



CITY COUNCIL REGULAR AGENDA
MONDAY, DECEMBER 04, 2023
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
 - A. Peter Lindstrom, District 10 Council Member, Metropolitan Council
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - November 20, 2023 City Council Work Session
 - [B.](#) Approval of Minutes - November 20, 2023 Council Meeting
 - [C.](#) Approval of SafeAssure Annual Contract
 - [D.](#) Elect to Not Waive Monetary Limits on Municipal Tort Liability
 - [E.](#) Public Right-of-Way Permit - CenterPoint Energy
 - [F.](#) Contractor's Licenses
 - [G.](#) Business Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Public Works Report
 - [B.](#) Code Enforcement Report
- 8. PUBLIC HEARINGS**
 - [A.](#) Truth in Taxation Hearing
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2023-44, Adopting Final 2023 Taxes Collectable in 2024
 - [B.](#) Resolution 2023-45, Adopting 2024 General Fund Budget
- 10. NEW BUSINESS**
 - [A.](#) Approve 2024 Public Utilities Budget
 - [B.](#) Approval of 2024-2028 Capital Improvement Plan
 - [C.](#) Authorize Plans and Bidding for 2024 Seal Coat and Crack Repair Project
- 11. REPORTS**
 - A. Attorney Report
 - [B.](#) Engineer Report
 - C. Administrator Report
- 12. OTHER**
 - [A.](#) Correspondence
- 13. ADJOURN**

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

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Work Session was held on November 20, 2023 at the City Hall, 1301 81st Avenue NE, Spring Lake Park, at 5:30 PM.

1. CALL TO ORDER

MEMBERS PRESENT

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

STAFF PRESENT

Public Works Director Terry Randall, Public Works Director George Linngren, Police Chief Josh Antoine, Administrator Daniel Buchholtz

OTHERS PRESENT

Jeff Ronneberg, Superintendent, Spring Lake Park School District; Matthew Boucher, Spring Lake Park High School Principal; Brad Johnson, Anoka County Attorney

2. DISCUSSION ITEMS

A. School Resource Officer (SRO) Discussion (Buchholtz/Antoine/Thames)

Chief Antoine provided an overview of recent changes to State Law impacting School Resource Officer (SRO) partnerships across the State. He stated that the Legislature amended State Law to expand the definition of an agent of the school to include a SRO. He reported that the Legislature prohibited the use of prone restraint or any physical hold that restricts or impairs a student's ability to breathe, ability for a student to communicate distress, places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a student's torso. He said the Legislature also limited the use of reasonable force by an agent of the school only to prevent imminent bodily harm or death to a student or another. Chief Antoine stated that these were major changes as use of force by an SRO was previously governed by M.S. §609.06, which governs use of force by all police officers.

Chief Antoine stated that the new law resulted in widespread confusion and concern across the State. He said this confusion, and subsequent guidance from the League of Minnesota Cities Insurance Trust (LMCIT), resulted in many cities, including Spring Lake Park, to cancel their SRO contracts and remove SROs from schools.

Chief Antoine reported that the Attorney General issued two opinions in attempt to clarify the law. He stated that the Attorney General stated that SROs must avoid the restraints identified

in the new law, but stated that SROs could use reasonable force when necessary under the circumstances, including restraining a student to prevent bodily harm or death to another. He reported that the Attorney General also stated that use of force by SRO's would be governed under M.S. §609.06, rather than the new law. Chief Antoine explained that there has been disagreement amongst attorney's, including Anoka County Attorney Brad Johnson and Hennepin County Attorney Mary Moriarty, on the Attorney General's opinion. He noted, however, that the Attorney General's opinion was binding under State Law until decided upon by a court of competent jurisdiction. Chief Antoine noted that, after the Attorney General's opinions were issued, a number of cities returned their SRO's back to the school.

Chief Antoine stated that he wanted to provide the City Council with all of the information the City had to date and to gain guidance from the City Council on a path forward. He presented two options: 1) stay the course and wait until the Legislative session, which would begin in March; or 2) rely on the Attorney General's opinion and reinstate the SRO program.

Councilmember Dircks inquired if our current SRO was comfortable returning to the school. Chief Antoine responded affirmatively.

Mayor Nelson expressed significant concern with reinstating the SRO program until the Legislature clarifies the law.

Councilmember Moran asked if the City or the School had been involved in litigation due to the SRO program. Administrator Buchholtz responded that there has not been litigation to date relating to the SRO program.

Brad Johnson, Anoka County Attorney, provided an overview of how the use of force authorization under M.S. §609.06 has changed over the past 60 years. He stated that the new law places SROs in the unenviable position of being held to two different standards, resulting in the fact that a SRO cannot use the same use of force as a police officer outside the school, despite the fact that both are sworn law enforcement officers. He stated that the new law reduces an SRO's discretion and judgment, as well as goes against their training. Attorney Johnson stated that he has reviewed the Attorney General's opinion and researched the matter and has determined that his office will only charge SRO's for violation of M.S. §609.06, rather than the new Legislation. Administrator Buchholtz noted that the POST Board has stated that it will follow the Attorney General's guidance when investigating complaints and considering licensure sanctions.

Superintendent Ronneberg stated that the School District has had a great relationship with the City of Spring Lake Park over the years. He stated that the School District does its best to place the SRO in a position to succeed by being very clear about what the role of school staff is in student discipline and only ask the SRO to intervene in an instance where there is imminent harm to either the student or others. Mr. Ronneberg stated that the most important aspect of the SRO program is the day to day relationship between the Officer and the students. He stated that while he understands the potential liability the new law presents, he stated that

since 2010, there has not been a single instance when an officer in any of the schools were accused of wrongdoing or excessive use of force.

Principal Boucher stated that he misses the lack of partnership between school district staff and the School Resource Officer. He stated that there has been significant discussion about the appropriate roles of school district staff and the SRO. He gave an example, noting that school district staff are responsible for breaking up fights, but that the SRO is responsible for following up on potential charges against a student.

Superintendent Ronneberg stated that 99% of the SRO's job is student outreach and that they need him to be a police officer 1% of the time. He stated that the school district is very prescriptive about when to utilize the SRO as a police officer.

Councilmember Dircks asked if there was a detriment to waiting until the Legislature clarified the new law relating to SRO's. Administrator Buchholtz stated that there are funds in the budget to cover the SRO's salary. He said the detriment is the lack of relationship building between law enforcement and the students at the High School.

Councilmember Goodboe-Bisschoff inquired about the SRO's training. Chief Antoine stated that he sent Officer Imig to a training in September. Attorney Johnson stated that the SRO's in Anoka County meet monthly to share information and ideas. Superintendent Ronneberg stated that Officer Imig had training with the District Student Services Director where they reviewed the de-escalation strategies that staff utilizes throughout the District.

Councilmember Goodboe-Bisschoff stated that she is conflicted, knowing the benefit of the SRO program but also concerned about the potential liability to the City. Councilmembers Wendling, Dircks and Moran each stated their support of reinstating the SRO program. Mayor Nelson reiterated his opposition to reinstating the SRO program until such time as the Legislature clarifies the law.

Administrator Buchholtz stated that, based on the opinion of a majority of the Council, staff would begin to prepare to draft a new SRO contract with Spring Lake Park School District for future City Council consideration.

B. 2024-2028 Capital Improvement Plan Review

Administrator Buchholtz asked if there were any questions or concerns regarding the proposed 2024-2028 Capital Improvement Plan. Hearing none, Administrator Buchholtz stated he would add this to the December 4 City Council agenda for possible adoption.

C. Public Utilities Budget Review

Administrator Buchholtz asked if there were any questions or concerns regarding the proposed 2024 Public Utilities budget. Hearing none, Administrator Buchholtz stated he would add this to the December 4 City Council agenda for possible adoption.

3. REPORT

A. Councilmember Reports - None

B. Administrator Report - None

4. ADJOURN

Mayor Nelson adjourned the City Council Work Session at 6:50 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

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

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

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

VISITORS

Shannon Miko	7729 Lakeview Lane NE	Spring Lake Park
Dennis Pease	7715 Lakeview Lane NE	Spring Lake Park
Pedro Munoz	7713 Lakeview Lane NE	Spring Lake Park
Hamza Retoya	697 79 th Avenue NE	Spring Lake Park

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

- A. Administrator Buchholtz provided an updated assessment roll, noting that additional payments have been received.
- B. Administrator Buchholtz requested that the Relocation of the Fuel Tanks be added as Item D. to the agenda.

5. DISCUSSION FROM THE FLOOR

None

6. CONSENT AGENDA

- A. Approval of Minutes – November 6, 2023 City Council Work Session

- B. Approval of Minutes – November 6, 2023 Council Meeting
- C. Approval of Claims – General Disbursement No 23-19- \$778,686.76
- D. Statement of Revenue and Expenditures – October 2023
- E. Statement of Fund Balance – October 2023
- F. Contractor’s Licenses
- G. Business Licenses

Motion made by Councilmember Wendling to approve Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Police Report

Police Chief Antoine reported that the Police Department responded to 755 calls for service in October 2023 compared to 658 calls for service for the month of October 2022. He reported that Investigator Bennek handled 32 cases for the month of October, 25 of which were felony in nature and 7 misdemeanors. He said Investigator Bennek is monitoring 5 active forfeiture cases.

Police Chief Antoine stated that Sgt. Fiske attended the first Family Fall Fest on October 28, 2023 and that officers were able to attend the Trunk or Treat on October 31, 2023. He stated that the Coffee with a Cop, held on October 26, 2023 at 6:00 pm, was a success.

B. Recreation Report

Parks Director Okey reported that during the month of October the Parks Department served 367 participants, which included 44 children for MEA break activities, 50 participants for the Osceola Scenic train ride and 90 participants for the first Family Fall Fest.

Director Okey extended a special thank you to volunteers for the Family Fall Fest. She stated that the City of Spring Lake Park was awarded a Community Block Grant for new playground equipment at Able Park.

8. PUBLIC HEARING

A. Certification of Delinquent Accounts

Administrator Buchholtz provided an overview of the delinquent utility, administrative citations and escrows. He stated that the proposed assessment roll totals \$71,163.37 for Anoka County, with \$44,172.87 for outstanding utility bills, \$15,200.00 for unpaid administrative citations and \$295.50 for unpaid planning escrows. He stated that \$11,500.00 is service fees.

Administrator Buchholtz reported that the proposed assessment roll totals \$6,162.54 for Ramsey County, with \$5,912.54 for outstanding utility bills. He stated that \$250.00 is service fees.

Administrator Buchholtz reminded the City Council that prior to approval of the assessment resolution, they must hold a public hearing on the proposed assessment roll.

Motion made by Councilmember Goodboe-Bisschoff to open the public hearing.

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

Mayor Nelson opened the public hearing at 7:09 pm.

Shannon Miko, owner of 7729 Lakeview Lane NE, stated that she would like to ask for the administrative citation fees to be forgiven. Building Official Baker stated that the issue of debris and long grass have been cleared up and there have been no complaints since August 2023.

Pedro Munoz, owner of 7713 Lakeview Lane NE, gave an overview of the what he has done to bring his property into compliance. He stated he would like to ask for the administrative citations to be forgiven. Building Official Baker stated that the property has been cleaned up and he is working with the homeowner on his remodeling project.

Vicki WazWaz, owner of 697 79th Avenue NE, stated that she would like to ask for the administrative citations to be forgiven. She gave an overview of what has been done on the property to alleviate the issue of parking on the grass.

Motion made by Councilmember Goodboe-Bisschoff to close the public hearing.

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

Mayor Nelson closed the public hearing at 7:42 pm.

9. ORDINANCES AND/OR RESOLUTIONS

- A. Resolution 2023-42, A Resolution Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor

Administrator Buchholtz stated that staff is requesting the City Council call for a public hearing on the issuance of General Obligation Capital Improvement Plan Bonds and the

associated Capital Improvement Plan. The CIP bonds will be used to finance the renovation and expansion of City Hall.

Administrator Buchholtz gave a history of the City Hall facility and its updates. He stated that the City Council commissioned a Space Needs Study to identify the deficiencies in the building and to determine how the building functions currently and how it should function in the future. The following issues were identified:

- Inefficient heating/cooling (HVAC) systems
- Inadequate restroom facilities
- Lack of ADA accessibility in areas of the building
- Lack of energy efficient lighting and insulation
- Insufficient public meeting and program spaces
- Lack of security features throughout the building

Administrator Buchholtz said the City Council decided that a complete renovation and small expansion of the existing City Hall facility was the most responsible use of public funds. The proposed renovation project will benefit our residents by:

- Enhancing energy efficiency and decreasing costs of building HVAC and electrical systems.
- Enlarging public meeting and program spaces to better serve the community.
- Increasing the number of restroom facilities to accommodate public gatherings of up to 200 people.
- Creating a separate entrance for the Police Dept. and moving the Police lobby to the front of the building.
- Rearranging staff space to increase operational efficiency.
- Improving ADA accessibility throughout the building.
- Strengthening building security for public and staff.
- Expanding technology to promote citizen engagement.

Administrator Buchholtz stated the project will be financed through the use of cash reserves and the proceeds from the issuance of a Capital Improvement Plan bond, issued pursuant to M.S. §475.521. He said the Resolution sets the public hearing for 7:00pm on December 18, 2023 at City Hall.

Motion made by Councilmember Dircks to Approve Resolution 2023-42, A Resolution Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor.

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

B. Resolution 2023-43, Certifying Delinquent Accounts

Councilmember Wendling asked that the properties at 01-30-24-43-0037, 02-30-42-42-0020 and 01-30-24-43-0032 be removed from the certification list for further discussion.

Councilmember Wendling asked if the resident had reached out to the city about their administrative citations. Administrator Buchholtz explained that the City is complaint based and the City sends a warning letter with a specific time to address the violation. If a resident does contact the city and ask for an extension the City will work with the homeowner since compliance is the ultimate goal of the City.

Motion made by Councilmember Goodboe-Bisschoff to remove the property at 01-30-24-43-0037 from the certification list to be sent to Anoka County in the amount of \$475.00.

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

Motion made by Councilmember Wendling to remove the property at 02-30-24-42-0020 from the certification list to be sent to Anoka County in the amount of \$525.00.

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

Motion made by Councilmember Wendling to remove 01-30-24-42-0032 from the certification list to be sent to Anoka County in the amount of \$825.00.

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

Motion made by Mayor Nelson to approve Resolution 2023-43, Certifying Delinquent Accounts, as Amended.

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

10. NEW BUSINESS**A. Adopt Amendments to City of Spring Lake Park Personnel Policy**

Administrator Buchholtz said that the 2023 Legislative Session brought a lot of changes to the area of employment law. He stated that the changes made it necessary for the City to update its personnel policy.

Administrator Buchholtz said that the proposed amendments include the following:

- Amending Section 1.03 (EEO Policy Statement) adding “lawful participation in the Minnesota Medical Cannabis Patient Registry” as a protected class.
- Amending Section 9.04 (Holidays) to add Juneteenth to the list of observed holidays.
- Amending Section 10.02 to transition the City’s sick leave policy to the new “Earned Sick and Safe Leave” standards. The leave accumulations for Full and Part Time employees who work 20 or more hours a week is the same as current policy. The new policy allows those part time employees who work less than 20 hours a week, temporary employees and seasonal employees to earn 1 hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.
- Amending Section 10.06 to add registered domestic partners to the bereavement leave policy.
- Updating Section 10.12 (Pregnancy and Parenting Leave) to allow all employees to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota, rather than those who work twenty or more hours per week.
- Updating Section 10.15 (School Conference Leave) to allow all employees to take unpaid leave up to a maximum of 16 hours in a 12-month period to attend conferences or classroom activities relating to the employee’s child.
- Updating various leave sections to add language stating that the “City shall not discharge, discipline, penalize, interfere with, or other retaliate or discriminate against an employee for asserting their rights under these leave laws.
- Updating Section 10.20 (Reasonable Unpaid Work Time for Working Mothers) providing reasonable paid break times.
- Updating Section 10.23 (Reasonable Accommodations) to require an employer to provide accommodations.

Motion made by Mayor Nelson to Adopt Amendments to City of Spring Lake Park Personnel Policy.

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

B. Approval of 2024 Recycling Budget

Administrator Buchholtz presented the 2024 recycling budget for approval.

Motion made by Councilmember Wendling to Approve the 2024 Recycling Budget.

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

C. Request from Anoka County Regional Economic Development (ACRED) to Extend MOU

Administrator Buchholtz stated that the Anoka County Regional Economic Development (ACRED) Partnership is a collective of all 21 Anoka County municipalities to provide regional

economic development services. He stated that the original Memo of Understanding (MOU) is set to expire in January 2024.

Administrator Buchholtz said that the extension is being requested to allow the ACRED the time to let two major initiatives time to be completed. He stated that the new MOU will expire on January 10, 2025.

Motion made by Councilmember Goodboe-Bisschoff to approve Request from Anoka County Regional Economic Development (ACRED) to Extend MOU.

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

D. Approval for Fuel Tank Relocation

Public Works Director Linngren gave an overview of the relocation of the fuel tanks. He stated that in the process of relocating the tanks it was discovered that new pumps would be needed. Public Works Director reported that the new pumps would allow the trucks to be monitored for routine maintenance. The funds for the relocation of the tanks will come from the Building Maintenance Fund in the amount of \$35,180.00.

Councilmember Wendling inquired if the new software program would be extra or was it included in the \$35,180.00. Public Works Director Linngren stated that the software is included in the quoted price.

Motion made by Mayor Nelson to approve the quote from Zahl Maintenance for Fuel Tank Relocation in the amount of \$35,180.00

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

11. REPORTS

A. Attorney's Report

Attorney Thames said that Council is free to contact his office if they have any questions regarding the School Resource Officer (SRO) discussion.

B. Engineer's Report

Reported accepted as presented.

C. Administrator Report

None

12. OTHER

A. Correspondence

None

13. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting was adjourned at 8:23 pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



**WHAT SAFEASSURE
WILL DO FOR THE CITY
OF SPRING LAKE PARK**

**INFORMATION
PACKET/PROPOSAL**

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**

The required standards that apply to The City of Spring Lake Park are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

EXCAVATIONS/TRENCHING 1926.651 (k)(1)

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

LOGGING OPERATIONS 1910.266 (i)(1)

The employer shall provide training for each employee, including supervisors, at no cost to the employee.

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the Service Agreement year. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces

Subpart E - Means of Egress

Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms

Subpart G - Occupational Health and Environmental Control

Subpart H - Hazardous Materials

Subpart I - Personal Protective Equipment

Subpart J - General Environmental Controls

Subpart K - Medical and First Aid

Subpart L - Fire Protection

Subpart M - Compressed Gas and Compressed Air Equipment

Subpart N - Materials Handling and Storage

Subpart O - Machinery and Machine Guarding

Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.

Subpart Q - Welding, Cutting, and Brazing.

Subpart S - Electrical

Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions

Subpart D - Occupational Health and Environmental Controls

Subpart E - Personal Protective and Life Saving Equipment

Subpart F - Fire Protection and Prevention

Subpart G - Signs, Signals, and Barricades

Subpart H - Materials Handling, Storage, Use, and Disposal

Subpart I - Tools - Hand and Power

Subpart J - Welding and Cutting

Subpart K - Electrical

Subpart L - Scaffolds

Subpart M - Fall Protection

Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors

Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations

Subpart P - Excavations

Subpart V - Power Transmission and Distribution

Subpart W - Rollover Protective Structures; Overhead Protection

Subpart X - Stairways and Ladders

Subpart Z - Toxic and Hazardous Substances

Applicable MN OSHA 5205 Rules

Applicable MN OSHA 5207 Rules

Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Spring Lake Park to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Spring Lake Park are for the sole and express use by The City of Spring Lake Park and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Spring Lake Park.

All written programs/services that are produced by SafeAssure Consultants, Inc. are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Spring Lake Park should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

If SafeAssure fails to perform any of the provisions of this Service Agreement or so fails to administer the work as to endanger the performance of the Service Agreement, such failure may constitute default. Unless the default is excused by the city, the city may, upon written notice to the SafeAssure, cancel this agreement in partial or entirety.

As a "full-service client" all time spent consulting, answering questions, correspondence, and OSHA inspection assistance both on and off site are part of the Service Agreement services and are included (see also schedule within).

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Spring Lake Park

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Chainsaw/Tree Trimming

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Contractors Safety Program

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDSonline Database

Ergonomics/Proper Lifting

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Fleet Safety/Defensive Driving

- review/modify or write site specific program
- documented training of all personnel

General Safety Requirements (other as required)

- review/modify or write site specific program
- documented training of all personnel

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Recordkeeping

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel
- Medical Questionnaire/Fit Tests

Trenching/Excavation

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO/Lifting, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO-as required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is effective the first day of January 2024 between The City of Spring Lake Park, Spring Lake Park, Minnesota, herein referred to as The City of Spring Lake Park and SafeAssure Consultants, Inc. 7505 93rd AVE NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Spring Lake Park (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum** of **\$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that The City of Spring Lake Park will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Spring Lake Park, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Spring Lake Park, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Spring Lake Park, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Spring Lake Park, the aforementioned features and services. These features and services include but are not limited to providing OSHA compliance recommendations/consultations, scheduled classroom-training sessions, unlimited online training, and writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Spring Lake Park.

ANNUAL SERVICE AGREEMENT (FULL SERVICE)	\$7,636.22
MSDS/SDS ON-LINE SERVICES	(included)

TOTAL ANNUAL \$ \$7,636.22

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Spring Lake Park Date

X _____
The City of Spring Lake Park Date

X 

President-SafeAssure Date 111623



Memorandum

To: Mayor Nelson and Members of the City Council
From: Wanda Brown, Deputy City Clerk
Date: November 27, 2023
Subject: SafeAssure Annual Contract

Attached you will find the proposed 2024 Safety Consultant Contract with SafeAssure. The contract cost is 7,636.22, and includes a Full-Service Agreement and the MSDS/SDS On-line Services.

The company has multiple options for service including Zoom sessions, additional specific subject online training sessions (through the SafeAssure Educational website), and of course in-person training as done as safely as it possibly can be done.

I am recommending that we renew our contract with SafeAssure.

Thank you.

INVOICE

SAFEASSURE CONSULTANTS
7505 93rd Ave NE
Spicer, MN 56288

melanie@safeassure.com
+1 (320) 231-3803
www.safeassure.com



Spring Lake Park

Bill to

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

Invoice details

Invoice no.: 3459
Terms: Due By Dec. 31st
Invoice date: 11/21/2023
Due date: 12/31/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Consulting Safety Training		1	\$7,636.22	\$7,636.22
					Total	\$7,636.22

Note to customer

Thank you for your continued commitment to safety!



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 28, 2023

Subject: Tort Limit Election

Each year, the City Council is asked whether it wishes to elect to waive the statutory tort limits in order to comply with LMCIT requirements.

