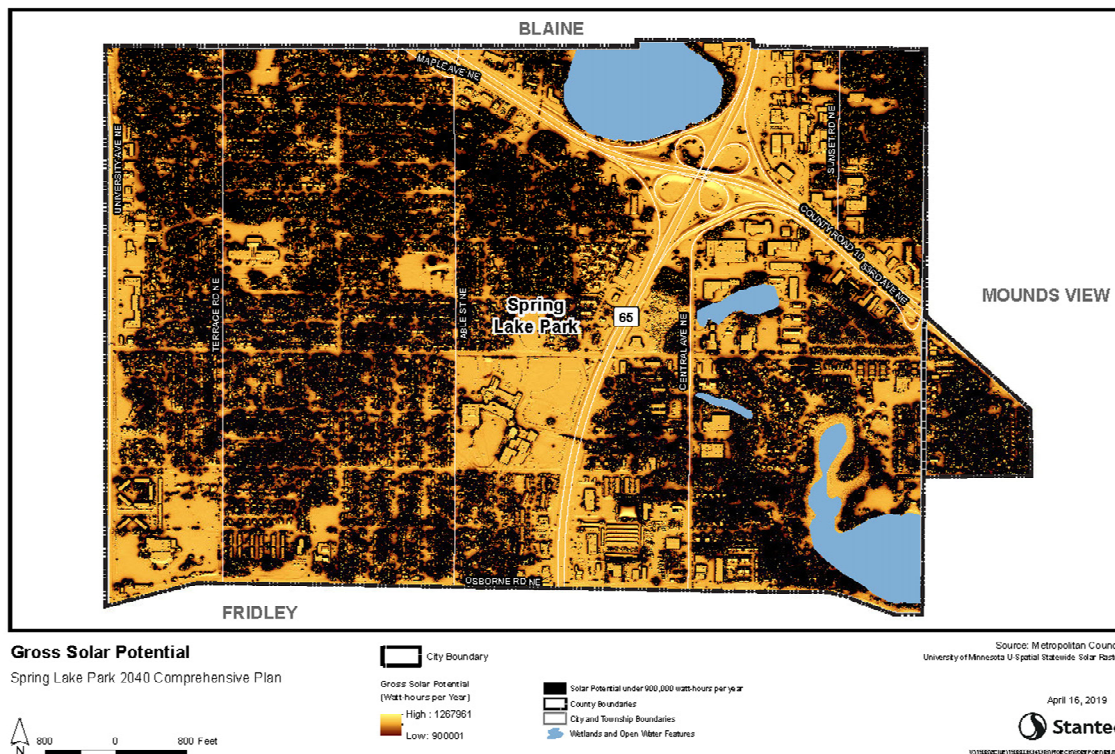


Figure 2-4: Gross Solar Potential

Supportive Programs

There are a number of programs available to Spring Lake Park that can foster solar access in the city. Such programs are offered by the Federal and State-level government, and private utility. The City of Spring Lake Park can take advantage of these programs to increase participation, awareness, and community support for renewable energy. These programs are offered with no cost to the community:

- US Dept. of Energy – SolSmart. This program is designed to consult local governments on how to remove barriers and burdensome costs to create a more accessible environment for solar companies. Local municipalities that have already taken part in the program include Falcon Heights, Minneapolis, St. Paul, and Maplewood.
- MN PCA – GreenStep Cities. This program provides a set of actionable best practices that can be implemented at a 1, 2, or 3-start level from lower investments to higher payoffs. Many local cities are already being recognized as GreenStep Cities, including Mounds View, New Brighton, and Fridley.
- Xcel Energy – Partners in Energy. This two-year program fosters a team of local residents, businesses, and stakeholders to identify energy goals, create a plan, and implement strategies that utilize local resources. A team of experts in energy consulting are available to facilitate the process.

Historic Preservation

There are no sites in the city that are listed on the National Register of Historic Places. The City of Spring Lake Park will consider the preservation of historic resources in the review of site plans and other planning decisions. The City will, whenever possible, preserve historic structures or landscapes.

Aggregate Resources

Metropolitan Council requires that metropolitan area communities identify any regionally significant aggregate resources to ensure proper planning for their use. The City of Spring Lake Park is fully developed. Therefore, the City is not impacted by aggregate resources nor are there any opportunities for mining within the community.

Natural Resources

Vibrant natural amenities help to make a community thrive. Preserving and retaining natural resources for the future is an important value in Spring Lake Park and Twin Cities Region. The City is home to numerous parks, lakes, and wetlands which provide ecological and recreational benefits to residents. As the city is built out, no new parks are planned. However, the City will work to protect existing natural areas for future generations. The City will work with the Minnesota Department of Natural Resources, local watershed districts, Anoka and Ramsey Counties, and the Metropolitan Council to protect and enhance natural resources in the area.

Chapter 3: Housing

INTRODUCTION

Housing is an integral component of a city's landscape. This chapter identifies the City's goals for its future housing stock, an inventory of existing housing in the City, and identifies future housing needs.

Housing Goals and Policies

The following goals were developed to guide development of the City's housing plan:

1. Facilitate the maintenance and rehabilitation of existing housing, so as to prevent deterioration.
2. Provide housing for a range of ages and incomes.

Policies reflect the position of the City on the specific implementation of the Goals. It is the policy of the City of Spring Lake Park to:

1. Provide qualified residents with information about housing maintenance and rehabilitation programs administered by Anoka County Housing and Redevelopment Authority and the Minnesota Housing Finance Agency.
2. Pursue the development of new housing to accommodate a range of housing needs, particularly executive and senior housing.
3. Research and engage with experts and the community on best management practices and policies regarding accessory dwelling units in residential neighborhoods.

EXISTING HOUSING STOCK

Spring Lake Park was developed mainly in the 1950s and 1960s. The rambler comprises a majority of homes in the City, a housing style typical of the era in which the City developed. The oldest neighborhoods in Spring Lake Park are located in the northern and northeastern parts of the city. Some housing developments were completed after 2000, particularly in the southeastern part of the city. Housing age is mapped in Figure 3-1.

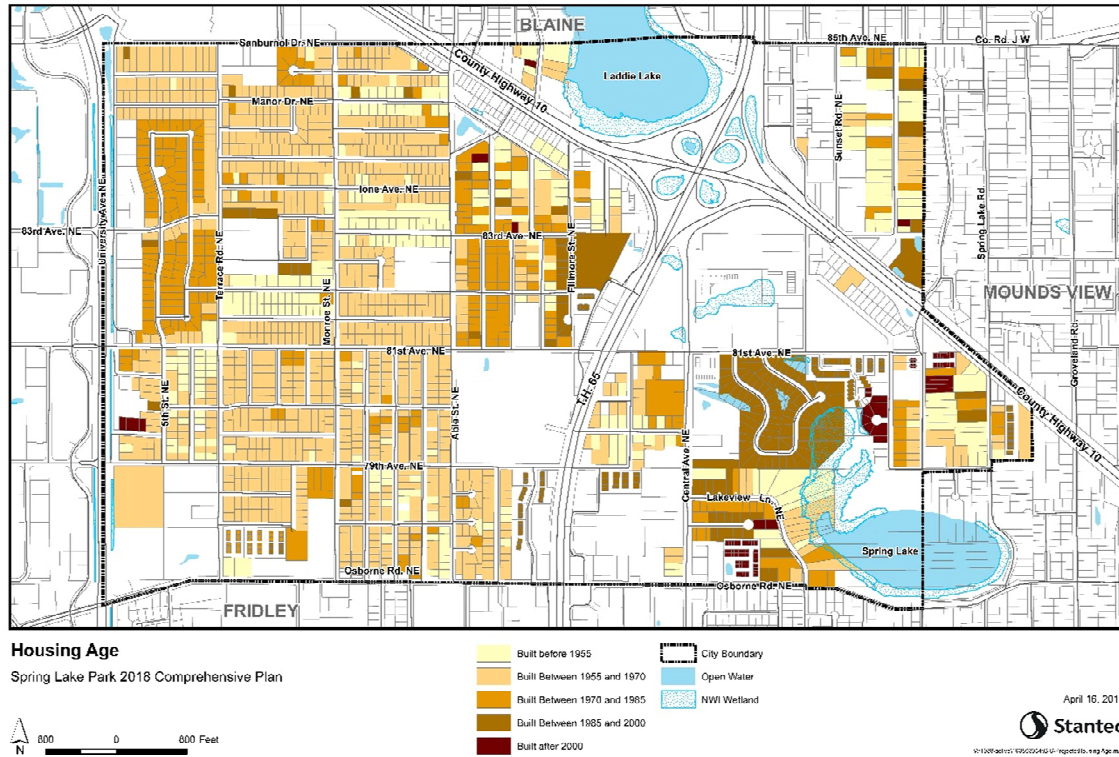


Figure 3-1: Housing Age

Housing Type

There were 2,781 occupied housing units in Spring Lake Park in 2016. Twenty-nine percent of these units were rental units. The City includes a variety of housing types, as shown in Table 3-1. A majority of units (74.0 percent) are single family detached units.

Table 3-1: Housing Type in 2016 (source: Metropolitan Council)

Single-family units	Multifamily units	Mobile homes	Other housing units
2,057	622	102	0
74.0%	22.4%	4.6%	-

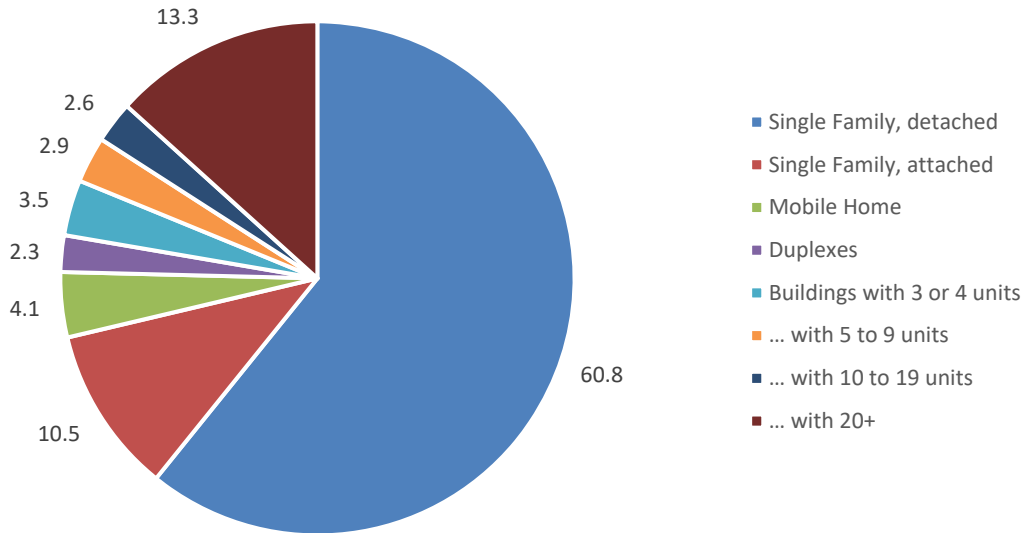


Figure 3-2: Housing Type (source: American Community Survey, 2015)

Housing Values and Costs

Owned Housing Units

The median home value for Spring Lake Park in 2015 was \$158,700. In 2000, the median home value in Spring Lake Park was \$120,000 (\$165,168 in 2015 dollars). While the median home value has increased 32 percent over the past fifteen years, on an inflation adjusted basis, the median home value has declined by 3.9 percent. Home values increased at a faster rate in Anoka County as whole, with an increase from \$131,000 in 2000 (\$180,300 in 2015 dollars) to \$187,600 in 2015. The Anoka County 2015 median home value of \$187,600 is higher than Spring Lake Park's median value. This discrepancy may in part be attributed to the large number of new homes built in Anoka County in recent years relative to the City of Spring Lake Park.

With this inflation-adjusted decline in median home value over the past year, a significant amount of the housing in Spring Lake Park qualifies as affordable housing. Out of the 2,782 housing units in the City, nearly 95% of the units are affordable to households making 80% or less of area median income. Housing values are mapped in Figure 3-.



Table 3-2: Median Housing Values in and around Spring Lake Park (source: American Community Survey, 2016)

Community	Median Housing Value
Spring Lake Park	\$158,700
Mounds View	\$168,600
Fridley	\$166,600
Anoka County	\$193,200
Twin Cities Metropolitan Area	\$212,600

The median rent in Spring Lake Park is \$905 per month, which is lower than the Twin Cities Metropolitan Area (\$916) and Anoka County (\$1,000). Compared to other communities in the area, Spring Lake Park's median rent is approximately the same or slightly higher. As the city sees housing redevelopment opportunities, such as the Dominion apartment development Legends of Spring Lake Park, median monthly rent may change. Table 3-3 includes median monthly rents in nearby communities.

Table 3-3: Median Rent in and around Spring Lake Park (source: American Community Survey, 2016)

Community	Median Monthly Rent
Spring Lake Park	\$905
Mounds View	\$869
Fridley	\$904
Anoka County	\$1,000
Twin Cities Metropolitan Area	\$916

HOUSING AFFORDABILITY

As part of the 2040 Housing Policy Plan, the Metropolitan Council estimates that approximately 37,000 additional low- and moderate-income households needing affordable housing units will be needed in the region between 2020-2030. The Metropolitan Council will be working with communities to allocate these units across the region.

Affordable Housing Stock in Spring Lake Park

The Metropolitan Council defines home ownership affordability as \$83,500 for households making less than 30 percent Area Median Income (AMI), \$149,000 for households making 31-50 percent AMI, \$181,500 for households making 51-60 percent Area Median Income (AMI), and \$243,500 for households making 51-80 percent AMI. In Spring Lake Park, the median home value is \$160,400, indicating that much of the City's housing stock is affordable at the 51-80 percent AMI level. Housing affordability is discussed further later in this chapter.

There are approximately 2,782 total housing units in the City of Spring Lake Park. Of those 1,905 (68%) are owner occupied and 877 (32%) are renter occupied. About 1,405 units are affordable to households with incomes between 51- and 80-percent AMI. 1,037 units are affordable to households with income between 31- and 50-percent AMI. 234 units are affordable to households with income at or below 30-percent AMI.

These housing stock characteristics in Spring Lake Park are summarized in Table 3-4.

Table 3-4: Affordable Housing Stock in Spring Lake Park (source: Metropolitan Council)

Total Number of Units	2,782		
Tenure	Owner Occupied		Renter Occupied
	1,905		877
Number of Affordable Units	At or below 30% AMI	31-50% AMI	51-80% AMI
	234	1,037	1,405

There are a total of 152 publicly subsidized units within the city, of which 60 are designated specifically for seniors as outlined in Table 3-5. There are no publicly subsidized housing units within Spring Lake Park supplied specifically for people with disabilities.

Table 3-5: Publicly Subsidized Units (source: Metropolitan Council)

Number of Publicly Subsidized Units	Senior Housing	People with Disabilities	All other publicly subsidized units
	60	0	92

Cost Burdened Households

Many residents in communities across the Twin Cities experience challenges affording their housing costs. The Department of Housing and Urban Development (HUD) defines housing to be affordable if the residents do not pay more than 30 percent of their income towards housing costs. Housing costs can include rent or mortgage payments, utility bills, HOA fees or other fees associated with living in the home. Residents who pay more than 30 percent are considered “Cost-burdened”.

In Spring Lake Park, over six hundred households (23.8 percent of households) are considered to be cost-burdened. There are 222 households with income at or below 30-percent the Area Median Income (AMI). 274 households with income between 31- and 50-percent AMI. 140 households with income between 51- and 80-percent AMI. Table 3-6 describes the cost burdened households by median income level.

Table 3-6: Housing-Cost-Burdened Households (source: Metropolitan Council)

Household Income Level	Number of Cost-burdened Households
At or below 30% AMI	222
31 to 50% AMI	274
51 to 80% AMI	140
Total Households	636

Housing Projections and Need

Although the City of Spring Lake Park is relatively built out, it will still need to accommodate for new residents of all socioeconomic backgrounds. The Metropolitan Council requires that Spring Lake Park must supply 29 new units of affordable housing (at or below 80 percent AMI) by 2040. The greatest need of affordable units are for those household making 30-percent area median income or below. The Met Council allocates a need of fourteen additional units for that low-income population in Spring Lake Park by 2040. An additional six units are needed for household making between 31- and 50-percent AMI. Nine units are needed for household making between 51- and 80-percent AMI.

The greatest need of affordable housing units by 2040 are for households at or below 30-percent AMI. Housing units needs are outlined based on income level below in Table 3-7.

Table 3-7: Affordable Unit Allocation (source: Metropolitan Council)

Household Income Level	Number of Units
At or below 30% AMI	14
31 to 50% AMI	6
51 to 80% AMI	9
Total Households	29

A majority of housing within the Spring Lake Park is already considered affordable, however the City has guided several areas for High Density or Mixed Use Residential with minimums of **10 units per acre** on its 2040 land use plan to provide sufficient densities for additional affordable housing in the community. Two family dwellings are permitted in the low density residential district through Conditional Use Permit., supporting further affordable housing opportunities.

In addition to the new affordable housing units required by the Metropolitan Council, Spring Lake Park has identified the following existing housing needs:

- Maintenance and rehabilitation of the existing housing stock
- New housing for a range of ages and income, especially executive and senior housing

Redevelopment and anticipated residential density is addressed in Chapter 2: Land Use.

While the City is doing their part in creating a regulatory land use plan to plan for areas of density greater than 6 units per acre, where most affordable housing will occur, barriers to development of affordable housing still exist in the region as well as in Spring Lake Park. Some of these barriers are beyond the City's control including:

- Steady increases in land prices.
- Increase in construction costs. When combined with land prices, it becomes more difficult to provide affordable units through new construction.
- Physical limitations of land due to wetlands, poor access, poor soils that would increase the cost of land development or construction thus making it more difficult to build affordable units.
- Limited amount of remaining developable land.
- State, county and local tax structures.

MANUFACTURED HOME PARKS

The City of Spring Lake Park includes over 100 manufactured housing units (commonly known as Mobile Homes). These units are naturally occurring affordable housing – meaning that they provide affordable housing without public subsidy. They also provide a unique opportunity for low-income households to attain homeownership. As land prices and incomes rise, these units may be susceptible to redevelopment, diminishing the stock of critical affordable housing within Spring Lake Park.

The City will consider available tools for the conservation of such affordable units, including the creation of co-operatives, Community Land Trust (CLT), and Low or No Cost Rehabilitation Loan Programs.

AVAILABLE HOUSING TOOLS

There are a number of widely used tools available to the City of Spring Lake Park to address housing needs within the community. Such tools include, but are not limited to:

- **Site Assembly** - *Site or land assembly is a powerful tool cities can use to support housing development. When local governments acquire or have site control of a property, they can control the final development product.* (source: Metropolitan Council) The City will use this tool when appropriate redevelopment opportunities and development interest arises. The City will specifically pursue this tool for senior or executive housing opportunities.
- **Use or creation of EDA/HRA**, or partnership with Anoka County HRA - *State law permits cities to cooperatively plan, undertake, construct, or operate projects that contribute to the economic welfare and public benefit of the community, including housing projects and developments, redevelopment projects, interest rate reduction programs, or any combination of these.* (source: Metropolitan Council) This tool will be explored to assist with the development of senior and executive housing, as well as affordable housing.
- **Housing Bond Issuance** - *Under state law, cities and counties are authorized to develop and administer programs that make or purchase mortgages to finance the acquisition or rehabilitation of affordable housing.* (source: Metropolitan Council). The City will consider issuing housing bonds for redevelopment projects that address affordability, senior or executive housing.
- **Tax Abatement** - *Tax abatement is a financing tool that reduces taxes or tax increases for owners of specific properties. Local governments offer the tax reduction to provide a financial incentive for a public benefit, such as creation of housing affordable to low and moderate-income households.* (source: Metropolitan Council) The City will work with non-profit and affordable housing developers to use this tool for the creation of new affordable housing projects when opportunities arise.
- **Tax Increment Financing (TIF)** - *A primary tool in economic development and redevelopment, tax increment financing, also known as TIF, is a legislatively authorized tool available to cities and special entities such as housing and redevelopment authorities. Used to finance real estate development costs, municipalities create TIF districts to encourage development and to pay for related public improvements and infrastructure needs such as streets, sidewalks, or sewer.* (source: Metropolitan Council) The City will work with non-profit and affordable housing developers to use this tool for the creation of new affordable housing projects when opportunities arise.
- **Minnesota Housing RFP** - *The Consolidated RFP allows Minnesota Housing and its funding partners to use a single application and advertise multiple resources at once. This provides funders the flexibility to assemble creative finance packages that best fit each project during the project review and selection processes.* (source: Metropolitan Council) When affordable housing development opportunities arise, the City will share this resource with developers. This resource will be pursued especially for affordable, senior, or executive housing opportunities.
- **Housing Improvement Areas (HIAs)** - *Under state law, a Housing Improvement Area is a defined area in which a city finances housing improvements from fees imposed on the properties within that same area. Common users of HIAs are townhome or condominium associations that lack reserves to finance maintenance and petition their city council for a HIA. In these cases, the homeowners' association invests money borrowed from the city in permanent improvements to common areas (e.g., roofing, siding, landscaping), and the units'*

owners repay the city's loan through fees. Cities create HIAs to maintain the condition of local housing stock (source: Metropolitan Council). The City would consider using this tool upon receiving a petition to the City Council.

