



**CITY COUNCIL WORKSESSION AGENDA
MONDAY, NOVEMBER 08, 2021**

SPRING LAKE PARK CITY HALL, 1301 81ST AVENUE NE at 5:30 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Review and Discuss Proposed 2022-2026 Capital Improvement Plan (*Buchholtz*)
 - B. Proposed 2022 Public Utilities Budget (*Buchholtz/Randall*)
 - C. Triangle Memorial Park Sidewalk Improvement Discussion (*Goodboe-Bisschoff*)
 - D. Animal Control Discussion (*Antoine*)
 - E. Discuss supporting Joint List for Rice Creek Watershed District Board of Managers (*Buchholtz*)
- 3. REPORT**
 - A. Council Reports
 - B. Administrator Report
- 4. ADJOURN**

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.



Spring Lake Park

History. Community. Home.

Capital Improvement Plan

2022-2026

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City of Spring Lake Park 2022-2026 Capital Improvement Plan

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Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 4, 2021

Subject: Capital Improvement Plan – 2022-2026

I am pleased to present the proposed 2022-2026 Capital Improvement Plan (CIP) for the City of Spring Lake Park. I would like to express my appreciation to our Department Heads and to Accountant Melissa Barker for their assistance in preparing the CIP.

The Capital Improvement Plan is in a new format compared to prior years. Included in the document is an Expenditure and Sources Summary, Project Detail Reports for each project included in the proposed CIP, and a Sources and Uses Report to provide the City Council with fund projections should the entire CIP be implemented.

The proposed CIP identifies nearly \$15.4 million of projects over the next five years. Over half of the proposed CIP is dedicated to one project – the renovation of the City Hall facility. A summary of expenditures by Department is shown below:

Department	2022	2023	2024	2025	2026	Total
Administration	61,150	8,836,150	1,150	100,000		8,998,450
Parks and Recreation	724,150	295,000	112,500	265,000	40,000	1,436,650
Police Department	63,000	300,500	45,320	46,680	48,080	503,580
Public Utilities	490,000	491,600	93,264	94,995	1,821,794	2,991,653
Public Works	734,000	100,000	310,000			1,144,000
Storm Water Utility	57,500	30,000	35,000		200,000	322,500
TOTAL	2,129,800	10,053,250	597,234	506,675	2,109,874	15,396,833

It is important to note that the 2022-2026 CIP is a financial planning document. Approval of the plan does not represent approval of any specific project within the plan, nor does it finalize the year a particular project will take place. However, the projects identified in 2022 for implementation, upon approval of the CIP, will become the 2022 Capital Budget. Projects will be brought forward to the City Council prior to purchase/construction.

Staff looks forward to presenting the proposed CIP to the City Council at its work session on November 8, 2021 and obtaining feedback on the proposed CIP. After the work session, the proposed CIP will be amended to incorporate City Council feedback and placed on the December 20, 2021 Council meeting for final approval.

If you have any questions regarding the proposed Capital Improvement Plan, please don't hesitate to contact me at 763-784-6491.

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City of Spring Lake Park, Minnesota

Capital Improvement Plan

2022 thru 2026

EXPENDITURES AND SOURCES SUMMARY

Department	2022	2023	2024	2025	2026	Total
Administration	61,150	8,836,150	1,150	100,000		8,998,450
Parks and Recreation	724,150	295,000	112,500	265,000	40,000	1,436,650
Police Department	63,000	300,500	45,320	46,680	48,080	503,580
Public Utilities	490,000	491,600	93,264	94,995	1,821,794	2,991,653
Public Works	734,000	100,000	310,000			1,144,000
Storm Water Utility	57,500	30,000	35,000		200,000	322,500
EXPENDITURE TOTAL	2,129,800	10,053,250	597,234	506,675	2,109,874	15,396,833

Source	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	21,650					21,650
2023 Equipment Certificate		353,150	311,150	100,000		764,300
American Rescue Plan Act (Federal)		150,000				150,000
Bonding		6,163,310				6,163,310
Building Maintenance and Renewal		102,500				102,500
Capital Investment Fund	20,000	1,869,690				1,889,690
Capital Replacement Fund	30,000					30,000
General Fund	42,500	44,000	45,320	46,680	48,080	226,580
HRA Excess Fund		250,000				250,000
Park Acquisition & Improvements	729,150	295,000	112,500	265,000	40,000	1,441,650
Public Utility Renewal and Replacement	490,000	741,600	93,264	94,995	1,821,794	3,241,653
Revolving Construction	739,000	54,000				793,000
Storm Sewer Utility	57,500	30,000	35,000		200,000	322,500
SOURCE TOTAL	2,129,800	10,053,250	597,234	506,675	2,109,874	15,396,833

Report criteria:

- All Categories
- All Contacts
- All Departments
- All Priority Levels
- All Projects
- All Source Types
- Type: E or F or I or S or Z

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Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 01
Project Name Standing Desk/Active Mat



Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous
Department Administration
Contact Daniel Buchholtz, City Administ
Priority 4 Less Important

Status Active

Description

Total Project Cost: \$3,450

The City is in the process of purchaing standing desks/active mats for all front line office staff to improve work place ergonomics and reduce strain/sprain injuries for office staff.

Justification

Standing desks have been shown to improve workplace ergonomics, improve productivity, and reduce back pain.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	1,150	1,150	1,150			3,450
Total	1,150	1,150	1,150			3,450

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	1,150					1,150
2023 Equipment Certificate		1,150	1,150			2,300
Total	1,150	1,150	1,150			3,450

Budget Impact/Other

No budget impact identified.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	02
Project Name	Ergonomic Chairs



Type	Furnishings	Department	Administration
Useful Life	5 years	Contact	Daniel Buchholtz, City Administ
Category	Equipment: Miscellaneous	Priority	3 Important

Status Active

Description	Total Project Cost: \$5,000
We would like to purchase new ergonomic office chairs for Administration Department staff.	

Justification
The standard for replacing an office chair is every five years to ensure that we are providing each employee's back proper support. Employees use the office chairs 230 days a year on average, or 1,150 days over five years.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		5,000				5,000
Total		5,000				5,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		5,000				5,000
Total		5,000				5,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	03
Project Name	Computer Equipment



Type	Equipment	Department	Administration
Useful Life	5 years	Contact	Daniel Buchholtz, City Administ
Category	Equipment: Computers	Priority	1 Critical

Status Active

Description	Total Project Cost: \$150,000
Replace computer equipment and servers after end of current five year life cycle.	

Justification
Staff uses computers every day for their essential job functions.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		150,000				150,000
Total		150,000				150,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		150,000				150,000
Total		150,000				150,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 04
Project Name Council Chambers Cable Equipment Update

Type Equipment
Useful Life 10 years
Category Equipment: Computers

Department Administration
Contact Daniel Buchholtz, City Administ
Priority 3 Important

Status Active

Total Project Cost: \$100,000



Description

The City last replaced its cable equipment in 2013. The cable equipment is aging and will require an upgrade.

Justification

The cable equipment allows the City to broadcast City Council and Planning Commission meetings to the general public.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings				100,000		100,000
Total				100,000		100,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate				100,000		100,000
Total				100,000		100,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 05
Project Name City Hall Renovation/Expansion



Type Improvement
Useful Life 40 years
Category Buildings
Department Administration
Contact Daniel Buchholtz, City Administ
Priority 2 Very Important

Status Active

Description **Total Project Cost:** \$8,603,000

City Hall was built in 1977 and is in need of a renovation to improve the functionality of the building for employees and the City's residents.

Justification

The Police Department, Administration Department and Recreation Department work spaces are compressed and less to the current needs of the office environment and the functional needs of each department.

There are limited bathroom facilities within the building, making it difficult to host events at City Hall during the day while employees are working.

The City's HVAC system is undersized to efficiently heat and cool the building, resulting in the use of space heaters to bring the temperature of work spaces to individual tastes.

The electrical panel is beyond its 30-year useful life.

The water heater in the building is original from 1977.

There is no fire suppression or fire alarm systems in the building. The garage space is underutilized with the relocation of the Public Works Department to the new Public Works building at 8502 Central Avenue.

The Police Department could use a separate entrance to the building that is closer to the City Hall parking lot.

There is a lack of natural light in the building.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	20,000					20,000
Construction/Maintenance		7,000,000				7,000,000
Equip/Vehicles/Furnishings		1,000,000				1,000,000
Other		583,000				583,000
Total	20,000	8,583,000				8,603,000

Funding Sources	2022	2023	2024	2025	2026	Total
American Rescue Plan Act (Federal)		150,000				150,000
Bonding		5,963,310				5,963,310
Building Maintenance and Renewal		100,000				100,000
Capital Investment Fund	20,000	1,869,690				1,889,690
HRA Excess Fund		250,000				250,000
Public Utility Renewal and Replacement		250,000				250,000
Total	20,000	8,583,000				8,603,000

City of Spring Lake Park, Minnesota

Budget Impact/Other

A renovation of the building could result in energy savings due to more efficient fixtures. Work place productivity would also improve with greater collaboration between Departments.

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Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 06
Project Name City Hall Generator Replacement



Type Equipment
Useful Life 25 years
Category Equipment: Miscellaneous
Department Administration
Contact Terry Randall, Public Works Dir
Priority 2 Very Important

Status Active

Description **Total Project Cost:** \$40,000

The current generator is obsolete and in need of replacement.

Justification

The current generator was installed in the 1980s and is a manual start, meaning that when the power goes out, someone needs to start the generator. The generator also has limited electrical generation capacity and is unable to power the building. A new generator would be more fuel efficient and would start automatically when the power goes out, maintaining productivity in an emergency situation.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Minimal budget impact.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 39
Project Name Accounting Software

Type Equipment

Department Administration

Useful Life 15 years

Contact Daniel Buchholtz, City Administ

Category Equipment: Computers

Priority 3 Important

Status Active



Description

Purchase new accounting software for the City to include General Ledger, Accounts Payable, Cash Receipts, Fixed Assets, Utility Billing, and Payroll.

Justification

The City transitioned to USTI's (now Central Square) ASYST software in 2004. The City has outgrown the capabilities of the software and staff needs a more robust accounting platform. The software is no longer user friendly. There is a lack of customer support from Central Square, resulting in lengthy downtime as staff waits for a return call from customer service..

Expenditures	2022	2023	2024	2025	2026	Total
Software		97,000				97,000
Total		97,000				97,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		97,000				97,000
Total		97,000				97,000

Budget Impact/Other

New accounting software will improve staff productivity, decrease the possibility for errors, and improve data reporting for enhanced decision making.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 41
Project Name Able Park Upgrades

Type Improvement
Useful Life 20 years
Category Park Improvements

Department Parks and Recreation
Contact Kay Okey, Recreation Director
Priority 1 Critical

Status Active



Description

Total Project Cost: \$1,351,650

Per Park Master Plan - replace park buildings and equipment

Justification

Building is not ADA accessible. Structural repairs are needed to siding and roof. Playground equipment is at the end of life and relocating the north site will allow for improved site lines for safety. Upgrade parking lot/sidewalk to correct traffic flow and add ADA parking. Upgrade shelter next to play area.

Expenditures	2022	2023	2024	2025	2026	Total
Demolition	100,000					100,000
Playground Equipment		175,000				175,000
Basketball Court	37,150					37,150
Park Building	450,000					450,000
Hockey Rink		35,000				35,000
Parking Lot/ADA Accessibility	97,000					97,000
Picnic Shelter		75,000		50,000		125,000
Volleyball Upgrades					25,000	25,000
Signage		10,000				10,000
Ballfield Improvements			85,000			85,000
Sidewalk/Trail Improvements				200,000		200,000
Park Amenities			12,500			12,500
Total	684,150	295,000	97,500	250,000	25,000	1,351,650

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements	684,150	295,000	97,500	250,000	25,000	1,351,650
Total	684,150	295,000	97,500	250,000	25,000	1,351,650

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	42
Project Name	Terrace Park Picnic Shelter

Type Improvement	Department Parks and Recreation
Useful Life 25 years	Contact Kay Okey, Recreation Director
Category Park Improvements	Priority 2 Very Important

Status Active

Description	Total Project Cost: \$40,000
Picnic shelter needs to be replaced.	

Justification
Shelter legs have been repaired multiple times over the years and are no longer able to be repaired. Structure is sagging due to inability of legs to fully support structure

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	43
Project Name	Lakeside Lions Natural Play Nodes

Type	Improvement	Department	Parks and Recreation
Useful Life	20 years	Contact	Kay Okey, Recreation Director
Category	Park Improvements	Priority	3 Important

Status Active

Description

Add nature nodes to west side of Lakeside Lions Park.

Justification

Nature play stimulates creativity and problem solving skills integral to executive function development. Children who play and spend time in nature have increased concentration and cognitive skills, including mitigation of ADHD/ADD symptoms.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings			15,000	15,000	15,000	45,000
Total			15,000	15,000	15,000	45,000

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements			15,000	15,000	15,000	45,000
Total			15,000	15,000	15,000	45,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 07
Project Name Squad Car Replacement

Type Equipment
Useful Life 5 years
Category Vehicles

Department Police Department
Contact Josh Antoine, Police Chief
Priority 1 Critical

Status Active



Description **Total Project Cost:** \$226,580

Replace Police squad cars in a 5-Year program, moving each vehicle to less critical use after 4 years. Vehicles will be purchased off the Minnesota State Contract.

Justification

Squads need to be replaced on a regular schedule to ensure optimal public safety and officer security/effectiveness.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	42,500	44,000	45,320	46,680	48,080	226,580
Total	42,500	44,000	45,320	46,680	48,080	226,580

Funding Sources	2022	2023	2024	2025	2026	Total
General Fund	42,500	44,000	45,320	46,680	48,080	226,580
Total	42,500	44,000	45,320	46,680	48,080	226,580

Budget Impact/Other

No change.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 08
Project Name Photocopier

Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous

Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important

Status Active



Description

Total Project Cost: \$12,000

The photocopier in the Police Department needs to be replaced.