The City historically has chosen to not waive the monetary limits on municipal tort liability established by M.S. § 466.04. This decision reduces the cost of the City's liability insurance as it limits claims to \$500,000 per individual claimant per occurrence or \$1,500,000 for all claimants per occurrence.

Not all claims are covered by statutory municipal tort limits. This is why the City purchases \$1 million in excess liability coverage per year.

Staff recommends not waiving monetary tort limits. If you have any questions, please do not hesitate to contact me at 763-784-6491.



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member’s effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: _____

Signature: _____ Position: _____



CITY OF SPRING LAKE PARK
 1301 Eighty-First Avenue N.E.
 Spring Lake Park, MN 55432
 Ph: 763-784-6491 Fax: 763-792-7257

PUBLIC RIGHT-OF-WAY APPLICATION

SAP# 110017315

MGC# 23-73151

NAME/COMPANY: CENTERPOINT ENERGY/ Michels Utility Services

GOPHER 1-CALL REG. NO.: 0029 / 72757

ADDRESS: 700 LINDEN AVE W, MINNEAPOLIS, MN 55403

PHONE: 612-321-5414

FAX: 612-321-5480

E-MAIL ADDRESS: desiree.tienter@centerpointenergy.com

NAME OF REPRESENTATIVE: Desiree Tienter

REPRESENTATIVE PHONE NO'S.: 612-321-5414

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:

Installation of new 1/2" PE Plastic natural gas service line to 7900 MCKINLEY ST NE

START DATE: 12/11/2023

COMPLETION DATE: 12/31/2024

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION: to like or better condition

OK. 11/29/23
 TR

Desiree Tienter

Authorized Representative Signature

Please waive permit fees per franchise agreement

11/28/2023

Date

FOR OFFICE USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE: | VERIFICATION DATE: _____ |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES
(If Corporation, from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency) |

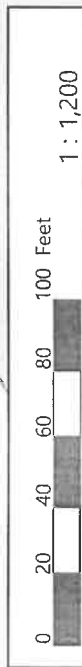
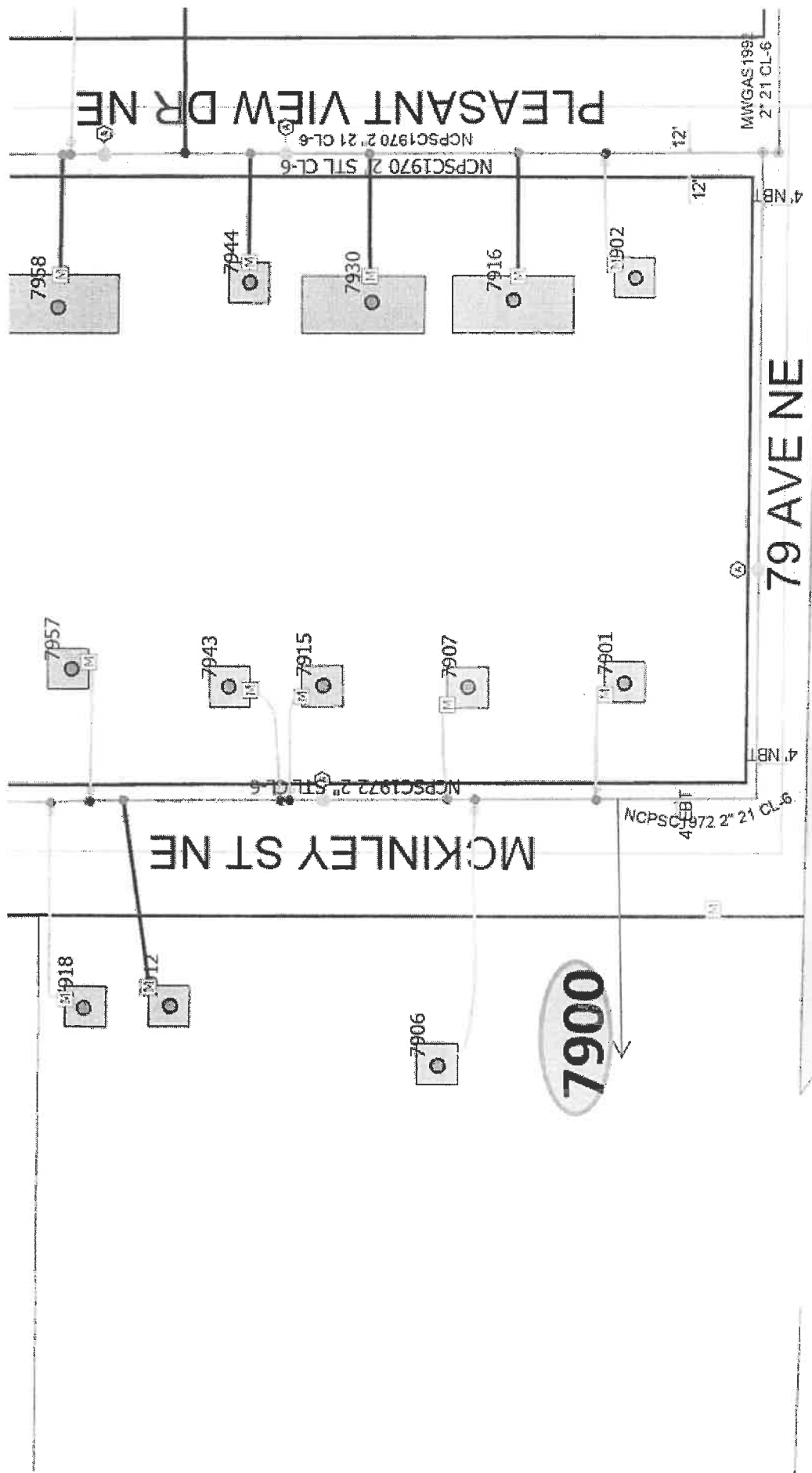
- PERMIT FEES:**
- | | |
|---|--|
| <input type="checkbox"/> Excavation Hole - \$150.00 | <input type="checkbox"/> Emergency Hole - \$55.00 |
| <input type="checkbox"/> Trench - \$70.00/100'+Hole fee | <input type="checkbox"/> Obstruction Fee - \$50.00+.05/Ft. |

Receipt No.:

Date:

Initials:

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227 48 HOURS PRIOR TO COMMENCING WORK



The CenterPoint Energy G.Viewer Application displays locations for Gas and Electric Facilities. This information should not be made publicly accessible and also no warranty express or implied is made or assumed regarding accuracy, adequacy, completeness, legality, reliability or usefulness of any such information, and any and all warranties are expressly disclaimed.



ADDRESS:	7900 MCKINLEY ST NE, SPRING LAKE PARK, MN
WO #:	110017315 / MGC#23-73151
COMMENTS:	INSTALL NEW GAS SERVICE LINE
DATE:	11/27/2023

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

Contractor's Licenses

December 4, 2023

Plumbing Contractor

Safe Step Tubs of MN

Stewart Plumbing, Inc.

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

**Business License
Liquor License
December 4, 2023**

Intoxicating On-Sale

Dala 1, Inc.
8407 Plaza Blvd NE

Main License

OS-24-01

Sunday License

OSS-24-01

Don Goyo Bar & Grill
8492 Central Avenue NE

OS-24-02

OSS-24-02

Hy-Vee Market Grille
8155 Hwy 65 NE #3

OS-24-03

OSS-43-03

Monte's of Spring Lake Park, Inc
8299 University Avenue NE

OS-24-04

OSS-24-04

RS Properties dba The Sunset Grill
8466 Hwy 65 NE

OS-24-05

OSS-24-05

Taco Lindo of Spring Lake Park
8188 Hwy 65 NE

OS-24-06

OSS-24-06

Club

Kraus Hartig VFW
8100 Pleasant View Drive NE

C-24-01

Off-Sale Intoxicating

Hy-Vee Wine & Spirits
8155 Hwy 65 NE #2

OFFSL-24-01

3.2 Off-Sale

Hy-Vee
8155 Hwy 65 NE

3.2 OFFSL-24-01

3.2 OFFSSL-24-01

Tap Room

Torg Brewey
8421 University Avenue NE

TRONSL-24-01
BROFSL-24-01

TRONSS-24-01
BROFSS-24-01

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

**Business License – Massage
December 4, 2023**

Hair By Hughes

913 Manor Drive NE

Enterprise License – Carlene Bayer MTE-24-01

Individual Tech – Holly Rosa MT-24-01

Acupressure Massage

8189 University Ave NE

Enterprise License – Jian Shi MTE-24-02

Individual Tech – Jian Shi MT-24-02

Individual Tech – Jianyan Shi MT-24-03

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

**Business License
Pawn Broker License
December 4, 2023**

Lincoln Pawn & Jewelry
8480 Hwy 65 NE
PS-24-01



Memorandum

To: Mayor Nelson and Members of the City Council
From: Terry Randall, Public Works Director
Date: November 29, 2023
Subject: November 2023 Public Works Report

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

- Pick up garbage and recycling daily.
- Installed thin ice signs at Lakeside Lions Park and Triangle Park.
- Installed new power conduits from City Hall to the dumpster enclosures for fuel tank relocation.
- Staff had Classic Construction build two new dumpster enclosures.
- Cleaning up the yard to make room for the City Hall remodeling project.
- Staff swept leaves at all the parks. Leaves were loaded into dumpsters and hauled away by Walters Recycling and Refuse.
- Staff had Mike McPhillips Company sweep streets and parking lots.
- Staff has been out patching with asphalt in area previously missed.
- Staff worked on equipment, snow removal and storing the summer equipment for the season.

Appointments:

- November 6 – Attended Rate Study Meeting
- November 7 – Attended Safety Training
- November 7 – Attended Staff Meeting
- November 20 – Attended Utility Budget Workshop
- November 20 – Attended City Hall Remodeling Project Bid Opening



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

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Director
RE: Code Enforcement Monthly Report for November 2023
DATE: November 30, 2023

In November, a total of 17 building, 2 mechanical, 7 plumbing, 1 Zoning and 2 Fire Suppression for a total of 29 permits issued compared to a total of 45 in 2022. Code Enforcement conducted 172 inspections in the month of November including 75 building, 49 rental, 9 zoning, 17 nuisance and 22 fire inspections.

Three Administrative Offense tickets were issued, totaling, \$350.00

The first round of letters for rental renewals went out on November 15th. So far, 40 properties have registered.

4 Properties are still to have their 2023 inspection.

Construction Update:

- 8301 University Ave, Take 5 Carwash. Still in limbo, Benson Orth is looking for their Temp CO. A new carwash company is going to take it over and install their own equipment.
- 7900 McKinley, Sheet Rock is up!

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

- City Hall Pre-Bid Meeting November 2nd.
- City Council meeting on November 6th and 20th.
- Department Head Meeting November 7th.
- Fire Marshal Association Meeting November 8 & 9th.
- Construction Bid Opening November 20th.

This concludes the Code Enforcement Department monthly report for November 2023. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



City of Spring Lake Park 2024 Truth in Taxation Hearing

City Council

Bob Nelson, Mayor

Ken Wendling

Barbara Goodboe-Bisschoff

Lisa Dircks

April Moran

December 4, 2023

Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2024 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

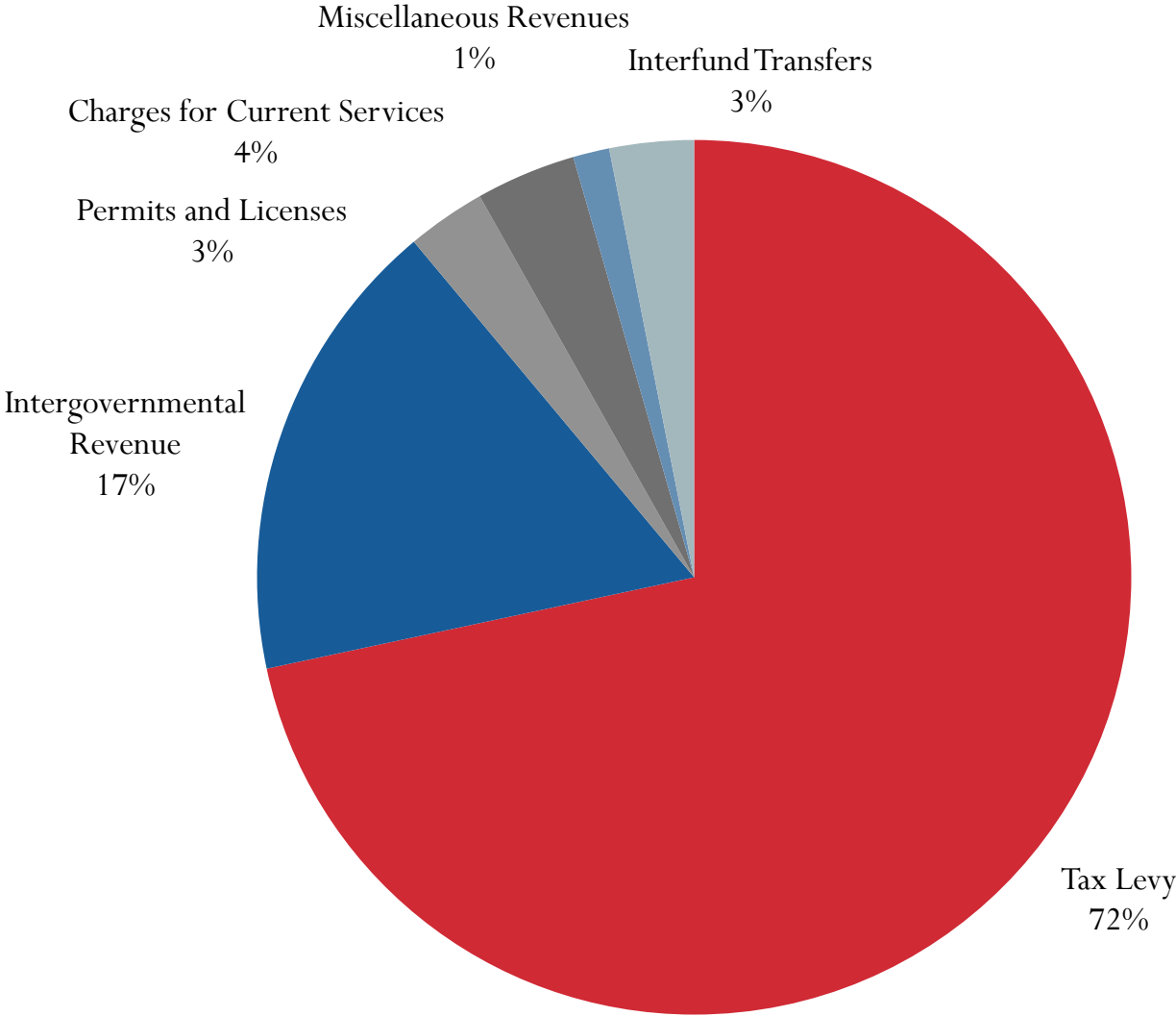
2024 Budget Process

- June 2023 Department Heads Draft Departmental Budgets
- July 2023 Department Heads Present Budgets to Administrator
- August 14, 2023 Administrator Presents Proposed Budget to City Council
- September 18, 2023 Council Approves Preliminary Budget/Tax Levy
- December 4, 2023 TNT Hearing
- December 4, 2023 Council Approves Final Budget/Tax Levy

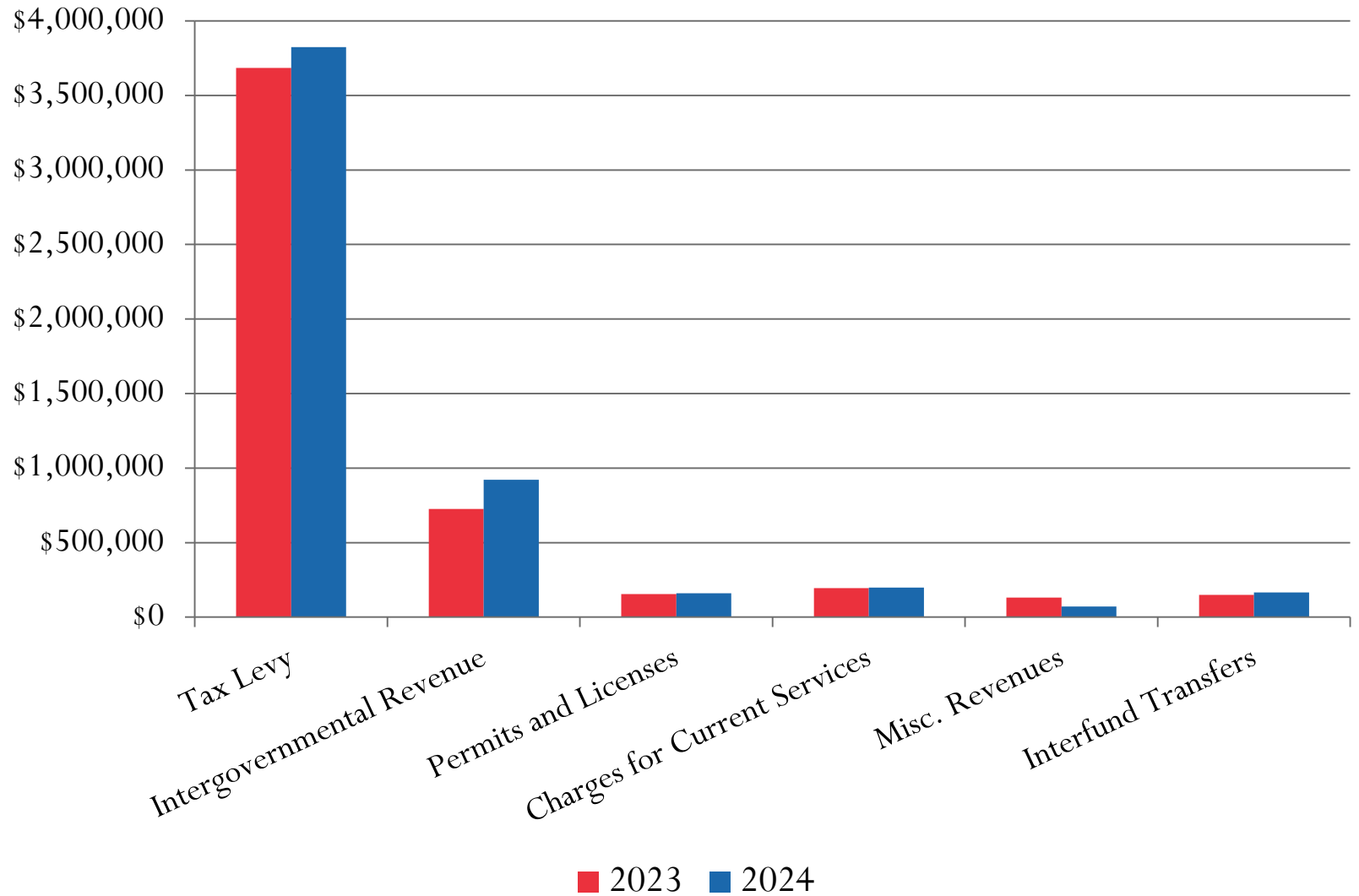
Why Does My Property Tax Bill Vary From Year to Year

- Market Value Changes
- Budgets and Levies of Various Jurisdictions
- Special Assessments
- Change in Property Class
- Voter Approved Referendums
- Changes in Federal and State Mandates
- Changes in Aid and Revenue from State/Federal Government
- State Legislative Changes