- **Participation in housing-related organizations, partnerships, and initiatives:** *Connecting with others around meeting housing needs in our communities created opportunities for cities, counties, the Metropolitan Council and other stakeholders to learn from one another.* The City does not currently participate in any established networking or collaborative housing groups. The City is not currently considering membership in a collaborative housing group.

An introduction to these and other tools are provided by the Metropolitan Council under the Housing tab at www.metrocouncil.org/Handbook/Resources.aspx

HOUSING ACTION PLAN

The following Housing Action Plan outlines **priorities** that Spring Lake Park is exploring in addressing the **need** to maintain existing housing and create new affordable housing in the next ten years:

Regulatory Support

- The City will provide enough land guided at densities greater than 10 units per acre, within redevelopment areas close to jobs and transit.
- The City will research and consider Accessory Dwelling Unit (ADU) as a permitted use in the 2018-2028 term.

Housing Maintenance

- The City will strengthen its efforts to actively promote first-time homebuyer programs to assist residents entering the market.
- The City will also market housing rehabilitation programs available through the County and State. This can be done via the City's website, newsletter and other methods.

Enforcement

- The City will evaluate existing housing stock in order to target code enforcement and rehabilitation assistance.
- The City will actively enforce the Housing Maintenance Code.

Neighborhood Development

- Continue City programs promoting pride in the community.
- The City will partner with Anoka County to implement affordable housing programs at all three affordability levels in Spring Lake Park.

Rental Housing

- Continue to utilize Spring Lake Park's existing rental licensing program to promote safe rental housing.

HOUSING IMPLEMENTATION PLAN

Table 3-8 below details the potential tools and resources available to the City of Spring Lake Park to address existing housing needs. The City will consider the following opportunities on a case-by-case basis to achieve housing goals.

Table 3-8: Housing Implementation Plan

Housing Need	Available Tool	Circumstance and Sequence of Use	Potential Partners
Maintenance and rehabilitation of the existing housing stock	CDBG and HOME	The City will consider sponsoring an application to Anoka County HOME or CDBG to assist with maintenance and rehabilitation of housing for low and moderate income households.	Anoka County
	Rental licensing and inspection program	The City will continue to utilize the existing rental licensing program to promote safe rental housing	
New housing for a range of ages and income, especially executive and senior housing	Site Assembly	The City will use this tool when appropriate redevelopment opportunities and development interest arises. The City will specifically pursue this tool for senior or executive housing opportunities.	
	LCDA	Upon request by a qualified developer, the City will consider sponsoring an application to LCDA. The City understands that a fair housing policy must be adopted prior to application.	
	Housing Bond Issuance	The City will consider issuing housing bonds for redevelopment projects that address affordability, senior or executive housing.	

14 new housing units affordable for 30% AMI	TIF assistance to developer, tax abatement, Consolidated RFP, LCDA	The City will work with developers to accommodate the development of affordable housing	MN Housing, Affordable housing developers, nonprofit organizations
6 new housing units affordable for 31-50% AMI	TIF assistance to developer, tax abatement, Consolidated RFP, LCDA	The City will work with developers to accommodate the development of affordable housing	MN Housing, Affordable housing developers, nonprofit organizations
9 new housing units affordable for 51 to 80% AMI	TIF assistance to developer, tax abatement, Consolidated RFP, LCDA	The City will work with developers to accommodate the development of affordable housing	MN Housing, Affordable housing developers, nonprofit organizations
Tools to address multiple housing needs	Creation of an EDA/ HRA or partnership with Anoka County HRA	The City will consider strategic partnerships with Anoka County and other housing related organizations to further their housing priorities	Anoka County HRA, Metropolitan Council, MN Housing, nonprofit organizations, affordable housing developers
	Preservation of expiring Low-Income Housing Tax Credit Properties	The City will consider preserving affordability for the Cottages of Spring Lake Park	
	NOAH Impact Fund, MN Housing, 4d incentives	The City will consider using these tools to preserve unsubsidized affordable housing units.	MN Housing

Chapter 4: Parks, Trails, and Community Facilities

INTRODUCTION

Parks, trails, and open space provide many important benefits for cities and their residents. In addition to providing recreational opportunities for residents, these facilities also contribute to the health of a community by providing active living opportunities for residents. Parks may also foster a sense of community by providing gathering space and programs for residents.

Parks, Trails, and Community Facilities Goals and Policies

The following goals were developed to guide development of the City's parks, trails, and community facilities plan:

1. Maintain and provide adequate funding for the existing park and trail network in Spring Lake Park.
2. Complete sidewalk and trail gaps to establish a connected network for pedestrian and bicycle facilities in the city.

Policies reflect the position of the City on the specific implementation of the Goals. It is the policy of the City of Spring Lake Park to:

1. Complete renovations of park buildings to meet the needs of park users and visitors.
2. Explore the renovation or relocation of City Hall to better meet the needs of constituents.
3. Work with Anoka County to rebuild Osborne Trail in areas needing pavement maintenance.
4. Collaborate with other agencies and partners to implement new regional or multi-jurisdictional trails in Spring Lake Park and neighboring communities.

EXISTING PARKS AND TRAIL NETWORK

Parks

The City of Spring Lake Park includes six City parks, as illustrated in Figure 4-1. These six parks and their amenities are listed in the following sections. There are no federal, state, or regional parks in the city.

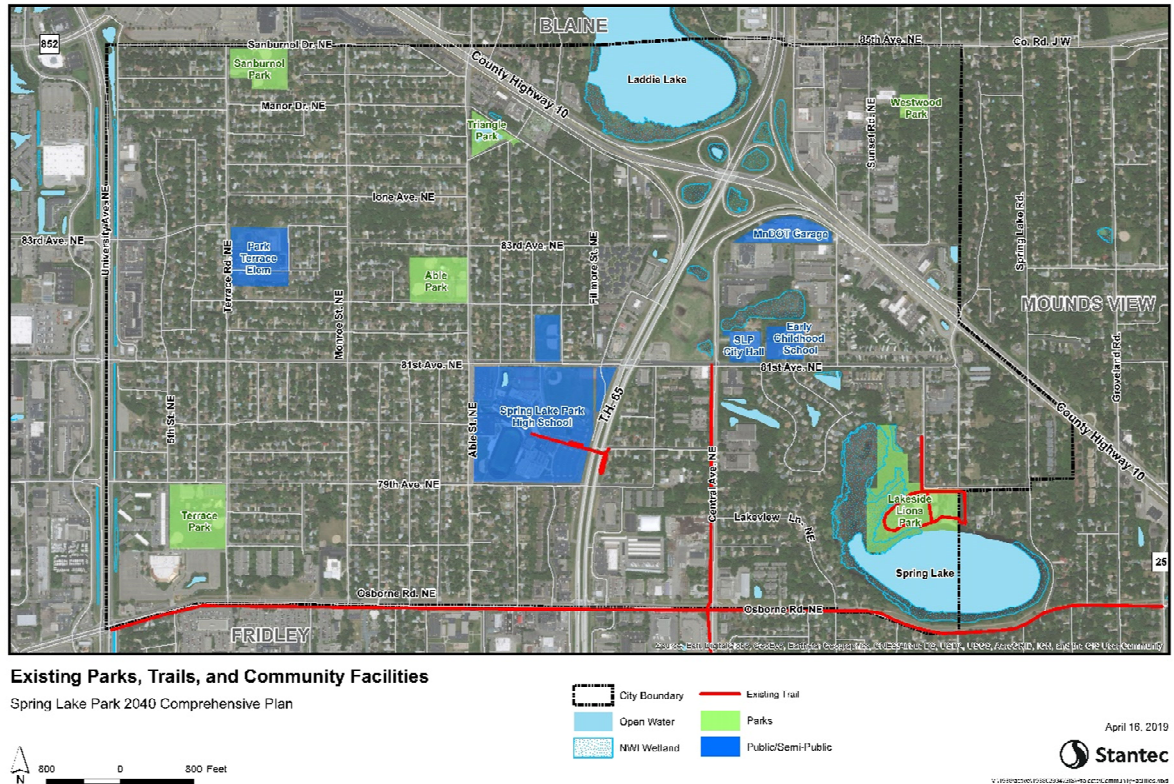


Figure 4-1: Existing Parks, Trails, and Community Facilities

Able Park

Able Park is located at 8200 Able Street NE. This park is approximately 6.7 acres, and includes playgrounds, a picnic shelter, a basketball court, volleyball courts, and athletic fields. In the winter months, the park features a hockey rink.

Triangle Park

Triangle Park is located at the intersection of Able Street and Manor Drive. This 2.5-acre park includes a pond, walking path, and picnic tables.

Lakeside Lions Park

Lakeside Lions Park is located at 79th Avenue and Pleasant View Drive. This 11.8-acre park is jointly owned with the City of Mounds View, and includes a swimming beach and beach house, picnic shelter and equipment, playground equipment, athletic fields, volleyball courts, and a walking path.

Sanburnol Park

Sanburnol Park is located at 520 Sanburnol Drive. This 5.7-acre park includes playground equipment and athletic fields.

Terrace Park

Terrace Park is located at 79th Avenue and Terrace Road. This 10.7-acre facility includes playground equipment, picnic shelters, and athletic fields. The park also features a basketball court, tennis courts, and a skate park. In the winter months, the park features a hockey rink.

Westwood Park

Westwood Park is located at 8450 Westwood Road. This 1.8-acre park includes playground equipment, a picnic shelter, and one athletic field.

Trails

The City of Spring Lake Park has two major bicycle trail facilities and two pedestrian trail facilities within the community, providing opportunities for recreation and transportation to walk and bike in Spring Lake Park. These trails include:

- A paved, east-west trail along Osborne Road from University Avenue NE to the city limits, continuing into Mounds View
- A paved north-south trail from 81st Ave NE to Osborne Road, along Old Central Avenue.
- A pedestrian bridge at 80th Avenue NE, crossing Highway 65 to Spring Lake Park High School
- Internal, paved recreational pedestrian trails at Lakeside Lions Park.

There are currently no regional trails in Spring Lake Park.

Existing trails are mapped in Figure 4-1.

Sidewalks

There are also numerous concrete sidewalks for use by pedestrians along several streets within the City, as well as a pedestrian bridge over Highway 65 near 80th Ave. Pedestrian facilities and safety are discussed further in Chapter 5: Transportation.

PLANNED PARKS AND TRAILS

Planned Parks

The City of Spring Lake Park is entirely built out and there are no new planned parks in the city.

Planned Trails

Local Trails

The City has planned one bicycle lane along 81st Avenue NE, from County Highway 10 to Old Central Avenue. This bike lane will be added by restriping 81st Ave NE from a 4-lane to a 3-lane road. There are no other planned on- or off-street bicycle facilities in the city.

The Minnesota Department of Transportation is currently performing a safety audit and corridor study of Highway 65, scheduled for completion in 2019 and 2020 respectively. Both programs are aimed in part at improving safety for pedestrians and bicyclists along and across the corridor. The MnDOT recently completed the re-construction of a bicycle and pedestrian overpass of Highway 65 between Spring Lake Park High School and the eastern side of the corridor. The City is working to improve the effectiveness of

the overpass by reviewing options to possibly extend the trail to 81st Avenue NE as a connection to Mounds View.

Regional Trails

The Metropolitan Council has not identified any regional trails or regional trail search corridors within the City in the *2040 Regional Parks Policy Plan*. One Tier 1 Regional Bicycle Transportation Network (RBTN) Alignment exists in the City, along Highway 65.

Planned bicycle facilities and RBTN alignments are mapped in Figure 4-2.

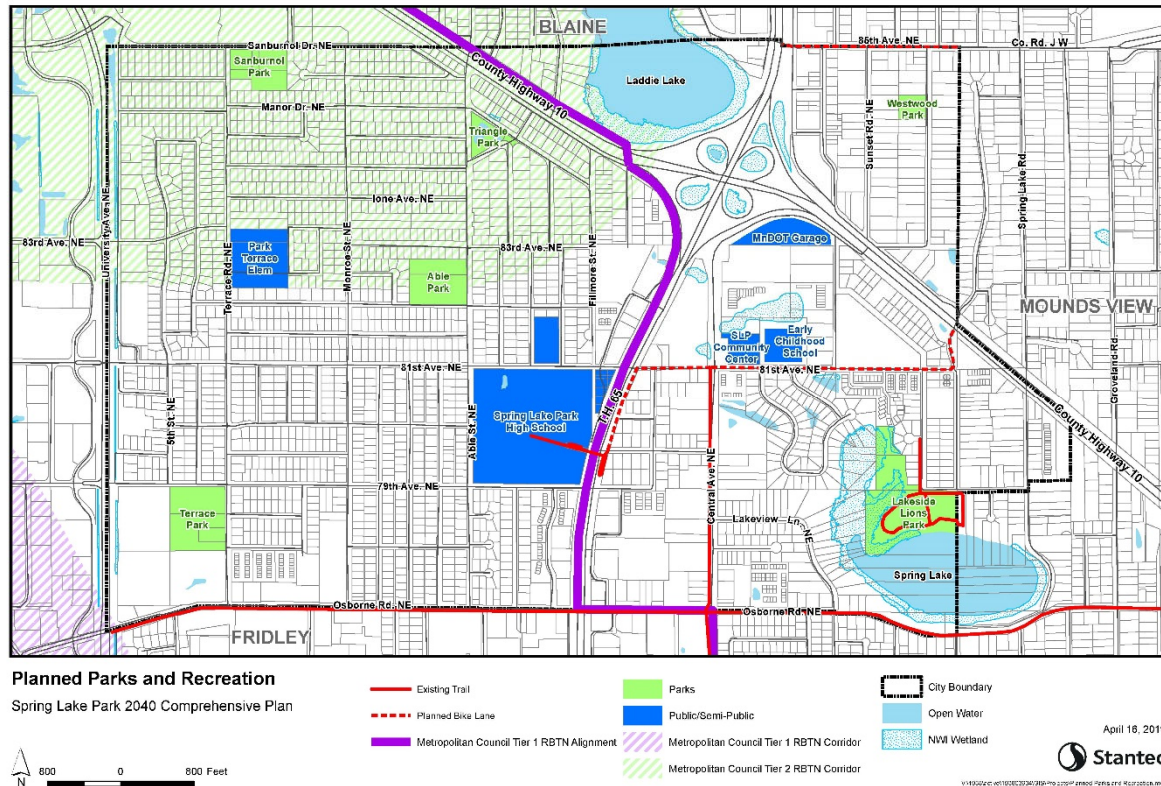


Figure 4-2: Planned Parks and Recreation

COMMUNITY FACILITIES

Community facilities include public and semi-public uses, such as schools, medical facilities, and government buildings. In general, the City's existing facilities are in good condition and adequate for the City's needs. However, space is limited at City Hall, which houses the City's administrative offices and police department. The City Hall is also used regularly for City Council, Planning and Zoning Commission, and Parks and Recreation Commission meetings; community education classes; and community meetings. Space at City Hall is very limited, as there are few available conference rooms for staff meetings or adequate space for larger community meetings. Expansion or relocation of the existing City Hall will likely be necessary to accommodate additional space needs.

In addition to the physical facilities discussed above, the City provides a number of services and activities to promote the health, safety, and welfare of its residents. The City provides recycling services to

residents through curb pick-up and recycling days. The City also cooperates with Anoka County to encourage residents to utilize the Anoka County Household Waste Facility (3230 101st Ave NE, Blaine). The City communicates with residents through a variety of means, including the Spring Lake Park News in the Park quarterly newsletter, city website, and cable access channel. Other facilities that serve Spring Lake Park residents include county libraries, medical clinics and hospital, a community college (in Coon Rapids), a technical school (in Anoka), transit facilities including local and commuter bus routes and the Northstar commuter train station in Fridley, public safety, and senior services. Although some facilities are located outside City boundaries, they are provided directly to residents of Spring Lake Park from the City or through the City's collaboration with other agencies.

Existing community facilities are illustrated in Figure 4-1.

CAPITAL IMPROVEMENT PLAN

The City's CIP, including an itemized list for parks, recreation, and community facilities is included in the Appendix of this Plan.

Chapter 5: Transportation

INTRODUCTION

The purpose of the Transportation Chapter is to identify and analyze all components of a community's transportation network. This includes roads, transit, aviation, non-motorized vehicles (i.e. bicycle and pedestrian), freight and goods movement, and supporting land use. The plan develops strategies, goals, and policies for the development of a multi-modal transportation system.

Policies reflect the position of the City on the specific implementation of the Goals. The City of Spring Lake Park's transportation policies include the following:

1. Continue regular maintenance of existing City streets, including reconstruction of older streets as necessary.
2. Continue to collaborate with Anoka County on any future County-initiated improvements to County Roads.
3. Establish a program of access management in connection with the redevelopment of commercial land industrial properties.
4. Require that a developer of any proposed structure 200 feet above ground level notify the Federal Aviation Administration and the Minnesota Department of Transportation (Aeronautics) of the potential to affect navigable airspace.
5. Cooperate with the Metropolitan Council and the Metropolitan Airports Commission on potential development within the influence area of the Anoka County-Blaine Airport.
6. Cooperate with Metro Transit and Anoka County to accommodate Spring Lake Park's transit needs.
7. Limit access on Principal and A-Minor Arterials to improve the safety and capacity of these roadways.

ROADWAY SYSTEM

Functional Classification

The roadway system represents a significant component of a city's overall transportation network. Roadways are classified according to their function in the roadway network. This functional classification system creates a hierarchy of roads for the orderly movement of traffic from local residences and businesses to the highway system. A roadway functional classification is important, as it will determine a road's design features such as width, speed limit, intersection control, and access.

Roads are classified according to their degree of access and mobility:

- Principal arterials are at the top of the roadway system hierarchy. The primary purpose of principal arterials is to provide for mobility. Therefore, access on these roadways is limited. These routes are intended for travel from one region to another. Ideally, these roadways are

spaced every two to three miles in developed areas. Trunk Highway 65 is an example of a principal arterial in Spring Lake Park.

- Minor arterials are directly below principal arterials in the roadway network hierarchy. These roadways also maintain a focus on mobility, but mobility is sacrificed somewhat to allow for more access. These routes provide for travel access a region and between principal arterials. Minor arterials are ideally spaced every one-half to one mile in developed areas. Trunk Highway 47 is an example of a minor arterial in Spring Lake Park.
- Collectors provide a balance between mobility and access. Residences and businesses often have direct access to these roads. Collectors also collect traffic from local roads and distribute it onto higher order roadways. Collectors also provide for shorter trips within a small area. Ideally, collectors are spaced every $\frac{1}{4}$ to $\frac{3}{4}$ mile in developed areas. An example of a collector roadway in Spring Lake Park is Osborne Road.
- Local streets fall at the bottom of the roadway hierarchy, as their primary function is to provide for local access to homes and businesses. Local roads are intended for short trips. Typically, they connect to other local streets and to collector roadways. An example of a local street in Spring Lake Park is Filmore Street NE.