Justification

The current photocopier in the Police Department was purchased in 2014. It is past its useful life. The copier requires frequent service calls, which results in lost productivity for City staff.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	12,000					12,000
Total	12,000					12,000

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	12,000					12,000
Total	12,000					12,000

Budget Impact/Other

The City should see a small reduction in the cost of color copies and maintenance contract charges.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 09
Project Name Police Department Chairs



Type Furnishings
Useful Life 5 years
Category Equipment: Miscellaneous
Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important

Status Active

Description **Total Project Cost:** \$4,000
 Replace police department chairs. Five squad room chairs, 10 conference room chairs, and 6 office chairs.

Justification
 The squad room chairs, conference room chairs and office chairs need to be replaced. They are 15 years old. Many do not roll properly.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		4,000				4,000
Total		4,000				4,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction		4,000				4,000
Total		4,000				4,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 10
Project Name Police Squad Duty Rifle Replacement

Type Unassigned
Useful Life 10 years
Category Equipment: Miscellaneous

Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important



Status Active

Description

Total Project Cost: \$6,000

Establish a timely and cost-effective way to replace the police squad duty rifles

Justification

Although there are not any hard and fast rules on replacing police squad patrol rifles, the rifles we currently have were given to us in 2001 through the Federal 1122 Weapons Program. The City has had its current rifles for almost 20 years. The rifles are Vietnam era M-16s and it is becoming difficult to find replacement parts for them. Chief Antoine has checked into similar programs for replacement rifles and discovered that the rifles would be replaced with the same Vietnam era rifle. With the proposed squad rifles, the City would be removing two obsolete weapons from the squad car with one functional rifle.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	6,000					6,000
Total	6,000					6,000

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	6,000					6,000
Total	6,000					6,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 11
Project Name 40mm Launchers

Type Unassigned
Useful Life 10 years
Category Equipment: Miscellaneous

Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important



Status Active

Description

Total Project Cost: \$2,500

Purchase less lethal 40mm launchers.

Justification

Law enforcement has changed over recent years and the public has demanded the law enforcement adapt to changing times. Training has changed and de-escalation and less lethal weapons are being used more frequently. The Police Department currently utilizes one less lethal option - the Taser. However, when Tasers cannot be used, there is no other less lethal option. The 40mm single shot launcher can utilize multiple types of ammunition (gas, rubber bullet, etc). The launcher would be placed inside the squad car cabin for easy access by the officer.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	2,500					2,500
Total	2,500					2,500

Funding Sources	2022	2023	2024	2025	2026	Total
2018 Equipment Certificate	2,500					2,500
Total	2,500					2,500

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 12
Project Name Update Sergeant Squad Lockers



Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous
Department Police Department
Contact Josh Antoine, Police Chief
Priority 3 Important

Status Active

Description

Total Project Cost: \$2,500

Update Sergeant squad lockers.

Justification

Our existing Sergeant squad lockers are old school gym style lockers. There is very little room for the Sergeant's equipment to be stored in the locker, resulting in the equipment being stored in the Sergeant's office.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		2,500				2,500
Total		2,500				2,500

Funding Sources	2022	2023	2024	2025	2026	Total
Building Maintenance and Renewal		2,500				2,500
Total		2,500				2,500

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 13
Project Name Gun Range Renovation/Filtration System Upgrade

Type Improvement
Useful Life 40 years
Category Buildings

Department Police Department
Contact Josh Antoine, Police Chief
Priority 2 Very Important

Status Active



Description **Total Project Cost:** \$250,000

Gun Range Renovation and Update of Range Filtration System.

Justification

The City's gun range was built in 1987. Although the City has performed regular maintenance on the range, the equipment is showing its age and is need of replacement. The equipment includes shooting stalls, target retrieval system, bullet stop, sound reduction insulation and air filtration system. The range currently accommodates handguns and small caliber rifles. The proposed renovation will accommodate all caliber weapons. Ventilation system would be replaced first.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		200,000				200,000
Equip/Vehicles/Furnishings		50,000				50,000
Total		250,000				250,000

Funding Sources	2022	2023	2024	2025	2026	Total
Bonding		200,000				200,000
Revolving Construction		50,000				50,000
Total		250,000				250,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

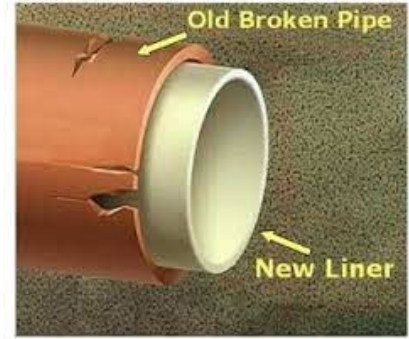
City of Spring Lake Park, Minnesota

Project # 14
Project Name Sewer Lining Project

Type Improvement
Useful Life 40 years
Category Wastewater

Department Public Utilities
Contact Public Works Director
Priority 1 Critical

Status Active



Description

Total Project Cost: \$600,000

Install a new pipe liner inside the old sewer main, extending the life of the City's sanitary sewers by 50 years or more.

Justification

The majority of the City's sanitary sewer system was constructed in the 1960's and 1970's. Over time, the joint materials have failed, allowing root intrusion and ground water infiltration. Conventional replacement is very expensive and disruptive to the residents. Lining the City's sanitary sewers extend the life of the main at a fraction of the cost of traditional open cut replacement.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	10,000	10,000				20,000
Construction/Maintenance	290,000	290,000				580,000
Total	300,000	300,000				600,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement	300,000	300,000				600,000
Total	300,000	300,000				600,000

Budget Impact/Other

Project should help reduce the inflow and infiltration of ground water into the sanitary sewer system, reducing the City's flows into the MCES system and sanitary sewer treatment plant costs.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 15
Project Name Arthur Street Water Tower Painting



Type Improvement **Department** Public Utilities
Useful Life 25 years **Contact** Terry Randall, Public Works Dir
Category Water Distribution **Priority** 2 Very Important

Status Active

Description **Total Project Cost:** \$750,000

Blast and repaint water tower.

Justification

Arthur street water tower was last painted in 2005. Project is part of the City's ongoing utility maintenance program.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design					25,000	25,000
Construction/Maintenance					725,000	725,000
Total					750,000	750,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					750,000	750,000
Total					750,000	750,000

Budget Impact/Other

Project will extend the life of the City's above-ground water storage tower.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 16
Project Name Able Park Water Tower Painting



Type Improvement **Department** Public Utilities
Useful Life 25 years **Contact** Terry Randall, Public Works Dir
Category Water Distribution **Priority** 2 Very Important

Status Active

Description **Total Project Cost:** \$600,000

Blast and repaint water tower.

Justification

Able Park Water Tower was last painted in 2005. Project is part of the City's ongoing utility maintenance program.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design					25,000	25,000
Construction/Maintenance					575,000	575,000
Total					600,000	600,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					600,000	600,000
Total					600,000	600,000

Budget Impact/Other

Project will extend the life of the City's above-ground water storage tower.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 20
Project Name Pickup Replacement

Type Equipment
Useful Life 10 years
Category Vehicles

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important



Status Active

Description

Total Project Cost: \$216,653

Purchase Public Works pickup truck.

Justification

Budget for annual replacement of Public Works trucks. Currently the City keeps its trucks for 20 years (10 years active service and 10 years for use by seasonal employees) before disposal. We are proposing to reduce that to a ten year replacement cycle, purchasing one new truck each year.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	40,000	41,600	43,264	44,995	46,794	216,653
Total	40,000	41,600	43,264	44,995	46,794	216,653

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement	40,000	41,600	43,264	44,995	46,794	216,653
Total	40,000	41,600	43,264	44,995	46,794	216,653

Budget Impact/Other

Staff anticipates that there will be lower maintenance costs by shortening the replacement cycle for the Public Works trucks, as well as increased trade-in value, reducing the overall cost of the replacement vehicle.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	26
Project Name	Sanitary Sewer Televising Camera

Type Equipment	Department Public Utilities
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Wastewater	Priority 4 Less Important

Status Active

Description	Total Project Cost: \$125,000
Sanitary sewer televising camera to televise sanitary sewer lines and to assess condition of mains and resident services	

Justification

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings					125,000	125,000
Total					125,000	125,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					125,000	125,000
Total					125,000	125,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	28
Project Name	Well #1 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description	Total Project Cost: \$50,000
Rehab Well #1	

Justification
Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance				50,000		50,000
Total				50,000		50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement				50,000		50,000
Total				50,000		50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	29
Project Name	Well #2 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description	Total Project Cost: \$50,000
Well #2 Rehab	

Justification
Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 30
Project Name Well #4 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description

Total Project Cost: \$50,000

Well #4 Rehab

Justification

Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance			50,000			50,000
Total			50,000			50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement			50,000			50,000
Total			50,000			50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	31
Project Name	Well #5 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active

Description	Total Project Cost: \$50,000
Well #5 Rehab	

Justification
Pumps should be checked every five years to make sure they are pumping efficiently and at capacity.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance					50,000	50,000
Total					50,000	50,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					50,000	50,000
Total					50,000	50,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 32
Project Name Water Meter Replacement

Type Equipment
Useful Life 20 years
Category Water Distribution

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 4 Less Important

Status Active



Description **Total Project Cost:** \$150,000

Water Meter Replacement

Justification

Existing commercial meters were installed 20 years ago. New meters will provide more accurate readings, thereby reducing the amount of water loss within the City.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	150,000					150,000
Total	150,000					150,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

New commercial water meters will result in increased revenue due to more precise measuring of water used by businesses/public entities.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	33
Project Name	Terrace Street Treatment Plant Media Replacement

Type Improvement	Department Public Utilities
Useful Life 20 years	Contact Public Works Director
Category Water Treatment	Priority 2 Very Important

Status Active

Description	Total Project Cost: \$100,000
Replace treatment media at the Terrace Street Water Treatment Plant.	

Justification
The existing media has been in use for 20 years. The media removes iron, maganese and radium from our water supply. New treatment media will continue to keep the water treatment plant's radium level below state and federal standards.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 34
Project Name Sewer Jetter Replacement

Type Equipment
Useful Life 20 years
Category Wastewater

Department Public Utilities
Contact Terry Randall, Public Works Dir
Priority 2 Very Important



Status Active

Description

Total Project Cost: \$250,000

Sewer jetter truck replacement.

Justification

This truck was purchased in 2004. We use it to clean all of the sewer mains on an annual basis. The water pump and the truck itself has many hours on it. After 22 years of service, it will exceed its life cycle.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings					250,000	250,000
Total					250,000	250,000

Funding Sources	2022	2023	2024	2025	2026	Total
Public Utility Renewal and Replacement					250,000	250,000
Total					250,000	250,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 17
Project Name 81st Avenue Sidewalk Project



Type Improvement
Useful Life 25 years
Category Sidewalks/Trails
Department Public Works
Contact Daniel Buchholtz, City Administ
Priority 4 Less Important

Status Active

Description

Total Project Cost: \$10,000

Construct a sidewalk on the north side of 81st Avenue between the intersection of CSAH 35 and the edge of the City Hall property.

Justification

With the opening of Hy-Vee, there has been significantly more pedestrian traffic along the north side of 81st Avenue. Construction of a sidewalk will improve safety of pedestrians by providing a suitable walking surface than the current turf.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	10,000					10,000
Total	10,000					10,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

There will be a small budgetary impact for additional snow removal activities.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 18
Project Name PW Facility Garage Door Replacement

Type Improvement
Useful Life 25 years
Category Buildings

Department Public Works
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active



Description

Total Project Cost: \$5,000

Replace garage doors and door openers at PW Facility.

Justification

The doors and openers are original to the building and are beyond their expected life cycle.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	5,000					5,000
Total	5,000					5,000

Funding Sources	2022	2023	2024	2025	2026	Total
Park Acquisition & Improvements	5,000					5,000
Total	5,000					5,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	21
Project Name	Air Compressor

Type Equipment	Department Public Works
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Equipment: PW Equip	Priority 3 Important

Status Active

Description	Total Project Cost: \$30,000
Replace air compressor at Public Works Facility.	

Justification
The current air compressor at the Public Works Facility came with the building when the City purchased it. It has been in service since 1998. It is past its useful service life and is in need of replacement.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings	30,000					30,000
Total	30,000					30,000

Funding Sources	2022	2023	2024	2025	2026	Total
Capital Replacement Fund	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 22
Project Name Bobcat Replacement

Type Equipment
Useful Life 10 years
Category Vehicles

Department Public Works
Contact Terry Randall, Public Works Dir
Priority 2 Very Important

Status Active



Description

Total Project Cost: \$40,000

Replace bobcat.

Justification

The City's bobcat has exceeded its useful lifef and needs to be replaced.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		40,000				40,000
Total		40,000				40,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		40,000				40,000
Total		40,000				40,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	23
Project Name	Parks Mower

Type Equipment	Department Public Works
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Equipment: PW Equip	Priority 2 Very Important

Status Active

Description	Total Project Cost: \$60,000
Purchase parks mower to replace existing mower.	

Justification

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings		60,000				60,000
Total		60,000				60,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate		60,000				60,000
Total		60,000				60,000

Budget Impact/Other
Lawnmower was purchased in 2017. Trading in the lawnmower ever 5-6 years maximizes trade-in value and minimizes the need for costly maintenance and repairs. This is the only mower the City has to mow all of the City parks.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 24
Project Name One-ton truck with plow

Type Equipment
Useful Life 10 years
Category Vehicles

Department Public Works
Contact Terry Randall, Public Works Dir
Priority 2 Very Important

Status Active



Description

Total Project Cost: \$60,000

Purchase one ton truck with box and plow.

Justification

Current one-ton truck is an Ford F-350, which was purchased in 2004. Diesel engine is requiring major repairs.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings			60,000			60,000
Total			60,000			60,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 25
Project Name Front End Loader with Plow and Wing

Type Equipment
Useful Life 20 years
Category Equipment: PW Equip

Department Public Works
Contact Terry Randall, Public Works Dir
Priority 3 Important

Status Active



Description **Total Project Cost:** \$250,000

Purchase new front end loader with plow and wing.