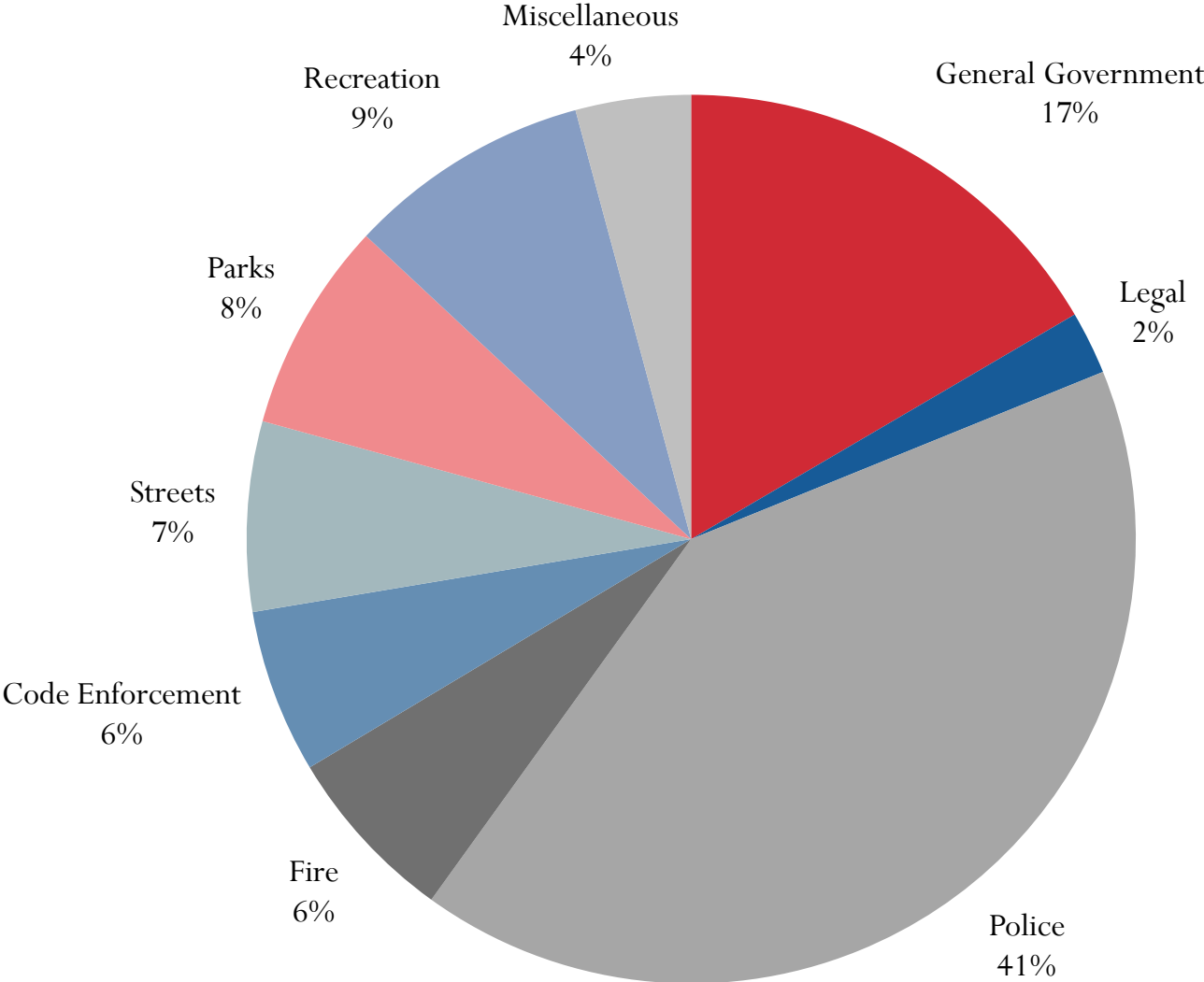
2024 General Fund Revenues



Revenue Comparison

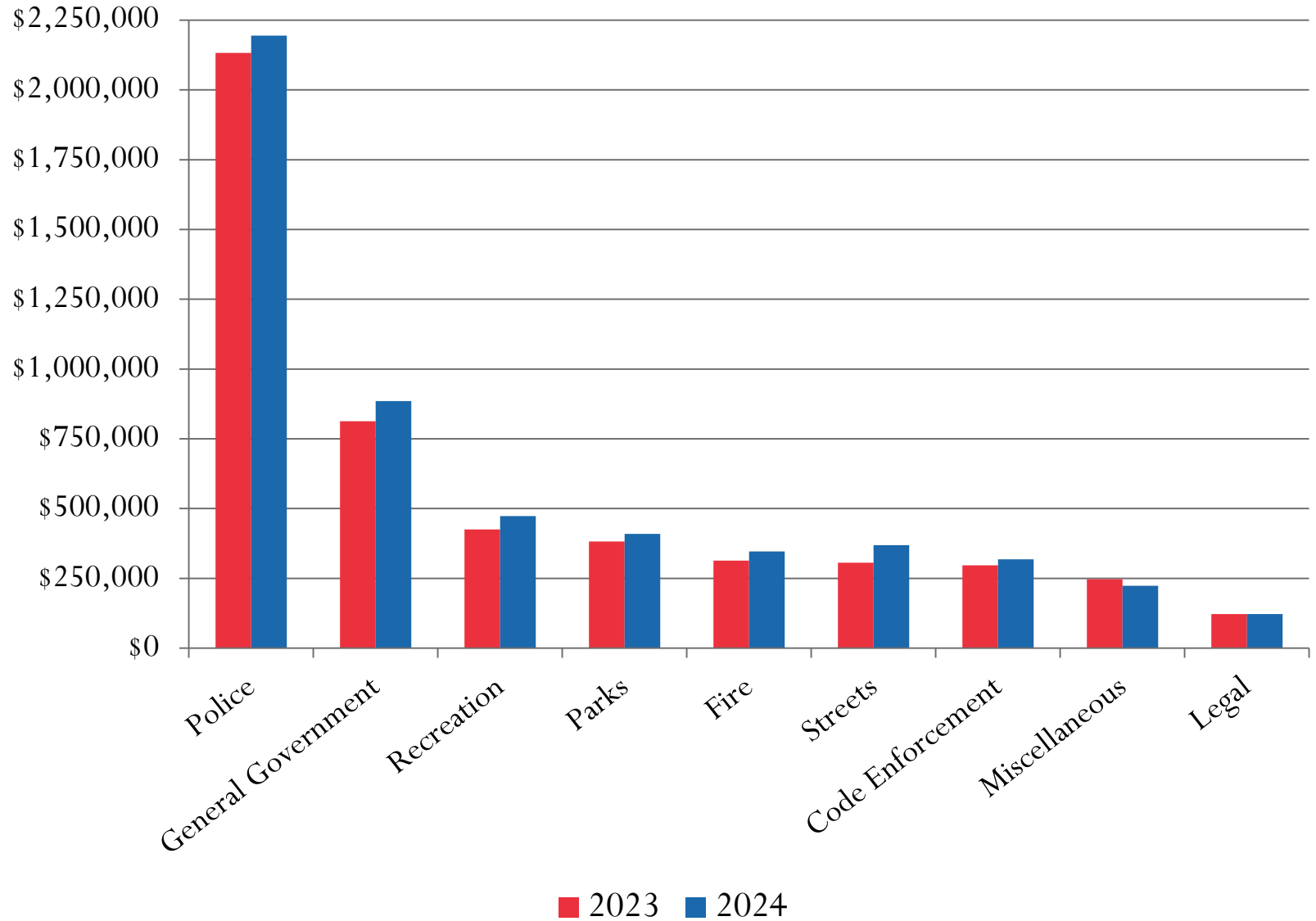


2024 General Fund Expenditures



Notes: General Government includes City Council, Administration, Assessor, Audit, I.T., Engineering, Planning and Zoning and Government Buildings.

Expenditure Comparison



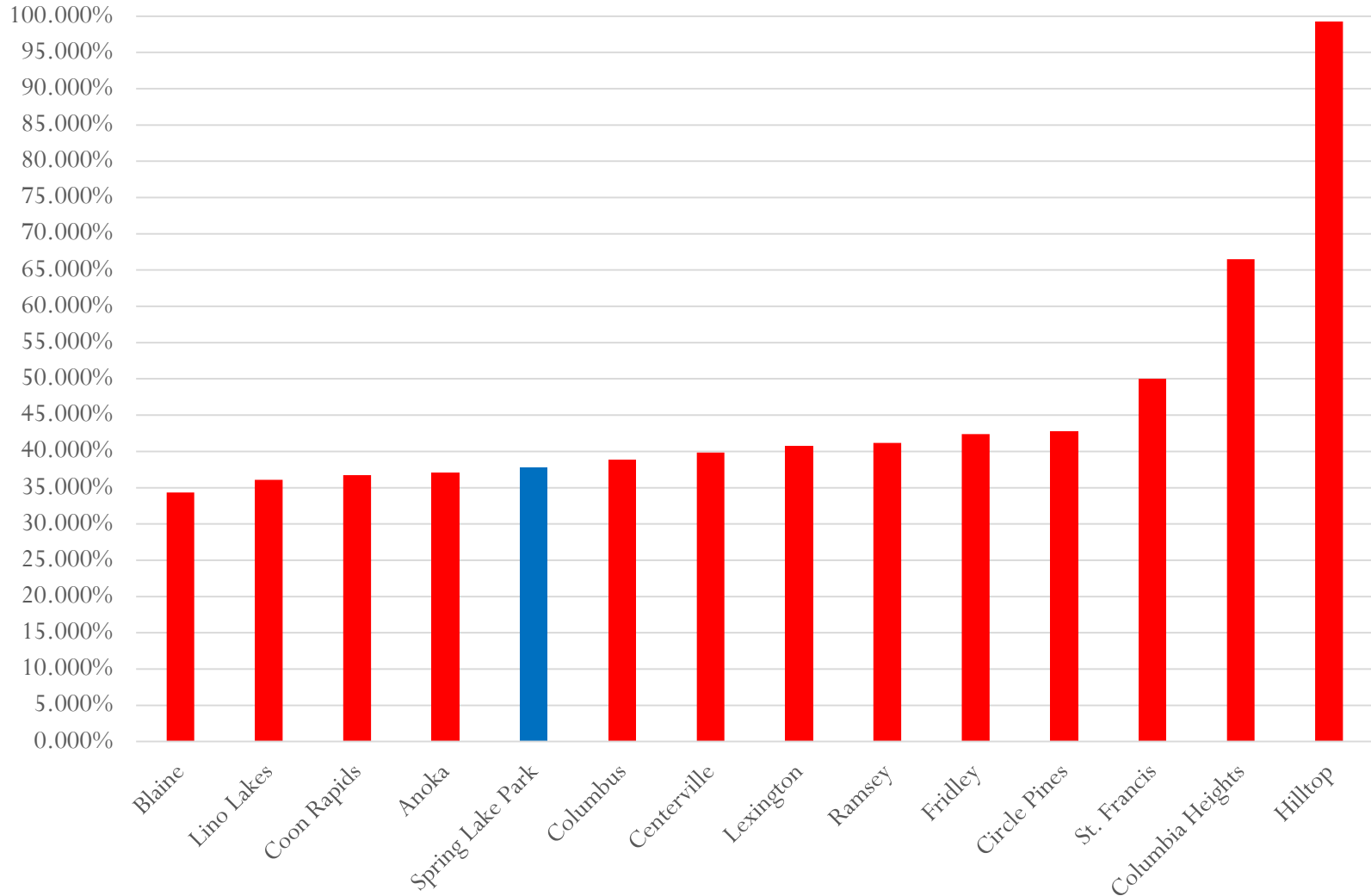
2024 Budget Highlights

- Proposed 2024 Levy is \$4,113,290, an increase of 3.72%
 - General Government levy increase is 3.80%
 - No change in debt service levy
- Proposed 2024 Budget is Balanced
 - General Fund revenues are anticipated to increase by 6.03%
 - Overall General Fund spending is set to increase by 6.03%
- City's tax rate will increase slightly from 37.285% in 2023 to 37.752% in 2024

2024 Budget Highlights

- City is self-financing capital equipment needs, allowing money previously allocated for bond issuance costs and interest payments to fund equipment needs instead.
- Budget proposes increasing hours of part-time Recreation Office Support Specialist from 20 to 28 hours per week.
- Budget addresses inflationary increases such as salaries, benefits, fuel, increases in temporary salary ranges, printing and publication costs, and workers compensation insurance
- Budget sets aside funds for Ash tree removals due to the Emerald Ash Borer epidemic.

Proposed 2024 Tax Rates for Select Anoka County Cities



Spring Lake Park Historical Tax Rate



Revenue Detail

Revenue by Category	2023 Budget	2024 Budget	% Chg.
Property Taxes	\$ 3,685,047.00	\$ 3,823,887.00	3.77%
Intergovernmental Revenue (LGA, Court Fines, etc)	\$ 725,157.00	\$ 921,720.00	27.11%
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 154,422.00	\$ 160,289.00	3.80%
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 193,924.00	\$ 197,462.00	1.82%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Service Contracts)	\$ 131,615.00	\$ 71,606.00	(45.59%)
Interfund Transfers (Public Utilities, Recycling)	\$ 149,342.00	\$ 166,502.00	11.49%
TOTAL	\$ 5,039,507.00	\$ 5,341,466.00	5.99%

Expenditure Detail

Expenditure by Department	2023 Budget	2024 Budget	% Chg.
General Government	\$ 814,483.00	\$ 884,803.00	8.63%
Police Department	\$ 2,132,741.00	\$ 2,194,110.00	2.88%
Fire Protection	\$ 310,505.00	\$ 346,086.00	11.46%
Code Enforcement	\$ 296,962.00	\$ 318,367.00	7.21%
Streets	\$ 307,372.00	\$ 368,817.00	19.99%
Recreation	\$ 424,704.00	\$ 473,253.00	11.43%
Parks	\$ 382,940.00	\$ 409,630.00	6.97%
Legal	\$ 122,500.00	\$ 122,500.00	0.00%
Miscellaneous	\$ 247,300.00	\$ 223,900.00	(9.46%)
TOTAL	\$ 5,039,507.00	\$ 5,341,466.00	5.99%

2024 Property Tax Levy

Revenue by Category	2023 Budget	2024 Budget	% Chg.
General Operations	\$3,885,625.00	\$4,033,290.00	3.80%
Debt Service	\$ 80,000.00	\$ 80,000.00	0.00%
TOTAL	\$3,965,625.00	\$4,113,290.00	3.72%

Questions?



Thank You For Attending!



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: November 28, 2023
Subject: Adopt Final Levy for Taxes Collectable in 2024

Staff recommends the City Council adopt Resolution 2023-44, which will set the final 2023, pay 2024 levy for the City of Spring Lake Park at \$4,113,290, an increase of 3.72% over the 2022, pay 2023 levy. This is the same as the preliminary levy set by the City Council on September 18, 2023.

The final levy is broken down into four parts:

General Levy	\$3,823,887
2022 Street Improvement Project Levy	\$ 24,078
Capital Improvement Plan Levy	\$ 185,325
2021A G.O. Improvement Bond	<u>\$ 80,000</u>
	\$4,113,290

This is the 2nd year of 10 years for the 2022 Street Improvement Project Levy. This is the 3rd year of 5 years for the 2021A G.O. Improvement Bond levy. The Capital Improvement Plan levy replaced the equipment certificate debt service, as the City is transitioning to a pay-go model for capital equipment purchases.

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

RESOLUTION NO. 2023-44

RESOLUTION ADOPTING FINAL 2023 TAXES COLLECTABLE IN 2024

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2024, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$3,823,887
2022 Street Improvement Project Levy	\$ 24,078
Capital Improvement Plan Levy	\$ 185,325
2021A G.O. Improvement Bonds	<u>\$ 80,000</u>
TOTAL LEVY:	\$4,113,290

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer of the City of Spring Lake Park is hereby instructed to transmit a certified copy of this resolution to the County Auditors of Anoka and Ramsey Counties, Minnesota.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay: None

Whereupon the Mayor declared said resolution duly passed and adopted this 4th day of December, 2023.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-44, A Resolution Adopting Final 2023 Taxes Collectable in 2024, adopted by the Spring Lake Park City Council at their regular meeting on the 4th day of December 2023.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

RESOLUTION NO. 2023-45

RESOLUTION ADOPTING 2024 GENERAL FUND BUDGET

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the City Council adopts the 2024 General Fund budget and establishes revenues and appropriates the following amounts for each Department:

Revenues

Tax Levy	\$3,823,887
Intergovernmental Revenue	\$ 921,720
Permit and Licenses	\$ 160,289
Charges for Current Services	\$ 197,462
Miscellaneous Revenues	\$ 71,606
Interfund Transfers	\$ 166,502
TOTAL	\$5,341,466

Expenditures

City Council	\$ 76,365
Administration	\$ 543,663
Assessor	\$ 39,140
Auditor	\$ 13,400
I.T.	\$ 70,453
Legal Fees	\$ 122,500
Engineer	\$ 6,500
P&Z	\$ 2,500
Government Buildings	\$ 132,782
Fire Protection	\$ 346,086
Code Enforcement	\$ 318,367
Street Department	\$ 368,817
Recreation	\$ 473,253
Police Department	\$2,194,110
Parks Department	\$ 409,630
Miscellaneous	\$ 223,900
TOTAL	\$5,341,466

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized to implement the budget as approved by the City Council.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 4th day of December, 2023.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 23-45, A Resolution Adopting 2024 General Fund Budget, adopted by the Spring Lake Park City Council at their regular meeting on the 4th day of December 2023.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Spring Lake Park

History. Community. Home.

2024 General Fund Budget

Revised November 22, 2023



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 22, 2023

Subject: 2024 Administrator's Budget Proposal (*Updated*)

On behalf of the City's Department Heads, I am pleased to present the proposed 2024 General Fund Budget for City Council consideration.

Summary

The 2024 General Fund budget shows an increase of 6.0%. The proposed General Fund levy for 2023, collectable in 2024, is proposed to increase by 3.77%, from \$3,685,047 to \$3,823,887.

The Capital Improvement Plan levy is proposed to increase by 5%, from \$176,500 to \$183,560. This proposed increase will maintain the purchasing power of our Equipment Fund. The proposed 2024 property tax levy for the 2022 Street Improvement project will remain the same as 2023 at \$24,078.

Debt service expenditures for 2024 will remain the same as 2023 at \$80,000.

The overall levy for 2023, collectable in 2024, is proposed to increase by 3.72%, from \$3,965,625 to \$4,113,290.

Budget Process

Budget forms were distributed to the Department Heads in late May. After each department submitted their 2024 requests, Accountant Melissa Barker and I met individually with each Department Head to discuss all requests and receive further explanation as to their necessity. A number of adjustments were made via those discussions. Based on the budget requests made by the Department Heads, I projected revenues from a number of different categories to arrive at a proposed property tax levy.

The City Council reviewed the Administrator's Budget Proposal at a work session on August 14, 2023 at 5:30pm. The preliminary tax levy was set at the September 18, 2023 City Council meeting. The annual Truth in Taxation hearing will occur on December 4, 2023. Final budget and tax levy adoption will occur on December 18, 2023.

General Factors Affecting the Budget

- *Tax Base.* For the Ramsey County portion of the City, the total estimated market value increased by 3.53% to \$20,799,800. Preliminary net tax capacity for the Ramsey County portion of the City is \$206,354. For the Anoka County portion of the City, the estimated market value increased by 7.37% to \$873,019,477. Preliminary net tax capacity for the Anoka County portion of the City is \$10,195,860. The City had \$6,121,600 in new construction added to the property tax rolls for pay 2024 taxes. The median home value for pay 2024 property taxes is \$285,800, which is an increase of 0.63%.
- *State Budget and Legislative Impacts.* There were no levy limits established for the 2024 budget. Local Government Aid (LGA) is projected to increase by \$206,563 for the 2024 budget year. The Minnesota Department of Revenue has stated that revenues continue to exceed projections.
- *Economy.* Inflation continues to be a threat to economic growth, but it has cooled significantly with tightening of fiscal policy. The most recent inflation figures show the consumer price index rose 3% from a year earlier, the lowest rate since March 2021. Core CPI, which removes more volatile food and energy costs, dropped to 3.7%, the lowest since October 2021. The unemployment rate in Minnesota is at 3.1%, below the national unemployment rate of 3.8%. The economy has continued to show strong job growth. Based on the unemployment rate and job growth, the Federal Reserve believes that a recession is not inevitable. However, the New York Fed recession probability indicator suggests there is a 56.2% chance of a recession sometime in the next 12 months.

Below is an economic forecast summary prepared by Wells Fargo.

Wells Fargo U.S. Economic Forecast				
	Actual		Forecast	
	2021	2022	2023	2024
Real GDP	5.9%	2.1%	2.4%	0.8%
Personal Consumption	8.3%	2.7%	2.2%	0.7%
Industrial Production	4.4%	3.4%	-0.3%	1.2%
Corporate Profits Before Taxes	22.6%	6.6%	-1.1%	-1.7%
Unemployment Rate	5.4%	3.6%	3.6%	4.2%
Housing Starts (millions of units)	1.60	1.55	1.39	1.35
<i>Inflation Indicators (year over year % change)</i>				
Personal Consumption Expenditure Deflator	4.0%	6.3%	3.9%	2.2%
Consumer Price Index	4.7%	8.0%	4.2%	2.5%
<i>Interest Rates (annual average)</i>				
Federal Funds Target Rates	0.25%	2.02%	5.31%	4.75%
Conventional Mortgage Rate	3.03%	5.38%	6.94%	6.39%
10 Year Treasury Note	1.45%	2.95%	4.08%	3.73%
Forecast as of October 13, 2023.				
Full chart available at: https://wellsfargo.bluematrix.com/links2/html/3bd83873-e7b6-4ccf-99f9-f823a21d28e2				

Revenues

The proposed revenues for the 2024 General Fund budget total \$5,341,466. Property taxes are proposed to fund 71.5% of the General Fund budget. While property taxes are a major funding

source for the City, there are several categories of revenues that contribute over \$1.5 million that would otherwise fall on property taxpayers. The chart below compares these categories.

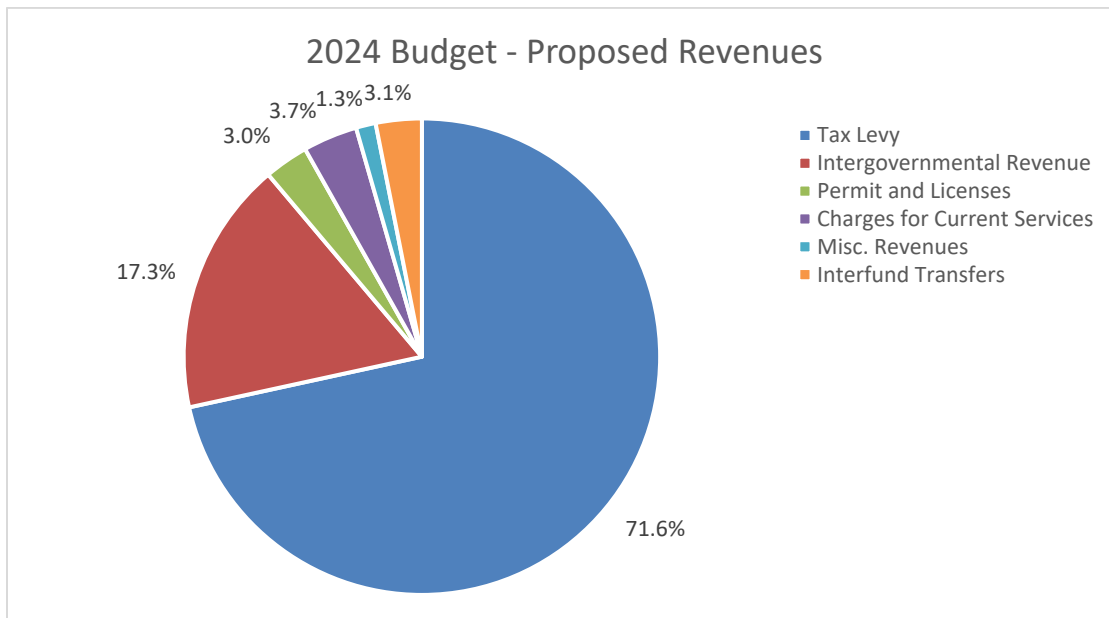
Revenue	2023 Budget	2024 Budget	% Change	\$ Change
Tax Levy	\$ 3,685,047	\$ 3,823,887	3.77%	\$ 138,840
Intergovernmental Revenue	725,157	921,720	27.11%	196,563
Permit and Licenses	154,422	160,289	3.80%	5,867
Charges for Current Services	193,924	197,462	1.82%	3,538
Miscellaneous Revenues	131,615	71,606	-45.59%	(60,009)
Interfund Transfers	149,342	166,502	11.49%	17,160
Total Revenues	\$ 5,039,507	\$ 5,341,466	5.99%	\$ 301,959

Local Government Aid is expected to increase by \$206,563 to \$771,720.

The proposed budget eliminates the Liquor Fund transfer.

The City will be receiving one-time Public Safety Aid, which will be deposited into a separate fund (see discussion on this later in the memorandum). The proposed budget calls for a portion of these funds to be used for phasing in the difference in cost between the elimination of a Police Records Technician and to ease the transition away from the School Resource Contract revenue.

The pie chart below shows the breakdown of General Fund revenue by type.



Expenditures

The proposed expenditures for the 2024 General Fund budget total \$5,341,466, an increase of 5.99% from 2023.

The following table is a summary of the 2024 expenditure budget by Department.