The functional classification of Spring Lake Park roadways is presented in Figure 5-1

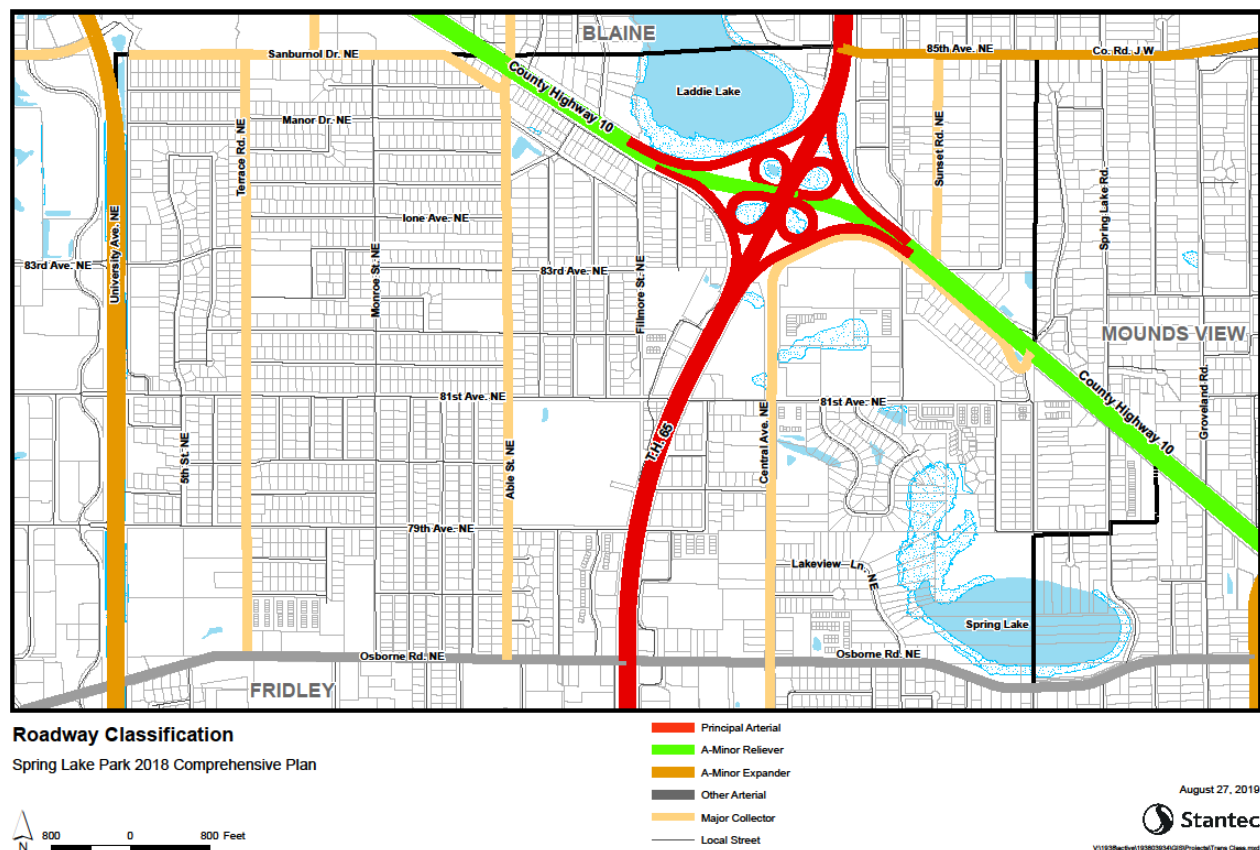


Figure 5-1: Roadway Classification

The projected 2040 traffic volumes (AADT) from the Anoka County 2040 Transportation Plan are presented in Figure 5-2.

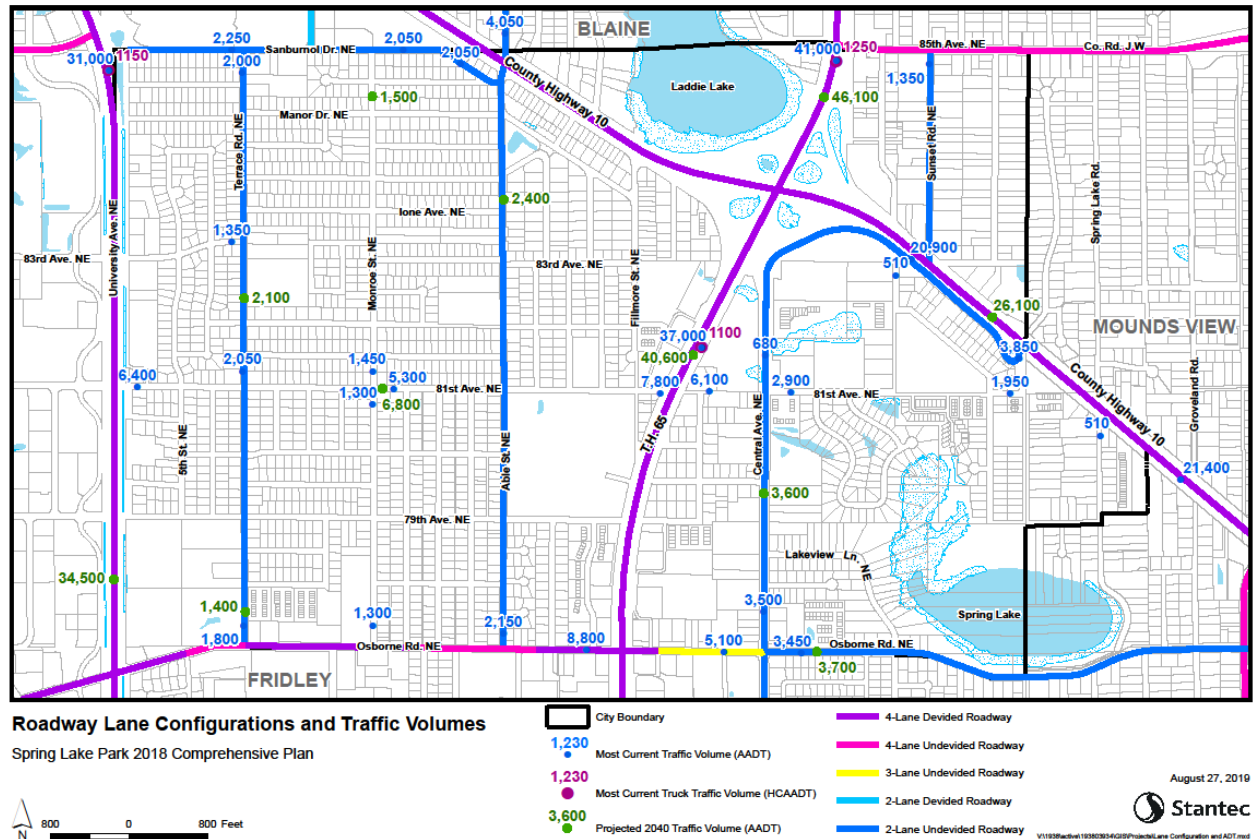


Figure 5-2: Traffic Volume and Lane Configuration

Capacity

Existing (2017) traffic volumes provided by the Metropolitan Council are shown on Figure 5-1 as well. The City currently experiences congestion at the intersection of 81st Ave and TH 65 and at the intersection of 81st Ave and TH 47. This congestion is mainly caused by the timing of the signals at these intersections. No additional lanes are planned at either of these intersections. No additional lanes are planned for any Principal or A-Minor arterial road.

Safety

Anoka County 2040 Transportation Plan

In the 2040 Transportation Plan Update, Anoka County identifies vehicle crashes from 2006 to 2015. In this 10-year period, there were 165 fatal crashes and 33,989 total crashes in the county. Of fatal and serious crashes, distracted driving accounted for approximately 20 percent and intoxicated driving accounted for approximately 18 percent.

Between 2011 and 2015, there was one fatal crash at Pleasant View Drive and County Road 10 and three serious crashes at Osborne Road and MN 65, 81st Ave and MN 65, and at Pleasant View Drive and County Road 10.

Pedestrian Safety Along University Ave NE

In the past few years, there have been numerous pedestrian fatalities along University Avenue NE, bordering Spring Lake Park and Fridley. High speed traffic, wide roadways, and limited crossing facilities make the area dangerous for people walking or running. Some of the recent incidents along the corridor include:

- Pedestrian fatality, University Avenue and 81st Street, October 14, 2016
- Pedestrian fatality, University Avenue and 57th Avenue, January 16, 2017
- Pedestrian fatality, University Avenue and Osborne Road, March 1, 2018

The Minnesota Department of Transportation is currently working with local jurisdictions to understand the issues for pedestrians and motorists along the corridor. See Chapter 4: Parks, Trails, and Community Facilities for more details on these studies.

The City will continue to cooperate with the appropriate agencies on safety issues that arise.

Access Management

Access management is a critical component of a safe and efficient roadway system. By limiting access points, safety and mobility are increased on roadways. It is also important to balance mobility needs with local access needs. As discussed above, access is limited on higher mobility roadways such as Principal Arterials, while local streets provide increased access and decreased mobility.

Anoka County has access spacing guidelines to address access, safety, and mobility issues on roadways within the County. These guidelines for urban roadways are presented below in Table 5-1.

Table 5-1: Access Spacing Guidelines (source: Anoka County)

Functional Classification	Route Speed (MPH)	Intersection (Primary Full Movement)	Spacing (Conditional Secondary)	Signal Spacing	Private Access
Principal Arterial	50 – 55	1 mile	½ mile	1 mile	Subject to conditions
	40 – 45	½ mile	¼ mile	½ mile	
	< 40	1/8 mile	300 – 600 ft	¼ mile	
Expressway	50 – 55	1 mile	½ mile	1 mile	
Minor Arterial	50 – 55	½ mile	¼ mile	½ mile	
	40 – 45	¼ mile	1/8 mile	¼ mile	
	<40	1/8 mile	300 – 660 feet	¼ mile	
Collector and Local	50 – 55	½ mile	¼ mile	½ mile	
	40 – 45	1/8 mile	N/A	¼ mile	
	< 40	1/8 mile	300 – 660 feet	1/8 mile	

Pedestrian and Bicycle System

The City of Spring Lake Park includes two bicycle trails. The first runs east to west along Osborne Road (CSAH 8/CR 108) across the length of the City. The second trail runs along Central Avenue from the Fridley City boundary to 81st Avenue NE. The City maintains both trails. There are also numerous concrete sidewalks for use by pedestrians along several streets within the City, as well as a pedestrian bridge over Highway 65 near 80th Ave.

The City does not include any regional trails. The Northtown Mall generates bicycle and pedestrian traffic.

Additional information and maps about trail facilities in Spring Lake Park can be found in Chapter 4: Parks, Trails, and Community Facilities.

Transit

Transit is an important aspect of a multi-modal transportation system. The Metropolitan Council has identified the City of Spring Lake Park as “Market Area 3.” Service options within Market Area 3 are primarily commuter express bus service with some fixed-route local service providing basic coverage. General-public dial-a-ride services are available where fixed-route service is not viable. Transit Link provides general public dial-a-ride services and Metro Mobility provides ADA dial-a-ride services in Spring Lake Park.

The City of Spring Lake Park is currently served by several bus routes, all of which are operated by Metro Transit (5-3):

- Route 10 is a local service bus route on Central Avenue (TH 65) with branches on both Monroe Street NE/Osborne Road and University Avenue NE. It terminates at the Northtown Transit Center where it connects with eight other bus lines service much of Anoka County.
- Route 59 is a limited stop bus route that runs along Central Avenue (TH 65) between Coon Rapids and downtown Minneapolis, making stops at key intersections including at Osborne Road and 81st Ave NE during weekday peak hours.
- Routes 25 and 825 offer Monday through Saturday service along 85th Avenue NE on the northeastern edge of the City.
- Route 824 is limited stop bus route that runs along University Avenue (TH 47) between Coon Rapids and downtown Minneapolis. In Spring Lake Park, this route provides service on Osborne Road and Monroe Street.
- Route 854 is an express bus route that runs along University Avenue (TH 47) between Coon Rapids and downtown Minneapolis.

Figure 5-3: Transit System

Central Avenue BRT

In 2011 and 2012, Metro Transit studied regional corridors including Central and University Avenues for suitability of future Bus Rapid Transit lines. The Central/University alignment, if built, would travel along University Avenue (the western limit of Spring Lake Park) with approximately three stops along that border.

This segment of University Avenue - is generally two lanes in either direction with shoulder lanes on both sides and a ditch in the middle. Near intersections, the shoulder lanes generally convert to right-turn lanes and space in the ditch converts to left-turn lanes as illustrated in Figure 5-3. In the case that BRT is built along this segment of University, the shoulders could theoretically be converted to bus-only lanes. Transit priority at traffic signals may also improve performance. Any alterations to University Avenue must be coordinated with the Anoka County highway jurisdiction.

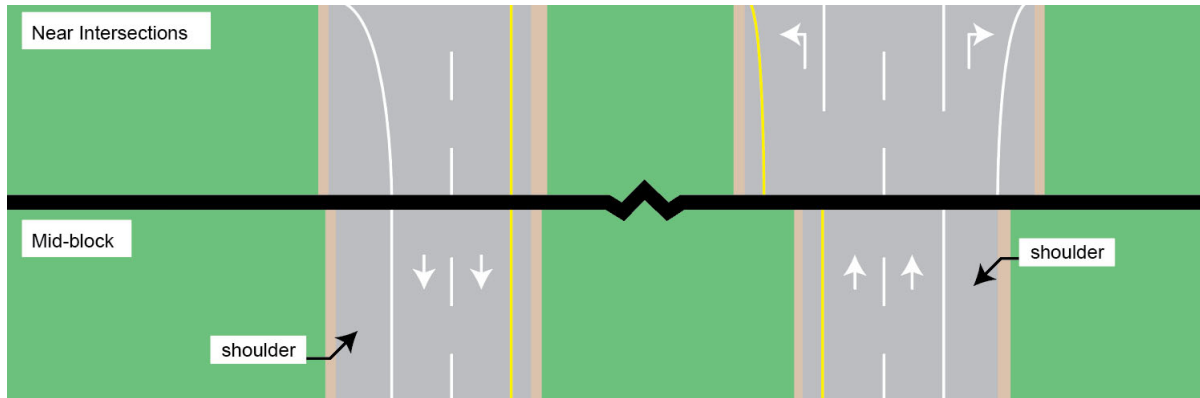


Figure 5-4: General existing condition of University Avenue (not to scale)

Although the study concluded that BRT along this corridor would improve reliability and travel speed, no further studies or implementation dates have been set. The City of Spring Lake Park will work with Metro Transit to continue to improve transit access in the area.

There are no park-and-ride facilities located within Spring Lake Park. A facility is located nearby at the Northtown Mall Transit Center, which is just north of Spring Lake Park's north boundary at University Avenue and Sanburnol Drive.

Aviation

There are no existing or planned aviation facilities within Spring Lake Park. However, the City is within the Anoka County-Blaine Airport (ANE) Influence Area. Therefore, it may be affected by planning considerations such as airport zoning, environmental mitigation, airport development and economic impacts, ground access needs, infrastructure requirements, and general land use compatibility. Development of an airspace zoning ordinance to meet the State standards is the responsibility of a joint airport/community zoning board.

In 2010, the Metropolitan Airports Commission (MAC) adopted a comprehensive plan for the Anoka County – Blaine Airport. The Plan serves as a framework for future development of the airport and compatibility with surrounding communities. The Plan also includes forecasts for air travel out of the airport with flight operations rising from 87,429 annual flights in 2015 to 88,025 flights in 2035. As such, the airport is estimated to have adequate runway capacity to support all future activity scenarios, and no new airfield expansion is currently planned.

The City will notify the Federal Aviation Administration of any alteration exceeding 200 feet above ground level or other construction or alteration as required by Federal Regulation Title 14, Part 77.

Freight

While there are some industrial and auto-oriented uses in Spring Lake Park, major trucking or freight infrastructure is limited. Heavy commercial average annual daily traffic is mapped in Figure 5-2. There are no railroads, rail terminals, or barge terminals in Spring Lake Park.

TRAFFIC ANALYSIS ZONES

TAZ Zones 250, 251, 252, and 253 fall entirely within the City of Spring Lake Park. Portions of TAZ Zones 248, 249, and 1703 are also within Spring Lake Park. All related TAZs are illustrated in Figure 5-. Population, household, and employment forecasts are allocated to the appropriate TAZs in Table 5-2. These projections assume linear growth within the time period between 2010 and 2040. The City of Spring Lake Park is entirely built-out with very few vacant parcels. New population growth in each of the six intersecting TAZs will be the result of residential and mixed-use redevelopment. More information about demographics and population growth and future land use changes are included in Chapters 1 and 2, respectively.

Table 5-2: Population, Household, and Employment Projections by TAZ (source: Metropolitan Council)

Population				
TAZ	2010	2020	2030	2040
248	23	33	35	38
249	246	291	311	335
250	1369	1409	1478	1566
251	624	709	740	787
252	1983	1929	1999	2092
253	1989	2139	2227	2353
1703	178	190	210	230
Total	6412	6700	7000	7401
Households				
TAZ	2010	2020	2030	2040
248	13	14	15	16
249	155	169	182	201
250	559	604	622	662
251	278	300	311	335
252	755	812	836	886
253	837	902	934	999
1703	75	80	100	100
Total	2672	2881	3000	3199
Employment				
TAZ	2010	2020	2030	2040
248	51	45	51	58
249	834	800	826	845
250	1265	1423	1453	1469
251	197	275	301	333
252	220	282	306	335
253	366	376	413	459
1703	66	80	100	100
Total	2999	3281	3450	3599

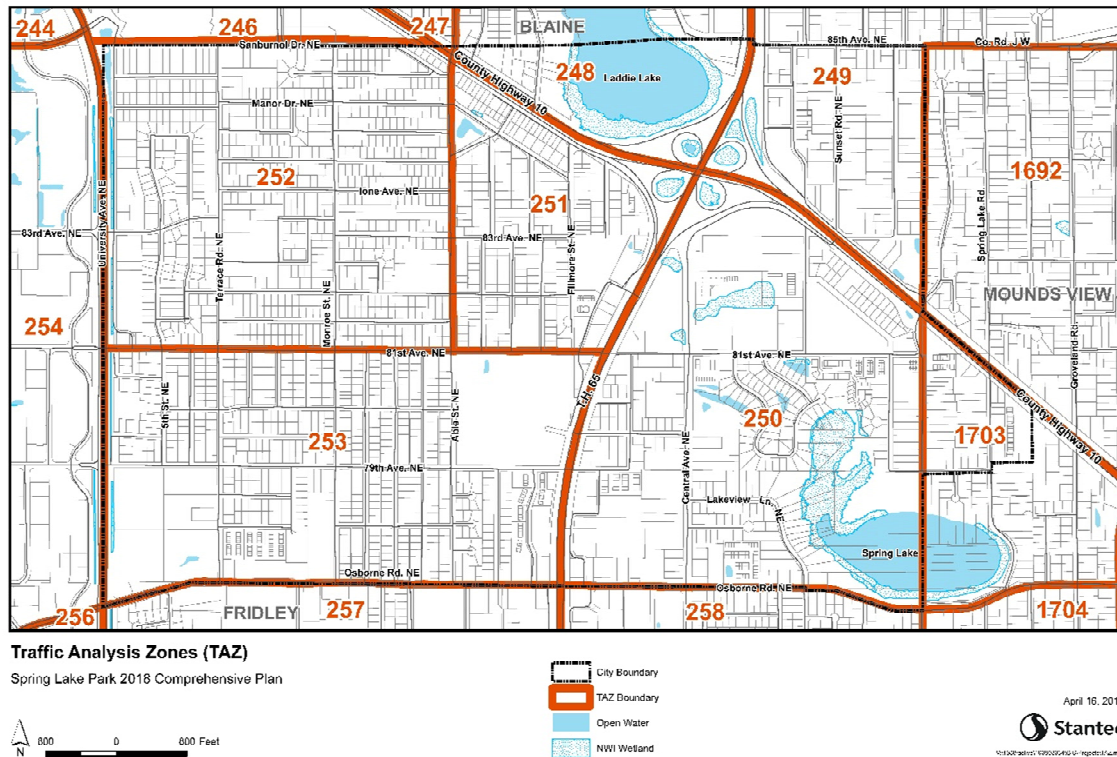


Figure 5-5: Traffic Analysis Zones (TAZ)

PLANNED IMPROVEMENTS

The City of Spring Lake Park will continue to cooperate with neighboring municipalities, Anoka and Ramsey Counties, and Mn/DOT to address access and mobility on local, county, and state roadways.

- There are no planned improvements to principle arterials in Spring Lake Park under the TPP 2040 current revenue scenario.
- There are no planned interchange improvements in Spring Lake Park.

There are no proposed MnPASS lanes within the limits of Spring Lake Park. The nearest proposed lane is along Interstate-35W approximately two miles to the east of city-limits. The proposed project involves the addition of one lane to I-35W between Roseville and Lino Lakes to accommodate a MnPASS shared high-occupancy vehicle and transit lane. No coordination between the City of Spring Lake Park and MnDOT is expected on this project.

Within the next 10-year planning period, the City will evaluate the condition of Garfield Street NE and Hayes Street NE for possible resurfacing. With the development of Hy-Vee, intersection improvements and signal timing will be implemented at 81st and MN 65. The City will continue its 7-year crack seal and seal coat maintenance program, as well as repairing any problem areas that arise.

Chapter 6: Water Resources

INTRODUCTION

The Public Facilities Chapter provides information on the City's Sanitary Sewer, Water Supply, Local Surface Water Management Plans, and community facilities. These plans have been revised to meet new Metropolitan Council and watershed district standards. Information on these water resource plans are included as appendices to the comprehensive plan.

Water Resources Goals and Policies

The City of Spring Lake Park recognizes the importance of water resources for human and ecological services. The following goals and policies address surface water, sanitary sewer, and water supply.

1. Provide adequate sewer, water, and stormwater management to serve existing and new development.
2. Construct and operate existing and new public facilities to protect the health, safety, and welfare of residents.
3. Develop a plan consistent with the Metropolitan Council's Regional Development Framework.