Justification

The existing front end loader was purchased in 1998. It is hard to obtain parts to repair the existing front end loader. The plow and wing are in need of major repair. The unit is well past its expected life expectancy.

Expenditures	2022	2023	2024	2025	2026	Total
Equip/Vehicles/Furnishings			250,000			250,000
Total			250,000			250,000

Funding Sources	2022	2023	2024	2025	2026	Total
2023 Equipment Certificate			250,000			250,000
Total			250,000			250,000

Budget Impact/Other

Cost to repair unit will decrease, resulting in operational savings and greater uptime.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	27
Project Name	2022 Street Improvement Project

Type Improvement	Department Public Works
Useful Life 25 years	Contact Phil Gravel, City Engineer
Category Street Reconstruction	Priority 1 Critical

Status Active

Description	Total Project Cost: \$689,000
Reconstruction of Garfield Street, Hayes Street and 80th Avenue NE.	

Justification
The streets in the Spring Lake Estates project area were constructed in 1984-1985. The current condition of the asphalt is poor, resulting in significant seasonal maintenance. The project will reclaim the existing bituminous, creating 8 inches of Class 5/reclaimed material as a base with 4 inches of new bituminous. Some storm sewer structures will also be replaced.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	115,000					115,000
Construction/Maintenance	549,000					549,000
Other	25,000					25,000
Total	689,000					689,000

Funding Sources	2022	2023	2024	2025	2026	Total
Revolving Construction	689,000					689,000
Total	689,000					689,000

Budget Impact/Other
Maintenance costs associated with these streets will be reduced.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	19
Project Name	Arthur Street Storm Water Pond Maintenance

Type Improvement	Department Storm Water Utility
Useful Life 10 years	Contact Terry Randall, Public Works Dir
Category Storm Sewer/Drainage	Priority 3 Important

Status Active

Description	Total Project Cost: \$30,000
This project would require hiring of an architect to design and addition to Fire Station #1. It would involve hiring a construction firm to build an addition on the west side of the building. Will include a Women's locker room, shower facilities and restroom.	

Justification
Fire Station #1 was designed and constructed for the exclusive use of male firefighters. There is one small (4x6) women's public restroom and no shower facility for women to use. The showers are located in the men's restroom along with the men's locker room. We would like to accommodate our women firefighters/paramedics of the future by preparing the facility for their needs. Additionally, State regulations are anticipated in this area, requiring such facilities.

Expenditures	2022	2023	2024	2025	2026	Total
Planning/Design	5,000					5,000
Construction/Maintenance	25,000					25,000
Total	30,000					30,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility	30,000					30,000
Total	30,000					30,000

Budget Impact/Other
Some additional maintenance and utility costs.

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	35
Project Name	Hartig Circle Pond Maintenance

Type Improvement	Department Storm Water Utility
Useful Life 15 years	Contact Terry Randall, Public Works Dir
Category Storm Sewer/Drainage	Priority 3 Important

Status Active

Description	Total Project Cost: \$20,000
Dredge pond at Hartig Circle.	

Justification
Remove brush and debris and excess material to have pond function as originally designed.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	20,000					20,000
Total	20,000					20,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility	20,000					20,000
Total	20,000					20,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 36
Project Name Garfield/Hayes Pond Maintenance



Type Improvement **Department** Storm Water Utility
Useful Life 15 years **Contact** Terry Randall, Public Works Dir
Category Storm Sewer/Drainage **Priority** 3 Important

Status Active

Description **Total Project Cost:** \$35,000

Dredge pond between Garfield Street and Hayes Street - pond #2.

Justification

Remove brush and debris and excess material to have pond function as originally designed.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance			35,000			35,000
Total			35,000			35,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 37
Project Name Sports Dome Pond Maintenance

Type Improvement **Department** Storm Water Utility
Useful Life 15 years **Contact** Terry Randall, Public Works Dir
Category Storm Sewer/Drainage **Priority** 3 Important

Status Active



Description **Total Project Cost:** \$30,000

Dredge pond north of Sports Dome on Highway 65 Service Drive

Justification

Remove brush and debris and excess material to have pond function as originally designed.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project # 38
Project Name Terrace Road/78th Avenue Infiltration Project

Type Improvement
Useful Life 15 years
Category Storm Sewer/Drainage
Department Storm Water Utility
Contact Terry Randall, Public Works Dir
Priority 3 Important



Status Active

Description **Total Project Cost:** \$200,000

Remove berm and place infiltration swale along Terrace Road, south of 78th Avenue.

Justification

Infiltration swale will increase ponding capacity near the intersection of Terrace Road and 78th Avenue NE, reducing street flooding during significant rainfall events. This will minimize property damage, both property and vehicle, during these rainfall events.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance					200,000	200,000
Total					200,000	200,000

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility					200,000	200,000
Total					200,000	200,000

Budget Impact/Other

Capital Improvement Plan

2022 *thru* 2026

City of Spring Lake Park, Minnesota

Project #	40
Project Name	Triangle Park Pond Vegetation & Geese Management

Type Improvement	Department Storm Water Utility
Useful Life 10 years	Contact Kay Okey, Recreation Director
Category Wastewater	Priority 3 Important

Status Active

Description	Total Project Cost: \$7,500
Increase vegetation along edge of pond, deterring geese from residing in the park.	

Justification
Reduction in number of complaints from citizens, reduction in amount of Canada goose fecal droppings in the park, reduction in park maintenance due to goose damage, increase in vegetative growth and recovery in park locations, and improvement in water quality from runoff into the pond.

Expenditures	2022	2023	2024	2025	2026	Total
Construction/Maintenance	7,500					7,500
Total	7,500					7,500

Funding Sources	2022	2023	2024	2025	2026	Total
Storm Sewer Utility	7,500					7,500
Total	7,500					7,500

Budget Impact/Other

Report criteria:

- Active Projects
- All Categories
- All Contacts
- All Departments
- All Priority Levels
- All Projects
- All Source Types
- Type: E or F or I or S or Z

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City of Spring Lake Park, Minnesota

Capital Improvement Plan

2022 thru 2026

SOURCES AND USES OF FUNDS

Source	2022	2023	2024	2025	2026
2018 Equipment Certificate					
Beginning Balance	156,630	134,980	0	0	0
Revenues and Other Fund Sources					
<i>Revenue</i>					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	156,630	134,980	0	0	0
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>Administration</i>					
Standing Desk/Active Mat	01	(1,150)	0	0	0
<i>Total</i>		(1,150)	0	0	0
<i>Police Department</i>					
Photocopier	08	(12,000)	0	0	0
Police Squad Duty Rifle Replacement	10	(6,000)	0	0	0
40mm Launchers	11	(2,500)	0	0	0
<i>Total</i>		(20,500)	0	0	0
<i>Other Uses</i>					
Transfer Out to Fund 401 per Policy		0	(134,980)	0	0
<i>Total</i>		0	(134,980)	0	0
Total Expenditures and Uses	(21,650)	(134,980)	0	0	0
Change in Fund Balance	(21,650)	(134,980)	0	0	0
Ending Balance	134,980	0	0	0	0

Source		2022	2023	2024	2025	2026
2023 Equipment Certificate						
Beginning Balance		0	0	411,150	100,000	0
Revenues and Other Fund Sources						
<i>Revenue</i>						
Bond Sale Proceeds		0	764,300	0	0	0
	<i>Total</i>	0	764,300	0	0	0
Total Revenues and Other Fund Sources		0	764,300	0	0	0
Total Funds Available		0	764,300	411,150	100,000	0
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Administration</i>						
Standing Desk/Active Mat	01	0	(1,150)	(1,150)	0	0
Ergonomic Chairs	02	0	(5,000)	0	0	0
Computer Equipment	03	0	(150,000)	0	0	0
Council Chambers Cable Equipment Update	04	0	0	0	(100,000)	0
Accounting Software	39	0	(97,000)	0	0	0
	<i>Total</i>	0	(253,150)	(1,150)	(100,000)	0
<i>Public Works</i>						
Bobcat Replacement	22	0	(40,000)	0	0	0
Parks Mower	23	0	(60,000)	0	0	0
One-ton truck with plow	24	0	0	(60,000)	0	0
Front End Loader with Plow and Wing	25	0	0	(250,000)	0	0
	<i>Total</i>	0	(100,000)	(310,000)	0	0
Total Expenditures and Uses		0	(353,150)	(311,150)	(100,000)	0
Change in Fund Balance		0	411,150	(311,150)	(100,000)	0
Ending Balance		0	411,150	100,000	0	0

Source	2022	2023	2024	2025	2026
American Rescue Plan Act (Federal)					
Beginning Balance	366,074	366,074	582,148	582,148	582,148
<u>Revenues and Other Fund Sources</u>					
<i>Revenue</i>					
Second Half Payment	0	366,074	0	0	0
<i>Total</i>	0	366,074	0	0	0
Total Revenues and Other Fund Sources	0	366,074	0	0	0
Total Funds Available	366,074	732,148	582,148	582,148	582,148
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<i>Administration</i>					
City Hall Renovation/Expansion	05	0	(150,000)	0	0
<i>Total</i>		0	(150,000)	0	0
Total Expenditures and Uses		0	(150,000)	0	0
Change in Fund Balance	0	216,074	0	0	0
Ending Balance	366,074	582,148	582,148	582,148	582,148

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Source		2022	2023	2024	2025	2026
Bonding						
Beginning Balance		0	0	0	0	0
Revenues and Other Fund Sources						
<i>Revenue</i>						
Bond Sale Proceeds		0	6,163,310	0	0	0
	<i>Total</i>	0	6,163,310	0	0	0
Total Revenues and Other Fund Sources		0	6,163,310	0	0	0
Total Funds Available		0	6,163,310	0	0	0
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Administration</i>						
City Hall Renovation/Expansion	05	0	(5,963,310)	0	0	0
	<i>Total</i>	0	(5,963,310)	0	0	0
<i>Police Department</i>						
Gun Range Renovation/Filtration System Upgrade	13	0	(200,000)	0	0	0
	<i>Total</i>	0	(200,000)	0	0	0
Total Expenditures and Uses		0	(6,163,310)	0	0	0
Change in Fund Balance		0	0	0	0	0
Ending Balance		0	0	0	0	0

DRAFT

Source		2022	2023	2024	2025	2026
Building Maintenance and Renewal						
Beginning Balance		139,240	139,240	36,740	36,740	36,740
<u>Revenues and Other Fund Sources</u>						
No Funds		0	0	0	0	0
	<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources		0	0	0	0	0
Total Funds Available		139,240	139,240	36,740	36,740	36,740
<u>Expenditures and Uses</u>						
<i>Capital Projects & Equipment</i>						
<u>Administration</u>						
City Hall Renovation/Expansion	05	0	(100,000)	0	0	0
	<i>Total</i>	0	(100,000)	0	0	0
<u>Police Department</u>						
Update Sergeant Squad Lockers	12	0	(2,500)	0	0	0
	<i>Total</i>	0	(2,500)	0	0	0
Total Expenditures and Uses		0	(102,500)	0	0	0
Change in Fund Balance		0	(102,500)	0	0	0
Ending Balance		139,240	36,740	36,740	36,740	36,740

DRAFT

Source	2022	2023	2024	2025	2026
Capital Investment Fund					
Beginning Balance	1,889,690	1,869,690	0	0	0
<u>Revenues and Other Fund Sources</u>					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,889,690	1,869,690	0	0	0
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<u>Administration</u>					
City Hall Renovation/Expansion	05	(20,000)	(1,869,690)	0	0
<i>Total</i>		(20,000)	(1,869,690)	0	0
Total Expenditures and Uses		(20,000)	(1,869,690)	0	0
Change in Fund Balance		(20,000)	(1,869,690)	0	0
Ending Balance	1,869,690	0	0	0	0

DRAFT

Source	2022	2023	2024	2025	2026
Capital Replacement Fund					
Beginning Balance	427,000	397,000	397,000	397,000	397,000
<u>Revenues and Other Fund Sources</u>					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	427,000	397,000	397,000	397,000	397,000
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<i>Public Works</i>					
Air Compressor	21	(30,000)	0	0	0
<i>Total</i>		(30,000)	0	0	0
Total Expenditures and Uses		(30,000)	0	0	0
Change in Fund Balance		(30,000)	0	0	0
Ending Balance	397,000	397,000	397,000	397,000	397,000

DRAFT

Source	2022	2023	2024	2025	2026
HRA Excess Fund					
Beginning Balance	1,036,273	1,036,273	786,273	786,273	786,273
<u>Revenues and Other Fund Sources</u>					
No Funds	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,036,273	1,036,273	786,273	786,273	786,273
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<i>Administration</i>					
City Hall Renovation/Expansion	05	0	(250,000)	0	0
<i>Total</i>	0	(250,000)	0	0	0
Total Expenditures and Uses	0	(250,000)	0	0	0
Change in Fund Balance	0	(250,000)	0	0	0
Ending Balance	1,036,273	786,273	786,273	786,273	786,273

DRAFT

Source		2022	2023	2024	2025	2026
Park Acquisition & Improvements						
Beginning Balance		883,520	154,370	(140,630)	(253,130)	(518,130)
Revenues and Other Fund Sources						
<i>Revenue</i>						
No Funds		0	0	0	0	0
	<i>Total</i>	0	0	0	0	0
Total Revenues and Other Fund Sources		0	0	0	0	0
Total Funds Available		883,520	154,370	(140,630)	(253,130)	(518,130)
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Parks and Recreation</u>						
Able Park Upgrades	41	(684,150)	(295,000)	(97,500)	(250,000)	(25,000)
Terrace Park Picnic Shelter	42	(40,000)	0	0	0	0
Lakeside Lions Natural Play Nodes	43	0	0	(15,000)	(15,000)	(15,000)
	<i>Total</i>	(724,150)	(295,000)	(112,500)	(265,000)	(40,000)
<u>Public Works</u>						
PW Facility Garage Door Replacement	18	(5,000)	0	0	0	0
	<i>Total</i>	(5,000)	0	0	0	0
Total Expenditures and Uses		(729,150)	(295,000)	(112,500)	(265,000)	(40,000)
Change in Fund Balance		(729,150)	(295,000)	(112,500)	(265,000)	(40,000)
Ending Balance		154,370	(140,630)	(253,130)	(518,130)	(558,130)