Expenditure	2023 Budget	2024 Budget	% Change	\$ Change
City Council	\$ 73,210	\$ 76,365	4.31%	\$ 3,155
Administration	490,435	543,663	10.85%	53,228
Assessor	38,000	39,140	3.00%	1,140
Audit	12,425	13,400	7.85%	975
I.T.	62,689	70,453	12.38%	7,764
Legal	122,500	122,500	0.00%	-
Engineering	6,500	6,500	0.00%	-
Planning and Zoning	2,000	2,500	25.00%	500
Government Buildings	129,224	132,782	2.75%	3,558
Police	2,132,741	2,194,110	2.88%	61,369
Fire	310,505	346,086	11.46%	35,581
Code Enforcement	296,962	318,367	7.21%	21,405
Streets	307,372	368,817	19.99%	61,445
Recreation	424,704	473,253	11.43%	48,549
Parks	382,940	409,630	6.97%	26,690
Miscellaneous	<u>247,300</u>	<u>223,900</u>	-9.46%	<u>(23,400)</u>
Total Expenditures	<u>\$ 5,039,507</u>	<u>\$ 5,341,466</u>	5.99%	<u>\$ 301,959</u>

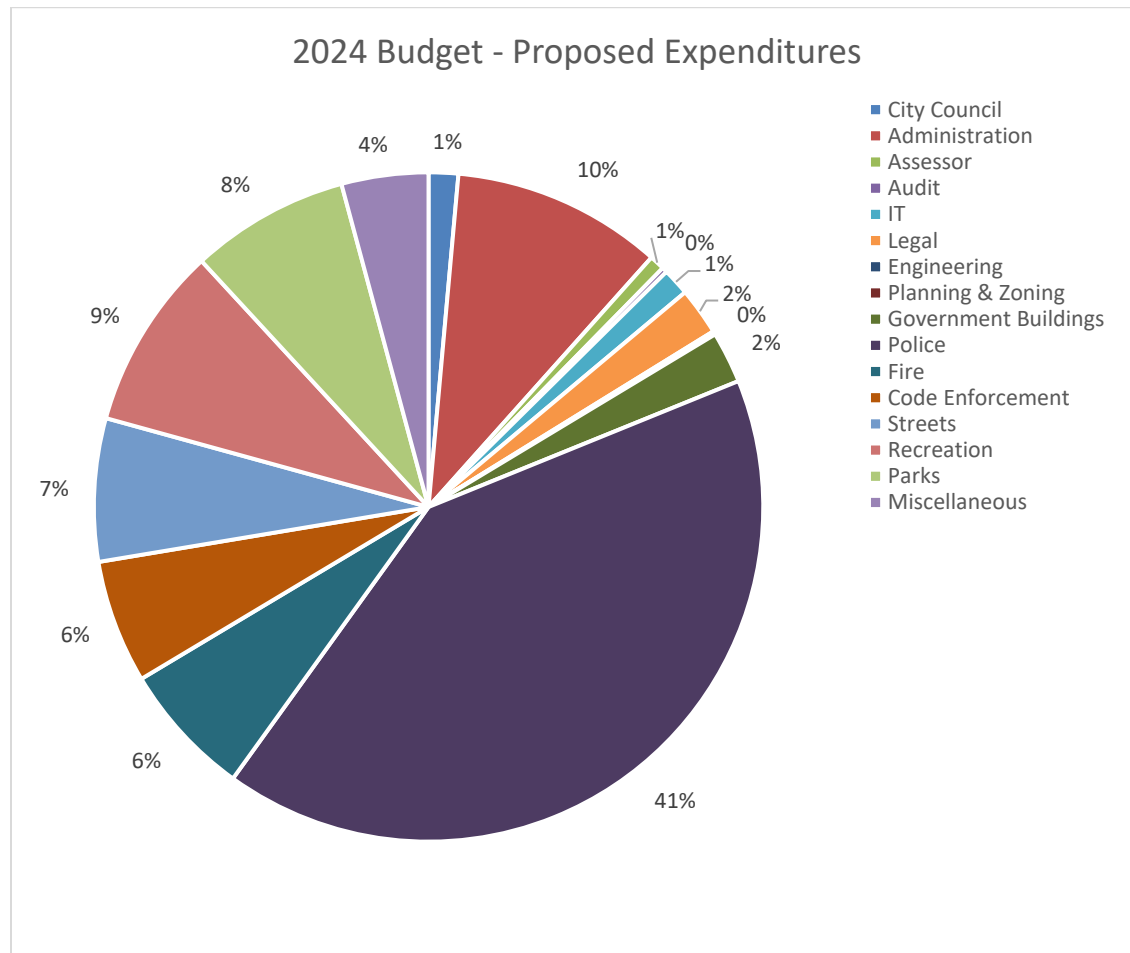
There are a number of factors driving expenditure growth for the upcoming year. I have summarized some of those factors below:

- *Wages and benefits.* The budget includes funds allocated for a 4.0% COLA increase for 2024. The budget also increased funds to address higher health insurance premiums.
- *Fire Department Budget.* The City's Fire Department Contract with SBM Fire Department is set to increase from \$264,095 to \$279,344 an increase of 5.78%. A major driver of this increase is due to the transition to the duty crew model for evening and weekend response. The capital outlay budget is increasing from \$46,410 to \$66,742, an increase of 43%. I have included the detail for the SBM Fire Department's budget for your review.
- *Police Department Staffing Study Implementation.* The proposed budget eliminates a vacant Records Management Technician position from the budget and use those funds to cover the 9/12 Patrol Officer position that was previously paid for through our School Resource Officer (SRO) contract with ISD 16. The cost difference will be funded for 2024 with a portion of the one-time Public Safety Aid. If the SRO law is clarified, the City Council can amend the budget to include this revenue and add an additional full-time officer.
- *Temporary Salaries.* Staff is proposing to increase salaries for temporary positions in an effort to recruit candidates for these positions. The salary range for temporary employees

in the Recreation Department will be increasing to \$19-25/hour and the salary range for temporary employees in the Parks Department temporary staff will be \$15-20/hour.

- *Worker’s Compensation.* Worker’s compensation rates for police employees have increased significantly due to law enforcement PTSD claims. Those increases have been reflected in the proposed budget. We are hopeful that the rate of increase for these PTSD claims will reduce with the implementation of the new duty disability reform legislation.
- *Recreation Part-time Position.* The proposed budget increases hours for the Part-Time Office Support position from 20 hours per week to 28 hours per week. A memo from Recreation Director Okey outlining the justification for this increase is included with this memorandum.
- *Squad Car Replacement.* The transition from the Dodge Charger to the Dodge Durango, and the associated equipment, has increased the budget by approximately \$7,500 over 2023.
- *Forestry.* The City is starting to see the effects of Emerald Ash Borer. The proposed budget increases the transfer from \$20,000 to \$50,000 to the Forestry Fund to continue the process of removing infected trees from the City’s parks and street right-of-ways.

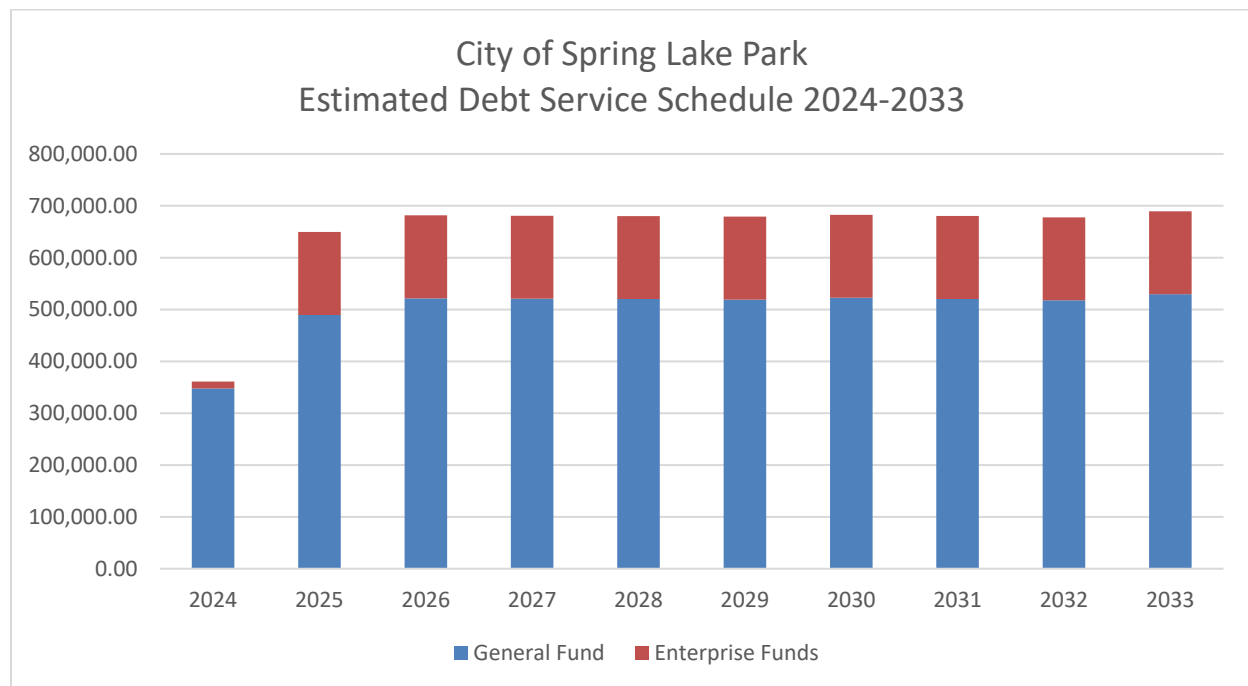
The following table is a summary of the 2024 expenditure budget by Department:



Debt Service

The City currently has one outstanding bond for which it levies debt service – the 2021A General Obligation Improvement Refunding Bond. The debt service levy for this bond is \$80,000. This bond will be paid off December 2025.

The City Council is holding a public hearing on December 18 on the issuance of a General Obligation Capital Improvement Plan bond to finance the 2024 City Hall Renovation/Expansion project. The first bond payment would occur in 2025 and will continue through 2044. Staff has included this anticipated increase in debt service in the chart below.



The City’s debt is well under the statutory cap of 3% of estimated market value. The City’s Pay 2023 EMV was \$852,359,700, resulting in a debt limit of \$25,570,791. As of today, the City has \$153,850 subject to the legal debt limit. Even with the proposed debt from the City Hall renovation/expansion project included, the City will have over \$16.7 million available under the statutory debt limitation.

Capital Levies

There are two capital levies proposed for 2023 taxes collectable in 2024. The first is a continuation of the \$24,078 annual levy to reimburse Fund 400, Revolving Construction, for expenditures related to the 2022 Street Improvement Project. The second is the Capital Improvement Plan levy. Last year, the City Council decided to not issue an equipment certificate but instead finance equipment that would have been paid for with proceeds from an equipment certificate with cash. Due to the increasing cost of equipment, staff is proposing increasing the Capital Improvement Plan levy by 5%.

Public Safety Aid

During the 2023 Session, the Legislature established a public safety aid for local governments. This new aid program will distribute one-time public safety aid to the city for public safety purposes. Public safety purposes can include community violence prevention and intervention programs; community engagement; mental health crisis response; victim services; training programs; first responder wellness; equipment related to fire, rescue and emergency services; or to pay other personnel or equipment costs. Ineligible expenses include employer contribution to the public employee police and fire fund, any expenses with alleged misconduct, purchase of tactical vehicles or tear gas, or the construction or improvements to a police station or related facilities.

Based on the approved aid formula, the City is expected to receive \$330,119. Staff is tentatively proposing to allocate 70% of the aid for Police Department expenditures and 30% of the aid toward capital obligations for SBM Fire Department. The aid proposed for the Fire Department would be in addition to the capital contribution outlined in the proposed budget.

Of the \$231,083 reserved for Police Department uses, staff is requesting to use \$60,000 over the next two years to phase in the cost of absorbing the 9/12 of a Patrol Officer position that was previously funded through the SRO contract with ISD 16. The remaining funds would be used for capital improvements or other eligible police public safety costs. Staff is requesting \$99,036 to be reserved for possible contribution to the SBM Capital Fund, should Mounds View and Blaine contribute a similar amount. This will help reduce future capital contributions for large-scale apparatus.

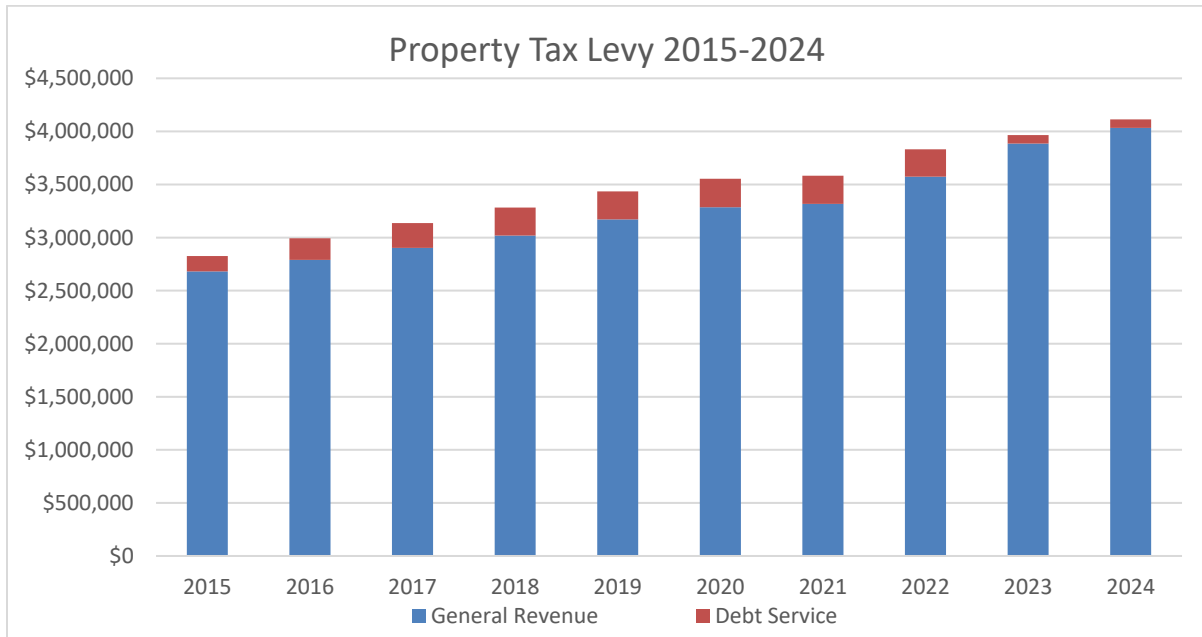
Proposed Property Tax Levy

The proposed 2024 tax levy is as follows:

Property Tax Levy	2023	2024	% Change	\$ Change
General Revenue	\$ 3,685,047	\$ 3,823,887	3.77%	\$ 138,840
Capital Improvement Plan Levy	\$ 176,500	\$ 185,325	5.00%	\$ 8,825
2022 Street Improvement Project Levy	\$ 24,078	\$ 24,078	0.00%	\$ -
Debt Service Levy	<u>\$ 80,000</u>	<u>\$ 80,000</u>	0.00%	<u>\$ -</u>
Total Tax Levy	<u>\$ 3,965,625</u>	<u>\$ 4,113,290</u>	<u>3.72%</u>	<u>\$ 147,665</u>

Once the City Council sets the preliminary tax levy, the final tax levy must be the same or lower than the preliminary tax levy.

The following chart shows the City’s tax levy for the past 10 years.



Truth in Taxation

The City’s annual Truth in Taxation meeting will be held on December 4, 2023 at 7:00pm, or shortly thereafter.

Budget Adoption

The City’s 2024 general fund budget and 2023 tax levy, collectable in 2024, will be scheduled for adoption at the December 4, 2023 City Council meeting.

If you have any questions regarding the proposed 2024 General Fund budget, please do not hesitate to contact me at 763-784-6491.

HISTORICAL REVENUE RECAP 2018-2024

ACCT #	GENERAL FUND DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
TAX LEVY:								
101-31010	CURRENT TAXES-LEVY	2,958,290.70	3,119,424.41	3,311,436.22	3,368,623.75	3,474,341.88	3,685,047	3,823,887
101-31020	DELINQUENT TAXES	52,106.54	41,800.49	18,816.52	20,362.60	17,662.64	0	0
101-31910	TAX PENALTIES & INTEREST	10,866.01	10,072.62	368.16	4,639.46	4,347.74	0	0
INTERGOVERNMENTAL REVENUE:								
101-33401	LOCAL GOVERNMENT AID	393,162.00	396,715.00	509,111.00	546,048.00	551,424.00	565,157	771,720
101-33404	PERA INCREASE AID	5,775.00	5,775.00	0.00	0.00	0.00	0	0
101-33416	POLICE TRAINING REIM	10,527.04	10,935.95	10,350.02	9,856.00	8,118.54	25,000	10,000
101-33421	POLICE-PERA	95,701.06	100,754.90	97,660.72	98,820.12	98,494.92	95,000	95,000
101-35101	COURT FINES	40,009.82	39,868.61	29,309.56	32,748.59	26,868.25	40,000	45,000
PERMIT AND LICENSES:								
101-32110	LIQ,WINE,NON-INTOX,CLUB	40,799.35	32,659.69	21,911.35	35,260.00	41,126.63	25,960	31,827
101-32111	OFF-SALE LIQUOR	0.00	310.00	0.00	0.00	0.00	310	310
101-32178	PAWN INVESTIGATION FEE	0.00	100.00	0.00	100.00	100.00	0	0
101-32179	PAWN SHOP LICENSES	6,252.00	6,252.00	6,252.00	6,252.00	6,252.00	6,252	6,252
101-32180	CIG,DANCE,USED CAR,MISC	5,896.32	6,103.68	6,975.00	6,800.00	12,300.00	6,000	6,000
101-32181	SIGN PERMITS	6,394.74	13,117.50	3,934.70	6,027.50	8,498.25	5,500	5,500
101-32208	CONTRACTORS LICENSE	9,630.00	11,320.00	9,545.00	11,775.00	12,192.66	8,500	8,500
101-32210	BUILDING PERMITS	173,578.89	141,590.87	60,072.93	82,280.72	73,943.90	75,000	75,000
101-32211	BLDG PERMIT SURCHG	7,369.74	5,560.71	2,390.93	3,342.46	2,722.27	5,000	5,000
101-32215	DEMOLITION PERMIT	0.00	150.00	747.64	0.00	875.52	0	0
101-32230	PLUMBING PERMITS	5,126.00	10,196.92	7,094.62	7,941.70	9,418.30	5,000	5,000
101-32231	PLBG PERMIT SURCHG	83.00	150.14	107.80	82.95	146.60	500	500
101-32232	HEATING & A/C PERMITS	24,802.43	30,979.66	11,933.11	15,081.38	13,038.57	10,000	10,000
101-32233	HTG & A/C SURCHGS	591.99	936.06	192.38	298.69	237.06	1,000	1,000
101-32240	DOG & CAT REGISTRATION	694.00	670.00	492.00	640.00	1,041.00	400	400
101-32260	CERT OF OCCUPANCY	1,800.00	3,400.00	3,900.00	5,200.00	2,800.00	3,000	3,000
101-32261	VACANT PROPERTY REG**	2,800.00	2,400.00	400.00	800.00	0.00	2,000	2,000
101-32262	SOLICITORS LICENSE	0.00	100.00	0.00	0.00	0.00	0	0
CHARGES FOR CURRENT SERVICES:								
101-34102	ZONING LETTERS	400.00	100.00	200.00	200.00	500.00	200	200
101-34103	SUP,ZONING,VARIANCE	6,115.00	7,760.00	6,850.00	9,012.50	7,900.00	5,500	5,500
101-34104	PLAN REVIEW FEES	84,082.81	79,463.44	24,963.96	33,166.29	25,902.49	40,000	40,000
101-34105	SALE OF MAPS,COPIES	875.50	900.25	139.60	69.50	47.00	300	300
101-34107	ASSESSMENT SEARCHES	0.00	50.00	25.00	0.00	0.00	100	100
101-34108	ADMIN SAC CHARGES	340.00	975.00	2,425.00	720.00	595.00	100	100
101-34109	FILING FEES	60.00	0.00	90.00	0.00	105.00	0	60
101-34110	ADMIN FEES (TAX STMTS)	0.00	0.00	0.00	0.00	(125.00)	0	0
101-34111	ADM GAMBLING EXP	34,033.00	62,653.45	36,106.00	37,188.00	38,300.00	39,449	41,027
101-34115	GUN RANGE USE	340.00	390.00	180.00	285.00	0.00	375	375
101-34117	FACILITY ROOM RENTAL	1,600.00	450.00	0.00	0.00	100.00	500	500
101-34201	POLICE & FIRE ALARM CALLS	225.00	3,975.00	975.00	3,300.00	7,625.00	2,000	3,500
101-34203	POLICE REPORTS	0.00	0.00	380.00	860.70	1,245.00	500	500
101-34204	RENTAL HOUSING REG	71,315.00	65,120.00	63,835.00	89,567.50	101,802.50	102,900	103,300
101-34205	R-OF-WAY APPLICATIONS	9,125.60	2,888.30	830.10	1,554.30	0.00	2,000	2,000

HISTORICAL REVENUE RECAP 2018-2024

ACCT #	GENERAL FUND DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
MISCELLANEOUS REVENUES:								
101-34801	INSURANCE DIVIDENDS	3,851.00	3,332.00	6,931.00	18,579.00	12,819.00	10,000	12,656
101-34949	RESTITUTION	0.00	217.84	363.91	1,782.19	1,332.69	0	0
101-34950	REFUND & REIM	1,259.07	9,751.82	502.51	12,894.17	40,911.09	5,000	7,500
101-35102	ADMN OFFENSE FINES	3,240.00	10,701.27	5,310.00	23,295.28	52,255.58	25,000	40,000
101-35347	TRAFFIC EDUCATION PRGM	0.00	0.00	0.00	0.00	0.00	0	0
101-35348	PROPERTY ROOM REVENUE	681.95	0.00	332.94	6.24	219.19	500	500
101-35349	MN DRIVING DIVERSION PRRM	700.00	1,100.00	1,300.00	1,200.00	600.00	750	750
101-35350	DETOX TRANSPRT REIM	300.00	120.00	60.00	30.00	0.00	200	200
101-36200	MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0	0
101-36201	SOLAR ENERGY CREDITS-XCEL	0.00	0.00	0.00	0.00	23,078.77	0	0
101-36210	INTEREST EARNINGS	35,183.30	78,833.89	6,795.01	346.20	(64,861.52)	10,000.00	10,000
101-36230	CONTRIBUTIONS - PRIVATE	0.00	0.00	0.00	500.00	22,200.00	0.00	0
101-36901	LIAISON OFFICER	77,406.00	79,728.00	78,419.50	75,563.17	149,956.35	80,165.00	0
101-39100	REIMB FOR ADMIN SERVICES	0.00	8,100.00	5,050.00	0.00	375.00	0.00	0
101-39101	RECYCLE PARK PROGRAM	1,946.00	2,166.76	0.00	0.00	0.00	0.00	0
INTERFUND TRANSFERS:								
101-39201	TRANSFER-OTHER FUNDS	(209,022.30)	0.00	205,628.05	0.00	0.00	0	0
101-39202	TRANSFER-P.U.	47,740.00	49,172.00	50,647.00	52,166.00	53,731.00	53,342	57,002
101-39203	TRANSFER-LIQUOR	75,000.00	75,000.00	50,000.00	25,000.00	25,000.00	25,000	0
101-39205	TRANSFER-TIF #6	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000	3,000
101-39206	TRANSFER-RECYCLING	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	3,500	4,000
101-39207	TRANSFER-RECREATION	60,000.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500	62,500
101-39XXX	TRANSFER-PUBLIC SAFETY AID	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
TOTAL GENERAL FUND		4,161,553.56	4,599,293.23	4,729,841.24	4,718,766.96	4,936,064.87	5,037,507	5,341,466