Policies and Action Steps:

1. Prohibit the installation of new on-site sewer systems.
2. Encourage new development that is consistent with the capacity of the sewer and water systems.
3. Continue the City program to require polyvinyl chloride sewer pipes for all new development and redevelopment, as well as for all repairs.
4. Continue the city's CIPP sanitary sewer lining program.
5. Continue implementation of Best Management Practices of City MS4 permit administered by the MPCA, including adoption of necessary ordinances.
6. Cooperate with the Minnesota Department of Natural Resources-Ground Level Monitoring Program to monitor groundwater levels and establish municipal baseline groundwater level information.

SANITARY SEWER

The Met Council has prepared forecasts for sewer flow to assist communities in their comprehensive planning efforts. All uses within Spring Lake Park are sewered. There are no public or privately-owned Community Wastewater Treatment Systems or individual SSTs in operation within Spring Lake Park. The sewer forecasts for Spring Lake Park are presented in Table 6-1.

Table 6-1: Sewer Forecasts

	2010	2020	2030	2040
Sewered Population	6,412	6,700	7,000	7,400
Sewered Households	2,672	2,880	3,000	3,200
Sewered Employment	3,000	3,280	3,450	3,600
Average Annual Wastewater Flow (MGD)	0.55	0.54	0.56	0.58
Allowable Peak Hourly Flow (MGD)	2.24	2.21	2.21	2.27

The City of Spring Lake Park is served by the Met Council Interceptor 4-SL-534. Currently this interceptor has an available capacity of 0.79 mgd to provide for the City's long-term sewer and water needs. The Met Council has not scheduled any improvements for this interceptor within the Plan's 2040 timeframe. A small area of the City near Laddie Lake is served by Interceptor 4-NS-522 in Blaine.

Spring Lake Park's wastewater flow is treated at the Metropolitan Wastewater Treatment Plant in St. Paul. Several improvements are planned for this facility through 2040 to provide for additional plant capacity and to meet required permit standards.

There are no existing trunk sewers through the City of Spring Lake Park, and no planned trunk sewer systems requiring connection to the Metropolitan Disposal System.

As demonstrated in Table 6-1, the community's sewer flow is anticipated to increase very slightly by the year 2040. However, the City does not anticipate any capacity issues with the existing sewer system.

There are currently no active intercommunity service agreements. The City is working on several such agreements and will supply them when they are executed.

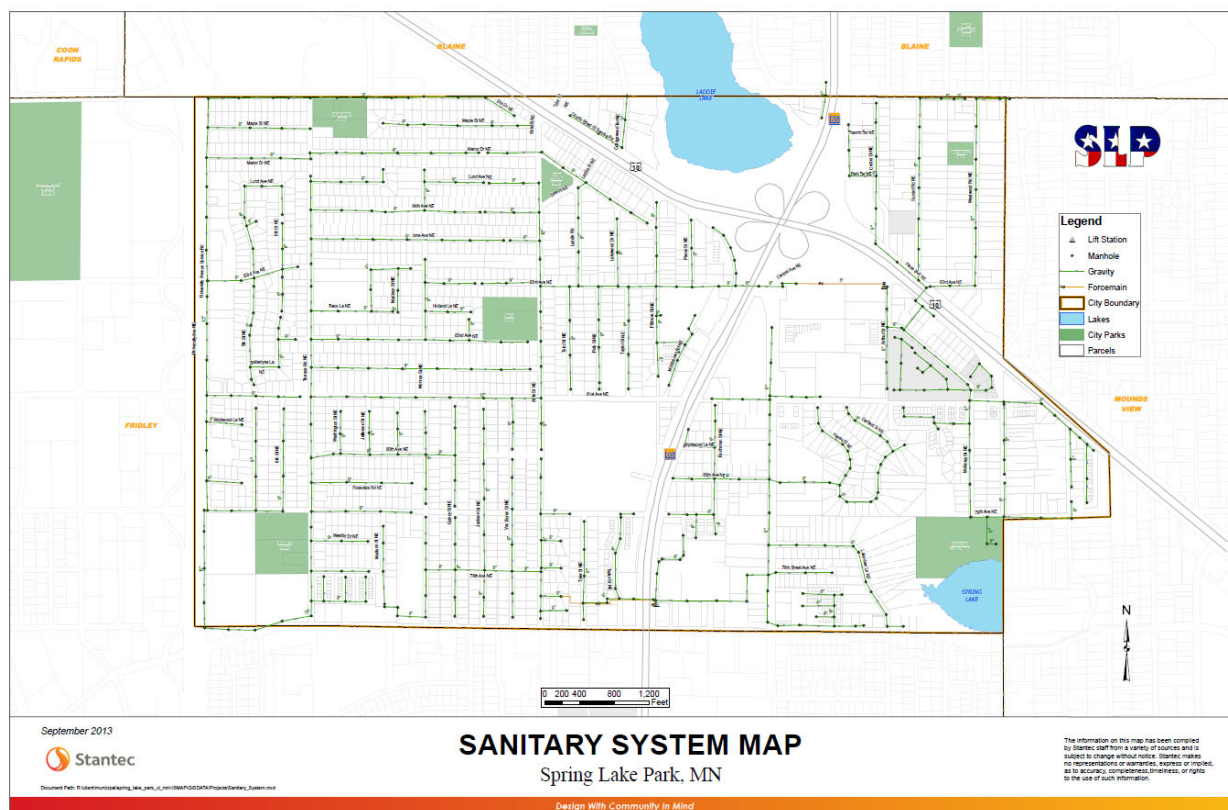


Figure 6-1 - Sanitary System Map

Inflow and Infiltration (I/I)

The Metropolitan Council has established Inflow and Infiltration (I/I) goals for all communities discharging wastewater to the Metropolitan Disposal System. Sources of I/I in the sanitary sewer system include cracks and openings in sewer mains, service laterals, joints, and deteriorated manholes, as well as possible sump pump foundation or rain leader connections. Factors that contribute to their susceptibility include age, condition, pipe material, construction, soils and water table elevation. The City has several

areas of pre-1970s era homes, especially within the northern and western portion of the City. Pre-1970 era homes have been identified by the Metropolitan Council as higher sources of potential I/I. Approximately 58.6% of homes (1529 of 2610 units) in Spring Lake Park were built prior to 1970. Those portions of the city developed prior to 1970 are prioritized for inspection.

System Evaluation

In February 2006, Metropolitan Council instituted its Inflow and Infiltration (I/I) Surcharge Program. The fundamental policy statement summarizing this program is that Metropolitan Council “will not provide additional capacity within its interceptor system to serve excessive inflow and infiltration.” The Council establishes Inflow and Infiltration thresholds for each of the communities that use its system. Communities that exceed this threshold are required to eliminate this excess flow within a reasonable timeframe or pay a surcharge fee. Spring Lake Park has not been identified by Metropolitan Council as a municipality with excessive I/I. The City does, however, take action to limit I/I and preserve capacity within its system. This program is described further in the following narrative.

The *EPA Guide for Estimating Infiltration and Inflow (June 2014)* was used to estimate the proportion of I/I contribution in the City’s wastewater system. Monthly flow data were obtained from the Metropolitan Council for the period of 2015 to 2018. Monthly average flows for the four-year period March to November (representative of a wet portion of the year) and December to February (representative of a dry portion of the year) were calculated. It was determined that the wet monthly average flow (March-November) was 19.12 mg and that the dry monthly average flow (December-February) was 17.16 mg. Thus, on average, I/I contributes roughly 1.96 mg monthly (roughly 11% of base flows). The peak flow for the City of Spring Lake Park is 25.20 mg in August 2011.

Potential sources of I/I could include:

- Groundwater infiltration in low areas around lakes within the City.
- Underground springs that may contribute to groundwater infiltration.
- The increasing frequency of high-intensity rain events in the region that contribute inflow, especially when the 100-year high-water level is exceeded, and,
- Compromised sewer lines and manholes.

Goals, Policies and Strategies to Address I/I

To reduce I/I and to achieve its I/I goal established by the Met Council, the City has adopted Ordinance §50.20 to prohibit discharge from sump pumps, foundation drains, and roof leaders to the sanitary sewer system.

§50.20 Clear Water in Sanitary Sewer System Prohibited.

“It shall be unlawful for any owner, occupant, or user of any premises to direct into or allow any storm water, ground water, or surface water, or water from air conditioning systems to drain into the sanitary sewer system of the city.”

The City does not have an ordinance that requires the disconnection of existing foundation drains, sump pumps, and roof leaders from the sanitary sewer system but the City is steadfast in maintaining its sewer system. Portions of the City’s sewer are televised regularly in a rotation, especially areas of pre-1970 homes. During these inspections, services exhibiting constant clear water flows are noted and investigated for possible illegal connections. The City requires that all new sewer construction and all repairs of existing sewers be constructed with polyvinyl chloride pipes and the City completes regular sanitary sewer lining maintenance projects. The City’s Capital Improvement Plan (CIP) allocates

\$150,000 per year for sewer lining in order to remediate I/I sources identified in the City. The CIP is attached as an appendix. The City's implementation plan for minimizing inflow and infiltration is shown below in Table 6-2.

Table 6-2: Implementation Costs and Timeline

I/I Implementation Activity	Cost	Timeline
Televise and inspect sewer facilities for leaks	\$10,000	Annual
Inspect sewer facilities in response to backups	\$12,000	Continually (as needed)
Sewer Lining	\$150,000	Annual
Disconnect prohibited/unused connections to sewer	\$1,000	Continually (as needed)

SURFACE WATER MANAGEMENT

Spring Lake Park is within the Rice Creek Watershed District and the Coon Creek Watershed District. After watershed district plans are developed and approved, local communities are required to complete a local surface water management plan. The City of Spring Lake Park has updated their Local Surface Water Management Plan (LSWMP) to reflect the needs of the watershed districts and the Metropolitan Council. A full copy of the plan is included in the appendices of this comprehensive plan.

WATER SUPPLY PLANNING

The City of Spring Lake Park is served by four wells, with two treatment facilities. The City completed a Wellhead Protection Plan, which was approved by the Minnesota Department of Health in May 2018. The Plan establishes Drinking Water Supply Management Areas (DWSMA) around city wells and establishes goals for the protection of its water supply over the next ten years. The City also participates in the Anoka County Municipal Wellhead Planning Group, a joint power organization that promotes cooperation and coordination among area cities to protect the area's water supply.

In lieu of completing a Water Supply Plan Chapter, the City has completed the DNR's Emergency and Conservation Water form, which fulfills the requirements of the Water Supply Chapter. This form is included in the Appendix of this plan for reference.

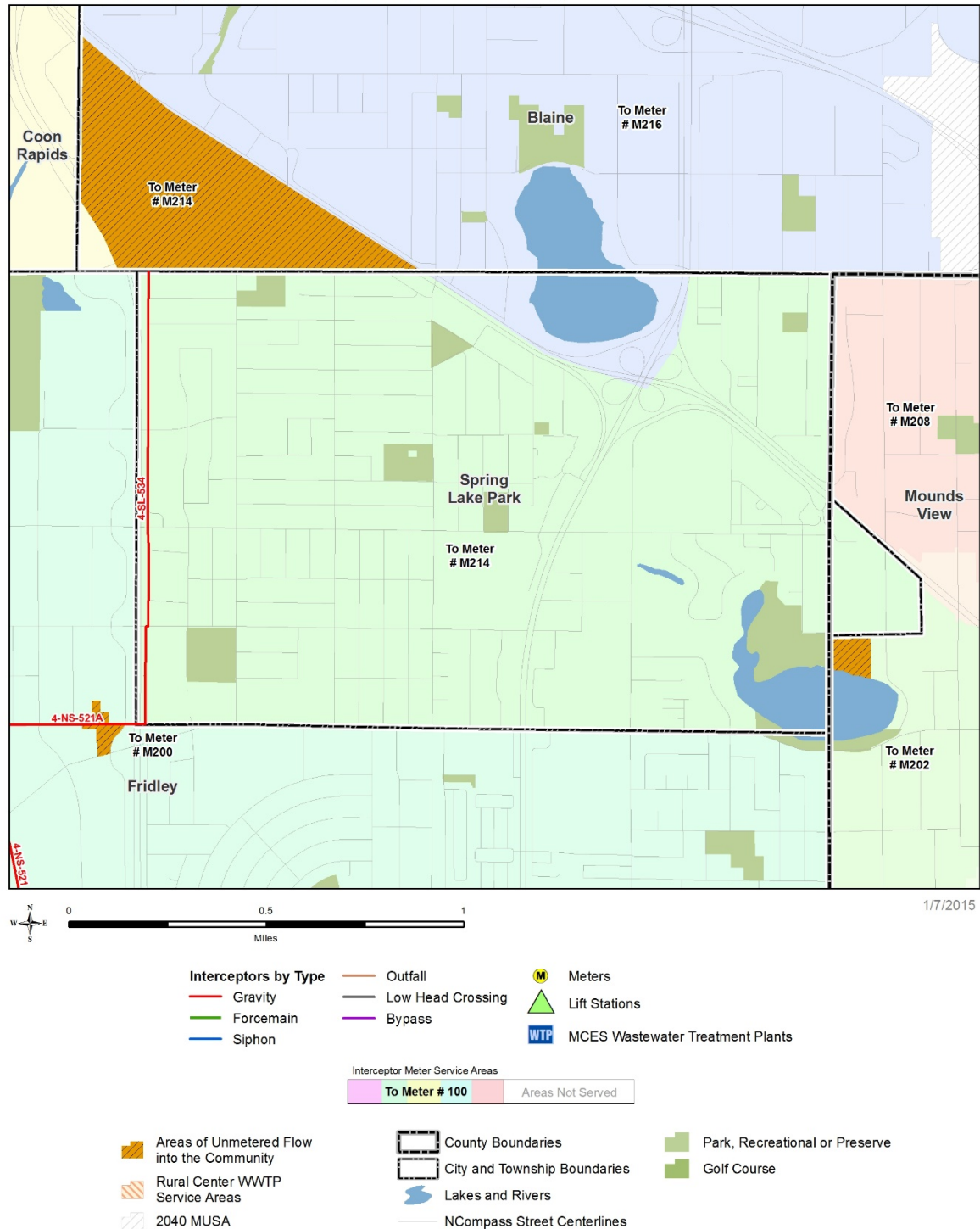


Figure 6-2: MCES Sanitary Sewer Meter Service Areas

Chapter 7: Implementation

INTRODUCTION

The implementation of the Comprehensive Plan does not end with adoption. The City's official controls, the zoning ordinance and subdivision regulations, will ensure day to day monitoring and enforcement of the policy plan. The regulatory provisions of both ordinances, as revised, will provide a means of managing development in the City in a manner consistent with the Comprehensive Plan. The City's Capital Improvements Program will enable needed improvements identified in the plan to be programmed and implemented in a timely and cost-effective manner.

OFFICIAL CONTROLS

As part of the planning process, the City will evaluate its land use controls and consider amendments to existing ordinances to eliminate inconsistencies with the Comprehensive Plan, enhance performance standards, protect public and private investments, and to conform to mandatory State and Federal regulations.

The plan identifies a number of specific changes to the zoning ordinance and subdivision regulations which need to be considered by the City. Some of these changes include:

- Changes in the zoning map to make the zoning of property consistent with the policies and provisions of this plan. The City's existing zoning map is presented in Figure 7-1. The City will also make any necessary changes to zoning text to ensure consistency with the Comprehensive Plan.
 - Completed within 9 months of approval of the Comprehensive Plan. .
- Completion of a local surface water management plan.
 - Completed by December 2018.
- Adopt an ordinance prohibiting the connection of sump pumps to the sanitary sewer system.
 - Completed within 9 months of approval of Comprehensive Plan. .
- The City will make any necessary changes to the subdivision ordinance to ensure consistency with the Comprehensive Plan.
 - Within 9 months of approval of the Comprehensive Plan

A full list of policies with timeline for implementation is outlined later in this chapter.

To achieve the goals of this Comprehensive Plan, the City of Spring Lake Park will use the following official controls, programs and fiscal devices to implement changes proposed within the plan:

1. Zoning Map and Categories

Zoning is the primary regulatory tool used by local governments to implement their comprehensive plan. City zoning code regulates land use to promote the health, safety, order, convenience and general welfare of all residents. The zoning code regulates the location, size, use and height of buildings, the arrangement of buildings on lots, and the density of the population within the City.

In 2015, the City of Spring Lake Park revised their entire zoning code to reflect changes in the community and provide a more concise and user-friendly code document. The code consists of the

official zoning map and the supporting ordinance text. The official map divides the community into a series of zoning districts and the text describes regulations for the use of land within these districts. Zoning districts in Spring Lake Park are mapped in Figure 7-1. Zoning districts are listed in the following section. Full regulations for all districts can be found in the City's Code of Ordinances §153.

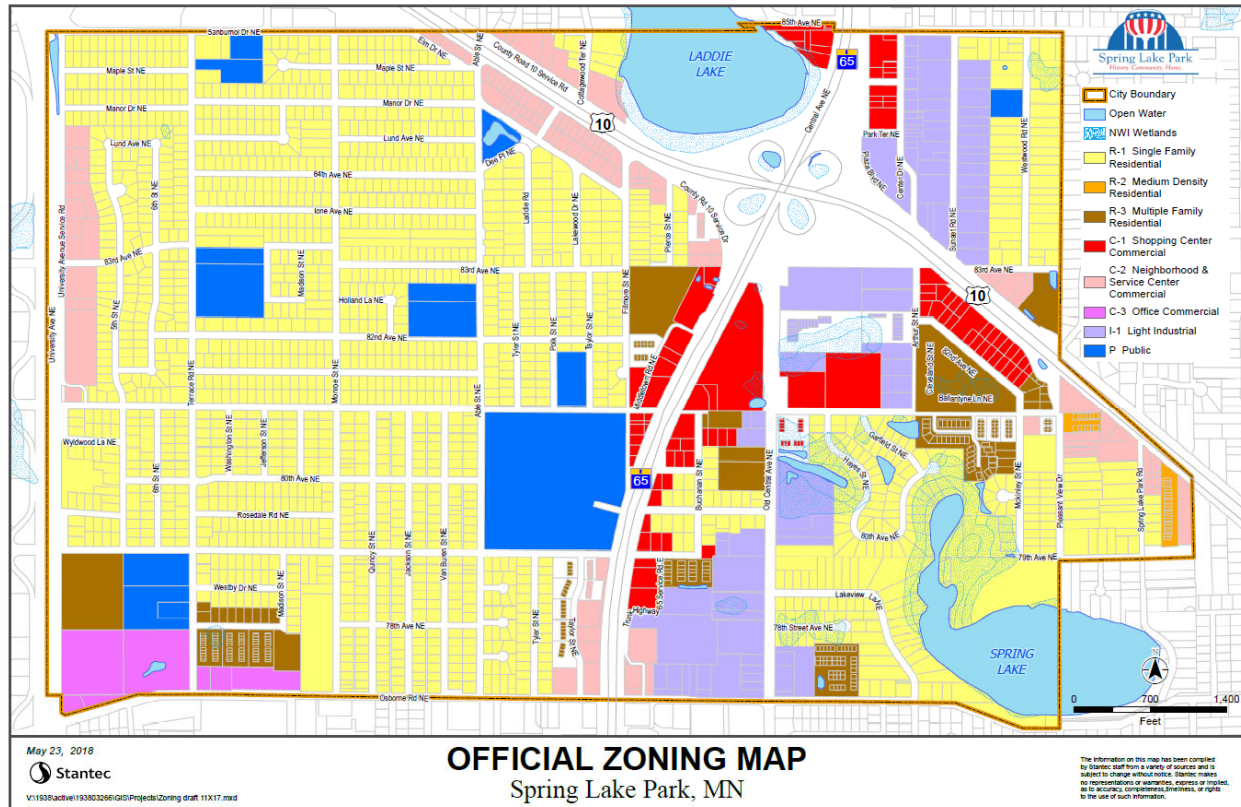


Figure 7-1 - Zoning Map

Residence Districts

R-1, single-family residence district: This district is intended to preserve, create, and enhance areas of exclusive single-family development where that development fits the Comprehensive Plan, and where two-family dwellings may be allowed by conditional use permit.

R-2, medium density residence district: This district is intended to provide for medium density residential use which stresses individually owned dwelling units to provide a transition between lower and higher densities and between incompatible land uses.

R-3, multiple-family residence district: This district is intended to provide a residence area in which multiple dwellings not exceeding six units per building may be allowed, except by conditional use permit.

Non-residence Districts

C-1, shopping center commercial district: This district is intended to provide a district which may be applied to land in single ownership or unified control for the purpose of developing a planned business center with a unified and organized arrangement of buildings and service facilities at key locations which are suitable for the use and which are centrally located within the residential area they are intended to serve.

C-2, neighborhood and service commercial district: This district is intended for the convenience of persons residing in nearby residential areas and is limited in its function to accommodating the basic day-to-day shopping needs of the typical family. It is also intended as a business district which may be located in separate areas adjacent to shopping centers and thus help to keep the basic retail areas compact and convenient, and in other separate areas to provide a district which may be located in close proximity to a major thoroughfare or highway in order that highway service types of land use can be provided.