Source		2022	2023	2024	2025	2026
Public Utility Renewal and Replacement						
Beginning Balance		1,569,423	1,404,423	1,037,823	1,369,559	1,724,564
Revenues and Other Fund Sources						
<i>Revenue</i>						
Investment Income		25,000	25,000	25,000	50,000	0
Net Income - Utility Activity		300,000	350,000	400,000	400,000	400,000
	<i>Total</i>	325,000	375,000	425,000	450,000	400,000
Total Revenues and Other Fund Sources		325,000	375,000	425,000	450,000	400,000
Total Funds Available		1,894,423	1,779,423	1,462,823	1,819,559	2,124,564
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Administration</u>						
City Hall Renovation/Expansion	05	0	(250,000)	0	0	0
	<i>Total</i>	0	(250,000)	0	0	0
<u>Public Utilities</u>						
Sewer Lining Project	14	(300,000)	(300,000)	0	0	0
Arthur Street Water Tower Painting	15	0	0	0	0	(750,000)
Able Park Water Tower Painting	16	0	0	0	0	(600,000)
Pickup Replacement	20	(40,000)	(41,600)	(43,264)	(44,995)	(46,794)
Sanitary Sewer Televising Camera	26	0	0	0	0	(125,000)
Well #1 Rehab	28	0	0	0	(50,000)	0
Well #2 Rehab	29	0	(50,000)	0	0	0
Well #4 Rehab	30	0	0	(50,000)	0	0
Well #5 Rehab	31	0	0	0	0	(50,000)
Water Meter Replacement	32	(150,000)	0	0	0	0
Terrace Street Treatment Plant Media Replacement	33	0	(100,000)	0	0	0
Sewer Jetter Replacement	34	0	0	0	0	(250,000)
	<i>Total</i>	(490,000)	(491,600)	(93,264)	(94,995)	(1,821,794)
Total Expenditures and Uses		(490,000)	(741,600)	(93,264)	(94,995)	(1,821,794)
Change in Fund Balance		(165,000)	(366,600)	331,736	355,005	(1,421,794)
Ending Balance		1,404,423	1,037,823	1,369,559	1,724,564	302,770

Source		2022	2023	2024	2025	2026
Revolving Construction						
Beginning Balance		1,187,009	448,009	597,656	665,873	733,367
Revenues and Other Fund Sources						
<i>Revenue</i>						
Assessment Revenue & Tax Levy		0	68,667	68,217	67,494	66,790
Remaining Proceeds from 2018 Equipment Certificate		0	134,980	0	0	0
	<i>Total</i>	0	203,647	68,217	67,494	66,790
Total Revenues and Other Fund Sources		0	203,647	68,217	67,494	66,790
Total Funds Available		1,187,009	651,656	665,873	733,367	800,157
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Administration</i>						
City Hall Generator Replacement	06	(40,000)	0	0	0	0
	<i>Total</i>	(40,000)	0	0	0	0
<i>Police Department</i>						
Police Department Chairs	09	0	(4,000)	0	0	0
Gun Range Renovation/Filtration System Upgrade	13	0	(50,000)	0	0	0
	<i>Total</i>	0	(54,000)	0	0	0
<i>Public Works</i>						
81st Avenue Sidewalk Project	17	(10,000)	0	0	0	0
2022 Street Improvement Project	27	(689,000)	0	0	0	0
	<i>Total</i>	(699,000)	0	0	0	0
Total Expenditures and Uses		(739,000)	(54,000)	0	0	0
Change in Fund Balance		(739,000)	149,647	68,217	67,494	66,790
Ending Balance		448,009	597,656	665,873	733,367	800,157

Source		2022	2023	2024	2025	2026
Storm Sewer Utility						
Beginning Balance		69,938	77,438	112,438	142,438	207,438
Revenues and Other Fund Sources						
<i>Revenue</i>						
Stormwater Utility Revenue		65,000	65,000	65,000	65,000	65,000
	<i>Total</i>	65,000	65,000	65,000	65,000	65,000
Total Revenues and Other Fund Sources		65,000	65,000	65,000	65,000	65,000
Total Funds Available		134,938	142,438	177,438	207,438	272,438
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<i>Storm Water Utility</i>						
Arthur Street Storm Water Pond Maintenance	19	(30,000)	0	0	0	0
Hartig Circle Pond Maintenance	35	(20,000)	0	0	0	0
Garfield/Hayes Pond Maintenance	36	0	0	(35,000)	0	0
Sports Dome Pond Maintenance	37	0	(30,000)	0	0	0
Terrace Road/78th Avenue Infiltration Project	38	0	0	0	0	(200,000)
Triangle Park Pond Vegetation & Geese Management	40	(7,500)	0	0	0	0
	<i>Total</i>	(57,500)	(30,000)	(35,000)	0	(200,000)
Total Expenditures and Uses		(57,500)	(30,000)	(35,000)	0	(200,000)
Change in Fund Balance		7,500	35,000	30,000	65,000	(135,000)
Ending Balance		77,438	112,438	142,438	207,438	72,438

Report criteria:

Active Projects

All Categories

All Contacts

All Departments

All Priority Levels

All Project Types

Source Type: 2018 Equipment Certificate or 2023 Equipment Certificate or American Rescue Plan Act (Federal) or Bonding or Building Maintenance and Renewal or Capital Investment Fund or Capital Replacement Fund or HRA Excess Fund or Park Acquisition & Improvements or Public Utility Renewal and Replacement or Revolving Construction or Storm Sewer Utility

Projects Not Included in Proposed 2022-2026 Capital Improvement Plan

City of Spring Lake Park Capital Improvement Request Form

Project Name: Lakeside Lions Park-Natural Play area						
Requesting Department: Parks and Recreation						
Contact Person: Kay Okey			Telephone: 763-792-7232			
Project Description: Replace an						
Project Location (attach map, if appropriate): Lakeside						
Project Justification: Nature play stimulates creativity and problem-solving skills integral to executive function development. Children who play and spend time in nature have increased concentration and cognitive skills, including mitigation of ADHD/ADD symptoms						
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026
Land Acquisition						
ROW/Easements						
Demolition- Design						
Construction						
Equipment		15000	15000	15000		
Utility Relocation						
Miscellaneous - Landscaping						
TOTAL						
Funding Sources	Prior Years	2022	2023	2024	2025	2026
G.O. Bonds						
Special Assessment						
Revenue Bond						
Current Revenue						
Grants						
State/Federal Aid						
Other Lakeside Fund, donations, Mounds View						
TOTAL		15000	15000	15000		
Impact on Operating Budget:						

City of Spring Lake Park Capital Improvement Request Form

Project Name: Lakeside Lions Park — <i>Bridge</i>							
Requesting Department: Parks and Recreation							
Contact Person: Kay Okey				Telephone: 763-792-7232			
Project Description: Replace Pedestrian Bridge							
Project Location (attach map, if appropriate): Lakeside							
Project Justification: Pedestrian Bridge outdated and will need total rebuilt.							
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026	
Land Acquisition							
ROW/Easements							
Demolition-							
Design							
Construction							
Equipment					100000		
Utility Relocation							
Miscellaneous - Landscaping							
TOTAL					100000		
Funding Sources	Prior Years	2022	2023	2024	2025	2026	
G.O. Bonds							
Special Assessment							
Revenue Bond							
Current Revenue							
Grants							
State/Federal Aid							
Other Lakeside Fund, donations, Mounds View							
TOTAL							
Impact on Operating Budget:							

City of Spring Lake Park Capital Improvement Request Form

Project Name: Lakeside Lions Park-Playground

Requesting Department: Parks and Recreation

Contact Person: Kay Okey

Telephone: 763-792-7232

Project Description: Replace and expand playground equipment

Project Location (attach map, if appropriate): Lakeside

Project Justification: Play area will be outdated and upgrade will allow for increased accessibility for all. This will include pour in place surfacing.

Consistent with Comprehensive Plan and/or Other Municipal Plan? Yes No

Project Costs	Prior Years	2022	2023	2024	2025	2026
Land Acquisition						
ROW/Easements						
Demolition-						
Design						
Construction					175000	
Equipment					200000	
Utility Relocation						
Miscellaneous - Landscaping						
TOTAL					375000	

Funding Sources	Prior Years	2022	2023	2024	2025	2026
G.O. Bonds						
Special Assessment						
Revenue Bond						
Current Revenue						
Grants						
State/Federal Aid						
Other Lakeside Fund, donations, Mounds View						
TOTAL						

Impact on Operating Budget:

City of Spring Lake Park Capital Improvement Request Form

Project Name: Terrace Park Field Drainage Improvements and trail enhancements

Requesting Department: Parks and Recreation

Contact Person: Kay Okey

Telephone: 763-792-7232

Project Description: Fields have drainage issues where water will not run off making fields unusable for programs. In addition, increase sidewalk and trails for access.

Project Location (attach map, if appropriate): Terrace Park

Project Justification: Field is unusable days after heavy rain. Increased maintenance time required to prep field for use. Park master plan recommends citizens want increase sidewalk and trails through out the park.

Consistent with Comprehensive Plan and/or Other Municipal Plan? Yes No

Project Costs	Prior Years	2022	2023	2024	2025	2026
Land Acquisition						
ROW/Easements						
Demolition-						
Design						
Construction						
Equipment						
Utility Relocation						
Miscellaneous - Landscaping			50000			
TOTAL			50000			
Funding Sources	Prior Years	2022	2023	2024	2025	2026
G.O. Bonds						
Special Assessment						
Revenue Bond						
Current Revenue						
Grants						
State/Federal Aid						
Other						
TOTAL						

Impact on Operating Budget:

Project Score (to be completed by Management Team):

City of Spring Lake Park Capital Improvement Request Form

Project Name: Westwood Playground Upgrade and shelter						
Requesting Department: Parks and Recreation						
Contact Person: Kay Okey				Telephone: 763-792-7232		
Project Description: Replace current play equipment						
Project Location (attach map, if appropriate): Westwood						
Project Justification: Update play equipment which was installed in 2002						
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026
Land Acquisition						
ROW/Easements						
Demolition-						
Design						
Construction					50000	
Equipment					80000	
Utility Relocation						
Miscellaneous - Landscaping					15000	
TOTAL					145000	
Funding Sources	Prior Years	2022	2023	2024	2025	2026
G.O. Bonds						
Special Assessment						
Revenue Bond						
Current Revenue						
Grants						
State/Federal Aid						
Other						
TOTAL					145000	
Impact on Operating Budget:						
Project Score (to be completed by Management Team):						

City of Spring Lake Park Capital Improvement Request Form

Project Name: Terrace Picnic Shelter							
Requesting Department: Parks and Recreation							
Contact Person: Kay Okey			Telephone: 763-792-7232				
Project Description: Medium picnic shelter base is deteriorating and needs to be replaced.							
Project Location (attach map, if appropriate): Westwood							
Project Justification: Shelter legs have repaired multiple times over the years and are no longer able to be repaired.							
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026	
Land Acquisition							
ROW/Easements							
Demolition-							
Design							
Construction	40000						
Equipment							
Utility Relocation							
Miscellaneous - Landscaping							
TOTAL	40000						
Funding Sources	Prior Years	2022	2023	2024	2025	2026	
G.O. Bonds							
Special Assessment							
Revenue Bond							
Current Revenue							
Grants							
State/Federal Aid							
Other							
TOTAL					145000		
Impact on Operating Budget:							
Project Score (to be completed by Management Team):							

City of Spring Lake Park Capital Improvement Request Form

Project Name: Terrace Park Playground Upgrades							
Requesting Department: Parks and Recreation							
Contact Person: Kay Okey				Telephone: 763-792-7232			
Project Description: Replace play equipment for ages 5 -12.							
Project Location (attach map, if appropriate): Terrace Park							
Project Justification: Play equipment last replaced in 2000							
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026	
Land Acquisition							
ROW/Easements							
Demolition-							
Design							
Construction							
Equipment							
Utility Relocation							
Miscellaneous - Landscaping			50000				
TOTAL			50000				
Funding Sources	Prior Years	2022	2023	2024	2025	2026	
G.O. Bonds							
Special Assessment							
Revenue Bond							
Current Revenue							
Grants							
State/Federal Aid							
Other							
TOTAL							
Impact on Operating Budget:							
Project Score (to be completed by Management Team):							

City of Spring Lake Park Capital Improvement Request Form

Project Name: Sanburnol Park Upgrades – Park Master Plan						
Requesting Department: Parks and Recreation						
Contact Person: Kay Okey				Telephone: 763-792-7232		
Project Description: Per master plan develop and build community center, picnic shelter, relocate play fields and play area. Replace storage/concession building. Replace warming house building.						
Project Location (attach map, if appropriate): Sanburnol						
Project Justification: Park survey and park master plan indicate park facilities are outdated. To meet the needs of the community upgrading amenities would increase resident satisfaction and increase program offerings.						
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026
Land Acquisition						
ROW/Easements						
Demolition-						
Design						
Construction						
Equipment						
Utility Relocation						
Miscellaneous - Landscaping						
TOTAL			2,065,800- 2,400,000			
Funding Sources	Prior Years	2022	2023	2024	2025	2026
G.O. Bonds						
Special Assessment						
Revenue Bond						
Current Revenue						
Grants						
State/Federal Aid						
Other						
TOTAL						
Impact on Operating Budget:						

City of Spring Lake Park Capital Improvement Request Form

Project Name: Pickleball Courts

Requesting Department: Parks and Recreation

Contact Person: Kay Okey

Telephone: 763-792-7232

Project Description: Addition of 2 courts

Project Location (attach map, if appropriate): Sanburnol Park

Project Justification: Increase demand for designated courts by citizens.