CITY OF SPRING LAKE PARK

2024 BUDGET BREAKDOWN OF REVENUES:

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
<u>TAX LEVY:</u>				
31010	Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 3,474,341.88	\$ 3,685,047	\$ 3,823,887
31020	Delinquent Taxes Received	\$ 17,662.64		
31910	Penalties & Interest	\$ 4,347.74		

INTERGOVERNMENTAL REVENUE:

STATE:

33401	Local Government Aid	\$ 551,424.00	\$ 565,157	\$ 771,720
33404	PERA Increase Aid (phased out 6/30/20)	\$ -	\$ -	\$ -
33416	Police Training Reimbursement	\$ 8,118.54	\$ 25,000	\$ 10,000
33421	Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 98,494.92	\$ 95,000	\$ 95,000
35101	Court Fines (Anoka Co-State disburses funds)	\$ 26,868.25	\$ 40,000	\$ 45,000

PERMIT AND LICENSES:

32110	Liquor,Wine,Non-Intox & Club Lic	\$ 41,126.63	\$ 25,960	\$ 31,827
32111	Off-Sale Liquor	\$ -	\$ 310	\$ 310
32178	<i>Pawn Investigation Fee</i>	\$ 100.00		\$ -
32179	Pawn Shop Licenses & Investigation Fee	\$ 6,252.00	\$ 6,252	\$ 6,252
32180	Cigarette,Dance,Used Car & Misc	\$ 12,300.00	\$ 6,000	\$ 6,000
32181	Sign Permits	\$ 8,498.25	\$ 5,500	\$ 5,500
32208	Contractors Licenses	\$ 12,192.66	\$ 8,500	\$ 8,500
32210	Building Permits	\$ 73,943.90	\$ 75,000	\$ 75,000
32211	Building Permit Surcharges	\$ 2,722.27	\$ 5,000	\$ 5,000
32215	Demolition Permit	\$ 875.52	\$ -	\$ -
32230	Plumbing Permits	\$ 9,418.30	\$ 5,000	\$ 5,000
32231	Plumbing Permit Surcharges	\$ 146.60	\$ 500	\$ 500
32232	Heating & A/C Permits	\$ 13,038.57	\$ 10,000	\$ 10,000
32233	Heating & A/C Surcharges	\$ 237.06	\$ 1,000	\$ 1,000
32240	Dog and Cat Registrations	\$ 1,041.00	\$ 400	\$ 400
32260	Certificates of Occupancy	\$ 2,800.00	\$ 3,000	\$ 3,000
32261	Vacant Property Registration	\$ -	\$ 2,000	\$ 2,000
32262	Solicitors Licenses	\$ -	\$ -	\$ -

2024 BUDGET BREAKDOWN OF REVENUES:

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
CHARGES FOR CURRENT SERVICES:				
34102	Zoning Letters	\$ 500.00	\$ 200	\$ 200
34103	SUP, Zoning, Var. & Subd.	\$ 7,900.00	\$ 5,500	\$ 5,500
34104	Plan Review Fees	\$ 25,902.49	\$ 40,000	\$ 40,000
34105	Sale of Maps, Documents, Copies	\$ 47.00	\$ 300	\$ 300
34107	Assessment Searches	\$ -	\$ 100	\$ 100
34108	Admin. SAC Charges	\$ 595.00	\$ 100	\$ 100
34109	Filing Fees	\$ 105.00	\$ -	\$ 60
34110	Admin Fees (Tax Stmt)	\$ (125.00)		\$ -
34111	Adm. Gambling Fees	\$ 38,300.00	\$ 39,449	\$ 41,027
34115	Gun Range Facility Use	\$ -	\$ 375	\$ 375
34117	Facility Room Rental	\$ 100.00	\$ 500	\$ 500
34201	Police & Fire Alarms	\$ 7,625.00	\$ 2,000	\$ 3,500
34202	Police Reports	\$ 1,245.00	\$ 500	\$ 500
34204	Rental Housing Registration	\$ 101,802.50	\$ 102,900	\$ 103,300
34205	Right Of Way Applications	\$ -	\$ 2,000	\$ 2,000

MISCELLANEOUS REVENUES:

34801	Insurance Dividends	\$ 12,819.00	\$ 10,000	\$ 12,656
34949	Restitution	\$ 1,332.69	\$ -	\$ -
34950	Refund and Reim	\$ 40,911.09	\$ 5,000	\$ 7,500
35102	Adm. Offense Fines	\$ 52,255.58	\$ 25,000	\$ 40,000
35347	Traffic Education Program-GF share	\$ -	\$ -	\$ -
35348	Property Room Revenue	\$ 219.19	\$ 500	\$ 500
35349	MN Driving Diversion Program	\$ 600.00	\$ 750	\$ 750
35350	Detox Transportation Reim	\$ -	\$ 200	\$ 200
36200	Misc Revenues	\$ -	\$ -	\$ -
36201	<i>Solar Energy Credits - Xcel</i>	\$ 23,078.77		\$ -
36210	Interest Earned	\$ (64,861.52)	\$ 10,000	\$ 10,000
36230	<i>Contributions Private</i>	\$ 22,200.00		\$ -
36901	ISD 16 - Liaison Officer	\$ 149,956.35	\$ 80,165	\$ -
39100	Reimbursement for Admin Services	\$ 375.00	\$ -	\$ -
39101	Recycle Park Program	\$ -	\$ -	\$ -

2024 BUDGET BREAKDOWN OF REVENUES:

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<u>INTERFUND TRANSFERS:</u>				
39200	Other Transfers	\$ -	\$ -	\$ -
39201	Transfer from Other Funds	\$ -	\$ -	\$ -
39202	Transfer from Public Utilities	\$ 53,731.00	\$ 55,342	\$ 57,002
39203	Transfer from Liquor Fund	\$ 25,000.00	\$ 25,000	\$ -
39205	Transfer from TIF #6-1 (begin taxes payable 2020)	\$ 3,000.00	\$ 3,000	\$ 3,000
39206	Transfer from Recycling Fund	\$ 3,000.00	\$ 3,500	\$ 4,000
39207	Transfer from Recreation	\$ 62,500.00	\$ 62,500	\$ 62,500
39XXX	Transfer from Public Safety Aid	\$ -	\$ -	\$ 40,000
<u>TOTAL 2024 REVENUES</u>		<u>\$ 4,936,064.87</u>	<u>\$ 5,039,507</u>	<u>\$ 5,341,466</u>

GENERAL FUND-MAYOR & COUNCIL		2018	2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41110-1030	ELECTED OFFICIALS	31,294.56	29,955.53	31,294.56	31,294.56	31,294.56	31,297	31,297
101-41110-1211	D.C.P./P.E.R.A.	1,266.84	1,198.53	1,266.84	1,266.84	1,266.84	1,565	1,565
101-41110-1220	FICA & MEDICARE	2,394.00	2,291.56	2,394.00	2,394.00	2,394.00	2,394	2,394
101-41110-1510	WORK COMP INSURANCE	59.00	0.00	0.00	6.84	0.00	70	70
101-41110-2100	OPERATING SUPPLIES	82.63	580.43	330.32	0.00	33.98	500	500
101-41110-3310	TRAVEL EXPENSE	257.25	278.28	142.02	51.74	65.13	500	500
101-41110-3500	PRINTING & PUBLISHING	860.03	532.15	698.77	2,042.55	1,339.71	1,950	1,550
101-41110-4300	CONFERENCE & SCHOOLS	22.50	425.00	1,036.00	95.00	1,050.00	3,000	5,470
101-41110-4330	DUES & SUBSCRIPTIONS	12,741.00	13,106.00	16,534.00	14,755.00	12,725.00	15,344	16,139
101-41110-4000	CONTRACTUAL SERVICES	0.00	0.00	2,200.00	2,700.00	2,905.00	5,040	4,830
101-41110-4955	DISCRETIONARY FUND	1,649.47	1,189.61	2,078.74	925.00	3,294.28	11,550	12,050
TOTAL MAYOR & COUNCIL		50,627.28	49,557.09	57,975	55,531.53	56,368.50	73,210	76,365

CITY OF SPRING LAKE PARK

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CITY COUNCIL-41110</u>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
1030	SALARIES	\$ 31,294.56	\$ 31,297	\$ 31,297
	a) Mayor	\$ 7,453		
	b) Councilmembers	\$ 23,844		
1211	PERA	\$ 1,266.84	\$ 1,565	\$ 1,565
	a) Defined Contribution Plan			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 2,394.00	\$ 2,394	\$ 2,394
	a) FICA (6.2% x \$31,297)	\$ 1,940		
	b) Medicare (1.45% x \$31,297)	\$ 454		
1510	WORKER'S COMPENSATION	\$ -	\$ 70	\$ 70
2100	OPERATING SUPPLIES	\$ 33.98	\$ 500	\$ 500
	a) Logo Apparel	\$ 250		
	b) Business Cards & I.D. Badges	\$ 150		
	c) Miscellaneous	\$ 100		
3310	TRAVEL EXPENSE	\$ 65.13	\$ 500	\$ 500
3500	PRINTING & PUBLISHING	\$ 1,339.71	\$ 1,950	\$ 1,550
	a) Ordinances & Resolutions	\$ 1,200		
	b) Special Meetings, etc.	\$ 100		
	c) Assessment Notices	\$ 100		
	d) Legal Notices	\$ 150		
4300	CONFERENCES & SCHOOLS	\$ 1,050.00	\$ 3,000	\$ 5,470
	a) LMC Annual Conference	\$ 3,550		
	b) Conference for Newly Elected Officials	\$ -		
	c) Conference for Experienced Officials	\$ 1,050		
	d) LMC Legislative Conference	\$ 250		
	e) MN Mayor's Association Conference	\$ 250		
	f) Anoka County Local Officials Meeting	\$ 120		
	g) Miscellaneous	\$ 250		
4330	DUES & SUBSCRIPTIONS	\$ 12,725.00	\$ 15,344	\$ 16,139
	a) LMC Dues	\$ 8,499		
	b) North Metro Mayors	\$ 2,746		
	c) MN Mayors Assn	\$ 30		
	d) Metro Cities	\$ 3,264		
	e) Anoka Co. Econ Dev. Initiative	\$ 410		
	f) Suburban Rate Authority	\$ 940		
	g) North Trunk Hwy 65 Coalition	\$ 250		

2024 BUDGET BREAKDOWN OF EXPENDITURES:

CITY COUNCIL-41110 (CON'T)

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
4000	CONTRACTUAL SERVICES	\$ 2,905.00	\$ 5,040	\$ 4,830
	a) Board/Commission Stipends (\$30/mtg)			
4955	DISCRETIONARY FUNDS	\$ 3,294.28	\$ 11,550	\$ 12,050
	a) Memorials	\$ 250		
	b) Retreat/Workshop Expenses	\$ 1,000		
	c) Parade Candy/Parade Banner	\$ 800		
	d) Council Discretionary	\$ 10,000		
	<u>TOTAL CITY COUNCIL</u>	\$ 56,368.50	\$ 73,210	76,365

GENERAL FUND-ADMINISTRATION ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41400-1010	FULL TIME EMPLOYEES	314,580.20	317,153.41	287,608.42	255,093.29	309,529.60	330,493	367,554
101-41400-1050	VACATION BUY BACK	6,184.86	2,881.24	785.58	5,203.14	6,463.82	5,000	6,000
101-41400-1210	PERA CONTRIBUTION	23,188.77	24,062.96	21,633.58	19,151.09	22,339.81	24,787	27,567
101-41400-1220	FICA & MEDICARE	23,758.38	24,449.50	22,206.90	19,020.32	22,238.35	25,666	28,578
101-41400-1300	HEALTH-DENTAL INS	52,510.88	56,449.24	45,804.11	42,063.89	49,036.16	57,506	66,802
101-41400-1313	LIFE INSURANCE	243.24	228.24	196.18	163.28	187.60	200	200
101-41400-1510	WORK COMP INSURANCE	1,294.86	1,000.00	1,000.00	1,349.24	1,442.19	2,980	3,095
101-41400-2000	OFFICE SUPPLIES	5,062.65	4,398.60	2,338.03	2,414.33	3,174.52	2,800	3,050
101-41400-2030	PRINTED FORMS	1,788.65	926.07	2,042.19	1,293.92	1,639.28	2,025	1,925
101-41400-2100	OPERATING SUPPLIES	569.59	577.57	1,135.92	285.01	472.35	1,090	615
101-41400-2220	POSTAGE	2,220.21	2,002.82	5,146.24	6,476.88	2,287.66	3,057	2,706
101-41400-3210	CELL TELEPHONE	760.61	595.48	839.59	1,694.07	597.80	650	625
101-41400-3310	TRAVEL EXPENSE	3,273.87	3,403.21	2,745.99	3,195.76	3,273.00	3,500	3,500
101-41400-3410	EMPLOYMENT ADVERTISING	0.00	267.00	0.00	0.00	55.00	0	0
101-41400-3500	PRINTING & PUBLISHING	0.00	0.00	32.25	53.75	300.39	250	300
101-41400-3550	COUNTY SERVICE FEES	1,452.22	17.43	1,390.51	1,435.01	1,536.08	1,550	1,550
101-41400-4050	MAINT AGREEMENT	5,828.88	9,084.17	11,992.23	11,044.64	5,650.16	10,456	13,790
101-41400-4300	CONFERENCE & SCHOOLS	4,757.44	6,606.60	1,585.00	2,272.42	3,675.50	6,335	6,335
101-41400-4330	DUES & SUBSCRIPTIONS	468.93	1,448.10	1,408.17	1,708.58	1,590.48	1,600	1,505
101-41400-4350	BANK FEES	0.00	0.00	1,820.56	1,658.72	1,942.04	1,700	2,000
101-41400-4390	US BANK CC REBATE	(3,046.83)	(3,272.82)	(165.55)	(476.98)	(538.68)	0	0
101-41400-4500	CONTRACTUAL SERVICES	2,829.84	3,369.72	5,807.28	5,247.95	4,650.26	8,790	5,966
101-41400-5000	CAPITAL OUTLAY	0.00	0.00	108.60	0.00	0.00	0	0
TOTAL ADMINISTRATION		447,727.25	455,648.54	417,461.78	380,348.31	441,543.37	490,435	543,663

2024 BUDGET BREAKDOWN OF EXPENDITURES:

			2022	2023	2024
			ACTUAL	BUDGET	BUDGET
ADMINISTRATION-41400					
1010	SALARIES		\$ 309,529.60	330,493	367,554
	a) Full time Salaries	\$ 328,567			
	b) Administrator's Deferred Comp. Contrib.	\$ 1,200			
1050	VACATION BUY BACK		\$ 6,463.82	5,000	6,000
1210	PERA EMPLOYER CONTRIBUTION		\$ 22,339.81	24,787	27,567
	a) Coordinated 7.5%	\$ 367,554			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION		\$ 22,238.35	25,666	28,578
	a) FICA 6.2%	\$ 373,554	\$ 23,161		
	b) Medicare 1.45%	\$ 373,554	\$ 5,417		
1300	HEALTH & DENTAL INSURANCE/H.S.A		\$ 49,036.16	57,506	66,802
1313	PRUDENTIAL LIFE INSURANCE		\$ 187.60	200	200
1510	WORKER'S COMPENSATION		\$ 1,442.19	2,980	3,095
	a) Premium	\$ 2,095			
	b) Deductible	\$ 1,000			
2000	OFFICE SUPPLIES		\$ 3,174.52	2,800	3,050
	a) Copy/Computer/FAX Paper	\$ 750			
	b) Office Supplies	\$ 900			
	c) Toner (B&W, Color)	\$ 1,250			
	d) Calendars	\$ 150			
2030	PRINTED FORMS		\$ 1,639.28	2,025	1,925
	a) Checks/Envelopes	\$ 400			
	b) Minute Books (2)	\$ 225			
	c) Stationery/Envelopes	\$ 600			
	d) Business Cards	\$ 400			
	e) Misc. Printing	\$ 300			
2100	OPERATING SUPPLIES		\$ 472.35	1,090	615
	a) Dog/Cat Receipt Books & Tags	\$ 150			
	b) Batteries	\$ 250			
	b) LMC City Official Directory	\$ 65			
	c) Miscellaneous	\$ 150			

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>ADMINISTRATION-41400 (CON'T)</u>			2022	2023	2024
			ACTUAL	BUDGET	BUDGET
2220	POSTAGE		\$ 2,287.66	3,057	2,706
	a) Postage	\$ 1,800			
	b) Monthly Meter Rental (\$44.84 x 12)	\$ 538			
	c) Maintenance Agreement	\$ 368			
3210	CELL PHONE		\$ 597.80	650	625
3310	TRAVEL EXPENSE		\$ 3,273.00	3,500	3,500
	a) Staff Mileage	\$ 500			
	b) Administrator's Car Allowance \$250/mo	\$ 3,000			
3410	EMPLOYMENT ADVERTISING		\$ 55.00	0	0
3500	PRINTING & PUBLISHING		\$ 300.39	250	300
3550	COUNTY FEE FOR SERVICE		\$ 1,536.08	1,550	1,550
	a) Special Assessment & TNT Charges				
	1) Anoka County	\$ 1,500			
	2) Ramsey County	\$ 50			
4050	MAINTENANCE AGREEMENTS		\$ 5,650.16	10,456	13,790
	a) Copy Machine Maintenance	\$ 3,100			
	b) BSA - Service Fees/Support	\$ 7,590			
	c) Document Imaging (Laser Fiche)	\$ 2,600			
	d) Copy-overage	\$ 500			
4300	CONFERENCES & SCHOOLS		\$ 3,675.50	6,335	6,335
	a) MCMA Annual Conf.	\$ 750			
	b) MCFOA Annual Conf./Meetings	\$ 700			
	c) ICMA Training	\$ 1,600			
	d) LMC Annual Conference	\$ 885			
	e) MCFOA Advanced Institute	\$ 700			
	f) Municipals Banquets (1 per year)	\$ 250			
	g) LMC Loss Control Workshop	\$ 100			
	h) MN GFOA Conference	\$ 600			
	i) Miscellaneous	\$ 750			

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>ADMINISTRATION-41400 (CON'T)</u>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
4330	DUES & SUBSCRIPTIONS	\$ 1,590.48	1,600	1,505
	a) ICMA	\$ 800		
	b) Municipals	\$ 25		
	c) Sam's Club	\$ 50		
	d) MCFOA	\$ 100		
	e) MN GFOA	\$ 70		
	f) Zip 4 Directories	\$ 50		
	g) MCMA	\$ 170		
	h) Notary Renewal	\$ 140		
	i) IPMA-HR	\$ 100		
4350	BANK FEES	\$ 1,942.04	1,700	2,000
4390	US BANK CREDIT CARD REBATE	\$ (538.68)		
4500	CONTRACTUAL SERVICES	\$ 4,650.26	8,790	5,966
	a) Shredding Service	\$ 746		
	b) Northland Securities	\$ 645		
	Continuing Disclosure Reports			
	c) City Code Self-Publication License	\$ 2,200		
	d) Pre-employment Drug Testing	\$ 100		
	e) Strategic Insights (CIP Software)	\$ 775		
	e) Contingency	\$ 1,500		
5000	CAPITAL OUTLAY	\$ -		
<u>TOTAL ADMINISTRATION</u>		\$ 441,543.37	\$490,435	543,663

GENERAL FUND-ASSESSOR ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41500-4000	CONTRACTUAL SERVICES	34,416.00	37,042.40	37,360.00	37,615.00	37,785.00	38,000	39,140
TOTAL ASSESSOR		34,416.00	37,042.40	37,360.00	37,615.00	37,785.00	38,000	39,140

2024 BUDGET BREAKDOWN OF EXPENDITURES:

ASSESSOR-41500

4000 CONTRACTUAL SERVICES
a) Kenneth A. Tolzmann Contract

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	\$ 37,785.00	\$ 38,000	\$ 39,140

GENERAL FUND-AUDIT & ACCTG SERV ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41540-3010	AUDIT & ACCTG SERVICES	10,676.50	12,012.50	8,062.50	11,425.00	11,950.00	12,425	13,400
TOTAL AUDIT & ACCTG SERV		10,676.50	12,012.50	8,062.50	11,425.00	11,950.00	12,425	13,400

2024 BUDGET BREAKDOWN OF EXPENDITURES:

AUDIT & FINANCIAL-41540

	2022	2023	2024
	ACTUAL	BUDGET	BUDGET
	\$ 11,950.00	\$ 12,425	\$ 13,400

3010 AUDIT EXPENSE

a) Expense breakdown

General Fund - 50%

Public Utilities - 50%

GENERAL FUND-I.T. SERVICES ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41600-4000	CONTRACTUAL SERVICES	27,824.81	49,079.16	62,387.73	65,225.63	57,052.44	62,689	70,453
TOTAL I.T. SERVICES		27,824.81	49,079.16	62,387.73	65,225.63	57,052.44	62,689	70,453

2024 BUDGET BREAKDOWN OF EXPENDITURES:**IT DEPARTMENT-41600****4000 CONTRACTUAL SERVICES**

a) IT Services (Computer Integration Technologies)	\$30,120
b) High Speed Internet (\$346/month)	\$4,152
c) Constant Contact (\$45/month)	\$540
d) Domain Hosting/SSL	\$1,000
e) Exchange Subscription (\$8/mo/user @ 44 users)	\$4,752
f) Office 365 Subscription (\$12/mo/user @ 29 users)	\$4,176
f) Zix encrypted e-mail (\$75/yr/user @ 29 users)	\$2,175
g) Off-site backup (City)	\$600
h) Datto off-site backup (PD)	\$8,640
i) Agenda Management System	\$3,800
j) Website Maintenance	\$2,573
k) Anoka County Connect (\$75/month)	\$900
l) Andrews Technology - Electronic Timecard	\$6,025
m) Miscellaneous	\$1,000