C-3, office commercial district: This district is intended to provide a district which is related to and may reasonably adjoin high density or other residential districts for the location and development of administrative office buildings, medical uses, and related office uses which are subject to more restrictive controls.

I-1, light industrial district: The light industrial district is established to provide employment opportunities and to group industrial and certain uses in locations accessible to highways for the safe and effective movement of raw materials, finished products, and employees.

2. Subdivision Ordinance

The subdivision ordinance regulates the subdivision and platting of land within the City, ensuring that a new development or redevelopment meets the standards of the city for a safe, functional, and enjoyable community. The subdivision ordinance also facilitates adequate provision for transportation, water, sewage, storm drainage, electric utilities, streets, parks, and other public services and facilities essential to any development. The subdivision of land promotes the public health, safety and general welfare of the city and helps achieve the vision of this comprehensive plan by providing for standards in the development of land.

3. Environmental Regulations

The City of Spring Lake Park has completed a Local Surface Water Management Plan (LSWMP) and Local Water Supply Plan (LWSP) which are included as appendices to the Comprehensive Plan.

4. Building and Nuisance Codes

The purpose of the building and nuisance codes are to safeguard the public health, safety and general welfare of all residents. The building code applies statewide for construction reconstruction, alteration, and repair of buildings and other structures of the type governed by the code. The building code is adopted as a part of the Spring Lake Park code of ordinances. The nuisance code is administered directly by the City and protects against common nuisances found within the City. Both the building code and nuisance code regulate and control the physical development within the City and assist with the implementation of goals within the comprehensive plan.

5. Capital Improvement Plan (CIP)

The City will annually update a five-year capital improvements program which identifies major capital expenditures consistent with the Plan. The program should include public and private investments in infrastructure, park and trail development expenditures, infrastructure repair and replacement, building maintenance and repair and other planned capital expenditures. Like the Comprehensive Plan, the capital improvements planning process is ongoing and subject to modification, as appropriate. Spring Lake Park's Capital Improvement Program is included in Appendix A, for reference.

POLICIES AND TIMELINE FOR IMPLEMENTATION

Land Use	Implementing Body	Timeline
Establish a future land use plan that will enable the City to meet its population, and household and employment forecasts.	City staff and elected officials	Short-term
Provide for the rezoning of properties currently improved with residential uses but designated for commercial or industrial uses by the adopted comprehensive plan update, at such time as proposals for industrial or commercial developments are presented to the City for review, with the intent that current residential property owners with nonconforming uses shall not be jeopardized in the event that a natural or man-made disaster destroys their dwellings.	City staff and elected officials	Ongoing
Work with property owners to create redevelopment standards in existing single-family residential neighborhoods that are consistent with neighboring homes.	City staff and elected officials	Medium-term
Continue to provide for zoning restrictions on properties designated for commercial/industrial uses so that there will be appropriate buffers between commercial/industrial development and adjacent residential uses.	City staff and elected officials	Ongoing
Approve ordinance provisions that are consistent with land use designations established in the adopted comprehensive plan update.	City staff and elected officials	Short-term
Review and amend the City's Code of Ordinances and Zoning Code as needed to reflect changes in the community.	City staff and elected officials	Short-term
Housing	Implementing Body	Timeline
Provide qualified residents with information about housing maintenance and rehabilitation programs administered by Anoka County Housing and Redevelopment Authority and the Minnesota Housing Finance Agency.	City staff	Short-term
Pursue the development of new housing to accommodate a range of housing needs, particularly executive and senior housing.	City staff	Long-term
Research and engage with experts and the community on best management practices and policies regarding accessory dwelling units in residential neighborhoods.	City staff	Medium-term

Parks, Trails, and Community Facilities

	Implementing Body	Timeline
Complete renovations of park buildings to meet the needs of park users and visitors.	City staff	Medium-term
Explore the renovation or relocation of City Hall to better meet the needs of constituents.	City staff	Long-term
Work with Anoka County to rebuild Osborne Trail in areas needing pavement maintenance.	City staff and Anoka County	Medium-term
Collaborate with other agencies and partners to implement new regional or multi-jurisdictional trails in Spring Lake Park and neighboring communities.	City staff and multi-jurisdictional staff	Medium-term

Transportation

	Implementing Body	Timeline
Continue regular maintenance of existing City streets, including reconstruction of older streets as necessary.	City staff and elected officials	Ongoing
Continue to collaborate with Anoka County on any future County-initiated improvements to County Roads.	Anoka County and City staff	Ongoing
Establish a program of access management in connection with the redevelopment of commercial land industrial properties.	City staff and elected officials	Medium-term
Require that a developer of any proposed structure 200 feet above ground level notify the Federal Aviation Administration and the Minnesota Department of Transportation (Aeronautics) of the potential to affect navigable airspace.	City staff	Ongoing
Cooperate with the Metropolitan Council and the Metropolitan Airports Commission on potential development within the influence area of the Anoka County-Blaine Airport.	City staff and elected officials	Long-term
Cooperate with Metro Transit and Anoka County to accommodate Spring Lake Park's transit needs.	City staff and elected officials	Ongoing
Limit access on Principal and A-Minor Arterials to improve the safety and capacity of these roadways.	City staff and elected officials	Ongoing

Water Resources	Implementing Body	Timeline
Prohibit the installation of new on-site sewer systems.	City staff and elected officials	Short-term and ongoing
Encourage new development that is consistent with the capacity of the sanitary sewer and water systems.	City staff and elected officials	Ongoing
Continue the City program to require polyvinyl chloride sewer pipes for all new development and redevelopment, as well as for all repairs.	City staff and elected officials	Ongoing
Continue implementation of Best Management Practices of City MS4 permit administered by the MPCA, including adoption of necessary ordinances.	City staff and elected officials	Ongoing
Cooperate with the Minnesota Department of Natural Resources-Ground Level Monitoring Program to monitor groundwater levels and establish municipal baseline groundwater level information.	City staff and elected officials	Ongoing

PLAN AMENDMENT PROCESS

The Comprehensive Plan is intended to be general and flexible; however, formal amendments to the Plan will be required when land use elements are revised. Periodically, the City should undertake a formal review of the plan to determine if amendments are needed to address changing factors or events in the community. While a plan amendment can be initiated at any time, the City should carefully consider the implications of the proposed changes before their adoption.

When considering amendments to this plan, the City will use the following procedure:

1. Amendments may be initiated by land owners, land developers, the Planning and Zoning Commission or the City Council.
2. The Planning and Zoning Commission will direct the City staff to prepare a thorough analysis of the proposed amendment.
3. The City staff will present to the Planning and Zoning Commission a report analyzing the proposed changes, including their findings and recommendations regarding the proposed plan amendment.
4. The Planning and Zoning Commission will decide whether or not to proceed with the proposed amendment. If a decision to proceed is made, a formal public hearing will be held on the proposed amendment.
5. Following the public hearing the Planning and Zoning Commission will make a recommendation to the City Council.
6. The City Council will receive the recommendation from the Planning and Zoning Commission and make a final decision on whether to adopt the amendment.

All amendments to the plan must be submitted to the Metropolitan Council for review prior to implementation.

A copy of the Appendices of the 2040 Comprehensive Plan are available at City Hall for viewing.

RESOLUTION NO. 20-15

A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO AMEND THE SPRING LAKE PARK 2040 COMPREHENSIVE PLAN FOR MONROE PARK ADDITION

WHEREAS, the City received a request from JP Brooks Homes, Inc to amend the 2040 Comprehensive Plan to reguide the property platted as Monroe Park Addition from Public/Semi-Public to Low Density Residential; and

WHEREAS, the property is legally described as follows:

The North 300 feet of the East Half of the East half of the Southwest Quarter of the Southeast Quarter of Section Two (2), Township Thirty (30), Range Twenty-four (24), Anoka County, Minnesota, except that part platted as Buzzell's 1st Addition, and except roads, Anoka County, Minnesota; and

WHEREAS, JP Brooks Homes received approval from the City Council for a 6 unit in-fill development, as well as preliminary and final plat approval, on 2 acres of land; and

WHEREAS, the Planning Commission held a public hearing on March 23, 2020 to consider the amendment of the 2040 Comprehensive Plan for the above stated property; and

WHEREAS, the Planning Commission recommended approval of the proposed amendment, making the following findings:

- The Land Use Plan and zoning should be in conformity. The requested change will bring the property into conformity with the Single Family Residential designation in line with the R-1 zoning.
- The adjacent neighborhood and existing uses are predominately single family residential. The proposed change is in keeping with the character of the area.
- The proposed change, resulting in 6 new single family homes, will have a negligible impact on City services; and

WHEREAS, the City Council is the official governing body of the City of Spring Lake Park; and

WHEREAS, the City Council accepts the findings of the Planning Commission and finds the amendment to be in the best interests of the City; and

WHEREAS, the Comprehensive Plan amendment is subject to review and approval of the Metropolitan Council, as set in Minnesota Statutes, Section 473.864.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the City Council does hereby approve the amendment to the Spring Lake Park 2040 Comprehensive Plan for Monroe Park Addition as follows:

1. The Future Land Use Map shall be amended to show this property reguided from Public/Semi-Public to Low Density Residential.
2. All tables in the 2040 Comprehensive Plan impacted by this amendment are hereby amended as follows:
 - a. Page 2-4 – Low Density Residential acreage revised from 499.2 acres to 501.0 acres.
 - b. Page 2-6, Table 2-2 – Public/Semi-Public acreage revised from 96.5 acres to 94.7 acres.
 - c. Page 5-8, table 5-2, household and population projections, shall be amended to add 6 households and 15 population for 2030 and 2040.

BE IT FURTHER RESOLVED that the Comprehensive Plan amendment described above will not take effect until the Metropolitan Council has reviewed and approved it. The Administrator, Clerk/Treasurer is hereby directed to submit this Comprehensive Plan amendment on behalf of the City Council.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 20th day of April, 2020.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

To:	City Council City of Spring Lake Park	From:	Phil Carlson, Stantec
File:	Amendment to Comprehensive Plan 7800 Block of Monroe Street NE	Date:	April 20, 2020

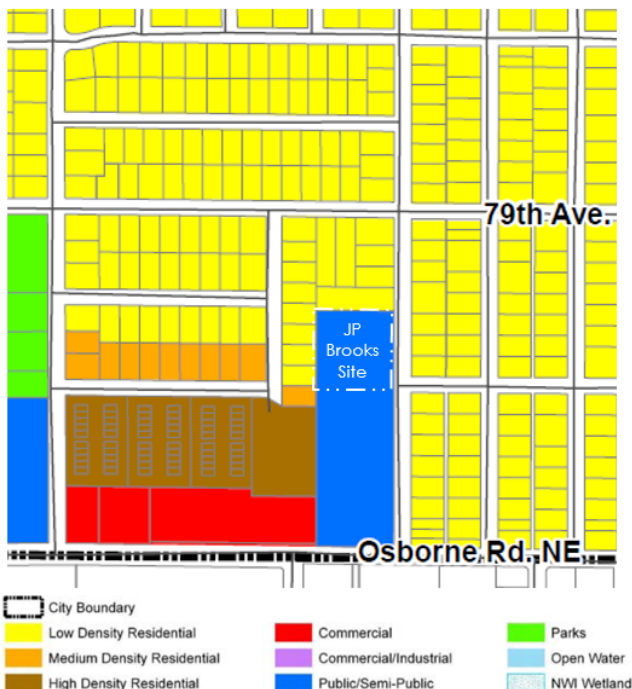
Re: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

BACKGROUND

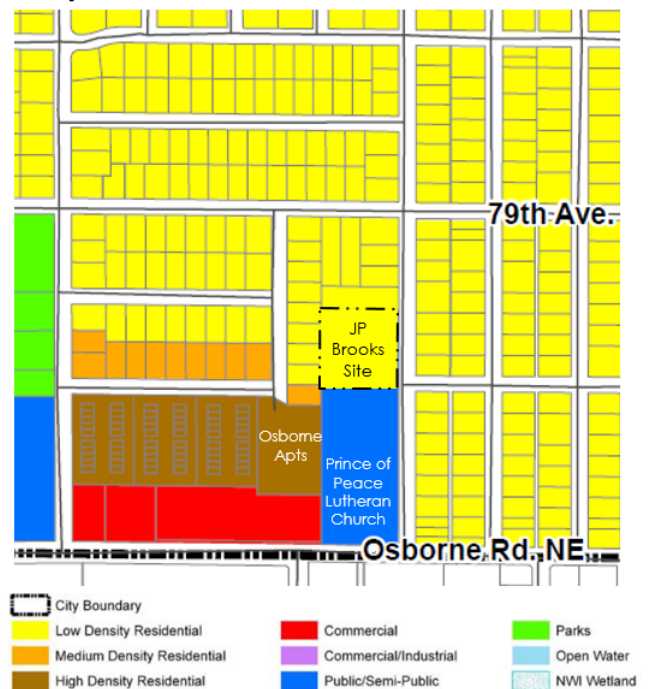
The 2-acre site at 7800 Monroe Street NE received approval recently for a residential PUD and plat to be developed by JP Brooks. The site is a vacant parcel that was owned by the adjacent Prince of Peace Lutheran Church. The property is guided Public/Semi-Public in the City's Land Use Plan and zoned R-1 Single Family Residential. When the PUD was reviewed and approved last year, the Land Use Plan should also have been amended to Single Family Residential, so that the zoning and Land Use Plan are in conformity. This step was missed in the process, and we are asking to amend the Land Use Plan to change the parcel from Public/Semi-Public to Single Family Residential. Portions of the Land Use Plan map – current and proposed are included below. The Planning Commission recommended approval of the land use plan amendment at their March 23, 2020 meeting.

The City's overall Comprehensive Plan has now been approved by the Metropolitan Council. If approved by the City Council, this land use plan amendment will be submitted to the Met Council. Since the property is relatively small, we expect a quick and easy review from Met Council. Please refer to our March 23 Planning Commission report for maps, recommendations, and findings.

Current Land Use Plan



Proposed Land Use Plan



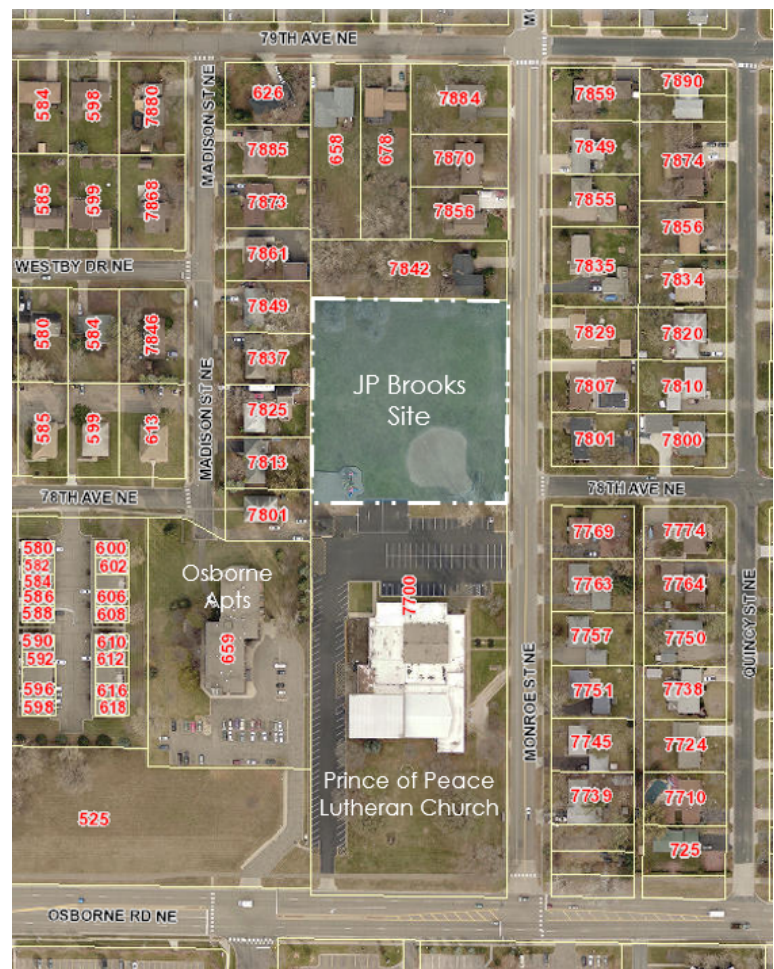
To:	Planning Commission City of Spring Lake Park	From:	Phil Carlson, Stantec
File:	Amendment to Comprehensive Plan 7800 Block of Monroe Street NE	Date:	March 23, 2020

Re: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

BACKGROUND

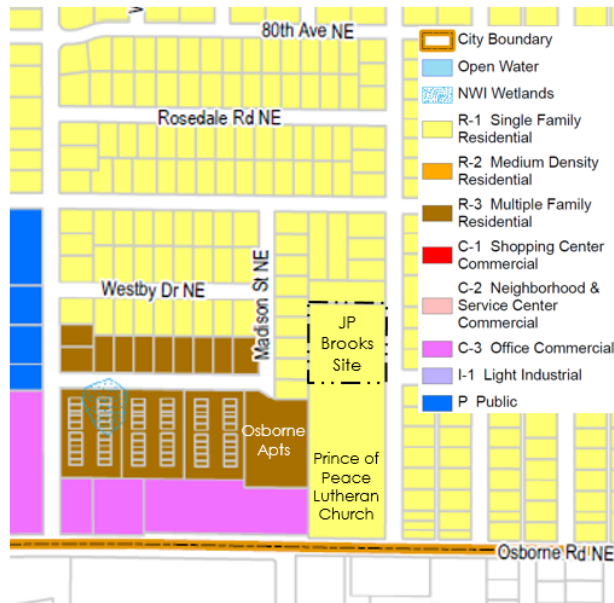
The 2-acre site at 7800 Monroe Street NE received approval recently for a residential PUD and plat to be developed by JP Brooks. The site is a vacant parcel that was owned by the adjacent Prince of Peace Lutheran Church. The property is guided Public/Semi-Public in the City's Land Use Plan and zoned R-1 Single Family Residential. When the PUD was reviewed and approved last year, the Land Use Plan should also have been amended to Single Family Residential, so that the zoning and Land Use Plan are in conformity. This step was missed in the process, and the Planning Commission is now asked to amend the Land Use Plan to change the parcel from Public/Semi-Public to Single Family Residential. Portions of the Land Use Plan map and Zoning Map are included on the next page.

The City's overall Comprehensive Plan is now in the final steps of the Metropolitan Council review and approval process. We expect approval from the Met Council on April 8, after which an amendment to the Plan could be submitted to the Met Council for their review. If the Planning Commission recommends approval of this Land Use Plan amendment, this request would go the City Council for their review and approval on April 20, 2020, and the City would submit it to the Met Council soon after. Since the property is relatively small, we expect a quick and easy review from Met Council.

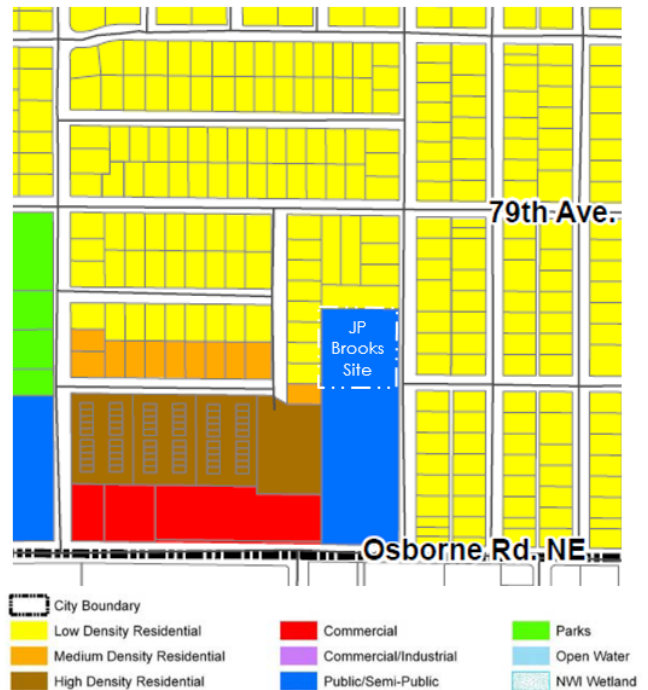


Reference: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

Zoning Map



Current Land Use Plan



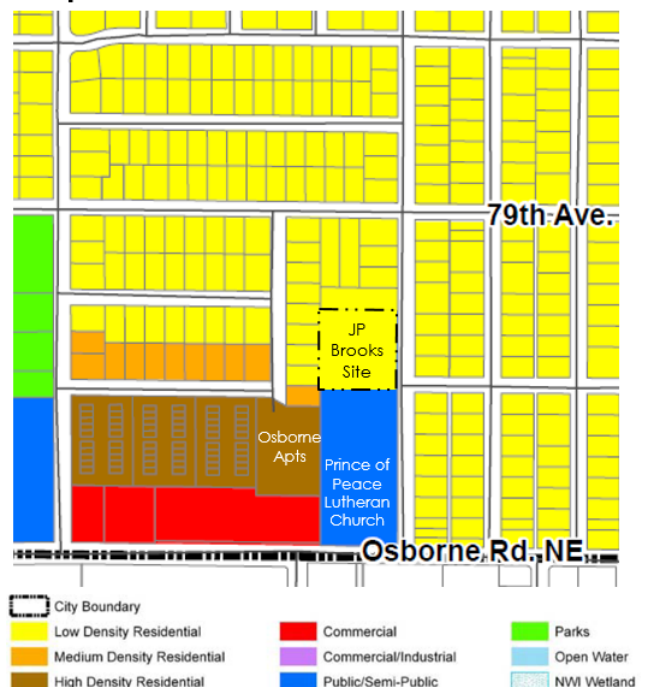
DISCUSSION

The property was guided Public/Semi-Public because it was owned and used by the adjacent church in the middle of a mostly single family residential neighborhood. The Land Use Plan map is the key element of this amendment, but there are other minor revisions in the Plan document resulting from this change:

- Page 2-4 – Low Density Residential acreage revised from 499.2 acres to 501.0 acres
- Page 2-6, Table 2-2 – Public/Semi-Public acreage revised from 96.5 acres to 94.7 acres.
- Page 5-8, Table 5-2, household and population projections – added 6 households and 15 population for 2030 and 2040

The entire amended Comprehensive Plan is available for review, but the revisions noted above are the ones resulting from this amendment and are relatively minor compared to the City as a whole.