Consistent with Comprehensive Plan and/or Other Municipal Plan?

Yes

No

Project Costs	Prior Years	2022	2023	2024	2025	2026
Land Acquisition						
ROW/Easements						
Demolition						
Design						
Construction						
Equipment		300,000				
Utility Relocation						
Miscellaneous - Landscaping						
TOTAL		300,000				
Funding Sources	Prior Years	2022	2023	2024	2025	2026
G.O. Bonds						
Special Assessment						
Revenue Bond						
Current Revenue						
Grants						
State/Federal Aid						
Other		Fund 225				
TOTAL						

Impact on Operating Budget:

Project Score (to be completed by Management Team):

City of Spring Lake Park Capital Improvement Request Form

Project Name: Fishing Pier							
Requesting Department: Parks and Recreation							
Contact Person: Kay Okey				Telephone: 763-792-7232			
Project Description: Relocate and update							
Project Location (attach map, if appropriate): Lakeside Lions Park							
Project Justification: Relocate pier to the west for easier access. Update as needed and add sidewalk for accessibility.							
Consistent with Comprehensive Plan and/or Other Municipal Plan?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Costs	Prior Years	2022	2023	2024	2025	2026	
Land Acquisition							
ROW/Easements							
Demolition							
Design							
Construction							
Equipment			50000				
Utility Relocation							
Miscellaneous - Landscaping							
TOTAL			50000				
Funding Sources	Prior Years	2022	2023	2024	2025	2026	
G.O. Bonds							
Special Assessment							
Revenue Bond							
Current Revenue							
Grants							
State/Federal Aid							
Other		DNR Grant covers 50% →					
TOTAL							
Impact on Operating Budget:							

Spring Lake Park Master Park Plan

PROJECT TITLE

Priority List, Phases and Milestones

COMPANY NAME

Spring Lake Park

DATE

T07/24/21

STATUS KEY

Change

Low

Addition

Medium

In Progress

High

Complete

Addition

PROJECT DETAILS

PRIORITY

Able Park

High	Replace Building
High	Playground Upgrades
High	Parking and sidewalks. Remove grass bump outs in original design
High	Basketball court upgrades
Medium	Hockey Dasher Boards
Medium	Hockey Asphalt
Medium	Keep green space for soccer
Low	Sandy Volleyball upgrades
Low	second Shelter
High	Hockey Dasher Boards

Sanburnoj Park

High	Community Center
Change	Playground Upgrades. Locate where proposed shelter goes.
High	Parking and sidewalks.
Medium	Add Pickleball Courts
Medium	Relocate ice rink. Change to southwest corner instead of south east corner
Change	Improved Shelter. Locate where proposed playground goes.
Medium	Flexible green space

Terrace Park

High	Field relocation and drainage repairs
High	Playground upgrades
Medium	Parking/ADA
High	Picnic Shelter
Medium	Building/warming house
Medium	Hockey Rink Dasher Boards
Medium	Bicycle Skills area in hockey rink
Addition	

Court/skate park upgrades
 Need to keep green space for rugby and soccer programs
 Bench Seating

Low
 Medium
 Low

Addition

Triangle Park

Vegetation
 Sidewalk/trails additions
 Bridge improvements

High
 High
 Medium

Westwood Park

Field relocation and drainage repairs
 Playground upgrades
 Sidewalk/trails
 Exercise stations

High
 High
 Medium
 Low

Lakeside Lions Park

Playground Equipment
 Natural Play area
 Dock
 Open space
 Splash Pad
 Upgrade Memorial Area
 Landscaping/rain garden
 Update Field seating

High
 Low
 Medium
 Medium
 Low
 Medium
 Medium
 Low



Spring Lake Park

History. Community. Home.

2022

Public Utilities Budget



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 4, 2021

Subject: Review 2022 Public Utilities Budget

Staff has included the proposed 2022 Public Utilities Budget for City Council review and approval.

Water, Water Treatment and Sanitary Sewer

Revenues are anticipated at \$1,623,779, which is an increase of \$66,300 or 4.25%. Expenditures are also anticipated at \$1,623,779, resulting in a balanced budget. The City experienced increased water usage in 2021, allowing staff to increase 2022 budgeted revenues for the Public Utility fund.

Cost drivers include increases in wages and benefits, increase in MCES sanitary sewer treatment charges and increases in fuel and chemical costs.

The budget sets aside \$129,033 to be transferred to the Public Utilities Renewal and Replacement fund. This transfer, along with the revenues from our cell phone tower leases, pays for system improvements such as our annual sanitary sewer lining program and various treatment plant improvements. The budget also transfers \$53,731 to the General Fund to help offset general government expenses that support of the public utility operation.

Staff is not proposing a utility rate increase (water or sanitary sewer) for 2022. This will be five years since the City's last water and sanitary sewer utility rate increase. Increased water sales are allowing us to extend the current rate structure into 2022. I am anticipating that the City will need to incorporate some of the water treatment plant rates into base rates for 2023.

The City's water and sanitary sewer rates compare favorably with cities across the Twin Cities metropolitan area. I have included a chart with results from the 2021 North Central Utility Rate Survey. As you can see, of those who responded, we have some of the lowest utility rates in the Twin Cities metropolitan area.

Water Treatment Plant Debt Service

The Water Treatment Plant Fund (602) proposed budget shows a deficit of nearly \$80,000. This is due primarily to a proposed reduction of the Treatment Plant Debt Service Rate. The City Council asked that this rate be reduced to offset the new Storm Water Utility Rate. There is fund balance in the Water Treatment Plant Debt Service Fund to absorb this deficit. The Water Treatment Plant PFA note will be paid off in August 2023.

Storm Water

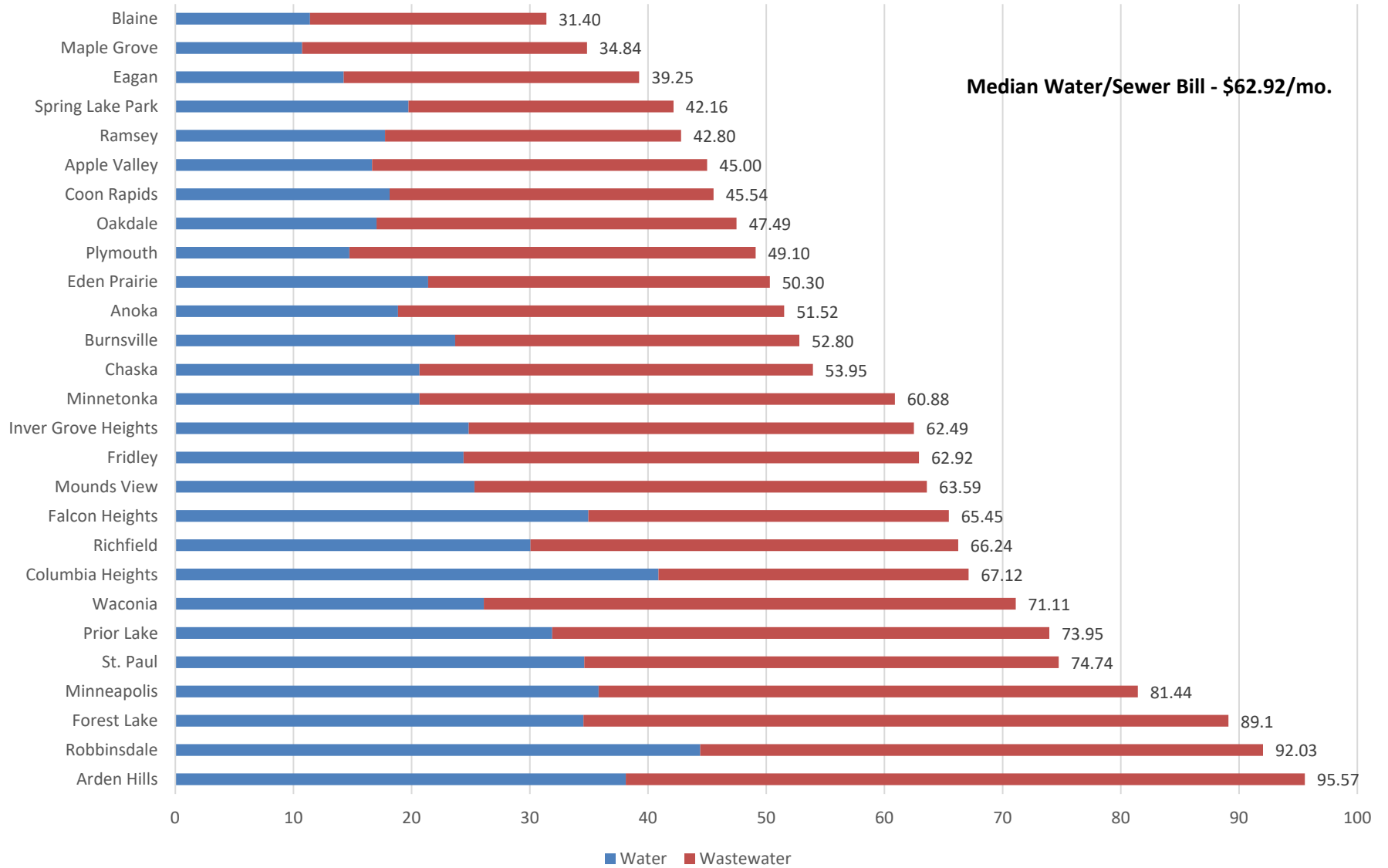
Staff has prepared a budget for the new Storm Water Utility. Staff is anticipating \$97,500 in revenue from the utility, primarily collected from storm water utility fees. As you recall, the storm water utility rate will be \$2.00/month per residential equivalency factor (REF). A single-family home is 1 REF. Commercial, Industrial and Multi-family properties will have their REF calculated in accordance with the following REF's multiplied by the acreage of the parcel:

Medium Density Residential (3-10 units/acre)	5.6 REF/acre
High Density Residential (10+ units/acre)	5.6 REF/acre
Senior Handicapped Residential	5.6 REF/acre
Commercial	7.3 REF/acre
Commercial/Industrial	6.3 REF/acre
Public/Semi Public	0.3 REF/acre

Expenditures are anticipated at \$97,500, with the largest portions spent for repairs and maintenance of the system (\$17,500), Capital Outlay (\$50,000), and Engineering Fees (\$7,500). The budget also absorbs 10% of the salary expense for the Public Works Director, offsetting expense from the General Fund. Over time, staff anticipates some additional Public Works Department salary expense will be charged to this Fund.

Staff recommends approval of the 2022 Public Utilities Budget. If you have any questions, please don't hesitate to contact me at 763-784-6491.

Total Water/Sanitary Sewer Rates - Metro Area 2021 North Central Utility Rate Survey - AE2S



**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUES FOR 2022 BUDGET
PUBLIC UTILITIES OPERATING FUND**

		Page R-1		
		2020 Actual	2021 Budget	2022 Budget
34950	MISC REVENUE, REFUNDS & REIMBURSEMENTS	\$ 727.19	\$ -	\$ -
36200	MISCELLANEOUS REVENUES	\$ 1,023.27	\$ -	\$ -
36210	INTEREST EARNED	\$ 16,440.54	\$ 15,000	\$ 15,000
37101	WATER COLLECTIONS	\$ 526,914.73	\$ 550,000	\$ 610,000
37103	SALES TAX COLLECTED	\$ -	\$ 6,200	\$ 6,200
37104	PENALTIES - WATER	\$ 1,014.32	\$ 7,000	\$ 6,000
37109	SAFE DRINKING WATER FEE (Water Test Fee)	\$ 21,397.45	\$ 21,384	\$ 21,384
37111	ADMINISTRATIVE CHARGE	\$ 80,637.79	\$ 82,000	\$ 82,000
37115	ESTIMATE READING CHARGE	\$ 27.50	\$ 50	\$ 50
37149	WATER CONNECTION-INTEREST	\$ 360.28	\$ -	\$ -
37150	WATER CONNECTION-WAC	\$ 7,560.00	\$ 6,300	\$ 6,615
37151	WATER RECONNECTION-CALL OUT FEE	\$ 225.00	\$ 1,000	\$ 625
37170	WATER PERMITS	\$ 100.00	\$ 100	\$ 100
37171	WATER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37172	WATER METER SALES & INSTALLATION	\$ 791.60	\$ 1,500	\$ 1,500
37174	INSTALL CHARGES-NEW PERMITS	\$ 288.40	\$ -	\$ 250
37201	SEWER COLLECTIONS	\$ 826,782.15	\$ 835,000	\$ 844,710
37204	PENALTIES - SEWER	\$ 2,440.82	\$ 15,000	\$ 12,500
37250	SEWER CONNECTION CHARGES (SAC)	\$ 76,050.00	\$ 13,675	\$ 13,675
37251	SEWER CONNECTION-INTEREST	\$ -	\$ 1,000	\$ 750
37270	SEWER PERMITS	\$ 100.00	\$ 100	\$ 250
37271	SEWER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10
37273	SEWER HOOK-UP CHARGES	\$ 290.00	\$ 150	\$ 150
39206	TRANSFER FROM RECYCLING FUND	\$ 2,000.00	\$ 2,000	\$ 2,000
TOTAL 2022 PUBLIC UTILITY OPERATING REVENUES		\$ 1,565,171.04	\$ 1,557,479	\$ 1,623,779