2022 ACTUAL	2023 BUDGET	2024 BUDGET
\$ 57,052.44	\$ 62,689	\$ 70,453

GENERAL FUND-LEGAL FEES		2018	2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-41610-3040	LEGAL SERVICES	122,222.82	99,962.43	113,796.42	103,123.34	103,305.97	122,500	122,500
TOTAL LEGAL FEES		122,222.82	99,962.43	113,796.42	103,123.34	103,305.97	122,500	122,500

2024 BUDGET BREAKDOWN OF EXPENDITURES:

LEGAL FEES-41610

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	\$ 103,305.97	\$ 122,500	\$ 122,500

3040 ATTORNEY FEES

- a) Civil 9%
- b) Criminal 85%
- c) Special Projects 6%

GENERAL FUND-ENGINEERING ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET	2024 BUDGET
101-41710-3030	ENGINEERING SERVICES	3,719.66	2,500.81	8,366.00	2,716.50	2,980.64	6,500	6,500
TOTAL ENGINEERING FEES		3,719.66	2,500.81	8,366.00	2,716.50	2,980.64	6,500	6,500

2024 BUDGET BREAKDOWN OF EXPENDITURES:

ENGINEERING FEES-41710

3030 ENGINEERING FEES

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	\$ 2,980.64	\$ 6,500	\$ 6,500

GENERAL FUND-PLANNING & ZONING ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41720-2100	OPERATING SUPPLIES	17.99	18.29	19.27	0.00	10.89	100	100
101-41720-2220	POSTAGE	0.00	(8.92)	71.00	40.28	0.00	100	100
101-41720-3500	PRINTING & PUBLISHING	32.25	139.76	80.63	37.63	37.63	300	300
101-41720-4000	PLANNER FEES	367.53	469.65	517.25	3,511.75	1,516.31	1,500	2,000
TOTAL PLANNING & ZONING		417.77	618.78	688.15	3,589.66	1,564.83	2,000	2,500

2024 BUDGET BREAKDOWN OF EXPENDITURES:**PLANNING & ZONING-41720**

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
2100 OPERATING SUPPLIES	\$ 10.89	\$ 100	\$ 100
a) Name Plates			
b) Letterhead/Envelopes			
2220 POSTAGE	\$ -	\$ 100	\$ 100
3500 PRINTING & PUBLISHING	\$ 37.63	\$ 300	\$ 300
a) Public Notices (Property Owners)			
b) Official Notices (Newspapers)			
4000 PLANNER FEES	\$ 1,516.31	\$ 1,500	\$ 2,000
<u>TOTAL PLANNING & ZONING</u>	\$ 1,564.83	\$ 2,000	\$ 2,500

GENERAL FUND-GOVERNMENT BUILDING ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-41940-1010	FULL TIME EMPLOYEES	16,575.15	15,648.38	5,317.34	16,613.99	17,252.83	17,557	19,443
101-41940-1013	OVERTIME	-	1,052.83	510.31	370.47	689.57	-	-
101-41940-1020	ON CALL SALARIES	-	233.46	735.08	421.51	436.42	-	500
101-41940-1050	VACATION BUY BACK	-	150.64	310.34	319.64	329.38	400	400
101-41940-1210	PERA CONTRIBUTION	1,242.95	1,269.92	505.11	1,305.13	1,382.07	1,317	1,459
101-41940-1220	FICA & MEDICARE	1,240.13	1,280.46	513.57	1,328.81	1,408.97	1,375	1,557
101-41940-1300	HEALTH-DENTAL INS	2,474.66	2,598.16	(552.68)	2,101.86	2,172.34	2,947	3,140
101-41940-1313	LIFE INSURANCE	12.50	12.48	5.26	12.48	12.48	13	13
101-41940-1510	WORK COMP INSURANCE	557.00	-	-	113.13	-	1,052	1,128
101-41940-2100	OPERATING SUPPLIES	10,147.49	10,012.48	11,104.42	10,613.17	14,295.53	10,000	11,000
101-41940-2200	REPAIR & MAINTENANCE	6,853.14	14,129.89	20,861.26	10,662.77	20,046.89	12,000	12,000
101-41940-2225	LANDSCAPE MATERIALS	-	-	-	-	-	-	-
101-41940-2280	UNIFORM ALLOWANCE	125.00	125.00	143.74	143.74	156.24	750	288
101-41940-3210	TELEPHONE & SERVICE	5,681.77	6,372.22	6,987.69	7,101.38	9,840.31	9,300	9,300
101-41940-3810	ELECTRIC UTILITIES	23,400.10	29,979.51	22,709.98	33,039.47	26,546.94	24,000	24,000
101-41940-3830	GAS UTILITIES	15,486.38	16,277.57	13,291.64	14,445.94	26,546.94	24,000	24,000
101-41940-3841	RUBBISH REMOVAL	3,128.34	3,485.81	4,129.35	4,449.24	4,855.78	4,300	4,800
101-41940-4000	CONTRACTUAL SERVICES	5,738.73	4,987.71	5,026.51	18,873.88	5,054.80	9,465	5,000
101-41940-5000	CAPITAL OUTLAY	-	-	-	-	-	-	-
101-41940-7000	GOV'T BLDG REPL FUND	9,394.00	9,264.00	9,428.00	11,688.00	12,667.00	11,748	14,754
TOTAL GOVERNMENT BUILDING		102,057.34	116,880.52	101,026.92	133,604.61	143,694.49	130,224	132,782

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>GOVERNMENT BUILDINGS-41940</u>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
1010	SALARIES	\$ 17,252.83	17,557	19,443
	a) 1 - 25%	\$ 18,923		
	b) Certification Pay	\$ 520		
1013	OVERTIME	\$ 689.57		0
1020	ON CALL SALARIES	\$ 436.42		500
1050	VACATION BUY BACK	\$ 329.38	400	400
1210	PERA EMPLOYER CONTRIBUTION	\$ 1,382.07	1,317	1,459
	a) Coordinated 7.5%	\$ 19,443		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 1,408.97	1,375	1,557
	a) FICA 6.2%	\$ 20,343	\$ 1,262	
	b) Medicare 1.45%	\$ 20,343	\$ 295	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 2,172.34	2,947	3,140
1313	PRUDENTIAL LIFE INSURANCE	\$ 12.48	13	13
1510	WORKER'S COMPENSATION	\$ -	1,052	1,128
	a) Premium	\$ 1,128		
	b) Deductible	\$ -		
2100	OPERATING SUPPLIES	\$ 14,295.53	10,000	11,000
	a) Paper Products			
	b) Cleaning Supplies			
	c) Biohazard Clean Up Kits			
	d) Mat Cleaning Service			
2200	REPAIR & MAINTENANCE	\$ 20,046.89	12,000	12,000
	a) Irrigation System	\$ 538		
	b) Plbg./Electrical	\$ 2,322		
	c) General Bldg. Repair/Maint.	\$ 6,890		
	d) Annual Fire Ext. Maint.	\$ 750		
	e) Test Fire Sprinklers in North Garage	\$ 500		
	f) Gun Range-Service Calls (furnace etc)	\$ 1,000		
2225	LANDSCAPE MATERIALS	\$ -		
2280	UNIFORMS	\$ 156.24	750	288
	a) Uniforms Allowance per contract	\$ 188		
	b) T-Shirts	\$ 100		

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>GOVERNMENT BUILDING-41940 (CON'T)</u>		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
3210	TELEPHONE SERVICE	\$ 9,840.31	9,300	9,300
3810	ELECTRIC SERVICE	\$ 31,431.28	23,000	24,000
	a) Bulletin Board			
	b) Security Lighting			
	c) City Offices			
	d) Public Works Building			
3830	GAS UTILITIES	\$ 26,546.94	24,000	24,000
	a) Public Works Building			
	b) City Hall			
3841	RUBBISH REMOVAL	\$ 4,855.78	4,300	4,800
	a) Rubbish Removal	\$ 3,950		
	b) Anoka County Solid Waste Mgmt Fee	\$ 850		
4000	CONTRACTUAL SERVICES	\$ 5,054.80	9,465	5,000
	a) Pest Control	\$ 535		
	b) Safety Consultant	\$ 640		
	c) Security Camera Maintenance	\$ 3,825		
5000	CAPITAL OUTLAY	\$ -		
7000	GOVERNMENT BUILDING REPLACEMENT FUND	\$ 12,667.00	11,748	14,754
		\$ 118,028		
<u>TOTAL GOVERNMENT BUILDINGS</u>		\$ 148,578.83	\$ 129,224	132,782

GENERAL FUND-POLICE PROTECTION		2018	2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-42100-1010	FULL TIME EMPLOYEES	1,117,015.86	1,119,092.69	1,038,647.10	1,172,745.00	1,134,803.52	1,198,674	1,213,735
101-42100-1013	OVERTIME	52,807.84	81,582.70	30,372.88	100,369.04	98,742.34	97,000	100,000
101-42100-1050	VACATION BUY BACK	7,273.89	14,183.96	6,933.16	5,509.13	5,912.57	10,000	8,000
101-42100-1210	PERA CONTRIBUTION	174,504.35	187,485.93	168,926.98	199,707.42	199,485.76	209,079	218,203
101-42100-1220	FICA & MEDICARE	27,073.52	28,324.18	27,160.08	28,124.67	27,784.35	31,866	28,372
101-42100-1300	HEALTH-DENTAL INS	170,165.46	178,793.65	161,903.03	184,560.79	171,772.29	202,459	223,659
101-42100-1313	LIFE INSURANCE	732.96	767.40	640.91	721.66	698.33	723	722
101-42100-1510	WORK COMP INSURANCE	37,782.33	45,195.29	42,363.99	57,483.40	61,189.13	84,476	91,531
101-42100-2000	OFFICE SUPPLIES	1,496.21	2,355.83	2,656.22	2,331.98	2,630.25	3,600	3,600
101-42100-2030	PRINTED FORMS	586.70	1,166.01	275.91	1,266.96	1,562.05	2,200	2,200
101-42100-2040	RANGE EQUIP & SUPPLIES	7,699.71	7,364.42	7,591.09	9,212.93	8,665.15	9,400	9,400
101-42100-2100	OPERATING SUPPLIES	1,776.18	627.25	1,819.47	3,259.46	6,273.35	6,330	6,330
101-42100-2120	FUEL-LUBRICANTS	21,057.47	17,738.99	13,141.03	19,573.15	25,038.17	30,000	27,500
101-42100-2220	POSTAGE	349.89	404.73	298.44	267.03	358.85	1,900	1,500
101-42100-3050	MEDICAL EXPENSE	0.00	1,020.57	1,425.60	10,263.00	5,531.00	2,000	3,000
101-42100-3210	CELL TELEPHONES	2,691.09	2,562.88	1,665.92	2,671.23	3,912.27	3,425	3,425
101-42100-3211	DATA SERVICES	30,647.73	29,060.21	28,222.74	28,308.31	36,562.36	37,665	39,105
101-42100-3300	UNIFORM ALLOWANCE	6,934.14	10,431.51	11,804.90	11,817.60	14,361.80	11,730	11,450
101-42100-3310	TRAVEL EXPENSE	535.96	1,045.15	520.25	943.26	1,105.19	1,200	1,200
101-42100-3421	800 MHZ RADIO	0.00	2,006.00	0.00	106.50	0.00	2,000	0
101-42100-4000	CONTRACTUAL SERVICES	14,802.14	14,810.53	16,819.35	24,141.42	34,708.58	50,083	61,683
101-42100-4050	MAINT AGREEMENT	4,496.81	4,926.82	5,925.71	6,327.41	4,939.24	8,169	8,600
101-42100-4060	AUTO EQUIP REPAIRS	29,556.41	18,923.04	21,085.77	13,946.91	17,496.00	20,000	22,500
101-42100-4070	OTHER EQUIP REPAIRS	2,351.68	685.97	2,066.57	1,968.40	2,474.05	2,500	2,500
101-42100-4300	CONFERENCE & SCHOOLS	13,140.79	10,539.31	10,806.60	9,928.49	14,646.19	30,000	30,000
101-42100-4330	DUES & SUBSCRIPTIONS	1,435.77	1,498.00	1,155.24	1,047.68	1,143.12	1,605	1,895
101-42100-5000	CAPITAL OUTLAY	31,633.74	28,937.14	6,442.50	64,604.13	45,352.07	49,500	56,000
101-42100-7000	TRANSFERS OUT	16,657.00	23,055.97	25,728.65	19,056.50	24,799.42	25,157	18,000
TOTAL POLICE PROTECTION		1,775,205.63	1,834,586.13	1,636,400.09	1,980,263.46	1,951,947.40	2,132,741	2,194,110

2024 BUDGET BREAKDOWN OF EXPENDITURES:

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<u>POLICE PROTECTION-42100</u>				
1010	SALARIES	\$ 1,134,803.52	\$ 1,198,674	\$ 1,213,735
	a) Officers, Chief & Sergeants	\$ 1,079,255		
	b) Record Management Technicians	\$ 133,040		
	c) Terminal Agency Coord (TAC)	\$ 1,440		
	Special Pay - \$120/month			
1013	OVERTIME	\$ 98,742.34	\$ 97,000	\$ 100,000
	a) Officers	\$ 85,000		
	b) Record Management Technicians	\$ 6,000		
	c) City SITE	\$ 9,000		
	<i>(Holiday Pay, **Revenue Generating: Safe & Sober Grant, SITE; Non Generating Revenue: Night to Unite)</i>			
1050	VACATION BUY BACK	\$ 5,912.57	\$ 10,000	\$ 8,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 199,485.76	\$ 209,079	\$ 218,203
	a) PNF 17.70%	\$ 1,173,255	\$ 207,667	
	b) Coordinated 7.5%	\$ 140,480	\$ 10,536	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 27,784.35	\$ 31,866	\$ 28,372
	a) FICA 6.2%	\$ 148,480	\$ 9,206	
	b) Medicare 1.45%	\$ 1,321,735	\$ 19,166	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 171,772.29	\$ 202,459	\$ 223,659
1313	PRUDENTIAL LIFE INSURANCE	\$ 698.33	\$ 723	\$ 722
1510	WORKER'S COMPENSATION	\$ 61,189.13	\$ 84,476	\$ 91,531
	a) Premium	\$ 88,531		
	b) Deductible	\$ 3,000		
2000	OFFICE SUPPLIES	\$ 2,630.25	\$ 3,600	\$ 3,600
	a) Ticket Writer Paper			
	b) Ink Cartridges			
	c) Printer Paper			
2030	PRINTED FORMS	\$ 1,562.05	\$ 2,200	\$ 2,200
	a) Mandate Property Receipts			
	b) Notice of Seizure/Intent to Forfeit			
	c) Business Cards & Letterhead			

2024 BUDGET BREAKDOWN OF EXPENDITURES:**POLICE PROTECTION-42100 (CON'T)**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
2040	RANGE EQUIPMENT & SUPPLIES	\$ 8,665.15	\$ 9,400	\$ 9,400
	a) Range Rental	\$ 500		
	b) Ammo (Mandated to use duty ammo)	\$ 5,000		
	c) Targets	\$ 300		
	d) Range Filter	\$ 700		
	e) Gun Cleaning Supplies	\$ 300		
	f) Range Cleaning-Contractor	\$ 1,800		
	g) Range Service Calls-routine maintenance	\$ 800		
2100	OPERATING SUPPLIES	\$ 6,273.35	\$ 6,330	\$ 6,330
	a) First Aid Supplies	\$ 200		
	b) Tobacco compliance checks	\$ 100		
	c) Vehicle Registrations	\$ 200		
	d) Vehicle Title Transfers	\$ 60		
	e) Mouth Pieces	\$ 350		
	f) Defib Electrodes \$170x10	\$ 1,700		
	g) Biohazard Clean-Up Kits	\$ 250		
	h) Eyeglasses (Contractual)	\$ 600		
	i) Annual Fire Ext Inspections	\$ 420		
	j) Narcan	\$ 1,050		
	k) Crime Prevention	\$ 1,000		
	l) Miscellaneous	\$ 400		
2120	MOTOR FUELS & LUBRICANTS	\$ 25,038.17	\$ 30,000	\$ 27,500
2220	POSTAGE	\$ 358.85	\$ 1,900	\$ 1,500
3050	MEDICAL EXPENSES	\$ 5,531.00	\$ 2,000	\$ 3,000
	a) Hiring Process-Employee Physical & Psych Evaluation			
3210	CELL PHONES & AIR CARDS	\$ 3,912.27	\$ 3,425	\$ 3,425
	(Aircards-Laptops-Unlimited Data. No throttle down \$5 more x7x12)			
3211	DATA SERVICES	\$ 36,562.36	\$ 37,665	\$ 39,105
	a) Mobile Data Quarterly Fee \$450x4	\$ 1,800		
	b) Monthly Mobile Access \$268x12	\$ 3,211		
	c) CJDN Quarterly Fee \$390x4	\$ 1,560		
	d) Netmotion Mobility	\$ 2,500		
	e) Evidence.com/Officer Safety (BWL/Tasers)	\$ 22,264		
	f) Evidence.com/Squad Video Fleet System	\$ 7,770		

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
3300	CLOTHING & PERSONAL EQUIPMENT	\$ 14,361.80	\$ 11,730	\$ 11,450
	a) \$950 x 11	\$ 10,450		
	b) Office Staff \$350 x 2	\$ 700		
	c) Service Awards	\$ 300		
3310	TRAVEL EXPENSE	\$ 1,105.19	\$ 1,200	\$ 1,200
3421	800 MHZ RADIO	\$ -	\$ 2,000	\$ -
4000	CONTRACTUAL SERVICE	\$ 34,708.58	\$ 50,083	\$ 61,683
	a) Shredding Service	\$ 600		
	b) Radar Calibration	\$ 400		
	c) Public Safety Data System (PSDS)	\$ 16,863		
	d) Detox transportation	\$ 335		
	e) MN IT	\$ 600		
	f) Certified Crime Fighter	\$ 1,000		
	g) VCS (P.D. Work Schedule Software-Annual)	\$ 1,802		
	h) Interpretative Services	\$ 1,500		
	i) SLP Power Program	\$ 17,500		
	j) LEXIPOL Policy and Training	\$ 9,483		
	k) Maintenance Agreements	\$ 1,200		
	l) Fencing Consortium JPA	\$ 5,400		
	m. Miscellaneous	\$ 5,000		
4050	MAINTENANCE AGREEMENTS	\$ 4,939.24	\$ 8,169	\$ 8,600
	a) Copier & Overages	\$ 2,500		
	b) Imaging, Scanner Service Plan & Support (Marco/OPG-3)	\$ 1,600		
	c) Speed Trailer-Annual Traffic Suite	\$ 4,500		
4060	AUTO EQUIPMENT & REPAIR	\$ 17,496.00	\$ 20,000	\$ 22,500
4070	OTHER EQUIPMENT REPAIR	\$ 2,474.05	\$ 2,500	\$ 2,500
4300	CONFERENCES & SCHOOLS	\$ 14,646.19	\$ 30,000	\$ 30,000
	a) Law Enforcement Training	\$ 16,000		
	b) IACP Conference	\$ 3,000		
	c) Training per Contract (\$500 x 9; \$1,000 x 2)	\$ 6,500		
	d) BCA PTT	\$ 1,000		
	e) Records Management Training	\$ 1,000		
	f) MN Chief of Police ETI (Sgt's/Chief)	\$ 2,500		

2024 BUDGET BREAKDOWN OF EXPENDITURES:

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<u>POLICE PROTECTION-42100 (CON'T)</u>				
4330	DUES & SUBSCRIPTIONS	\$ 1,143.12	\$ 1,605	\$ 1,895
	a) Anoka County Chiefs	\$ 290		
	b) MN Chiefs of Police	\$ 350		
	c) IACP	\$ 380		
	d) Post Board Renewals (\$90x3)	\$ 270		
	e) MN Crime Prevention	\$ 60		
	f) Assn. Of Training Officers	\$ 15		
	g) Sam's Club	\$ 35		
	h) Tri Co Investigation Assoc.	\$ 75		
	i) MOCIC	\$ 250		
	j) PLEAA - Police Tech Membership	\$ 105		
	k) IAPE (Evidence Room)	\$ 65		
5000	CAPITAL OUTLAY	\$ 45,352.07	\$ 49,500	\$ 56,000
	a) Dodge Durango Squad	\$ 40,660		
	b) Tear Down & Rebuild	\$ 14,340		
	c) Squad Graphic's Stripping	\$ 1,000		
7000	TRANSFER OUT	\$ 24,799.42	\$ 25,157	\$ 18,000
	a) Radio Replacement (Fund 243)	\$ 12,000		
	b) Emergency Management (Fund 249)	\$ 2,000		
	c) Animal Control (Fund 250)	\$ 1,000		
	d) Reserves (Fund 103)	\$ 2,500		
	e) Chaplain Program (Fund 103)	\$ 500		
<u>TOTAL POLICE PROTECTION</u>		\$ 1,951,947.40	\$ 2,132,741	\$ 2,194,110

GENERAL FUND-FIRE PROTECTION ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET	2024 BUDGET
101-42200-4000	CONTRACTUAL SERVICES	226,008.00	220,368.00	230,700.00	246,252.00	255,120.00	264,095	279,344
101-42200-4935	STATE FIRE AID	0.00	0.00	0.00	0.00	0.00	0	0
101-42200-5000	CAPITAL OUTLAY	34,986.00	29,178.00	63,145.10	4,080.00	46,410.00	46,410	66,742
101-42200-7000	PERMANENT TRANSFERS OUT	-	39,570.60		41,377.00	0.00	0	0
TOTAL FIRE PROTECTION		260,994.00	289,116.60	293,845.10	291,709.00	301,530.00	310,505	346,086

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>FIRE PROTECTION-42200</u>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
4000	FIRE DEPARTMENT CONTRACT	\$ 255,120.00	\$ 264,095	\$ 279,344
5000	CAPITAL OUTLAY	\$ 46,410.00	\$ 46,410	\$ 66,742
<u>TOTAL FIRE PROTECTION</u>		\$ 301,530.00	\$ 310,505	\$ 346,086

Fire Department Formula Distribution

Spring Lake Park	8.500%
Mounds View	15.500%
Blaine	76.000%

Fire Department Memorandum

To: Daniel Bucholtz City Administrator, City of Spring Lake Park
Nyle Zikmund City Administrator, City of Mounds View
Michelle Wolfe City Manager, City of Blaine

From: Dan Retka, Fire Chief

Date: September 6, 2023

Re: 2024 Operating Budget

Attached to this memo is the proposed 2024 Fire Department Operating Budget.

As you know the calls for service continue to rise, and our crew numbers have dropped dramatically over the past six years. Our department has lost over half of the crew due to retirement or unexpected departures. This is not just an SBM issue, but rather an industry crisis. Early 2023 SBM identified the issues and started working on a plan to address the staffing crisis for years to come.

We have taken a multi-faceted approach to fix the issue.