Proposed Land Use Plan



Reference: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

CONCLUSION & RECOMMENDATION

I recommend that the Planning Commission recommend to the City Council approval of the amendment to the Comprehensive Plan as described in this report, changing the JP Brooks/Prince of Peace Lutheran Church site at 7800 Monroe Street NE from Public/Semi-Public to Single Family Residential, along with the associated revisions to the text and tables.

FINDINGS OF FACT

- 1) The Land Use Plan and zoning should be in conformity. The requested change will bring the property into conformity with the Single Family Residential designation in line with the R-1 zoning.
- 2) The adjacent neighborhood and existing uses are predominately single family residential. The proposed change is in keeping with the character of the area.
- 3) The proposed change, resulting in 6 new single family homes, will have a negligible impact on City services.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 16, 2020

Subject: 525 Osborne Road NE Purchase Agreement Amendment

Due to the escalation of the COVID-19 pandemic, there have been unintentional and unexpected delays in the process of selling the 525 Osborne Road NE property to Hampton Companies. City Attorney Thames and I met with representatives from Hampton Companies. They are excited to move forward on the proposed assisted living/memory care project. Due to instability in the capital markets and delays in putting together building and site plans for the project resulting from the COVID-19 pandemic, the application to the City has been slightly delayed. As a result, an extension of the purchase agreement is warranted.

The proposed amendment extends the due diligence period and the requirement that a development agreement be approved by 60 days. In addition the maximum timeline for closing has been increased from 6 months to 8 months. The remainder of the agreement remains in effect.

The City Attorney and I recommend approval of the amendment to the purchase agreement.

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

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FIRST AMENDMENT TO PURCHASE AGREEMENT

THIS FIRST AMENDMENT TO PURCHASE AGREEMENT (this "Amendment") is made and entered into this _____ day of April, 2020, by and between City of Spring Lake Park ("Seller") and Hampton Companies, LLC, and or its assigns ("Buyer"). Seller and Buyer are sometimes referred to herein as the "parties". This Amendment amends certain terms of the Purchase Agreement (the "Agreement") executed between the parties on January 7, 2020.

RECITALS

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

WHEREAS, due to the subsequent escalation of the COVID-19 Pandemic and corresponding declarations of national, state, and local emergencies, and the effect of the same on Buyer's proposed development, the parties desire to extend certain timelines set forth within the Agreement.

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

1. Buyer and Seller mutually agree to extend the initial Due Diligence period contemplated in paragraph 8 of the Agreement by sixty (60) days. All other terms and timelines set forth within that paragraph 8 shall remain unaltered and in full force and effect. Buyer shall maintain a one-time thirty (30) day Due Diligence period extension option upon the terms and conditions contemplated in that paragraph 8 of the Agreement, including but not limited to, the posting of additional Earnest Money funds.
2. Buyer and Seller further mutually agree that the stated condition to Seller's performance set forth in paragraph 9b of the Agreement and entitled "Execution of Developer Agreement" shall be correspondingly and concurrently extended by the same sixty (60) days contemplated in paragraph 1 herein.
3. Buyer and Seller mutually agree that the language dictating the timing of Closing set forth within paragraph 15 of the Agreement shall remain unaltered, except that the last sentence of said paragraph shall be amended to revise the maximum timeline for Closing from six (6) months to eight (8) months from the date of execution of the Agreement.
4. Buyer and Seller mutually agree that all other terms, timelines, deadlines, conditions, and obligations set forth within the Agreement shall remain unaltered and in full force and effect.

[Signatures on following page]

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

BUYER:

Hampton Companies, LLC

By: _____

Name: Joel Larson

Its: President

SELLER:

City of Spring Lake Park

By: _____

Name:

Its:



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 4.20.20 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2020 MS4 Permit (193802936). MS4 deadlines: Annual Report and Public Meeting due by June 31st (*Hold Public Meeting on June 5th, complete draft report by May 8th, and send in final report after June 5th Public Meeting*). Pond, structural BMP, and outfall inspections by July 31st. Annual Training and program analysis due in December.

2019 Sanitary Sewer Lining Project (193804547). This project includes lining in the area near TH65 and Osborne Rd. Lining and lateral grout work has been completed. *Terry Randall is monitoring this project.*

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

Garfield Pond Improvements Project (193804750). Construction started on March 6, 2020. Tree clearing is complete except for some clean-up work. The 42-inch pipe work is complete except for punch-list work. *Pond excavation is nearly complete. Pipe work within 81st Avenue will begin in late April. As a reminder, the city will look at possible tree planting later this summer for fall planting.*

81st Avenue Signing Plan and State Aid System revisions (193804889). A revised copy of a road signing plan to prohibit trucks on 81st Avenue west of Able has been prepared. MnDOT Office of State Aid has agreed to the formal road designation transfer. *Resolution needs to be submitted to MnDOT.*

Stormwater Utility Plan (193804944). The city is considering a stormwater utility charge. *A report and draft ordinance are being prepared.*

2020 Street Seal Coat and Crack Repair Plan (193804979). Design has started. *Bids will be opened on May 1st. Need to verify street patch areas and obtain separate street patch quotes.*

2020 Sewer Lining Plan (193804980). *Video inspection of recommended lines has started and will be completed in March. Priority lining segments will be determined based on the inspection. Terry Randall is monitoring this project.*

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

Public Storage Project. Terry Randall has been monitoring construction. An onsite meeting with the owner and the contractor was held on September 4th to review remaining site construction and discuss drainage issues. *Need revised drainage plans and as-built drawings of the utilities.*

JP Brooks Housing Project (on Monroe): *A Comp Plan Amendment is being processed. A preconstruction conference will need to be held before site work starts.*

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

CORRESPONDENCE

NAVIGATING A PANDEMIC

Stepping Stone Emergency Housing Newsletter



AN ISOLATED COMMUNITY

Message from Executive Director, Julie Jeppson

It's been an incredible month! This pandemic has put us in uncharted waters. How do we handle social distancing? At the core of who we are, we can't react like the rest of the world. **We can't shut our doors.**

Now, more than ever, we have to stay open and available. **Our residents already feel isolated and anxious without the presence of a pandemic.** We have to provide support and a home for them, otherwise, who will?

We also have to keep our staff and residents safe, so we implemented various measures.

First, we limited entry into the shelter. For the past month, only staff, residents and essential workers have entered.

Second, we discontinued all volunteer opportunities, group activities, and tours of Stepping Stone. Our volunteers are sorely

missed by our staff and residents.

Third, one of our main fundraisers, Real Stories|One Stage, was rescheduled for May 27.

In my almost eight years of working at Stepping Stone, our waitlist has never been longer. Currently, it is at 385 individuals. With the closing of businesses and reduction of business hours, **this list is only going to get longer.**

Though our day-to-day operations changed, we've remained committed to supporting our residents by helping them become stably housed. One resident moved into her own home on April 1!

If you are interested in helping us at this critical time, please consider donating financially online or looking at other ways to donate on our website at www.steppingstoneeh.org.

HOW YOU CAN HELP Money and Food!

With schools and restaurants closed, receiving food donations has stopped. Completely. But we can't stop feeding people. We need your help. Today. Financial donations can be made via our web site at www.steppingstoneeh.org.

Anything helps!

Below is a list of requested food donations.

- Boxes with individual pkts of instant oatmeal: flavored and maple brown sugar
- Bottled water -16.9 Oz size preferred
- Regular ground coffee
- Salad dressing
- Cuties
- Bulk canisters of lemonade powdered mix
- Bulk canisters of kool-aid powdered mix
- Bulk canisters of pink lemonade powdered mix
- Boxes of individual packets of instant powdered hot cocoa
- Saltines
- Ritz crackers or generic of this works
- Bulk bags of potato chips
- Nacho/Tostado chips
- Fresh apples, oranges, bananas & pears
- Canned fruit

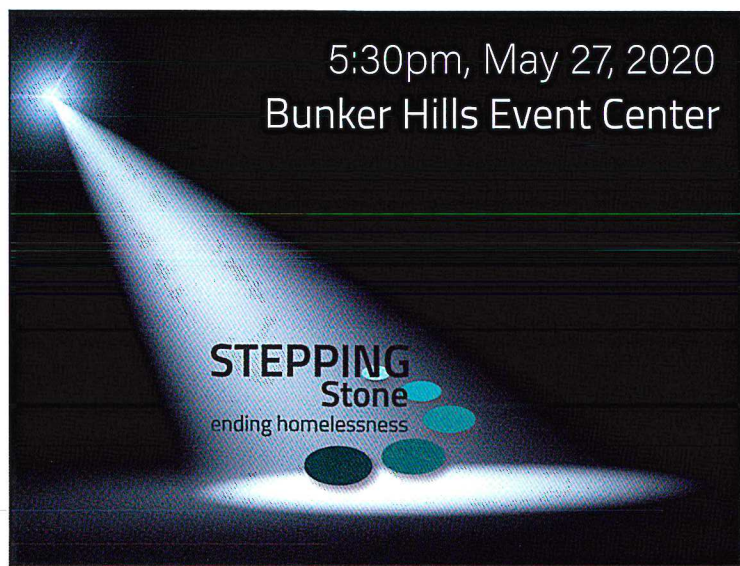


REAL STORIES | ONE STAGE

Reserve Your Seat

www.steppingstoneeh.org/event/real-stories-one-stage-2020

*This rescheduled date is dependent on the state's orders regarding large public gatherings.



What would you say to someone who doesn't understand, or who makes assumptions about the homeless?

This question was asked of our residents, who not only shared some of their personal stories around homelessness, but what they would say to such a person. Even sharing how being homeless was a gift that provided lessons and brought healing to their lives.

The script is written and directed by Illusion Theater and stars both professional actors and Stepping Stone residents.

Seats start at \$80 and include dinner, the performance, and a silent auction.

Sponsorship Opportunities:

Reserve a whole table and business recognition:

Leading Role: \$2500

Ensemble: \$1000

Understudy: \$500

Supporting: \$250

MOVING TOWARD SELF-SUFFICIENCY

From Privilege, To Struggle, To Hope - A Resident's Story

"I just wanted to thank you all for your help and care!

Thank you for making my time at Stepping Stone comfortable, safe, and easy. Without you guys, I would have lost my mind here. This was a very different experience for me.

So, I just wanted to write this in thanks to you all. Some days were hard but you all made me smile and remember that this was only temporary. You made me feel at home and loved. And, thank you all for your work, for getting to know me, and making sure that I was okay.

It was always patience, laughter, and support from you all. I've never been in a situation like this. I came from a pretty privileged background, but I never felt judged or looked at weird by any of you. You all inspire me.

So again, thank you for making this experience nice, for your support, and your hardwork."



THE COLD NEVER BOTHERED HER ANYWAYS



Actually, it was really cold! In partnership with the Blaine Police Department, Julie Jeppson braved the frigid waters for a cold water rescue in support of Stepping Stone.

This event brought attention to homelessness in our community, while also recognizing the compassionate

efforts the Blaine Police Department has undertaken to connect people experiencing homelessness with resources and services.

Thanks to all our supporters! Over \$5000 was raised and matched by the Otto Bremer Foundation, totaling over \$10,000 in donations. Thanks!

VOLUNTEER SPOTLIGHT

Jeff Conner, Volunteer*

*Recently hired Development Officer



I was once someone who looked at people experiencing homelessness and wondered why they couldn't get a job. I thought if they have enough time to stand on a street corner and pan-handle for money, surely they could get a job. Then one day, I got to wondering, how bad would things have to be for me to reach the point where I could do that. It was

then that I decided it doesn't matter to me why they are doing it, I just want people to know I care and I see them. So, I started helping in that way every chance I could.

Initially, I helped Tammy in the kitchen, serving lunch once a week. I did this for a few months and then began to help out as a mentor to the residents. They were working on a plan to get back to self-sufficiency, and I wanted to help them do this. I helped keep them on track with setting priorities and offering guidance. **It's been wonderful to come along, beside people and help lift them up.**

After meeting and listening to many residents, I've been struck by the fact that there really isn't that much of a difference between us. We are all

human and all just trying to do the best we can to make it through life.

The circumstances that lead to homelessness happen to us at anytime. Our residents are just like you and me. There is no "face" of homelessness and on any given day, we could find ourselves unknowingly in the presence of someone experiencing homelessness.

Stepping Stone has taught me that I have a large capacity to love and care for others. I've learned that I don't always know the answers and that things are not always as they seem. **We can make a difference.**

"We just never know what people are going through, so always be kind and show compassion."

From Addiction, To Change, To Gratitude - A Resident's Story

"I was given an opportunity to share my story, though I didn't think that I was worthy. Plus, the more I reflect on my story, the more I am unsure how I feel about it. I did a lot of stupid things and I should have learned many lessons along the way.

But here today, I'm more in order than I have been in about five to six years.

I was homeless and an addict. I panhandled to get by. I ended up in prison, made parole and repeated the same cycle a few times. I finally decided that I didn't want to go back to prison and my mom gave me a third chance. I felt like a burden. I became depressed and ran to drugs again. I hid it well, but knew it would start the cycle again.

I wanted a change and started researching shelters and found Stepping Stone. I am very glad that I did. I didn't have the motivation to change or to believe in myself for years. You all helped me in ways that you don't even understand.

You ACTUALLY care. You're compassionate. I have no way to fully express my gratitude for you. Even just smiling and asking how I'm feeling was different. I have a job, I have an opportunity. I have a stepping stone in life. Thank you."

THREE WAYS YOU CAN MAKE A DIFFERENCE

SMILE

Make eye contact.
Nod your head in "Hello." Smile!
Acknowledging the other person says, "I see you." Which is very special for those that may have gone "unseen" for years or decades.

GIVE

Go ahead and give your money or don't. That is your personal decision to make. However, I ask that you do give them one thing... the benefit of the doubt.
Give your kindness and compassion.

ASK

Be bold and brave.
Take the step to speak and ask, "What do you need help with right now, today?"
Those in the middle of crisis cannot physically think past the now.



3300 4th Avenue North
Cronin Building 14
Anoka, MN 55303

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DAN BUCHHOLTZ

1301 81ST AVE NE

SPRING LAKE PARK, MN 55432-2116



BY THE NUMBERS

In 2019, we served 514 individuals who needed a place to call home. This was a 9% increase from the previous year, which is on par with the state's increase in homelessness.

Compared To Previous Years

- 7% increase in the number of veterans served.
- 4% decrease in youth served (18-24 year olds).
- 4% increase in 55+ year olds.
- An increase in the number of women, with a 61:38 ratio of men to women.

The average length of stay was 42 days, but 34% of residents don't stay longer than 1-7 days.

Our residents struggled with more than homelessness

- 29% have a chronic health condition.
- 30% have a physical disability.
- 41% of women have a history of domestic violence in their lives.
- 30% of youth (18-24) have spent time in foster care, an increased from 20% in 2018.

Our Guiding Principles

- Empower individuals to change their lives
- Treat each resident with dignity and respect
- Collaborate with partners in providing services
- Ensure strong **stewardship** in managing resources



3300 4th Avenue North
Cronin Building 14
Anoka, MN 55303



(763) 323 - 7006

Stay in Touch

Donate Online



Sign up for Amazon Smile to see our Charity List of much needed items.



Donate online with confidence.

www.steppingstoneeh.org



- correspondence
- file

April 6, 2020

City Of Spring Lake Park Mn
1301 81st Ave NE
Spring Lake Park, MN 55432-2188



Dear T-Mobile Cell Site Landlord:

You've heard the news: T-Mobile and Sprint are now one. New T-Mobile will shift the Un-carrier into overdrive, and we want you to know that accelerating innovation, intensifying competition, and securing America's lead in 5G are priorities for us. **We are aggressively working to integrate our two companies.**

This transaction will unlock significant value for customers and stakeholders, and our cell site landlords will play an important role. We will continue to **expect the highest quality, service and value.** We will honor the commitments made through this merger process including delivering 5G for all, closing the digital divide, and offering in-home broadband to consumers.

Whether you are a cell site landlord or tenant on one of our cell sites, please keep the following in mind:

1. **Right now, nothing is changing about your working relationship with us.** Your business contacts will remain the same and will continue to work with you on projects, deliverables, invoicing and payment. Do not change anything about invoicing us or receiving payment until you receive specific notice from our Procurement team. If changes arise through the course of the integration process, we will advise you and your team.

T-Mobile USA, Inc.
12920 S.E. 38th Street
Building 10
Bellevue, WA 98006
Attn: Lease Compliance, Site ID #

PropertyManagement@T-Mobile.com

Toll Free: (877) 373-0093

2. **An updated Supplier Code of Conduct is now effective for all T-Mobile/Sprint suppliers and is highlighted in the enclosed document.** The Supplier Code of Conduct outlines New T-Mobile's expectations for your conduct in taking care of the deliverables for which you are contracted. Demonstrating integrity, doing business the right way, respecting people and the environment, protecting company property and information, and reporting violations are key tenets.
3. **For more information about New T-Mobile, please visit [T-Mobile.com](https://www.t-mobile.com).**

(over)

New T-Mobile: We now have more than 100 million customers and a workforce of 80,000+ employees. By combining forces, spectrum and scale, we will continue to be a disruptor that goes far beyond wireless.

We are excited about the future and the role you will play to help us deliver on our promises.

We won't stop.



Mike Simpson
Senior Vice President
Chief Procurement Officer

Daniel Buchholtz

From: Jurek, Colette C <colette.c.jurek@xcelenergy.com>
Sent: Tuesday, April 7, 2020 6:51 AM
To: Centerville - City Clerk ; Centerville - Public Works ; Circle Pines - City Administrator ; Columbia Heights - city manager ; Columbia Heights - Public Works ; East Bethel - City Administrator ; East Bethel - Public Works ; Fridley - City Manager ; Fridley - Public Works ; Ham Lake - City Administrator ; Ham Lake - Public Works Superintendent ; Hilltop - City Clerk ; Lexington - City Administrator ; Lino Lakes - City Administrator ; Linwood Township - Clerk ; Linwood Township - Maintenance ; Daniel Buchholtz
Subject: Xcel Energy: Operational Update/COVID-19 Management

To our service communities in the Anoka County area . . .

Each week I will be attempting to provide you with a brief message regarding Xcel Energy operational updates as we work to deliver reliable and safe natural gas and electric services to our communities during the COVID-19 pandemic. Much of our work at Xcel Energy is proceeding as close to normal as possible as we begin the fourth week where many of our employees are working from home.

Many of our critical infrastructure employees are still out there working on projects to ensure reliability, respond to emergencies and complete new work. With a captive audience watching our crews, a common question is “why are there so many trucks on site?” In order to maintain social distancing, we are having employees drive separately to work sites. Because of this, a minor job can have the appearance of something much bigger to the casual observer. Other protective measures that are being undertaken are equipping crews with personal protective gear, maintaining proper distance and much greater use of mobile devices to communicate with our team and our customers. We are asking the public to keep their distance from crews in the field to help keep everyone healthy and safe. Another frequently asked question is whether tree trimming is necessary during the pandemic. There is no down time on the trimming calendar. This work is essential to ensure that we minimize the risk of trees or limbs causing outages when they are near our power lines. With spring storm season right around the corner, maintaining adequate spacing between trees and overhead facilities is critical.