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2022 BUDGET**

				Page W-1
<u>WATER DEPARTMENT-601.49400</u>		2020 Actual	2021 Budget	2022 Budget
1010	SALARIES	\$ 131,638.84	\$ 121,154	\$ 126,257
1013	OVERTIME	\$ 3,535.53	\$ 8,393	\$ 8,647
	a) 175 OT hrs @ \$49.41			
1020	ON-CALL SALARIES	\$ 1,294.72	\$ 4,797	\$ 4,941
	a) 60 OT hrs @ \$49.41	\$ 2,965		
	b) 30 DT hrs @ \$65.88	\$ 1,976		
1040	TEMPORARY SALARIES (\$10-\$12)	\$ -	\$ -	\$ -
1050	VACATION BUY BACK	\$ 1,443.33	\$ 2,700	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION	\$ (17,825.92)	\$ 9,740	\$ 10,139
	a) Coordinated 7.5% \$ 139,845			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 9,717.93	\$ 10,487	\$ 10,931
	a) FICA 6.2% \$ 142,845	\$ 8,859		
	b) Medicare 1.45% \$ 142,845	\$ 2,071		
1300	HEALTH & DENTAL INSURANCE	\$ 23,066.54	\$ 23,293	\$ 24,428
1313	LIFE INSURANCE	\$ 91.06	\$ 95	\$ 95
1510	WORKER'S COMPENSATION	\$ 9,646.00	\$ 8,500	\$ 11,000
2000	OFFICE SUPPLIES	\$ 478.11	\$ 800	\$ 800
	a) Copy Paper			
	b) Miscellaneous			
2030	PRINTED FORMS	\$ 1,435.17	\$ 1,600	\$ 1,600
	a) Utility Bills & Envelopes	\$ 1,400		
	b) Special Notices, Radio Install Forms	\$ 200		
2100	OPERATING SUPPLIES	\$ 208.99	\$ 800	\$ 900
2120	MOTOR FUELS & LUBRICANTS	\$ 2,028.90	\$ 3,000	\$ 4,000
2200	REPAIR & MAINTENANCE	\$ 44,639.59	\$ 60,000	\$ 60,000
	a) Hydrant Conversion (5)			
	b) Water Main Breaks			
	c) Water System Maintenance			
2210	EQUIPMENT PARTS	\$ 585.49	\$ 1,000	\$ 1,000
	a) Well house maint, paint			
2220	POSTAGE	\$ 2,025.96	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			

2022 BUDGET BREAKDOWN OF EXPENDITURES:

WATER DEPARTMENT-601.49400 (CON'T)		2020 Actual	2021 Budget	2022 Budget
2221	TIRES	\$ -	\$ 500	\$ 500
2222	STREET REPAIRS	\$ 53,869.82	\$ 15,000	\$ 15,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
2261	WATER TESTING	\$ 801.00	\$ 800	\$ 1,000
	a) Bacterial monthly			
	b) Copper & Lead			
2262	WATER METERS & SUPPLIES	\$ 6,883.02	\$ 5,500	\$ 5,500
2264	SAFE DRINKING WATER FEE (Water Test Fee-37109)	\$ 21,356.00	\$ 21,384	\$ 21,384
2280	UNIFORM ALLOWANCE	\$ 744.63	\$ 1,050	\$ 1,050
3010	AUDIT & ACCOUNTING SERVICES	\$ 5,506.25	\$ 5,650	\$ 5,975
3030	ENGINEERING SERVICES	\$ -	\$ 2,500	\$ 2,500
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 483.61	\$ 750	\$ 750
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
3310	TRAVEL EXPENSE	\$ 1.15	\$ 1,000	\$ 1,000
	a) AWWA Conference			
3500	PRINTING & PUBLISHING	\$ 9,615.89	\$ 8,800	\$ 8,800
	a) Newsletter			
	b) Special Notices			
3600	INSURANCE	\$ 10,828.88	\$ 10,900	\$ 10,900
3870	WATER USAGE - BLAINE ACCOUNTS	\$ 5,033.76	\$ 5,000	\$ -
4000	CONTRACTUAL SERVICES	\$ 8,743.78	\$ 7,511	\$ 7,511
	a) I.T. Services	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

WATER DEPARTMENT-601.49400 (CON'T)		2020 Actual	2021 Budget	2022 Budget
4050	MAINTENANCE AGREEMENTS	\$ 4,705.63	\$ 7,775	\$ 8,545
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 2,000		
	c) Cathodic Protection Service	\$ 1,770		
	d) 66% SCADA System	\$ 765		
	e) Software Support for Meter Program	\$ 660		
	f) Meter Reading Equipment Support (handhelds)	\$ 250		
	g) Infraseek GIS	\$ 1,800		
	h) GPS upgrades	\$ 300		
4300	CONFERENCES & SCHOOLS	\$ 500.00	\$ 1,950	\$ 1,950
	a) Munici-pals	\$ 200		
	b) MN Rural Water Conference	\$ 100		
	c) AWWA	\$ 300		
	d) Con-Expo	\$ 500		
	e) Staff Training 1/yr	\$ 150		
	f) U.S.T. I. Conference	\$ 700		
4330	DUES & SUBSCRIPTIONS	\$ 775.67	\$ 650	\$ 650
	a) AWWA			
	b) Rural Water Assoc.			
4370	PERMITS & SALES TAX	\$ 2,577.05	\$ 10,000	\$ 10,000
	a) DNR Fees (Well Permits)	\$ 3,200		
	b) Quarterly Sales Tax (37103)	\$ 6,800		
4470	WATER PERMIT SURCHARGES (37171)	\$ -	\$ -	\$ -
5000	CAPITAL OUTLAY	\$ 340.00	\$ -	\$ -
7000	TRANSFERS OUT	\$ 95,741.00	\$ 69,865	\$ 68,545
	a) Transfer to General Fund	\$ 34,925		
	b) Transfer to Renewal & Replacement	\$ 33,620		
TOTAL 2022 WATER DEPARTMENT EXPENDITURES		\$ 442,517.38	\$ 435,744	\$ 442,098

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2022 BUDGET**

<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2020 Actual	2021 Budget	2022 Budget
2100	OPERATING SUPPLIES	\$ -	\$ 100	\$ 100
2120	MOTOR FUELS & LUBRICANTS a) Diesel, Generator	\$ 2,000.00	\$ 2,000	\$ 2,500
2160	CHEMICALS & CHEMICAL PRODUCTS	\$ 27,048.82	\$ 25,000	\$ 26,000
2200	REPAIR & MAINTENANCE a) Tools b) RPZ Testing (Backfill testing) c) Load Bank Testing (Generator)	\$ 14,155.84	\$ 15,000	\$ 15,000
2210	EQUIPMENT PARTS	\$ 533.56	\$ 4,000	\$ 7,000
3030	ENGINEERING FEES	\$ -	\$ 1,000	\$ 1,000
3500	PRINTING & PUBLISHING	\$ -	\$ -	\$ -
3600	INSURANCE	\$ 13,058.24	\$ 13,058	\$ 14,000
3810	ELECTRIC UTILITIES	\$ 87,899.21	\$ 85,000	\$ 86,000
3830	GAS UTILITIES	\$ 2,695.26	\$ 2,600	\$ 3,000
4000	CONTRACTUAL SERVICE a) Filter Evaluation b) Security Camera Maintenance c) Comcast	\$ -	\$ 2,000	\$ 2,000
4370	PERMITS, DUES & SUBSCRIPTIONS a) Hazardous Chemical Inventory Fee & Pressure Vessel Permit (State of MN) \$ 200 b) WTP Permit (Metro Council) \$ 650 c) Strength Charge (Metro Council) \$ 1,700	\$ 1,075.00	\$ 2,550	\$ 2,550
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT a) Transfer to Renewal & Replacement \$ 15,915 b) Transfer to Water Treatment Plant Fund \$ 25,000	\$ 46,293.00	\$ 54,058	\$ 40,915
<u>TOTAL 2022 WTP EXPENDITURES</u>		\$ 194,758.93	\$ 206,366	\$ 200,065

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2022 BUDGET**

SEWER DEPARTMENT-601.49450		2020 Actual	2021 Budget	2022 Budget
1010	SALARIES	\$ 131,639.34	\$ 121,154	\$ 126,257
1013	OVERTIME a) 175 OT hrs @ \$49.41	\$ 3,535.63	\$ 8,393	\$ 8,647
1020	ON-CALL SALARIES a) 60 OT hrs @ \$49.41 b) 30 DT hrs @ \$65.88	\$ 1,294.77 \$ 2,965 \$ 1,976	\$ 4,797	\$ 4,941
1040	TEMPORARY SALARIES (\$10-\$12)	\$ -	\$ -	\$ -
1050	VACATION BUY BACK	\$ 1,443.33	\$ 2,700	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION a) Coordinated 7.5% \$ 139,845	\$ 9,542.00	\$ 9,740	\$ 10,139
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION a) FICA 6.2% \$ 142,845 b) Medicare 1.45% \$ 142,845	\$ 9,718.64 \$ 8,859 \$ 2,071	\$ 10,487	\$ 10,931
1300	HEALTH & DENTAL INSURANCE	\$ 23,066.88	\$ 23,293	\$ 24,428
1313	LIFE INSURANCE	\$ 91.30	\$ 95	\$ 95
1510	WORKER'S COMPENSATION	\$ 9,646.00	\$ 8,500	\$ 11,000
2000	OFFICE SUPPLIES a) Copy Paper b) Miscellaneous	\$ 258.35	\$ 800	\$ 800
2030	PRINTED FORMS a) Utility Bills & Envelopes b) Special Notices, Radio Install Forms	\$ 1,388.96 \$ 1,400 \$ 200	\$ 1,600	\$ 1,600
2100	OPERATING SUPPLIES	\$ 363.39	\$ 500	\$ 500
2120	MOTOR FUELS & LUBRICANTS	\$ 2,028.89	\$ 2,700	\$ 3,200
2200	REPAIR & MAINTENANCE a) Chemicals-Sewer System b) Sewer System Maintenance c) Manhole Covers	\$ 10,544.31	\$ 14,000	\$ 14,000
2210	EQUIPMENT PARTS	\$ 597.70	\$ 3,000	\$ 3,000
2220	POSTAGE a) Utility Billing b) Metered Mail	\$ 1,790.94	\$ 2,500	\$ 2,500
2221	TIRES	\$ 328.88	\$ 500	\$ 500

2022 BUDGET BREAKDOWN OF EXPENDITURES:

SEWER DEPARTMENT-601.49450 (CON'T)		2020 Actual	2021 Budget	2022 Budget
2222	STREET REPAIRS	\$ 5,055.00	\$ 3,000	\$ 3,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (sewer breaks)			
2262	WATER METERS & SUPPLIES	\$ 6,883.02	\$ 6,000	\$ 6,000
2280	UNIFORM ALLOWANCE	\$ 744.63	\$ 1,050	\$ 1,050
3010	AUDIT & ACCOUNTING SERVICES	\$ 5,506.25	\$ 5,650	\$ 5,975
3030	ENGINEERING SERVICES	\$ -	\$ 1,500	\$ 1,500
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 478.59	\$ 700	\$ 700
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
3310	TRAVEL EXPENSE	\$ 1.15	\$ 1,000	\$ 1,000
	a) Sewer Trade Conference			
	b) USTI Conference			
3500	PRINTING & PUBLISHING	\$ -	\$ 300	\$ 300
3600	INSURANCE	\$ 14,724.88	\$ 14,725	\$ 15,000
3810	ELECTRIC UTILITIES	\$ 4,484.28	\$ 5,594	\$ 5,800
3840	METRO WASTE CONTROL	\$ 580,922.58	\$ 531,262	\$ 587,074
	(\$48,743.25/month)			
4000	CONTRACTUAL SERVICES	\$ 9,664.57	\$ 8,511	\$ 8,511
	a) I.T. Services (split 150 hr block)	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		
	d) Load Bank Testing (Generator)	\$ 1,000		
4050	MAINTENANCE AGREEMENTS	\$ 1,816.72	\$ 6,500	\$ 7,600
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 2,040		
	c) 33% SCADA System	\$ 450		
	d) Software Support for Meter Program	\$ 660		
	e) Meter Reading Equipment Support (handhelds)	\$ 250		
	f) Infraseek GIS	\$ 1,800		
	g) GPS/GIS Software Support	\$ 300		

2022 BUDGET BREAKDOWN OF EXPENDITURES:

SEWER DEPARTMENT-601.49450 (CON'T)		2020 Actual	2021 Budget	2022 Budget
4300	CONFERENCES & SCHOOLS	\$ 390.00	\$ 1,950	\$ 1,200
	a) Municipals	\$ 100		
	b) MN Rural Water Conference	\$ 200		
	c) AWWA	\$ 300		
	d) Sewer Trade Conference	\$ 450		
	e) Staff Training 1/yr	\$ 150		
4330	DUES & SUBSCRIPTIONS	\$ 236.66	\$ 340	\$ 340
	a) Minnesota Rural	\$ 123		
	b) American Water Works Assoc.	\$ 137		
	c) A.P.W.A.	\$ 80		
4390	MISCELLANEOUS	\$ -	\$ -	\$ -
4450	RESERVE CAPACITY CHARGES (SAC-37250)	\$ 19,880.01	\$ 12,425	\$ 12,425
4460	SEWER PERMIT SURCHARGES (37271)	\$ -	\$ -	\$ -
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 76,145.00	\$ 99,806	\$ 98,304
	a) Transfer to General Fund	\$ 18,806		
	b) Transfer to Renewal & Replacement	\$ 79,498		
<u>TOTAL 2022 SEWER DEPARTMENT EXPENDITURES</u>		\$ 934,212.65	\$ 915,372	\$ 981,617
<u>TOTAL 2022 PUBLIC UTILITY OPERATING EXPENDITURES</u>		\$1,571,488.96	\$ 1,557,482	\$ 1,623,779

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2022 BUDGET
WATER TREATMENT PLANT FUND 602**

Page WTP-1

<u>REVENUES:</u>	2020 Actual	2021 Budget	2022 Budget
602.00000.36200 MISC REVENUES	\$ -	\$ -	\$ -
602.00000.36210 INTEREST	\$ 9,445.28	\$ 4,000	\$ 4,000
602.00000.37150 WATER CONNECTION CHARGE	\$ -	\$ -	\$ -
602.00000.37601 WATER TREATMENT PLANT COLLECTIONS	\$ 224,892.05	\$ 205,000	\$ 140,000
602.00000.37604 WATER TREATMENT PLANT PENALTIES	\$ 572.88	\$ 3,000	\$ 3,000
602.00000.39206 TRANSFER FROM WTR TREATMT PLANT	\$ 34,638.00	\$ 39,128	\$ 25,000
<u>TOTAL 2020 WTP BOND FUND REVENUES</u>	<u>\$ 269,548.21</u>	<u>\$ 251,128</u>	<u>\$ 172,000</u>