1. Hire a recruitment retention / marketing professional.
2. Put SBMFD back on the map with increased marketing plan.
3. Create a culture where our people WANT to be and can thrive in the environment.
4. Make the appropriate changes with staffing to allow for more flexibility without lowering our standards.
5. Provide exceptional customer service to the cities and neighboring cities that we protect.
6. Provide a safe and more reliable service to our stakeholders.
7. Provide opportunities for our members to be more involved in the community with prevention efforts, community events, ect ect.

Over the past 8 months we have created a solid plan to accomplish everything listed. Transitioning the SBM Fire Department into a combination department that will rely on our current career staff and on duty firefighters when the career staff is not on shift.

Many of the increases in the 2024 budget are related to bringing in the new members needed to operate into the future. I have moved most of the increased costs out of our operating budget with the intention of covering them with the public safety money that will be sent from the state to each city. I have also moved over much of the building maintenance for 2024 with the intent to cover with capital funds.

With the increased revenues in 2024 along with the last year of our current Centennial Contract we were able to settle into a 5.77% increase from 2023.

Operating Cost, Share	2023	2024		INCREASE
Blaine	2,361,318	2,497,668	5.77%	136,350
Mounds View	481,585	509,392	5.77%	27,807
Spring Lake Park	264,147	279,344	5.77%	15,197
Total Operating Cost		3,286,404		

**Spring Lake Park Fire Department, Inc.
2024 Budget, Proposed**

Operations, Detail

EXPENSES		2023	2024	Diff		2024
Payroll		CFD				
4210	Chief*	146,841	151,246	4,405	3.00%	
4244	Deputy Chief*	114,702	122,539	7,837	6.83%	
4265	Asst Chief Ops*	108,709	111,970	3,261	3.00%	
4266	Asst Chief EM*	108,709	111,970	3,261	3.00%	
4274	Asst Chief CO*	90,000	108,000	18,000	20.00%	
4271	IT*	88,570	91,227	2,657	3.00%	
4262	BC CO*	88,570	91,227	2,657	3.00%	
4264	Mechanic*	84,100	86,623	2,523	3.00%	
4268	Records Tech*	74,590	76,827	2,237	3.00%	
4260	Training Officer*	70,000	84,000	14,000	20.00%	
4272	MRR*	62,000	70,000	8,000	12.90%	
4270	Fire Tech* Training	60,000	72,000	12,000	20.00%	
	CO Specialist*	60,000	70,000	10,000	16.67%	
4221	Executive Assistant*	45,139	46,493	1,354	3.00%	
4109	Uniform Allowance*	4,300	4,300	-	0.00%	
4502	Fire Tech - CFD*					\$ 70,000
4503	Fire Inspector - CFD*					\$ 76,363
4109	CFD Uniform Allowance*					\$ 600
4279	Overtime	32,000	25,000	(7,000)	-21.88%	
4250	Board of Directors (7)**	13,236	13,633	397	3.00%	
	Unallocated Step	5,875	8,000	2,125	36.17%	
	Total Administrative Payroll	1,257,739	1,345,055	85,589	6.94%	\$ 146,963

Volunteer Payroll						
4280	Duty Crew**	28,119	507,238	479,119	1703.90%	
4281	Cleanup**	3,200	3,200	-	0.00%	
4282	Miscellaneous Duty**	741	800	59	7.96%	
4283	Training - Regular Drills**	4,200	5,000	800	19.05%	
4284	Special Training**	9,450	9,500	50	0.53%	
4285	Fire Calls**	10,500	5,000	(5,500)	-52.38%	
4286	Fire Prevention FF**	1,575	1,575	-	0.00%	
4287	Pub Ed. Pay**	15,000	10,000	(5,000)	-33.33%	
4288	Supplemental Pay - Vol FF Lump Sum	52,000	52,000	-	0.00%	
4290	Fire Prevention Officers**			-	#DIV/0!	
4293	Pre-Plan Assistance (3)**	3,000	2,000	(1,000)	-33.33%	
4295	Investigation Division**			-	#DIV/0!	
4298	District and Volunteer Chief Monthly Pay	28,000	30,000	2,000	7.14%	
4303	Drive Sim training pay**	1,000	1,000	-	0.00%	
4310	Miscellaneous Pay**	25,000	20,000	(5,000)	-20.00%	
4390	Vol FF Retire Pension - Employ Contrib	193,435		(193,435)	-100.00%	
	Total Volunteer Payroll	375,220	647,313	272,093	72.52%	

Payroll Taxes						
4810	Fica Employer Tax*	29,342	43,224	13,882	47.31%	-
4811	Medicare Employer Tax*	24,998	28,077	3,079	12.32%	\$ 2,552
	Total Payroll Taxes	54,340	71,302	16,962	31.21%	\$ 2,552

Benefits						
4400	Employee Med/Fringe*	214,200	207,480	(6,720)	-3.14%	\$ 29,640
4420	Employee Wellness/Life*	10,000	11,120	1,120	11.20%	\$ 1,200
4812	P&F Pera Employer*	208,928	230,000	21,072	10.09%	\$ 25,906
4813	CRD Pera Employer Share*	3,825	3,940	115	3.01%	
4890	Vol FF Retire Pension - City Contrib	208,861	-	(208,861)	-100.00%	
Total Benefits		645,696	452,540	(193,156)	-29.91%	\$ 56,746

Utilities						
5101	Light & Power Sta 1	9,000	9,000	-	0.00%	
5102	Light & Power Sta 2	6,500	6,500	-	0.00%	
5103	Light & Power Sta 3	32,000	32,000	-	0.00%	
5104	Light & Power Sta 4	2,900	2,900	-	0.00%	
5110	Sewer & Water	7,700	7,700	-	0.00%	
5121	Heat Sta 1	8,000	8,000	-	0.00%	
5122	Heat Sta 2	5,000	5,000	-	0.00%	
5123	Heat Sta 3	10,000	10,000	-	0.00%	
5124	Heat Sta 4	4,000	4,000	-	0.00%	
5130	Telephone-Stations	12,000	10,000	(2,000)	-16.67%	
5131	Telephone - Cell Phones	19,000	19,000	-	0.00%	
5132	Telephone - Air Cards	5,000	1,000	(4,000)	-80.00%	
5133	Cable / Internet Provider	6,500	6,500	-	0.00%	
Total Utilities		127,600	121,600	(6,000)	-4.70%	

Supplies						
5206	General Supplies	42,000	42,000	-	0.00%	
5610	Office Supplies	18,000	15,000	(3,000)	-16.67%	
Total Supplies		60,000	57,000	(3,000)	-5.00%	

Communications						
5310	Pager/Radio Repairs	1,300	1,300	-	0.00%	
5320	Pager/Radio Batteries	500	500	-	0.00%	
5340	Pager/Radio - New	4,000	2,500	(1,500)	-37.50%	
5350	Radio Access Fee -- 800mhz			-		
Total Communications		5,800	4,300	(1,500)	-25.86%	

Apparatus Maint/Mortal Equipment						
5210	Mortal Equipment	50,000	58,000	8,000	16.00%	
5218	Investigation Expense	1,200	1,200	-	0.00%	
5220	Equipment Maintenance			-		
5410	Apparatus Maintenance	57,000	90,000	33,000	57.89%	
5411	Apparatus Preventive Maintenance	6,000	10,000	4,000	66.67%	
5420	Fuel	45,000	50,000	5,000	11.11%	
Total App Maint/Mortal Equip		159,200	209,200	50,000	31.41%	

Meetings/Conference/Travel						
5207	Mileage, Parking, Travel	2,000	1,500	(500)	-25.00%	
5208	Meetings, Meals, Lodging	3,500	3,500	-	0.00%	
5510	Dues/Subscriptions	6,000	4,000	(2,000)	-33.33%	
5520	Conferences	5,000	5,000	-	0.00%	
Total Meet/Conf/Travel		16,500	14,000	(2,500)	-15.15%	

Building Maintenance/Supplies						
5601	Building Maintenance Station 1	18,000	15,000	(3,000)	-16.67%	
5602	Building Maintenance Station 2	8,000	4,000	(4,000)	-50.00%	
5603	Building Maintenance Station 3	43,000	15,000	(28,000)	-65.12%	
5604	Building Maintenance Station 4	4,000	4,000	-	0.00%	
5607	Cleaning Contract	7,000	7,000	-	0.00%	
Total Bldg Maint/Supplies		80,000	45,000	(35,000)	-43.75%	

Training

5710	Training - Misc	3,000	3,000	-	0.00%
5711	Training - CRR	2,000	2,000	-	0.00%
5713	Training - Professional Development	10,000	12,000	2,000	20.00%
5715	Training - Office			-	
5716	Training - Operations	40,000	40,000	-	0.00%
5718	Training - Certifications	2,500	2,500	-	0.00%
5723	Training - EMS Expense	14,000	4,200	(9,800)	-70.00%
	Total Training	71,500	63,700	(7,800)	-10.91%

Insurance

5910	Insurance - Misc	3,000	3,000	-	0.00%
5916	Insurance - Property/Commercial Pk	1,500	1,500	-	0.00%
5917	Insurance - Auto	27,542	30,000	2,458	8.92%
5918	Insurance - Umbrella Liab.	3,000	3,000	-	0.00%
5919	Insurance - Worker's Comp	175,000	215,000	40,000	22.86%
	Total Insurance	210,042	252,500	42,458	20.21%

Legal/Accounting

5930	Legal	3,750	4,000	250	6.67%
5935	Health Care Services	1,000	1,000	-	0.00%
5940	Accounting	15,000	19,000	4,000	26.67%
	Total Legal/Accounting	19,750	24,000	4,250	21.52%

Medical

5219	Medical Supplies	1,500	1,500	-	0.00%
6010	Medical Exams	12,000	15,000	3,000	25.00%
6012	Medical - Hepatitis B			-	
	Total Medical	13,500	16,500	3,000	22.22%

Uniforms

6110	Uniforms	18,000	4,000	(14,000)	-77.78%
	Total Uniforms	18,000	4,000	(14,000)	-77.78%

Computer

6210	Computer Maintenance	100	100	-	0.00%
6211	Web / Email Server	3,000	2,000	(1,000)	-33.33%
6220	Computer Software/Equipment	35,500	30,000	(5,500)	-15.49%
6225	Computer Hardware	2,000	2,000	-	0.00%
6230	PSDS- ACJPA	59,000	74,000	15,000	25.42%
	Total Computer	99,600	108,100	8,500	8.53%

Public Fire Ed

6310	Public Fire Education	25,000	25,000	-	0.00%
	Total Public Fire Ed	25,000	25,000	-	0.00%

Other						
5690	Miscellaneous Expense			-		
5945	Property Taxes	1,800	2,000	200	11.11%	
6510	Chaplaincy Program	1,000	500		-50.00%	
6520	Fire Corps Program	10,000	12,000	2,000	20.00%	
6610	Selection/Promotion/Psych Exams	8,000	15,000	7,000	87.50%	
6620	Duty Crew Recruitment	5,000	12,000	7,000	140.00%	
6630	Explorers	3,000	3,000	-	0.00%	
	Safety Camp	1,000	2,000	1,000	100.00%	
	Total Other	29,800	46,500	17,200	56.04%	
	Total Operating Expenses	3,269,287	3,507,610	238,323	7.29%	\$ 206,261

Reimbursable Expenses/Income

MBFTE Reimbursement	(8,680)	(27,000)	(18,320)	211.06%	
ACFTA Rental	(6,000)	(10,000)	(4,000)	66.67%	
EMS Program		(25,000)	(25,000)		
Certification Board Rental		(12,000)	(12,000)		
MAC Contract	(6,000)	(6,000)	-	0.00%	
Centennial Contract Admin Fee					\$ (145,725)
Centennial Contract FT Emp					\$ (201,741)
Total Reimbursible Expense	(20,680)	(80,000)	-	286.85%	\$ (347,466)

Total Operating	3,106,998	3,427,610			\$ (141,205)
Operating Change w/CFD Revenue			179,407	5.77%	3,286,405
Total Net Operating COST		3,427,610	220,003	10.32%	

GENERAL FUND-CODE ENFORCEMENT ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-42300-1010	FULL TIME EMPLOYEES	105,673.07	69,555.63	87,554.72	125,138.46	188,891.73	199,936	213,203
101-42300-1030	PART TIME EMPLOYEES	16,888.50	6,324.00	25,266.00	18,096.00	0.00	0	0
101-42300-1050	VACATION BUY BACK	3,178.76	0.00	1,443.99	141.64	3,300.00	3,300	3,300
101-42300-1210	PERA CONTRIBUTION	8,656.56	4,118.45	3,801.11	5,888.93	13,883.12	22,255	23,864
101-42300-1220	FICA & MEDICARE	9,175.02	5,465.34	8,555.72	8,993.64	8,819.11	11,136	11,778
101-42300-1300	HEALTH-DENTAL INS	20,488.36	17,179.13	22,747.38	23,081.87	32,537.91	37,990	43,789
101-42300-1313	LIFE INSURANCE	77.04	59.72	76.56	97.90	127.92	130	129
101-42300-1510	WORK COMP INSURANCE	342.06	0.00	0.00	0.00	0.00	1,930	2,519
101-42300-2000	OFFICE SUPPLIES	623.17	523.24	203.79	213.01	316.76	600	600
101-42300-2100	OPERATING SUPPLIES	1,529.30	550.27	537.88	570.97	1,633.25	2,200	3,500
101-42300-2120	FUEL-LUBRICANTS	1,392.88	1,180.29	883.14	1,397.83	1,651.50	2,500	2,500
101-42300-2200	REPAIRS & MAINTENANCE	1,031.72	370.43	374.98	107.49	3,585.89	2,000	2,250
101-42300-3210	CELL TELEPHONE	1,313.51	706.10	516.04	588.07	1,126.61	2,000	1,500
101-42300-3310	TRAVEL EXPENSE	102.71	30.28	41.40	0.00	16.38	300	250
101-42300-4000	CONTRACTUAL SERVICES	0.00	122,834.26	11,437.84	0.00	0.00	3,000	1,500
101-42300-4300	CONFERENCE & SCHOOLS	1,082.07	2,236.36	1,038.83	1,550.00	305.00	2,600	2,600
101-42300-4330	DUES & SUBSCRIPTIONS	2,590.00	3,058.46	2,190.00	2,500.00	2,235.00	5,085	5,085
101-42300-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0	0
TOTAL CODE ENFORCEMENT		174,144.73	234,191.96	166,669.38	188,365.81	258,430.18	296,962	318,367

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CODE ENFORCEMENT-42300</u>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
1010	SALARIES	\$ 188,891.73	\$ 199,936	\$ 213,203
	a) 100% Building Official & Code Enforcement Of	\$ 104,398		
	b) 100% Code Enforcement Inspector	\$ 77,182		
	b) 50% Receptionist	\$ 31,623		
1040	TEMPORARY SALARY	\$ -	\$ -	\$ -
	Seasonal - NA	\$ -		
1050	VACATION BUY BACK	\$ -	\$ 3,300	\$ 3,300
1210	PERA EMPLOYER CONTRIBUTION	\$ 13,883.12	\$ 22,255	\$ 23,864
	a) PNF 17.70%	\$ 77,182	\$ 13,662	
	b) Coordinated 7.5%	\$ 136,021	\$ 10,202	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 8,819.11	\$ 11,136	\$ 11,778
	a) FICA 6.2%	\$ 139,321	\$ 8,638	
	b) Medicare 1.45%	\$ 216,503	\$ 3,140	
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 32,537.91	\$ 37,990	\$ 43,789
1313	PRUDENTIAL LIFE INSURANCE	\$ 127.92	\$ 130	\$ 129
1510	WORKER'S COMPENSATION	\$ -	\$ 1,930	\$ 2,519
	a) Premium	\$ 1,519		
	b) Deductible	\$ 1,000		
2000	OFFICE SUPPLIES	\$ 316.76	\$ 600	\$ 600
2100	OPERATING SUPPLIES	\$ 1,633.25	\$ 2,200	\$ 3,500
	a) Printed Forms - Permits	\$ 600		
	b) Business Cards	\$ 500		
	c) Identification Attire	\$ 1,000		
	d) Code Books & Publications	\$ 900		
	e) Annual Charge for Color Copies	\$ 500		
2120	MOTOR FUELS	\$ 1,651.50	\$ 2,500	\$ 2,500
2200	REPAIR & MAINTENANCE	\$ 3,585.89	\$ 2,000	\$ 2,250
	a) Vehicle Repair & Maint.			
3210	CELL PHONE	\$ 1,126.61	\$ 2,000	\$ 1,500
3310	TRAVEL EXPENSES	\$ 16.38	\$ 300	\$ 250
4000	CONTRACTUAL SERVICES	\$ -	\$ 3,000	\$ 1,500
	a) City of Mounds View			

2024 BUDGET BREAKDOWN OF EXPENDITURES:

CODE ENFORCEMENT-42300 (CON'T)

4300 CONFERENCES & SCHOOLS

- a) Annual Bldg. Offical State Conference \$ 2,200
- b) Fire Marshall Training \$ 100
- c) M.A.H.C.O. \$ 100
- d) M.B.P.T.A. \$ 200

4330 DUES & SUBSCRIPTIONS

- a) ICC Membership \$ 160
- b) 10,000 Lakes Membership \$ 150
- c) Fire Marshalls Assn \$ 200
- d) M.A.H.C.O. \$ 100
- e) BS&A Annual Subscription \$ 4,325
- f) M.B.P.T.A. \$ 150

	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	\$ 305.00	\$ 2,600	\$ 2,600
	\$ 2,235.00	\$ 5,085	\$ 5,085
<u>TOTAL CODE ENFORCEMENT</u>	\$ 255,130.18	\$ 296,962	318,367

GENERAL FUND-STREET DEPARTMENT ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-43000-1010	FULL TIME EMPLOYEES	136,996.63	138,617.20	149,553.45	136,925.68	161,820.58	156,116	175,108
101-43000-1013	OVERTIME	3,691.93	4,858.29	3,276.64	2,394.78	5,841.36	8,862	9,218
101-43000-1020	ON-CALL SALARIES	1,686.52	934.04	3,590.19	1,396.46	4,951.19	4,052	4,214
101-43000-1050	VACATION BUY BACK	1,462.34	1,408.61	2,226.72	1,654.21	1,575.93	1,900	1,900
101-43000-1210	PERA CONTRIBUTION	10,661.68	11,050.47	11,941.63	11,499.36	12,865.43	12,678	14,141
101-43000-1220	FICA & MEDICARE	10,718.81	11,149.13	12,098.73	11,547.19	12,655.35	13,077	14,570
101-43000-1300	HEALTH-DENTAL INS	20,903.94	22,909.74	23,615.04	24,816.40	27,557.23	24,039	25,611
101-43000-1313	LIFE INSURANCE	106.31	106.35	106.40	106.32	112.43	105	105
101-43000-1510	WORK COMP INSURANCE	11,311.52	14,857.50	7,303.12	8,288.27	7,519.87	13,813	14,797
101-43000-2100	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	43.42	0	0
101-43000-2120	FUEL-LUBRICANTS	16,030.39	16,047.47	10,345.51	203.73	19,994.41	18,000	18,000
101-43000-2150	SHOP MATERIALS	2,001.49	3,672.28	2,603.61	13,202.78	3,118.17	3,500	5,000
101-43000-2200	REPAIR & MAINTENANCE	4,490.68	9,174.48	4,323.41	1,277.70	2,619.82	7,500	8,500
101-43000-2210	EQUIPMENT PARTS	8,351.36	12,193.76	7,225.01	12,828.87	12,426.28	8,500	10,000
101-43000-2221	TIRES	0.00	0.00	207.92	8,026.19	371.40	1,000	1,500
101-43000-2224	STREET MAINT SUPPLY	520.85	0.00	0.00	10,797.97	0.00	3,000	3,000
101-43000-2226	SIGNS & STRIPING	4,731.69	6,092.80	5,190.14	5,861.75	10,521.21	7,500	9,000
101-43000-2280	UNIFORM ALLOWANCE	875.00	1,113.40	1,196.00	1,196.00	1,581.25	1,300	1,723
101-43000-3210	CELL TELEPHONE	224.94	198.47	183.30	189.67	227.93	370	370
101-43000-4000	CONTRACTUAL SERVICES	1,720.64	738.95	1,529.30	26.40	210.00	1,040	1,040
101-43000-4300	CONFERENCE & SCHOOLS	1,569.42	607.70	213.06	989.02	1,049.89	800	800
101-43000-4330	DUES & SUBSCRIPTIONS	109.57	103.13	165.67	67.18	69.38	220	220
101-43000-5000	CAPITAL OUTLAY	0.00	0.00	0.00	43.57	0.00	0	0
101-43000-7000	TRANSFER OUT	1,600.00	1,600.00	2,000.00	2,000.00	3,000.00	20,000	50,000
TOTAL STREET DEPARTMENT		239,765.71	257,433.77	248,894.85	255,339.50	290,132.53	307,372	368,817

2024 BUDGET BREAKDOWN OF EXPENDITURES:

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
<u>STREETS-43000</u>				
1010	SALARIES	\$ 161,820.58	156,116	175,108
	a) 1 - 100%	\$ 79,884		
	b) 3 - 25%	\$ 56,769		
	c) 28% of Director	\$ 34,815		
	d) Certification Pay	\$ 3,640		
1013	OVERTIME	\$ 5,841.36	8,862	9,218
	a) 175 hrs			
1020	ON-CALL SALARIES	\$ 4,951.19	4,052	4,214
	a) 80 hrs			
1050	VACATION BUY BACK	\$ 1,575.93	1,900	1,900
1210	PERA EMPLOYER CONTRIBUTION	\$ 12,865.43	12,678	14,141
	a) Coordinated 7.5% \$ 188,540			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 12,655.35	13,077	14,570
	a) FICA 6.2% \$ 190,440	\$ 11,808		
	b) Medicare 1.45% \$ 190,440	\$ 2,762		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 27,557.23	24,039	25,611
1313	PRUDENTIAL LIFE INSURANCE	\$ 112.43	105	105
1510	WORKER'S COMPENSATION	\$ 7,519.87	13,813	14,797
	a) Premium	\$ 13,797		
	b) Deductible	\$ 1,000		
2100	OPERATING SUPPLIES	\$ 43.42	0	0
2120	MOTOR FUELS & LUBRICANTS	\$ 19,994.41	18,000	18,000
2150	SHOP MATERIALS	\$ 3,118.17	3,500	5,000
2200	REPAIR, MAINTENANCE & SUPPLIES	\$ 2,619.82	7,500	8,500
2210	EQUIPMENT PARTS	\$ 12,426.28	8,500	10,000
2221	TIRES	\$ 371.40	1,000	1,500
2224	STREET MAINTENANCE MATERIALS	\$ -	3,000	3,000
	a) Asphalt			
2226	SIGNS & STRIPING	\$ 10,521.21	7,500	9,000
	a) Crosswalks			
	b) Curbs			