We continue working with state leaders (governor’s office, legislature, public utilities commission) on opportunities to minimize financial impacts for our customers during the pandemic. As you may have already heard on the media, we will not disconnect residential customers for non-payment for the foreseeable future. Late fees have been waived on residential and small commercial customers. Our company (and industry, for that matter) are discussing other customer classes and methods to help our customers work through this difficult time.

I am working remotely from home and am plugged in and available for your questions, concerns and ideas. I am easily accessible by e-mail and cell phone. My contact information is listed below in my signatory block.

Be well,
Colette

Colette Jurek

Xcel Energy | Responsible By Nature

Manager, Community Relations and Economic Development

1700 East County Road E, White Bear Lake, MN 55110

P: 651.779.3105 C: 612.209.3501 F: 612.573.4039

E: colette.c.jurek@xcelenergy.com

XcelEnergy.com Facebook.com/XcelEnergy Twitter.com/XcelEnergy

Please consider the environment before printing this email.

April 2, 2020

Spring Lake Park City Council
c/o Mr. Dan Buchholtz, Administrator
Spring Lake Park City Hall
1301 81st Avenue NE
Spring Lake Park, Minnesota 55432

Dear Council Members:

SUBJECT: **Return to Compliance** for Radiochemical Exceedance, Spring Lake Park, Anoka County,
PWSID 1020029

Enclosed are the results of the most recent radiochemical samples collected from your public water system in accordance with Minnesota Rules, Chapter 4720 and the Safe Drinking Water Act. Past results indicated a maximum contaminant level (MCL) exceedance at the Arthur Street Treatment Plant, as noted in the Notice of Violation letter previously sent. The following is a summary of the results:

Sampling Site: Arthur Street Treatment Plant

Contaminant: **Combined Radium (-226 & -228)**
MCL: 5.4 pCi/L

<u>Date Collected</u>	<u>Results</u>	<u>Units</u>	<u>Sample#</u>	<u>Annual Average</u>
01/15/2020	4.80	pCi/L	20A0641-02	4.5
11/05/2019	4.60	pCi/L	19K0183-01	4.3
07/22/2019	4.00	pCi/L	19G1522-01	5.0
05/01/2019	4.40	pCi/L	19E0077-02	5.6

Contaminant: **Gross Alpha in Water**
MCL: 15.4 pCi/L

<u>Date Collected</u>	<u>Results</u>	<u>Units</u>	<u>Sample#</u>	<u>Annual Average</u>
01/15/2020	12.00	pCi/L	20A0641-02	8.0
11/05/2019	7.00	pCi/L	19K0183-01	6.7
07/22/2019	7.60	pCi/L	19G1522-01	7.4
05/01/2019	5.40	pCi/L	19E0077-02	7.4

Your water system is now in compliance with the radiochemical MCLs. Monitoring for combined radium and gross alpha will continue to be performed on a quarterly basis to ensure reliable and consistent removal rates of the treatment unit. The last two quarters results have increased and your system should continue to explore options to reduce radium removal at this plant to ensure the violation is not repeated.

Also enclosed are radiochemical sample results for the Terrace Park Treatment Plant. These results show radium and gross alpha levels have consistently dropped and annual monitoring will be conducted at this sample site. The following is a summary of the results:

Sampling Site: Terrace Park Treatment Plant

Contaminant: **Combined Radium (-226 & -228)**

MCL: 5.4 pCi/L

<u>Date Collected</u>	<u>Results</u>	<u>Units</u>	<u>Sample#</u>	<u>Annual Average</u>
01/15/2020	2.60	pCi/L	20A0641-01	3.7
10/11/2019	3.80	pCi/L	19J0739-01	4.1
07/22/2019	2.90	pCi/L	19G1523-01	4.3
04/08/2019	5.60	pCi/L	19D0456-01	4.7

Contaminant: **Gross Alpha in Water**

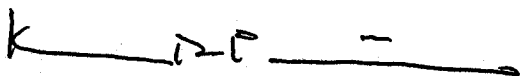
MCL: 15.4 pCi/L

<u>Date Collected</u>	<u>Results</u>	<u>Units</u>	<u>Sample#</u>	<u>Annual Average</u>
01/15/2020	4.20	pCi/L	20A0641-01	6.9
10/11/2019	9.10	pCi/L	19J0739-01	7.8
07/22/2019	7.40	pCi/L	19G1523-01	7.1
04/08/2019	6.80	pCi/L	19D0456-01	6.6

All required radiochemical samples will be collected by your public water system and submitted to the Minnesota Department of Health (MDH) laboratory for analysis. Samples bottles will be mailed to you with a labform and date that you are scheduled to collect your next samples.

This report should be placed in your records and a copy maintained on or near the water system premises and available for public inspection for not less than ten (10) years. If you have any questions, please contact Cindy Swanson at 651/201-4656 or email cindy.swanson@state.mn.us.

Sincerely,



Karla R. Peterson, P.E., Supervisor
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

KRP:BS

Enclosure

cc: Water Superintendent

Anna Schliep, Compliance Engineer

Cindy Swanson, Compliance Officer

Brian A. Noma, MDH St. Paul District Office

Video Production



Municipal Producer, Trevor Scholl, completed eight productions in March, including coverage of Lino Lakes' annual Guns and Hoses event, an in-depth look at the Lexington Fire Department, and productions from five cities explaining what each one is doing in regards to the COVID 19 pandemic. Programs were also produced T.J. Tronson, Rusty Ray and Danika Peterson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

▪ March Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
GunsNHoses 2020	Trevor Scholl	00:05:00
Centerville COVID	Trevor Scholl	00:09:25
Spring Lake Park COVID	Trevor Scholl	00:03:45
Lino Lakes COVID	Trevor Scholl	00:06:47
Lexington COVID	Trevor Scholl	00:04:08
Circle Pines COVID	Trevor Scholl	00:04:24
A Look Inside the Lexington Fire Department	Trevor Scholl	00:07:30
Torg COVID Sales	Trevor Scholl	00:04:00
Blaine COVID 19	Danika Peterson/Rusty Ray	00:03:02
NACE Empty Bowls Promo	Danika Peterson/Rusty Ray	00:30:00
Spring Lake Park Students Earn EMT	Danika Peterson/Rusty Ray	00:03:00
Anoka County Board Meeting (3/10/20)	T.J. Tronson	00:30:47
Anoka County Board Meeting (3/24/20)	T.J. Tronson	01:22:03

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

- Dasco Printing, business profile
- Circle Pines Tree Removal Meeting
- Small business impacts from the Corona Virus
- Grandma's House non-profit profile
- Spring Mayor's Minutes

Equipment Consulting/Technical Support



Blaine

- No assistance required.
- **Centerville**
- 3.25.20: Tested Zoom meeting with Mark Statz. Reviewed steps for sending and recording a completely remote meeting for broadcast on the channels.
- 3.25.20: Black signal coming from city hall instead of meeting video. Asked city staff if Leightronix box was on right setting. Made the change and the video signal came on.

Circle Pines

- 3.10.20: Attended meeting to assist Patrick Wilson with any issues. Provided additional training. Showed him how to open up the panel and manually direct a show using two cameras. Problems came up during the meeting with the Ross LCS. Called Ross. They said they had never seen this happen before. Shut down the 1RU switcher panel and turned it back on and it all fired up as normal. Patrick did great and should be able to handle many issues going forward.
- 3.20.20: Talked with Patrick Antonen regarding live streaming broadcast options for meeting playback.

Ham Lake

- 3.10.20: Fixed Camera 2. During NMTV staff training it was noticed that camera 2 wouldn't work. Seemed to be a Dashboard issue. Losed one of the instances on Dashboard and camera 2 reappeared.
- 3.25.20: Assisted Denise Webster with Zoom account settings.

Lexington

- No assistance required.

Lino Lakes

- 3.10.20: Fixed the Ross controller. Rusty reported that the camera controller wasn't working. Unplugged the power, did a quick re-boot of the system. Seems to have fixed problem.
- 3.23.20: Stopped by City Hall to help with remote meeting set-up. Chambers acoustics caused a feedback problem. Determined best way to proceed for best audio.

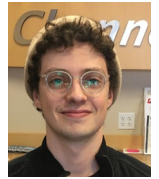
Spring Lake Park

- 3.23.20: Stopped by City Hall to help with remote meeting equipment set-up. Tested audio with no problems.
- 3.24.20: Camera issues. Wouldn't move. Camera protocol reverted to default setting so had to reassign the IP addresses to the correct cameras in the Broadcast Pix software.
- 3.24.20: Discussed Zoom remote meetings capabilities with Dan.

All Cities

- 3.17.20: Establish Zoom streaming network for city meetings if done completely remotely. Purchased and programmed two Raspberry Pi units to accept a signal from Zoom. They are now ready to accept up to 4 different simultaneous streams from Zoom and create an inter-office network stream that the carousel can access using its alert function.
- 3.25.20: Emailed city administrators to report findings from Centerville Zoom test. Wrote instructions on how to set-up Zoom account to transfer recordings.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston, Trevor Scholl and John Schoolmeesters, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in March:

Title	Producer	Runtime
Blaine City Council Meeting (3/2/20)	Blaine Staff	01:27:02
Blaine Planning Commission Meeting (3/10/20)	Blaine Staff	00:20:04
Blaine City Council Meeting (3/16/20)	Blaine Staff	00:41:57
Blaine Natural Resources Conservation Board Meeting (3/24/20)	Blaine Staff	01:05:15
Centerville City Council Meeting (3/11/20)	Centerville Staff	04:53:29
Centerville City Council Meeting (3/25/20)	Centerville Staff	01:35:51
Circle Pines City Council Meeting (3/10/20)	Circle Pines Staff	00:28:44
Circle Pines Emergency City Council Meeting (3/17/20)	Circle Pines Staff	00:27:55
Circle Pines Utility Commission Meeting (3/18/20)	Circle Pines Staff	00:43:56
Circle Pines City Council Meeting (3/24/20)	Circle Pines Staff	01:12:13
Ham Lake City Council Meeting (3/2/20)	Ham Lake Staff	00:28:06
Ham Lake Planning Commission Meeting (3/9/20)	Ham Lake Staff	01:16:00
Ham Lake City Council Meeting (3/16/20)	Ham Lake Staff	00:19:03
Lexington City Council Meeting (2/6/20)	Lexington Staff	00:23:00
Lexington City Council Meeting (2/20/20)	Lexington Staff	00:30:04
Lino Lakes City Council Meeting (3/9/20)	Lino Lakes Staff	01:39:46
Lino Lakes Planning and Zoning Commission Meeting (3/11/20)	Lino Lakes Staff	01:11:37
Lino Lakes City Council Meeting (3/23/20)	Lino Lakes Staff	02:22:06
Spring Lake Park City Council Meeting (3/2/20)	Spring Lake Park Staff	00:24:37
Spring Lake Park City Council Meeting (3/16/20)	Spring Lake Park Staff	01:07:03
Spring Lake Park Planning Commission Meeting (3/23/20)	Spring Lake Park Staff	00:17:33

Spring Lake Park Special City Council Meeting (3/23/20)	Spring Lake Park Staff	00:20:10
22 New Programs		23:02:55 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	182	193:01:12
Centerville	47	143:29:11
Circle Pines	250	160:52:16
Ham Lake	71	57:16:24
Lexington	110	102:09:53
Lino Lakes	123	128:20:36
Spring Lake Park	160	120:32:17
Totals:	943 Program Playbacks	905:41:49 Hours of Video Programming on Channels

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

Blaine

- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings

Centerville

- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings

Circle Pines

- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings

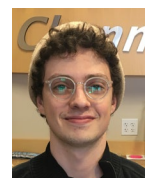
Ham Lake

- Transcoded and uploaded 1 video to Carousel.
- Created Zoom Carousel graphic for remote meetings
Lexington
- Transcoded and uploaded 3 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings
Lino Lakes
- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings
Spring Lake Park
- Transcoded and uploaded 4 videos to Carousel.
- Created 1 graphics page for Carousel
- Created Zoom Carousel graphic for remote meetings

City Channel Signal Monitoring

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

Meetings on Demand



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

- **Blaine**
4 meetings bookmarked and placed on VOD.
- **Centerville**

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



Administrative

The issues dealt with in March included preparing for life during the COVID 19 pandemic, wrapping up the Joint Powers Agreement and CenturyLink franchise violation notice projects, proceeding with NMTV staff recording city meetings, and getting some disappointing news from the Sixth Circuit Court of Appeals.

COVID 19 Preparations

- Worked with staff to find solution for cities to meet remotely.
- Purchased Zoom Pro app.
- Had staff create a user manual for Zoom and forwarded to cities.
- Purchased equipment to interface with Zoom and Tighrope playback software. Set-up equipment and tested.
- All staff, from Engineering to Programming to Production worked with Cities to set-up equipment, test systems, and make sure meetings and programming could continue remotely.
- Directed staff regarding availability during evening meetings to address any problems quickly.

FCC Third Report and Order

- Oral arguments in support of a stay of the FCC's franchising order were presented on March 11th.
- The Sixth Circuit Court of Appeals published its decision to deny the motion for stay, of the FCC's cable franchising order, on March 19th.
- Cable companies may be contacting us to talk about modifying franchise agreements.
- Reviewed possible in-kind provisions of the franchise and considered options.

CenturyLink Franchise Violations

- Legal Counsel met with CenturyLink to discuss possible resolutions to the franchise violation.
- Discussed possibility of requesting reimbursement for legal fees related to the franchise violation with Legal Counsel.
- Presented idea to Operations Committee and Executive Committee.
- Discussions continue with CenturyLink.

Joint Powers Agreement

- Continued to work with Legal Counsel to tweak the quorum language and vote calculation method.
- Created new vote structure comparison chart that incorporated one vote per 1,000 subscribers.

Meeting Recording Service for Cities

- Freelancers and full-time NMTV staff began recording Ham Lake and Lino Lakes meetings.
- Continued training for full-time staff on additional city systems.

Miscellaneous

- Directed programming staff to contact cities regarding new website interface.
- Resolved subscriber complaint.
- Provided information for annual audit of Commission.
- Established work schedule and reporting process for staff working from home.
- Canceled my trip to Belize. ☹
- Read industry articles.

North Metro TV

March 2020 Update

Program Production

In March, a total of 70 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **49:30:00 hours of new programming**.

- 20 programs were produced by the public
- 28 programs were produced by NMTV staff
- 22 programs were produced by City staff



Van Shoots

The HD truck was used for **13:15:00** hours of production. Events produced live and recorded for additional playbacks include:

- Girls Basketball: 5AAAA Championship: Park Center vs. Centennial
- Boys Basketball: 5AAAA Quarter-Final: Roseville vs. Spring Lake Park



Workshops

Workshop	Instructor	Organization	Students
Screenwriting – Week 5	Eric Houston	General Public	5
Lecture Series – Mickey, Bugs, and Betty Boop: The Birth of Animation	Eric Houston	General Public @ North Metro TV	27
Screenwriting – Week 6	Eric Houston	General Public	6
3 Workshops			38 Students

Home Movie Transfers

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

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	192.75	69	4	13	415	\$639.00
February	286	69	86	18	1,020	\$3,595.00
March	343.25	58	107	0	3,587	\$627.00
TOTAL:	822.00	196	197	31	5,022	\$4,861.00

Public Usage Stats

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

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

Production Highlights

NMTV News Highlights

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

- Anoka County Leaders Discuss Homelessness and Housing
- Spring Lake Park High School Students Earning E.M.T. Certification
- Anoka-Hennepin Adult Basic Education Students Placed in School District Jobs
- State Lawmakers Join Law Enforcement to Introduce Bill to Boost Mental Health Resources
- Food Shelves Prepare For More Use
- Lino Lakes Resident Wants City to Reconsider Beekeeping Ordinance
- Rusty Ray Away
- Blaine Leaders Adapting to COVID 19 Concerns
- School Districts Distribute Meals to Students During COVID 19 Closure
- Dentists Continue to Treat Patients Best They Can Despite COVID 19 Closures
- CEAP Meals on Wheels Seek Assistance and Donations During COVID 19 Shutdown
- Cities React to COVID 19 By Finding New Ways to Do Business



In addition to daily playbacks of North Metro TV News on the cable systems, there are 626 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.

Meet Mike Johnson

NMTV is happy to introduce our new News Production Assistant, Mike Johnson. Mike comes to us with a boatload of experience. He was the News Director at CCX for 13 years, and spent quite a few years before that working for various affiliates across the country. He retired from CCX two years ago but has decided that he is tired of watching Wheel of Fortune and might want to make a little more news. We are extremely happy to have Mike on board.



Helping Cities Get the Word Out



Everyone at North Metro TV has been working hard to make sure that the City channels are programmed and meetings are continuing, albeit with a different look. Municipal Producer, Trevor Scholl, worked with five cities to produce statements explaining what was happening at City Hall to residents. The News Team, Danika Peterson and Rusty Ray, worked with Blaine to produce the same type of program. They have also been producing a series of news stories related to the COVID 19 pandemic, including its effect on food shelves, schools, and local businesses. NMTV Video Engineer, Matt Waldron, and Programming Coordinator Michele Silvester, have put in tons of hours setting up equipment and software to take a Zoom feed and have it interface with our Tightrope master control system so meetings can continue to cablecast and stream on our channels. Studio Manager, Eric Houston, spent a day or so playing with Zoom and creating a usage manual for those



unfamiliar with the app to get started. He also created graphics for each city channel for use during Zoom meetings. Staff continue to work with cities to answer questions and test city equipment to make sure meetings go off without a problem.

NMTV Programming Continues

In response to the COVID 19 virus we have had to produce programs a little differently. Instead of bringing people into the studio for interviews, or even for crewing a shoot, we have done what almost every other place of employment has done...turned to Zoom. By using the Zoom app our news team has been able to conduct interviews and anchor our weekly news program. The sports department produced their Sports Den Winter Finale the same way. They titled the show "Sports Den Quarantine: Stay Inside Your Den." Most staff are able to edit at home, so they access stored video on our servers, in some cases shoot new video with equipment they have taken home, edit the shows, and then upload the video file to a dropbox at NMTV. Michele is then able to download the file to our servers and schedule the program on the channels. Our public producers have also been given access to the dropbox so we can continue to program new public access programs as well. While quite a few of our event related programs such as Arrive Alive, TedX Talks, sports and graduations have been canceled, there is still plenty of programming out there. Plus, the longer this goes on, the more innovative staff will become. For example, the sports department is resubmitting classic games from the past to fill space on the channel. They are also taking this time to archive old games, that are on tape and dvd, to digital files. Everyone is busy!



Having Some Fun

The News team decided to have some fun with a public service announcement. So earlier in the month, when we were all still working at the office, they employed the life-size paper cut-out of Rusty...that is a little over six feet tall... to demonstrate staying six feet apart. Why do we have a life-size cardboard cut-out of Rusty you wonder? Well, it was part of a promotion at his old TV job and he got to keep it when he left. It is now a beloved prop at NMTV. They're at 387 views on youtube.



Lecture Series Continues

Instructor, Eric Houston, has been working to provide his lecture series remotely. Because of the pandemic, he was only able to teach 3 classes in March, and had to cancel eight. He experimented with Zoom, YouTube, and Facebook to figure out how best to present classes remotely and how to transmit audio from both the computer microphone and the audio from a program running on the computer. There are also some hiccups with fair-use video clips being blocked as copyrighted even though they fall under the fair-use doctrine. Things you didn't think you had to worry about...After some testing, at least two of the workshops can be offered remotely without much difficulty. Eric sent invitations, to the workshops, to community education programs, history centers, senior centers, libraries and schools. He has gotten an amazing response.

City Productions

In March, Municipal Producer, Trevor Scholl, completed eight productions, including coverage of Lino Lakes' annual Guns and Hoses event, an in-depth look at the Lexington Fire Department, and productions from six cities explaining what each one is doing in regards to the COVID 19 pandemic. Programs completed include:

- GunsNHoses 2020
- Centerville COVID
- Spring Lake Park COVID
- Lino Lakes COVID
- Lexington COVID
- A Look Inside The Lexington Fire Department
- Circle Pines COVID
- Torg COVID Sales



New and ongoing projects include:

- Dasco Printing, business profile
- Circle Pines Tree Removal Meeting
- Small business impacts from the Corona Virus
- Grandma's House non-profit profile
- Spring Mayor's Minutes

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

Production equipment consulting for cities and schools

Blaine

- No assistance required.
- **Centerville**
- 3.25.20: Tested Zoom meeting with Mark Statz. Reviewed steps for sending and recording a completely remote meeting for broadcast on the channels.
- 3.25.20: Black signal coming from city hall instead of meeting video. Asked city staff if Leightronix box was on right setting. Made the change and the video signal came on.