<u>EXPENDITURES:</u>	2020 Actual	2021 Budget	2022 Budget
602.49402.06010 BOND PRINCIPAL	\$ 225,000.00	\$ 231,000	\$ 238,000
602.49402.06110 BOND INTEREST	\$ 26,471.00	\$ 20,128	\$ 13,616
<u>TOTAL 2022 WTP BOND FUND EXPENDITURES</u>	<u>\$ 251,471.00</u>	<u>\$ 251,128</u>	<u>\$ 251,616</u>

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2022 BUDGET
STORM WATER UTILITY FUND 603**

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<u>REVENUES:</u>	2020 Actual	2021 Budget	2022 Budget
603.00000.36200 MISC REVENUES	\$ -	\$ -	\$ -
603.00000.36210 INTEREST	\$ -	\$ -	\$ 1,000
603.00000.36504 STORM WATER COLLECTION	\$ -	\$ -	\$ 96,000
603.00000.36505 STORM WATER TRANSFER	\$ -	\$ -	\$ -
602.00000.33203 STORM WATER PENALTIES	\$ -	\$ -	\$ 500
<u>TOTAL 2022 SW UTILITY REVENUES</u>	\$ -	\$ -	\$ 97,500

<u>EXPENDITURES:</u>	2020 Actual	2021 Budget	2022 Budget
603.49785.01010 FULL TIME EMPLOYEES	\$ -	\$ -	\$ 12,103
603.49785.01013 OVERTIME	\$ -	\$ -	\$ -
603.49785.01040 TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
603.49785.01050 VACATION BUY BACK	\$ -	\$ -	\$ 950
603.49785.01210 PERA CONTRIBUTIONS - EMPLOYER	\$ -	\$ -	\$ 979
603.49785.01220 FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ -	\$ -	\$ 999
603.49785.01300 HEALTH INSURANCE	\$ -	\$ -	\$ 1,213
603.49785.01313 LIFE INSURANCE	\$ -	\$ -	\$ 6
603.49785.01510 WORKERS COMPENSATION	\$ -	\$ -	\$ 1,200
603.49785.02200 REPAIR & MAINTENANCE	\$ -	\$ -	\$ 17,500
603.49785.03030 ENGINEERING FEES	\$ -	\$ -	\$ 7,500
603.49785.03040 LEGAL FEES	\$ -	\$ -	\$ 500
603.49785.03500 PRINTING & PUBLISHING	\$ -	\$ -	\$ 550
603.49785.04000 CONTRACTUAL SERVICES	\$ -	\$ -	\$ 4,000
603.49785.05000 CAPITAL OUTLAY	\$ -	\$ -	\$ 50,000
603.49785.07000 PERMANENT TRANSFERS OUT	\$ -	\$ -	\$ -
<u>TOTAL 2022 SW UTILITY EXPENDITURES</u>	\$ -	\$ -	\$ 97,500



Memorandum

November 8, 2021

To: Mayor and Council

From: Chief Antoine

Re: Animal Control Services Contract

Dear Mayor and Council,

In 2018 the City Council approved a contract with Dover Kennel/Animal Control and Impound Services in Andover, MN. After checking with other agencies our contract is written similar to those agency contracts except for the individual fees charged by the city.

Since my time with the Spring Lake Park Police Department our animal control has been very limited and is usually reserved for injured or dangerous animals. The policy and standard operating procedure for any animal call other than listed above are to instruct the caller to either let the animal go or drop the animal off at the Humane Society. Over the last few years, we have had animal bite calls one of which the police department had prior contact with a caller who had the dog contained. The dog was released and bit another animal and its owner. No serious injuries occurred during that incident.

As stated above I have spoken with other police departments and with the owner of Dover Kennel's Mark Anderson and I believe that we should make changes to our Animal Control to take liability off of the city if another incident occurs like the one above.

After speaking with Mark Anderson our current contract allows for us to have Dover Kennel's take care of our contained dog calls and other misc. animal calls. Mark Anderson stated that he finds the majority of the animal owners. The owner then picks up the animal from Mark Anderson and any fees are charged to the owner.

If the animal is not picked up the city is then charged the fees allowed in the contract. Mark Anderson has advised that generally the cities that he contracts with will receive a credit back at the end of the year rather than pay into his business for services rendered. I have spoken with the Blaine Police Department as well as the Fridley Police Department who contract through Dover Kennels and they have confirmed that they usually receive a credit rather than pay in at the end of the year.

I have attached the existing contract for your review. Our policy and standard operating procedures will remain very similar to what they are now. Officers will take the initial call and will assess whether animal control will need to be called out. If the officer can find an owner animal control will not be called. If they can't find an owner then animal control will be contacted. Anoka County Dispatch will contact Dover Kennel's and the call will be turned over to animal control.

It is my recommendation to expand the use of animal control to include contained dogs and other misc. animal calls. Our current contract will not need to be changed since the contract is already written in a way to allow for the recommended changes. I am requesting the city council approve the changes and I will resign the contract for the year 2022.

If there are any questions please feel free to ask.

Thank you,

Chief Josh Antoine

NORTH METRO ANIMAL CARE AND CONTROL
STANDARD ANIMAL AND IMPOUND SERVICES AGREEMENT

THIS AGREEMENT, is made this 18th day of February 2020 by and between North Metro Animal Care and Control (NMACC) at 16422 Hanson Boulevard NW, Andover, MN 55304 (hereinafter referred to as the “Contractor”), and the City of Spring Lake Park, Minnesota (hereinafter referred to as the “City”).

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

1. **STATEMENT OF WORK.** Contractor shall furnish all labor, equipment, and services necessary to function as the Designated Animal and Impound Facility Services provider for the City, as set forth below, in an efficient and workmanlike manner and in accordance with this Agreement. Contractor shall comply with all federal, state and local laws and ordinances in performing the duties as specified herein.
2. **TERM.** This Agreement shall commence on the 18th day of February, 2020 and continue through December 31, 2021 unless otherwise terminated as provided herein.
3. **CONTRACTOR’S DUTIES.** At the request of a member of local law enforcement, or the designated City Official, Contractor shall humanely capture, take up and transport to its Designated Impound Facility any domestic animal determined to be in violation of Minnesota State Statue and/or City Ordinances. All such animals shall be treated humanely and held safely and securely pending claim by owner or other lawful disposition. The Contractor agrees to comply with all state and local laws regarding holding periods. The Contractor shall be responsible for the advertisement and publication of notice for all animals received by Contractor. The Contractor shall perform all additional duties as requested by local law enforcement or designated City Officials outlined in this Agreement and its addendum.
4. **CONTACT PRICING – CITY FEES**

When **animals are unclaimed**, the City shall pay the Contractor for services rendered under this agreement as follows:

a. Boarding Fees – For the period of the statutory stray hold, the City shall pay \$15.00 per calendar day, per unclaimed animal to a maximum of 7 calendar days, except when County rule or local ordinance prescribes a longer hold period. In which case, the City will be charged for the longer period required.

b. Pickup and Transport – Pickup and transport of animals is provided under this Agreement at no charge to the City.

c. Veterinary Expenses – Emergency services for unclaimed animals, will be reimbursed to a maximum of \$300/per occurrence provided receipt for and other reasonable documentation of services is included with the Contractor’s invoice. The City shall have the benefit of NMACC discount(s) with Andover Animal Hospital.

d. Euthanasia/Carcass Disposal – Humane euthanasia and disposal of remains is provided when necessary to end pain or suffering or when an animal poses a risk to the public safety. When animals are unclaimed, the City shall reimburse the Contractor expenses to a maximum of \$58/per animal for disposal only and \$75/per animal for euthanasia and disposal. Contractor shall provide reasonable documentation demonstrating the services provided and the costs incurred by Contractor to the City with any such invoice.

5. Special Services Included at No Charge

a. Members of the City Police Department, at their sole option, may transport animals to the Designated Impound Facility. In these cases, the Members of the City Police Department shall have access to the facility on a 24 hour basis in accordance with NMACC after hours/out of office procedures

b. Pick Up/Transport is provided to the City on a 24 hour/day on call basis at the request of the City Police Department in accordance with Department Policy.

c. Contractor shall assist local law enforcement and City Officials on a 24 hour/day on call basis. Such assistance shall include but is not limited to: humane capture of animals, safekeeping of animals of arrested, detained or hospitalized persons, animal hoarding, seizures of dangerous, abused, or neglected animals, evacuation and relocation of animals in the case of emergency. Assistance shall be provided in coordination with and under the supervision of local law enforcement.

d. Monthly Reporting of Animal Services and Impound Activity

5. **CONTACT PRICING – OWNER PAID FEES**

(A) When animals are claimed by their owner, the owner shall pay all fees prior to the release of the animal. The City shall have no liability for fees related to animals claimed by the owner. Fees for owners are as follows:

Minimum Impound Fee - \$45.00 per animal for the first 24 hours.

Boarding Fees - \$25.00 per calendar day, per animal after first 24 hours.

Veterinary Expenses – Expenses for all Veterinary care must be reimbursed by the owner prior to the release of their animal.

Pick Up Fees – When animals are picked up and transported to the Designated Impound Facility by Contractor during regular business hours, the owner shall be charged \$25/per animal. If transport is required outside of regular business hours, an additional \$15/per animal will be charged to the owner.

Other Fees/Costs – Quarantine, Dangerous Dog Registration Fees, and any other fees and costs for services shall be the responsibility of the owner.

6. **BILLS TO CITY FOR SERVICES.** Contractor shall submit bills for services rendered under this Agreement along with the applicable supporting documentation, for which City is responsible, monthly to the City, the undisputed portion of which shall be paid by the City within thirty (30) days of receipt. The City shall notify Contractor in writing as soon as reasonably possible if any portion of any bill is disputed or the City requires additional documentation.
7. **INDEPENDENT CONTRACTOR.** In rendering services hereunder, Contractor shall be an Independent Contractor and no employer/employee relationship shall arise out of or result from rendering such services to City. Contractor and its employees will acquire no rights to tenure, workers compensation benefits, re-employment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the City, its police department or agencies. All persons employed by Contractor shall be the sole and exclusive employees of Contractor and shall be paid by Contractor. In connection with the employment of said employees during the term of this Agreement, Contractor shall accept full and exclusive liability for all applicable social security, unemployment, workers' compensation, or other employment taxes or contributions of insurance, and all employee benefits, and shall comply with all federal and state laws and regulations relating to employment generally, minimum wages, social security, unemployment insurance, and workers' compensation. Certificates evidencing compliance with the foregoing shall be submitted to the City as reasonably requested by the City. Contractor shall indemnify, defend, and hold harmless the City, its council members, officers, agents, servants, and employees from all liability, loss, costs, and expenses, including reasonable attorneys' fees, which may be imposed in connection with employees of Contractor.
8. **REPRESENTATION.** The Contractor represents that he/she employs and, during the term of this Agreement will employ, employees who are properly trained to perform the services contemplated in this Agreement, and if required by the State, are certified by the State of Minnesota.
10. **LICENSES TRAINING AND PERMITS.** Contractor shall, at its own expense, procure all necessary licenses, training and permits required to fulfill its obligations under this Agreement.
11. **THIRD PARTY BENEFICIARIES.** This Agreement is for the sole and exclusive benefit of the Parties hereto and their respective successors and assigns, and no third parties are intended to or shall have any rights hereunder.
12. **ASSIGNMENTS; SUBCONTRACTS.** The duties and obligations of Contractor contained in this Agreement may not be delegated, assigned, or subcontracted out to another party either directly or indirectly without the prior written consent of the City, which consent may be withheld in the City's sole discretion. No such delegation or subcontract, if approved by the City, shall relieve Contractor of its obligations hereunder.
13. **INSURANCE.** Contractor shall, at its own expense, procure insurance to include, but not be limited to, liability insurance covering bodily injury, death and property damages, workers' compensation, and commercial general liability, in a form and amount acceptable to City and by a company admitted and licensed to issue said policies in the State of Minnesota. The insurance

specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in full force and effect on the date of execution of this Agreement and shall remain continuously in full force and effect for the duration of this Agreement, and shall be evidenced by a Certificate(s) of Insurance provided to City. The City shall be named as an additional insured on a primary and non-contributory basis as to all such coverage, with the exception of the workers' compensation policy.

14. **INDEMNIFICATION.** Contractor agrees to defend, indemnify and hold harmless the City, along with its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, resulting directly or indirectly from any act or omission of Contractor, its employees or its agents, in the performance of the services provided by this Agreement or by reason of the failure of Contractor to fully perform, in any respect, any of its obligations under this Agreement. Further, City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of, any property, or any loss of profits or other consequential damages or any inconveniences.
15. **NOTICES AND COMMUNICATIONS:** All notices and communications provided for in this Agreement shall be in writing and shall be delivered or sent by email, and/or sent by United States registered or certified mail, postage pre-paid, return receipt requested, to the Parties at the address set forth in the opening paragraph of this Agreement. Notice shall be deemed effective upon receipt when delivered electronically, or upon mailing.
16. **TERMINATION.** The City may terminate this Agreement at any time and for any reason upon thirty (30) days prior written notice to Contractor. In the event of a breach or non-performance of this Agreement by Contractor, City may terminate this Agreement immediately upon written notice to Contractor.
17. **FORMALITIES.** Any change to or modification of this Agreement must be in writing signed by both Parties. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one in the same instrument. The captions for each section of this Agreement are intended for convenience only and shall not be deemed to construe or limit in any manner this Agreement. This Agreement is separate and independent of any other document, agreement, or understanding of the Parties. This Agreement constitutes the entire agreement of the Parties with respect to the matters addressed herein.
18. **SEVERABILITY:** If any one or more of the provisions of this Agreement, or any application thereof, shall be found to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions or any application thereof shall not in any way be effected or impaired thereby.
19. **APPLICABLE LAW:** This Agreement is governed by and is to be interpreted pursuant to the laws of the State of Minnesota. City and Contractor each hereby consent to the personal jurisdiction of the District Court of Anoka County, Minnesota, in any action, suit, or proceeding arising under this Agreement and agree that any such action, suit, or proceeding shall be venued in such court and agree to waive any objection based on forum non-convenience to the bringing of any action in such court.

20. **MINNESOTA DATA PRACTICES ACT NOTICE:** If a government entity enters into a contract with a private person to perform any of its functions, all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of the **MGDPA** and the private person must comply with those requirements as if it were a government entity. All contracts entered into by a government entity must include a notice that the requirements of this subdivision apply to the contract. Failure to include the notice in the contract does not invalidate the application of this subdivision. The remedies in **MN STAT 13.08** apply to the private person under this subdivision. This does not create a duty on the part of the private person to provide access to public data to the public if the public data are available from the government entity, except as required by the terms of the contract. **Ref Minnesota State Statutes 13.05 subd. 11.** Contractor agrees to cooperate with the City in meeting all of the City's obligations set forth in Minnesota Statutes Chapter 13 related to this Agreement and the service contemplated herein.

IN WITNESS THEREOF, the parties have executed this Agreement on the day and year appearing opposite their signatures below.

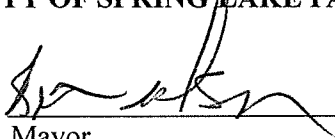
CONTRACTOR

Date: _____

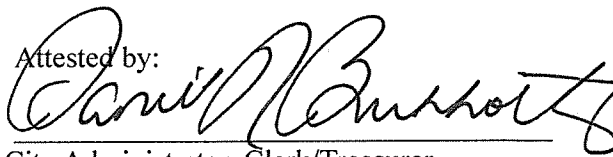
By: _____
Its: _____

CITY OF SPRING LAKE PARK

Date: _____

By:  _____
Mayor

Date: _____

Attested by:  _____
City Administrator, Clerk/Treasurer

**NORTH METRO ANIMAL CARE AND CONTROL
DANGEROUS DOG REGISTRATION ADDENDUM (A1)**

The City of Spring Lake Park, Minnesota requests Dangerous Dog Registration Services as part of its agreement with North Metro Animal Care and Control.

The Contractor shall provide Dangerous Dog Registration and associated services to the City pursuant to Minnesota Statutes Chapter 347 and Spring Lake Park City Ordinance Chapter 92 at no charge as follows:

1. Dangerous Dog Registration – The Contractor shall issue dangerous dog registrations, notices, uniform signage and tags, in the name of the City upon verifying compliance with Minnesota Dangerous Dog Registration Requirements and/or local ordinance.
2. Dangerous Dog Database – The Contractor shall maintain a database of such registrations, which shall be accessible to the City and local law enforcement upon request.
3. Confiscation of Dangerous Dogs for non-compliance. The Contractor shall assist local law enforcement with the confiscation of dangerous dogs pursuant to a valid confiscation order of the City or Court of jurisdiction.
4. Destruction of Dangerous Dogs – The Contractor shall provide humane euthanasia and disposal of dangerous dogs pursuant to a valid destruction order of the City or Court of jurisdiction.
5. The Contractor shall offer to serve as panel member or advisor to Dangerous Dog Hearing Board/Panel or Hearing Officer.
6. Owners of Dangerous Dogs seeking registration shall pay the following fees:
 - a. Registration Fee - \$500.00
 - b. Quarantine Fees - \$25/per day
 - c. Fees for Vaccinations required for redemption of Dog
 - d. All other reasonably related costs.

CONTRACTOR

Date: _____

By: _____
Its: _____

Date: _____

CITY OF SPRING LAKE PARK
Robert Nelson
By: _____

Attested by: _____
Date: _____

Mayor
Chris Bunting

City Administrator, Clerk/Treasurer



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 4, 2021

Subject: Submittal of Joint List for Rice Creek Watershed District Manager Opening

The City of Spring Lake Park has been asked to support a joint list being submitted by Lino Lakes, Centerville, Blaine, Circle Pines and Lexington presenting three candidates to the Anoka County Board for possible appointment to the Rice Creek Watershed District.

The Rice Creek Watershed District is governed by a Board of Managers comprised of 5 members appointed by the commissioners of Anoka, Ramsey and Washington Counties. Of the five members, two are appointed from Anoka County, two from Ramsey County and one from Washington County. The term of each appointment is three years, with managers eligible to be reappointed. To be eligible for appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state or federal government.

Pursuant to M.S. §103B.227, Anoka County has published a notice detailing a vacancy will occur on the Rice Creek Watershed District Board of Managers due to the expiration of the term of Steve Wagamon, City of Columbus. Persons interested in being appointed to serve on the Board of Managers may submit their names for consideration to the Anoka County Board.

In appointing a manager to the Rice Creek Watershed District, M.S. §103D.311 is also applicable. This statute requires a county board, upon the expiration of a term, to appoint managers for a watershed district from a list of persons nominated jointly or severally by the towns and municipalities within the district if a list(s) is (are) submitted 60 days before the managers term expires or the county board may appoint any manager from towns and municipalities that fail to submit a list. In order for the county to accept nominations for the expiring term, they must be received by November 18, 2021.

The opening is in Hydrologic Area 4, which covers all or parts of Blaine, Lino Lakes, and Circle Pines. The City of Spring Lake Park is in Hydrologic Area 5, which covers the southwest portion of the RCWD District. That manager position is appointed by the Ramsey County Board of Commissioners and is currently not up for appointment.

The three nominees proposed for the joint list are:

Jess Robertson, Blaine

Jan Kreminski, Circle Pines

Scott Robinson, Lino Lakes

All three nominees have been vetted by the City Council in the city in which they reside and were recommended for inclusion on the joint list.

Staff is recommending the City Council approve a resolution that states that the City is part of the jointly submitted list from Blaine, Centerville, Circle Pines, Lino Lakes, and Lexington. This will strengthen the case for an appointment from this jointly provided list. If the City Council is amenable to this request, we will place it on the Consent Agenda for the November 15 meeting.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2021-XX

Resolution Submitting a List of Eligible Nominees to Anoka County for the Open Manager Position on Rice Creek Watershed District Board of Managers

WHEREAS, the city received notice of an opening on the Rice Creek Watershed District Board of Managers; and

WHEREAS, the county notified the city they can submit a list of Nominations to the Anoka County Board of Commissioners per Minnesota Statue 103D.311; and

WHEREAS, the Cities of Blaine, Centerville, Circle Pines, Lino Lakes, Lexington and Spring Lake Park wish to have representation on the Rice Creek Watershed District; and

WHEREAS, the nominees are from Blaine, Circle Pines and Lino Lakes; and

WHEREAS, the city of Spring Lake Park supports the nominees from the Jointly Submitted List from ONLY the Cities of Blaine, Centerville, Circle Pines, Lino Lakes, Lexington and Spring Lake Park.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Spring Lake Park, Minnesota does hereby submit a list of names for consideration by the Anoka County Board of Commissioners per Minnesota Statue 103D.311 at least 60 days before the expiration of the term of the board managers' term who expires.

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 15th day of November, 2021.

CITY OF SPRING LAKE PARK, MINNESOTA

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, MMC, Administrator



Anoka County

COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

This letter was sent to all
elected officials of the
City of Spring Lake Park

Rhonda Sivarajah
County Administrator

September 20, 2021

The Honorable Bob Nelson
Mayor, City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

RE: Rice Creek Watershed District Appointment

Dear Mayor Nelson:

In accordance with the provisions of Minn. Stat. § 103B.227, Anoka County in September 2021 published a notice that a term will expire for a manager on the Rice Creek Watershed District Board of Managers. The notice publication requirement applies because Rice Creek Watershed District is considered a watershed management organization. The published notice states that persons interested in being appointed may submit their names to the appointing authority, which is the county board for a watershed district appointment. For your information, a copy of the notice is enclosed.

In appointing a manager to the Rice Creek Watershed District, Minn. Stat. § 103D.311 is also applicable. This statute requires a county board, upon the expiration of a term, to appoint managers for a watershed district from a list of persons nominated jointly or severally by the cities and municipalities within the district if a list(s) is submitted 60 days before the manager's term of office expires or to appoint a manager who resides in a city that fails to submit a list. The vacancy expires on January 17, 2022.

In order for the county to accept nominations, they must be received by Thursday, November 18, 2021. If there is a desire to jointly submit a list for the manager appointment, you may wish to confer with affected cities and jointly submit the list. The cities with territory located in the Rice Creek Watershed District are Blaine, Centerville, Circle Pines, Columbia Heights, Columbus, Fridley, Lexington, Lino Lakes, and Spring Lake Park.

In order for names submitted to the county to be considered a list under the statutory definition, the list must contain the names of at least three nominees eligible to be appointed. To be eligible for an appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state, or federal government (except that a soil and water conservation supervisor can be appointed).

Minn. Stat. § 103D.311 requires the county board to appoint watershed district managers that fairly represent the various hydrologic areas within the watershed district. Rice Creek Watershed District is divided into five separate planning zones. The appointee whose term expires on January 17, 2022, is Steve Wagamon. Mr. Wagamon's residence is located in planning zone 4 while the remaining managers each live in planning zones 1, 2, 3, and 5 of the Rice Creek Watershed District. A map with the location of current board members highlighted is being forwarded to the Spring Lake Park city manager/administrator. Although Rice Creek Watershed District has divided itself into five planning areas, the county board may appoint any eligible individual who resides within the watershed district as long as that appointee can fairly represent the various hydrologic areas within the district.

All applicants must submit a completed application form to the appointing authority. Find the application at <https://www.anokacounty.us/3122/Citizen-Advisory-Boards-and-Commissions>.

If you have any questions regarding this appointment process, you may contact me at 763-324-4715.

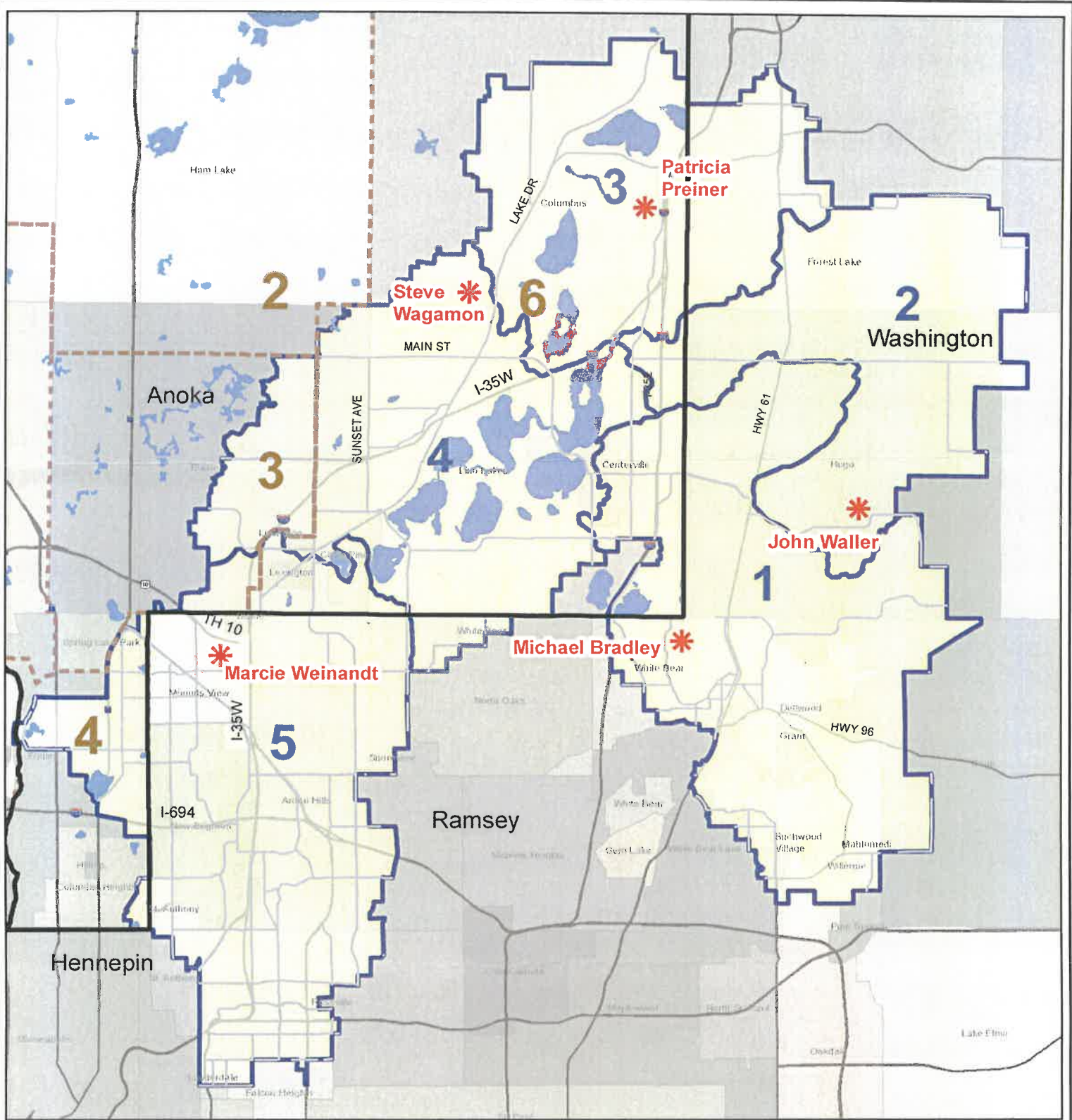
Sincerely,







Rhonda Sivarajah
County Administrator
763-324-4715
Rhonda.Sivarajah@co.anoka.mn.us

RS:bv
Enclosure

c: Spring Lake Park City Manager/Administrator
Brenda Vetter, Principal Administrative Assistant



Rice Creek Watershed District

-  County Boundary
-  Commissioner Districts
-  Lakes
-  RCWD Boundary/Hydrologic Areas