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City Channel 16 Playback Stats

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Ham Lake	71	57:16:24
Lexington	110	102:09:53
Lino Lakes	123	128:20:36
Spring Lake Park	160	120:32:17
Totals:	943 Program Playbacks	905:41:49 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Off Constantly: The Beatles	D. W. Bauer	00:26:15
Bad Movie Brothers (2 episodes)	Video Club/Eric Houston	01:06:02
Cornerstone Church	Rick Bostrom	00:33:50
Christ Lutheran Church (3 episodes)	Jacob Nessman/Chance Amundson	03:25:41
The Power of Love (4 episodes)	Rick Larson	02:00:00
LovePower (4 episodes)	Rick Larson	04:00:00
Christ Lutheran Church	Chance Amundson	01:02:05
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:32:20
Oak Park Community	David Turnidge	00:38:36
Hope Church	Cindy Hardy	00:48:58
20 New Programs		16:33:47 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (3/10/20)	T.J. Tronson	00:30:47
Anoka County Board Meeting (3/24/20)	T.J. Tronson	01:22:03
NMTV News (4 episodes)	Danika Peterson/Rusty Ray	01:24:00
NACE Empty Bowls Promo	Danika Peterson/Rusty Ray	00:30:00
Spring Lake Park HS Students Earn EMT	Danika Peterson/Rusty Ray	00:03:00
Blaine COVID 19	Danika Peterson/Rusty Ray	00:03:02
GunsNHoses 2020	Trevor Scholl	00:05:00
Centerville COVID	Trevor Scholl	00:09:25
Spring Lake Park COVID	Trevor Scholl	00:03:45
Lino Lakes COVID	Trevor Scholl	00:06:47
Lexington COVID	Trevor Scholl	00:04:08
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Circle Pines COVID	Trevor Scholl	00:04:24
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Girls Basketball: 5AAAA Championship; Park Center/Centennial	Kenton Kipp/J. Millington	01:39:15
Boys Basketball: 5AAAA Quarter-Final: Roseville/Spring Lake Park	Kenton Kipp/J. Millington	01:39:04
Girls Basketball: 5AAAA Semi-Final: Centennial/Roseville	Kenton Kipp/J. Millington	01:25:07
Girls Hockey: 5AA SF: Blaine vs. Anoka/Spring Lake Park	Kenton Kipp/J. Millington	01:41:44
Girls Basketball: 5AAAA SF: Centennial/Roseville	Kenton Kipp/J. Millington	01:20:00
Sports Den (3 episodes)	Kenton Kipp/J. Millington	01:14:48
Athlete of the Week	Kenton Kipp/J. Millington	00:02:10
Sports Den Top Plays	Kenton Kipp/J. Millington	00:00:40
Game Highlights (3 episodes)	Kenton Kipp/J. Millington	00:08:04
28 New Programs		09:53:53 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (3/2/20)	Blaine Staff	01:27:02
Blaine Planning Commission Meeting (3/10/20)	Blaine Staff	00:20:04
Blaine City Council Meeting (3/16/20)	Blaine Staff	00:41:57
Blaine Natural Resources Conservation Board Meeting (3/24/20)	Blaine Staff	01:05:15
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Circle Pines Emergency City Council Meeting (3/17/20)	Circle Pines Staff	00:27:55
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Ham Lake City Council Meeting (3/16/20)	Ham Lake Staff	00:19:03
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Lino Lakes City Council Meeting (3/23/20)	Lino Lakes Staff	02:22:06
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Spring Lake Park City Council Meeting (3/16/20)	Spring Lake Park Staff	01:07:03
Spring Lake Park Planning Commission Meeting (3/23/20)	Spring Lake Park Staff	00:17:33
Spring Lake Park Special City Council Meeting (3/23/20)	Spring Lake Park Staff	00:20:10
22 New Programs		23:02:55 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.



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY, APRIL 20, 2020 5PM
ACD OFFICE 1318 MCKAY DR. #300 HAM LAKE

Meeting will be Conducted via Teleconference because of the COVID – 19 Pandemic

4:30: Supervisor Training – NA

Public Comments

Regular Agenda (Approval of April Agenda)

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports
- D. Approval of Bills

New Business-Action Items

- E. 2020 URRWMO Water Monitoring and Management Contract
- F. 2020 Lake George Improvement District Monitoring and Management Contract
- G. Lower St. Croix 1W1P Draft and Implementation Plan
- H. Carp Management Grant Project Assurances
- I. Carp Solutions Contract – Sunrise River Chain of Lake Carp Mgmt
- J. RCWD Lower Rice Creek SRA Phase 1 Agreement
- K. Prairie Amendment WMA Contract Amendment
- L. Mississippi River Stabilization CWF Round 2 Engineering Payment
- M. 2020 Pollinator Habitat Cost Share
- N. LCCMR Board Resolutions
- O. Warzala Riverbank Stabilization Construction Contract Award
- P. ACD Annual Plan

New Business-Informational Items

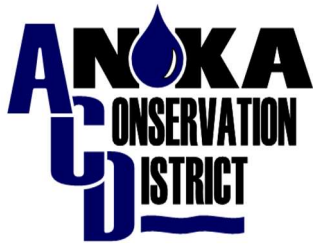
- Q. Watershed Updates

Additions

- R.
- S.
- T.
- U.
- V.
- W.
- X.
- Y.
- Z.

FYI /Meetings

- Set up Finance Meeting to Develop a 2021 Budget and County Request – Before May 18, Board Meeting
- April 25 Tree & Shrub Pick up & Open Sale ACD Office in Ham Lake Lower Lot (10am-7:30pm) Staggered by Last Name
- May 18 ACD Board Meeting Ham Lake Office 5pm
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)



BOARD MEETING MINUTES

DATE: MARCH 16, 2020
TIME: 5:00 PM
LOCATION: 1318 MCKAY DRIVE NE, SUITE 300
HAM LAKE MN 55304

Members Present: Mary Jo Truchon, Chair (off-site)
Jim Lindahl, Vice Chair (on-site)
Sharon LeMay, Supervisor (off-site)
Glenda Meixell, Treasurer (on-site)
Steve Laitinen, Secretary (on-site)

Others Present: Chris Lord, District Manager (on-site)
Kathy Berkness, Office Administrator (on-site)

Chair Truchon called the meeting to order 5:04pm

Public Comments – No members of the public present

Approval of March Agenda

Addition to the Agenda noted:

- (R) COVID-19 Plan
- (S) BWSR Mississippi & Rum River Pollinator Corridor Demonstration Neighborhood Grant Contract
- (T) Web Database Development Approval
- (U) Coon Creek Watershed Monitoring Contract
- Lindahl moved to approve the amended March Agenda. Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

A. Approval of February Minutes

- Laitinen moved to approve the February Minutes. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

C. Approval of February Financial Reports

- Meixell moved to approve the February Financial Reports. LeMay seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

D. Approval of March Bills (Covered after item U)

- Meixell moved to approve electronic payments EP1248 – EP1259 and DD1683-DD11808 along with check numbers 14985 – 15009. Noting the Void of previously approved check 14979. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

New Business - Action Items

E. Pole Building Invoice

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting the authorization to pay the remaining \$3,969 to Structural Buildings for the Pole Building construction. Lord explained that the City of Ham Lake has signed off on the building. The ACD needs additional class five to get it to the correct elevation, which will be done for the tree sale. Lord further explained that concrete won't be installed until road restrictions are lifted in May.

- Laitinen moved to approve payment of \$3,969 to Structural Building of MN Inc. for invoice #2987 for pole building completion. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

F. 2020 LRRWMO Monitoring and Management Contract

The Board reviewed 2020 LRRWMO Monitoring and Management Contract

- Lindahl moved to approve the 2020 LRRWMO Monitoring and Management Contract for \$10,788. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

G. Contractor Selection – Sunrise River Chain of Lake Carp Management

The Board reviewed two memos, scope of work, and a contract provided by Schurbon. Although box-netting to remove carp has been a good approach over the last couple years, but is becoming less effective over time. After conferring with several experts on the specifics of carp management in the Sunrise River chain of lakes, Schurbon developed a strategy that incorporates the use of commercial fishermen. ACD has had difficulty in the past working with commercial fishermen to reliably seine for carp. Two factors increase the likelihood of success over past efforts; 1) WSB and Associates has been successful getting the fishermen to seine in a timely manner, and 2) statutory changes allow other fishermen to complete the work if the holder of the license for the lake does not complete the work. Commercial fishing is only one approach incorporated into the workplan. Schurbon structured the budget in such a way that if commercial fishing fails, there will be funds for other options.

- Meixell moved to approve a contract for services between WSB Inc and ACD for 2020 Sunrise River Chain of Lakes Carp Management Services for \$30,686. Authorize the District Manager to execute change orders up to \$2,500. Truchon seconded the motion.

Laitinen relayed a discomfort with offering a bounty along with a strong reservation about relying on commercial fishermen, given how they let us down in the past. Lord noted that Schurbon shares Laitinen's concerns and is still proposing this approach. Lord is inclined to defer to Schurbon given Schurbon's experience, expertise and history of successfully managing projects. Truchon agreed that she wants to support Schurbon's judgement.

- Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

H. Linwood Lake Cap Study Payment Approval

The Board reviewed a memo prepared by Schurbon regarding a payment to Carp Solutions for the Linwood Lake Carp Feasibility Study

- Laitinen moved to approve \$803 payment of Invoice ACD 3-5-20 dated 3/4/2020 to Carp Solutions LCC for services provided for the Linwood Lake Carp Management Feasibility Study. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

I. Mississippi River Stabilization (CWF Round 2) Engineering Payment

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding payment to WSB for the Mississippi River Stabilization Engineering Services.

- Meixell moved to approve payment of \$4,416.5 for WSB invoice No 7 for engineering services provided for CWF grant #C18-2864. Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

J. MPCA Environmental Assistance Grant Program

The Board reviewed material provided by Outreach and Engagement Coordinator Emily Johnson regarding the MPCA Environmental Assistance Grant Program.

- LeMay moved to approve the signing of the attached Resolution and Affidavit of Non-Collusion in support of the MPCA Environmental Assistance Grant Program application, which indicate Anoka Conservation District's willingness to enter an agreement with the MPCAS should the Anoka Conservation District application be selected. Meixell

seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

K. 2019 Financial Statements & Audit

The Board reviewed a memo prepared by Lord regarding hiring Peterson Co. LTD to audit ACD's 2019 Financials.

- Meixell moved to approve hiring Peterson Co. LTD to audit the 2019 financial statements: required supplementary information; management discussion and analysis, for a cost not to exceed \$4,000. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

L. Survey Level Purchase request

The Board reviewed a memo prepared by Water Resource Technician Kris Larson requesting authorization to purchase a new Survey Level.

- Laitinen moved to approve the purchase of a new survey level up to \$1,100. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

M. ACD Pollinator Habitat Cost Share

The Board reviewed a memo and cost share contract prepared by Restoration Ecologist Carrie Taylor.

- Meixell moved to approve the following contracts:
 - Westerman Pollinator Habitat Cost Share Contract POL-2020-1 for \$1050 of BWSR District Capacity funds to install flowering shrubs, pollinator meadow and pollinator pocket garden.
 - City of Fridley Riverview Heights Park Habitat Improvement Cost Share Contract POL-2020-2 for \$1,700 of BWSR District Capacity funds to install pollinator meadow.Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

N. Legislative Matters

SWCD Pilot Levy

Lord provided detail about the Pilot Levy.

- Meixell moved to direct staff to work with state Legislators, Anoka County Commissioners and other partners to support, and if possible participate in, the aforementioned bills to create a pilot levy authority for specific SWCDs. LeMay Seconded the motion. All ayes, motion carried.

Other SWCD Bills

The Board reviewed other SWCD related bills.

Day at the Capitol Schedule and Messaging

The Board was notified that legislators have begun cancelling all scheduled meetings with constituents due to COVID-19, making our Day at the Capitol highly unlikely.

O. Seasonal Hire

The Board reviewed a Memo prepared by Lord regarding seasonal employee hiring. Lord explained that the Board previously approved hiring a Seasonal Assistant Technician, which only requires two years of post-secondary education or one year of experience. The preferred candidate has a BA in Biology and four years of experience and did extremely well during the interview process. To accommodate a sufficient starting wage for the preferred candidate the Board would need to authorize hiring a Seasonal Technician.

- Lindahl moved to authorize the District Manager to hire a Seasonal Technician with a Starting wage of up to \$17/hr. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

Lord explained that the District learned that Conservation Specialist Aaron Diehl and family are moving to London for 3 years. The move will likely occur in July. We also learned that the Seasonal employee that constructs bunkers will no longer be available to accommodate that work. To address this staffing shortage another employee will be needed, but the exact timing is speculative. To enable staff to respond quickly to the evolving staffing situation, Lord sought approval to hire a seasonal assistant technician.

- Meixell moved to authorize the District Manager to hire a seasonal Assistant Technician with a starting wage of up to \$16/hr. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

P. Spring Wellness Plan

The Board reviewed a wellness plan prepared by Berkness.

- Meixell moved to authorize the wellness committee to utilize \$400 of Wellness funds for a Spring incentive program to encourage employee wellness. Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

New Business- Informational

Q. Watersheds

The Board discussed watershed organization meeting attendance as follows:

- Jim Lindahl; Did attend the last two CCWD Board Meeting
- Mary Jo Truchon; Did attend the RCWD Citizens Advisory Committee
- Sharon LeMay; Did attend Lower St. Croix 1W1P
- Steve Laitinen; Rum River 1W1P was cancelled
- Glenda Meixell; Did attend the MWMO Meeting and the MCD Meeting

Additions

R. COVID-19 Plan

The Board reviewed a memo prepared by Lord regarding the COVID-19 crisis and how it pertains to ACD.

- Lindahl moved to adopt the COVID -19 Policies listed below to be in effect through May 2020. Laitinen seconded the motion.

Implement Social Distancing:

- Don't attend non-essential functions and meetings – participate remotely if possible.
- When hosting meetings, provide a means of remote participation.
- Use remote communications technologies – email, Skype, phone, conference call.
- Minimize contact with the workspace of others.
- Minimize physical contact with others – alternatives to handshakes – wave, nod, verbal greeting, elbow bump.
- Use phones to talk with co-workers in the office
- Eat lunch alone at individual desks
- Stagger work schedules

Employees are granted discretion to work remotely – Productivity reductions are expected, particularly if remote work is at home with children or other distractions. Employees are trusted to log hours worked only to the extent that they were productive hours.

Employees with cold or flu symptoms should stay home.

For COVID-19 related absences that extend beyond three business days, employee may use Extended Medical Benefit (EMB) for that portion in excess of three days absence.

In the event that a regular employee exhausts all FTO, EMB and Comp reserves, they may request in writing to receive an advance on FTO up to 10 days paid leave for COVID-19 related absences. The request must acknowledge that advanced hours will be deducted from future

accruals and that in the event that an employee separates from employment with ACD any remaining deficit of FTO hours will be deducted from the employee's last paycheck. The District Manager may approve the request.

Site Sanitation and Hygiene:

- Frequently wipe down often-used surfaces (tables, door handles, faucets, light switches). All staff should take the initiative on this as scheduling uncertainties make assigning this task to an employee impractical.
- Frequently and thoroughly wash hands
- Cough or sneeze into your elbow
- Avoid touching your face
- Readily accessible cleansing wipes for staff – subject to availability
- Readily accessible hand sanitizer and/or wipes for walk-ins - subject to availability
- Masks available upon request – subject to availability

Other measures deemed practical by the District Manager consistent with the evolving guidance provided by professionals (CDC, MDH).

- Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

S. BWSR Mississippi and Rum River Pollinator Corridor Demonstration Neighborhood Grant Contract.

The Board reviewed a memo and grant contract provided by Taylor.

- Meixell moved to approve the Minnesota Board of Water and Soil Resources Lawns to Legumes Demonstration Grant Agreement of \$40,000 for the Mississippi and Rum River Pollinator Corridor Demonstrated Neighborhood C20-9035. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

T. Web Database Development Approval

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding authorization to pursue a web-based data access tool development.

- Laitinen moved to authorize the District Manager to enter into an agreement with Barr Engineering to develop and host a web application for ACD monitoring data not to exceed \$12,500 in 2020. Lindahl Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

U. 2020 Coon Creek Watershed Monitoring Contract

The Board reviewed a memo prepared by Wagner along with a 2020 CCWD monitoring contract.

- Laitinen moved to approve the 2020 CCWD Monitoring Contract. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

FYI / Meetings and Dates

- April 20 – ACD Board Meeting ACD Office 5pm.
- April 24-25 – ACD Staggered Tree and Shrub Pick up and Open Sale 8am -7pm
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:58pm. Laitinen seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator

Date

Approved as to form and content by Mary Jo Truchon, Chair

Date



ACD Snapshot April 2020

To keep our partners better informed of our activities in the district, we've committed to providing regular snapshots. This installment includes announcements and highlights of recently completed projects and programs.

The Anoka Conservation District (ACD) has been protecting water quality, recreation, and wildlife by helping landowners and local governments manage natural resource since being established in 1946 through a voter led petition.

ACD's mission is to: Holistically conserve and enhance Anoka County's natural resources for the benefit of current and future generations through partnership and innovation.

**Strong partnerships. Innovative solutions.
Healthy environments.**

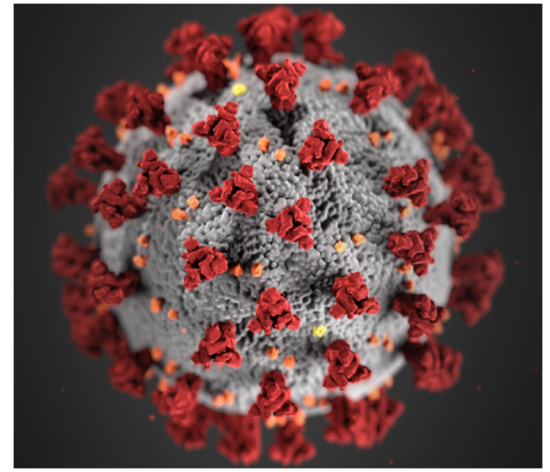
1318 McKay Dr. NE, Suite 300
Ham Lake, MN 55304
Ph: 763-434-2030
www.AnokaSWCD.org

Preventing the Spread of COVID-19

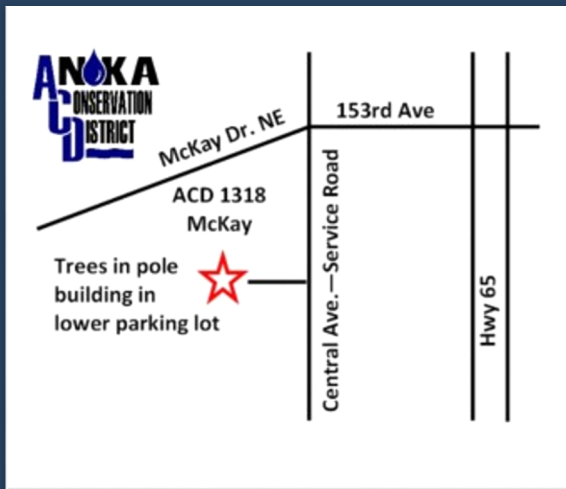
To protect the health of our staff and the communities we serve in light of recent developments with the novel coronavirus, COVID-19, our office is following closely the latest guidance from the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH).

Consistent with the Stay at Home order issued by Governor Walz, the ACD office will remain closed to the public until at least May 4th. Most staff are working remotely and can be reached via email. Voicemails on our office phone will be returned as soon as we are able. Thank you for your understanding.

As the situation continues to develop, our policies may require updates. We are committed to limiting the spread of COVID-19 and will take precautions as recommended by the CDC and MDH.



ACD Tree Sale COVID-19 Precautions



Our Annual Tree Sale will have a new format this year to comply with CDC recommendations regarding social distancing. Please see our website for the most up to date information. There will be no open sale and tree pick-up will be drive-thru only. Please do not exit your vehicle.

Pick-up on Saturday, April 25th will be staggered by last name:

A - D: 10-11:30am
E - J: 12 -1:30pm
K - O: 2-3:30pm
P - S: 4-5:30pm
T - Z: 6-7:30pm

ACD Contact: Kathy.Berkness@AnokaSWCD.org

SWCD Supervisor Elections

Anoka Conservation District Supervisor seats for Districts 1, 4 & 5 will be on the November 2020 ballot. This position is a four-year term and usually requires one to three meetings monthly for which a stipend is provided.

Being a supervisor is an opportunity for people concerned with natural resource management in Anoka County to become involved in policy making at the local, regional, and state levels. Generally, the Board of Supervisors sets the policy and direction of the District and entrusts the staff to follow through.

ACD has a staff of 10+ natural resource management professionals and an annual budget of \$1.5M-\$2M. ACD is non-regulatory and focuses on providing technical and financial assistance to landowners to implement conservation activities.

The filing period is open from May 19 through June 2, 2020. Interested parties can call Anoka County Elections office a 763-323-5275 for filing information. The filing fee is \$20.