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>STREETS-43000 (CON'T)</u>		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
2280	UNIFORMS	\$ 1,581.25	1,300	1,723
	a) Uniforms Allowance per contract	\$ 1,523		
	b) T-Shirts	\$ 200		
3210	CELL PHONE	\$ 227.93	370	370
4000	CONTRACTUAL SERVICES	\$ 210.00	1,040	1,040
	a) Safety Consultant	\$ 640		
	b) Random Drug Testing & Annual Fee	\$ 400		
4300	CONFERENCES & SCHOOLS	\$ 1,049.87	800	800
	a) Safety Training	\$ 500		
	b) A.P.W.A. St. Cloud	\$ 300		
4330	DUES & SUBSCRIPTIONS	\$ 69.38	220	220
	a) American Public Works Assn.	\$ 200		
	b) Regional Mutual Aid Dues	\$ 10		
	c) Wells Fargo Credit Card	\$ 10		
5000	CAPITAL OUTLAY	\$ -	0	0
7000	TRANSFER OUT	\$ 3,000.00	20,000	50,000
	a) Forestry (Fund 251)	\$ 50,000		
<u>TOTAL STREETS DEPARTMENT</u>		\$ 290,132.51	\$ 307,372	368,817

GENERAL FUND-RECREATION		2018	2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-45100-1010	FULL TIME EMPLOYEES	230,379.42	210,793.38	192,141.38	196,048.16	242,722.90	262,402	284,923
101-45100-1040	TEMPORARY EMPLOYEES	9,329.25	23,276.37	5,363.89	20,106.98	15,640.49	26,590	30,645
101-45100-1050	VACATION BUY BACK	2,771.42	2,366.40	2,102.75	1,617.34	1,744.70	3,000	3,000
101-45100-1210	PERA CONTRIBUTION	16,977.65	15,809.60	14,830.01	14,703.43	17,941.29	19,681	21,370
101-45100-1220	FICA & MEDICARE	17,828.71	17,690.89	15,388.56	15,789.65	18,853.54	22,338	24,372
101-45100-1300	HEALTH-DENTAL INS	36,856.29	36,095.54	31,817.38	34,981.84	36,791.62	41,041	45,934
101-45100-1313	LIFE INSURANCE	174.48	172.62	163.02	150.34	150.25	155	155
101-45100-1510	WORKERS COMP INSURANCE	853.43	0.00	0.00	14.66	0.00	5,075	17,903
101-45100-2000	OFFICE SUPPLIES	2,338.91	2,504.45	1,358.97	2,157.00	6,182.14	2,161	2,261
101-45100-2220	POSTAGE	11,004.18	10,825.76	4,734.69	11,955.56	7,893.23	13,581	13,710
101-45100-2290	RECREATION EQUIP-SUPPLIES	2,612.13	3,441.55	492.19	2,403.47	1,168.13	2,900	3,000
101-45100-3310	TRAVEL EXPENSE	1,071.49	323.52	0.00	653.71	707.01	1,000	1,000
101-45100-3410	EMPLOYMENT ADVERTISING	0.00	0.00	0.00	0.00	407.40	50	50
101-45100-3500	PRINTING & PUBLISHING	13,716.08	12,663.96	5,441.17	14,646.46	14,910.82	22,700	22,700
101-45100-4300	CONFERENCE & SCHOOLS	1,006.30	825.00	350.00	960.00	828.26	1,400	1,550
101-45100-4330	DUES & SUBSCRIPTIONS	575.00	890.00	627.65	404.93	279.93	630	680
101-45200-5000	CAPITAL OUTLAY	0.00	0.00	139.96	0.00	0.00	0	0
TOTAL RECREATION DEPARTMENT		347,494.74	337,679.04	274,951.62	316,593.53	366,221.71	424,704	473,253

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>RECREATION-45100</u>			2022	2023	2024
			ACTUAL	BUDGET	BUDGET
1010	SALARIES		\$ 242,722.90	\$ 262,402	\$ 284,923
1040	TEMPORARY SALARIES	<i>(Salary Range \$19-\$25/hr)</i>	\$ 15,640.49	\$ 26,590	\$ 30,645
	a) 3 Playground Leaders	\$23 x 320 hrs x 3 = \$22,080			
	b) Rink Attendants	\$16 x 250 hrs = \$4,000			
	c) Field Attendants	\$14 x 110 hrs = \$1,540			
	d) Softball Umpires	\$27.50 x 110 hrs = \$3,025			
1050	VACATION BUY BACK		\$ 1,744.70	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION		\$ 17,941.29	\$ 19,681	\$ 21,370
	a) Coordinated 7.5%	\$ 284,923		\$ 21,370	
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION		\$ 18,853.54	\$ 22,338	\$ 24,372
	a) FICA 6.2%	\$ 318,568		\$ 19,752	
	b) Medicare 1.45%	\$ 318,568		\$ 4,620	
1300	HEALTH & DENTAL INSURANCE/H.S.A		\$ 36,791.62	\$ 41,041	\$ 45,934
1313	PRUDENTIAL LIFE INSURANCE		\$ 150.25	\$ 155	\$ 155
1510	WORKER'S COMPENSATION		\$ -	\$ 5,075	\$ 17,903
	a) Premium	\$ 16,903			
	b) Deductible	\$ 1,000			
2000	OFFICE SUPPLIES		\$ 6,182.14	\$ 2,161	\$ 2,261
	a) Office Supplies	\$ 789			
	b) Woven Envelopes/Stationary Shells	\$ 372			
	c) Ink Cartridges, Toner	\$ 1,100			
2220	POSTAGE		\$ 7,893.23	\$ 13,581	\$ 13,710
	a) Recreation Brochure Mailing (2,300x3)	\$ 10,960			
	b) Miscellaneous Mailings	\$ 2,750			
2290	EQUIPMENT SUPPLIES		\$ 1,168.13	\$ 2,900	\$ 3,000
	a) Playground Supplies (Bats,Balls,Games)	\$ 564			
	b) Youth Program Supplies	\$ 1,036			
	c) Seniors Program	\$ 1,400			
3310	TRAVEL EXPENSE		\$ 707.01	\$ 1,000	\$ 1,000
3410	EMPLOYMENT ADVERTISING		\$ 407.40	\$ 50	\$ 50

2024 BUDGET BREAKDOWN OF EXPENDITURES:**RECREATION-45100 (CON'T)**

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
3500	PRINTING & PUBLISHING	\$ 14,910.82	\$ 22,700	\$ 22,700
	a) Winter Program Brochure	\$ 6,425		
	b) Fall Program Brochure	\$ 4,422		
	c) 8 page mid fall early winter	\$ 2,878		
	d) Spring/Summer Brochure (8 page)	\$ 2,878		
	e) Paper, ink & stencils for all flyers	\$ 1,857		
	f) New Journeys quarterly newsletter	\$ 4,240		
4300	CONFERENCES & SCHOOLS	\$ 828.26	\$ 1,400	\$ 1,550
	a) M.R.P.A. Annual Conference	\$ 1,400		
	b) M.R.P.A., LMC Workshops	\$ 150		
4330	DUES & SUBSCRIPTIONS	\$ 279.93	\$ 630	\$ 680
	a) M.R.P.A.	\$ 350		
	b) Sam's Club	\$ 120		
	c) Wells Fargo Credit Card	\$ 20		
	d) M.A.S.S.	\$ 15		
	e) National P.P.A.	\$ 175		
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
<u>TOTAL RECREATION DEPARTMENT</u>		\$ 366,221.71	\$ 424,704	473,253

GENERAL FUND-PARKS DEPARTMENT		2018	2019	2020	2021	2022	2023	2024
ACCT #	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
101-45200-1010	FULL TIME EMPLOYEES	144,839.66	149,935.95	160,934.58	160,461.45	165,055.78	164,796	180,012
101-45200-1013	OVERTIME	6,987.23	7,658.23	2,878.48	1,013.04	3,838.09	8,862	9,218
101-45200-1020	ON-CALL SALARIES	989.18	497.16	1,223.89	421.54	533.18	4,052	4,214
101-45200-1040	TEMPORARY EMPLOYEES	20,245.63	32,545.63	6,914.25	30,416.25	27,704.05	35,000	35,000
101-45200-1050	VACATION BUY BACK	2,759.94	2,686.51	2,982.53	3,072.01	3,056.33	3,000	3,000
101-45200-1210	PERA CONTRIBUTION	11,351.93	11,739.64	12,344.95	12,022.46	12,596.85	13,329	14,509
101-45200-1220	FICA & MEDICARE	13,134.71	14,496.68	13,162.83	14,585.87	14,814.39	16,503	17,706
101-45200-1300	HEALTH-DENTAL INS	22,300.10	24,221.84	23,958.36	24,595.82	25,442.94	24,497	26,096
101-45200-1313	LIFE INSURANCE	107.03	107.03	107.00	107.04	104.84	105	105
101-45200-1510	WORK COMP INSURANCE	13,354.85	7,895.00	5,052.50	7,858.80	7,519.87	14,253	14,730
101-45200-2100	OPERATING SUPPLIES	408.00	1,237.14	2,085.92	246.91	659.47	1,000	1,000
101-45200-2120	FUEL-LUBRICANTS	15,101.72	15,168.57	9,646.63	12,328.18	18,893.33	16,500	16,500
101-45200-2200	REPAIR & MAINTENANCE	11,458.71	5,041.42	9,343.17	16,979.82	30,619.83	25,300	25,300
101-45200-2210	EQUIPMENT PARTS	4,540.41	2,808.24	2,716.21	6,172.97	3,174.50	5,500	6,000
101-45200-2221	TIRES	396.94	229.68	283.61	719.02	705.48	800	1,000
101-45200-2225	LANDSCAPING MATERIAL	7,221.99	7,427.84	5,968.56	8,827.01	7,536.59	15,852	15,852
101-45200-2280	UNIFORM ALLOWANCE	875.00	1,113.40	1,196.00	1,196.00	1,268.75	1,200	1,922
101-45200-2290	RECR EQUIP SUPPLIES	848.52	844.08	1,967.59	503.84	3,773.60	4,300	6,600
101-45200-3210	CELL PHONE	487.67	510.09	516.04	518.77	544.53	500	500
101-45200-3810	ELECTRIC UTILITIES	4,175.07	4,455.08	4,176.13	4,375.75	5,360.39	5,000	5,500
101-45200-3830	GAS UTILITIES	3,117.92	3,208.13	2,885.53	3,102.97	6,694.17	4,200	5,000
101-45200-3841	RUBBISH REMOVAL	263.87	263.87	263.90	263.90	263.90	500	1,000
101-45200-4190	SATELLITE RENTAL	1,466.14	1,511.28	889.44	1,850.00	1,905.29	1,944	1,998
101-45200-4300	CONFERENCE & SCHOOLS	452.50	450.00	1,170.00	1,875.00	0.00	2,500	2,500
101-45200-4330	DUES & SUBSCRIPTIONS	61.25	63.12	0.00	67.19	69.37	67	88
101-45200-4500	CONTRACTUAL SERVICES	1,370.64	724.45	810.55	721.40	740.00	880	1,780
101-45200-4901	LAKESIDE PARK	11,500.00	11,500.00	11,500.00	6,224.00	11,500.00	12,500	12,500
101-45200-5000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0	0
TOTAL PARKS DEPARTMENT		299,816.61	308,340.06	284,978.65	320,527.01	354,376	382,940	409,630

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>PARKS-45200</u>		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
1010	SALARIES	\$ 165,055.78	\$ 164,796	\$ 180,012
	a) 1 - 100% (Lead Worker)	\$ 84,788		
	b) 3 - 25%	\$ 56,769		
	c) 28% of Director	\$ 34,815		
	d) Certification Pay	\$ 3,640		
1013	OVERTIME	\$ 3,838.09	\$ 8,862	\$ 9,218
	a) 175 hrs			
1020	ON-CALL SALARIES	\$ 533.18	\$ 4,052	\$ 4,214
	a) 80 hrs			
1040	TEMPORARY SALARIES	\$ 27,704.05	\$ 35,000	\$ 35,000
1050	VACATION BUY BACK	\$ 3,056.33	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 12,596.85	\$ 13,329	\$ 14,509
	a) Coordinated 7.5% \$ 193,444			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 14,814.39	\$ 16,503	\$ 17,706
	a) FICA 6.2% \$ 231,444	\$ 14,350		
	b) Medicare 1.45% \$ 231,444	\$ 3,356		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 25,442.94	\$ 24,497	\$ 26,096
1313	PRUDENTIAL LIFE INSURANCE	\$ 104.84	\$ 105	\$ 105
1510	WORKER'S COMPENSATION	\$ 7,519.87	\$ 14,253	\$ 14,730
	a) Premium	\$ 13,730		
	b) Deductible	\$ 1,000		
2100	OPERATING SUPPLIES	\$ 659.47	\$ 1,000	\$ 1,000
	a) Park Building Supplies			
	1) Rags			
	2) Cleaning Supplies			
	3) Paper Products			
	4) Shovels/Rakes			
2120	MOTOR FUELS & LUBRICANTS	\$ 18,893.33	\$ 16,500	\$ 16,500

2024 BUDGET BREAKDOWN OF EXPENDITURES:

2022	2023	2024
ACTUAL	BUDGET	BUDGET

PARKS-45200 (CON'T)

2200	REPAIRS & MAINTENANCE	\$ 30,619.83	\$ 25,300	\$ 25,300
	a) Paint	\$ 800		
	b) Hardware	\$ 1,300		
	c) Lumber	\$ 1,300		
	d) Electrical	\$ 700		
	e) Irrigation System	\$ -		
	f) Triangle Park Fountain	\$ 1,000		
	g) Auto Repairs	\$ 1,000		
	h) Terrace Park Court Rehab	\$ 18,500		
	i) Miscellaneous	\$ 700		
2210	EQUIPMENT PARTS	\$ 3,174.50	\$ 5,500	\$ 6,000
2221	TIRES	\$ 705.48	\$ 800	\$ 1,000
2225	LANDSCAPE MATERIALS	\$ 7,536.59	\$ 15,852	\$ 15,852
	a) Fertilizer & Seed	\$ 3,000		
	b) Agriculture Lime	\$ 1,970		
	c) Line White Field Marking Paint	\$ 500		
	d) Safe Line for Lining Fields	\$ 400		
	e) Fibre for Playgrounds	\$ 3,982		
	f) Broadleaf Control	\$ 6,000		
2280	UNIFORMS	\$ 1,268.75	\$ 1,200	\$ 1,922
	a) Uniform Allowance per contract	\$ 1,522		
	b) T-Shirts	\$ 400		
2290	RECREATION EQUIPMENT SUPPLIES	\$ 3,773.60	\$ 4,300	\$ 6,600
	a) Replacement parts for Bleachers/ Benches/Tables	\$ 500		
	b) Volleyball, Hockey & Tennis Nets	\$ 500		
	c) Backstop Fencing	\$ 2,200		
	d) Playground Parts	\$ 3,400		
3210	LEAD WORKER'S CELL PHONE	\$ 544.53	\$ 500	\$ 500
3810	ELECTRIC SERVICE	\$ 5,360.39	\$ 5,000	\$ 5,500
	a) Warming House (Able Park) Skating Lights			
	b) Tennis & Ballfield Lights at Terrace Park			
	c) Triangle Park Water Fountain			
	d) 8463 Terrace Road			

2024 BUDGET BREAKDOWN OF EXPENDITURES:

PARKS-45200 (CON'T)

		2022	2023	2024
		ACTUAL	BUDGET	BUDGET
3830	GAS SERVICE			
	a) Able Park Building	\$ 6,694.17	\$ 4,200	\$ 5,000
	b) Terrace Park Building			
	c) Sanburnol Building (heat left on low to prevent damage)			
	d) 8463 Terrace Road			
3841	RUBBISH REMOVAL	\$ 263.90	\$ 500	\$ 1,000
	a) Removal	\$ 900		
	b) Solid Waste Mgmt Charge-Anoka Co	\$ 100		
4190	SATELLITE RENTAL	\$ 1,905.29	\$ 1,944	\$ 1,998
	a) 3 units @ \$74 x 4/mo.	\$ 888		
	b) 2 units @ \$74 x 6/mo.	\$ 888		
	c) 3 units @ \$74	\$ 222		
4300	CONFERENCES & SCHOOLS	\$ -	\$ 2,500	\$ 2,500
	a) Public Works Annual Conference	\$ 325		
	b) Ballfield Maintenance	\$ 100		
	c) Playground School	\$ 1,975		
	d) Minnesota Green Conference	\$ 100		
4330	DUES & SUBSCRIPTIONS	\$ 69.37	\$ 67	\$ 88
4500	CONTRACTUAL SERVICES	\$ 740.00	\$ 880	\$ 1,780
	a) Safety Consultant	\$ 640		
	b) Random Drug Testing	\$ 240		
	c) Able Park Building Alarm Inspection	\$ 900		
4901	LAKESIDE PARK EXPENSE	\$ 11,500.00	\$ 12,500	\$ 12,500
5000	CAPITAL OUTLAY			\$ -
<u>TOTAL PARKS DEPARTMENT</u>		\$ 354,375.52	\$ 382,940	\$ 409,630

2024 BUDGET BREAKDOWN OF EXPENDITURES:**101.45200.4901 LAKESIDE PARK**

		2022 ACTUAL	2023 BUDGET	2024 BUDGET
Salaries:			\$ 5,120	\$ 5,120
a) Maintenance Person:				
4 hrs/day x 80 days x \$16.00/hr	\$ 5,120			
FICA/Medicare	(.0765 x \$5,120)		\$ 392	\$ 392
Worker's Compensation			\$ 253	\$ 253
Operating Supplies:			\$ 2,500	\$ 2,500
a) Soap, toilet paper, garbage bags	\$ 240			
b) Ag lime for ballfield	\$ 200			
c) Aeration notice	\$ 60			
d) Volleyball net	\$ 90			
e) Broadleaf/Veg Control	\$ 500			
f) Fertilizer (50 bags) & seed	\$ 560			
g) Playground surface	\$ 850			
Electricity (Vandal lights, irrigation system & buildings)			\$ 1,300	\$ 1,300
Water/Sewer Service			\$ 2,400	\$ 2,400
Refuse Collection			\$ 75	\$ 75
Portable Restrooms			\$ 550	\$ 550
Maintenance Equipment Rental/Usage			\$ 5,276	\$ 5,276
Insurance			\$ 6,055	\$ 6,055
Equipment Repairs			\$ 1,154	\$ 1,154
a) Sprinkler system-expansion	\$ 600			
b) Drinking fountain	\$ 250			
c) Fencing	\$ 100			
d) Playground equipment	\$ 300			
e) Signs repairs	\$ 100			
f) Electricial	\$ 300			
g) Building and sidewalks	\$ 1,270			
<u>TOTAL LAKESIDE PARK BUDGET</u>		\$ 11,500.00	\$ 25,075	\$ 25,075
	<i>Less Park Rental Income & Investment Income</i>		\$ -	\$ -
			\$ 25,075	\$ 25,075
<u>Spring Lake Park Share</u>			\$ 12,537.50	\$ 12,538

GENERAL FUND-MISCELLANEOUS ACCT #	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2024 BUDGET
101-49000-1300	HEALTH INSURANCE	887.04	1,604.54	1,124.29	680.88	435.68	800	800
101-49000-1313	COBRA-H.S.A. ADMIN FEES	0.00	0.00	220.32	30.08	0.00	8,400	0
101-49000-3600	INSURANCE	44,320.88	49,195.00	48,335.00	55,416.37	51,740.78	60,000	60,000
101-49000-4000	CONTRACTUAL SERVICES	5,228.00	1,650.00	2,464.00	19,989.66	0.00	10,000	10,000
101-49000-4389	CONTINGENCY	0.00	0.00	0.00	0.00	203.28	25,000	10,000
101-49000-4390	MISCELLANEOUS	1,888.10	898.16	988.90	835.56	1,842.07	10,000	10,000
101-49000-4420	SURCHARGES-PLBG	86.00	122.99	150.82	0.00	253.80	200	200
101-49000-4430	SURCHARGES-HTG	591.99	466.47	657.98	0.00	577.44	400	400
101-49000-4440	SURCHARGES-BLDG	7,046.54	6,133.73	7,163.84	0.00	6,229.94	5,000	5,000
101-49000-7000	PERM TRANSFERS OUT	155,000.00	425,000.00	585,000.00	402,000.00	155,000.00	127,500	127,500
TOTAL MISCELLANEOUS		215,048.55	485,070.89	646,105.15	478,952.55	216,282.99	247,300	223,900
<i>TOTAL GENERAL FUND BUDGET</i>		<u>4,112,159.40</u>	<u>4,569,720.68</u>	<u>4,358,969.59</u>	<u>4,624,930.44</u>	<u>4,595,165.57</u>	<u>5,040,507</u>	<u>5,341,466</u>

2024 BUDGET BREAKDOWN OF EXPENDITURES:

<u>MISCELLANEOUS-49000</u>		2022 ACTUAL	2023 BUDGET	2024 BUDGET
1300	HEALTH INSURANCE	\$ 435.68	\$ 800	\$ 800
1313	COBRA & H.S.A. ACCOUNT MANAGEMENT COST	\$ -	\$ 8,400	\$ -
3600	INSURANCE	\$ 51,740.78	\$ 60,000	\$ 60,000
	a) General Liability			
	b) Accident			
	c) Boards & Commissions			
	d) Auto			
4000	CONTRACTUAL SERVICE	\$ -	\$ 10,000	\$ 10,000
4389	CONTINGENCY	\$ 203.28	\$ 25,000	\$ 10,000
4390	MISCELLANEOUS	\$ 1,842.07	\$ 10,000	\$ 10,000
4420	PLUMBING SURCHARGE	\$ 253.80	\$ 200	\$ 200
4430	HEATING & AIR CONDITIONING SURCHARGES	\$ 577.44	\$ 400	\$ 400
4440	BUILDING SURCHARGES	\$ 6,229.94	\$ 5,000	\$ 5,000
7000	PERMANENT TRANSFERS	\$ 155,000.00	\$ 127,500	\$ 127,500
	a) Election Fund transfer	\$ 15,000		
	b) Severence Liability	\$ 25,000		
		(2020-\$20,000)		
		(2021-\$20,000)		
		(2022-\$25,000)		
		(2023-\$25,000)		
	c) Transfer (FD Debt - Station #3)	\$ 47,500		
	d) Transfer (Building Maintenance Fund)	\$ 40,000		
<u>TOTAL MISCELLANEOUS</u>		\$ 216,282.99	\$ 247,300	223,900
<u>TOTAL 2024 EXPENDITURES</u>		\$ 4,596,749.89	\$ 5,039,507	5,341,466

City of Spring Lake Park

1301 81st Avenue NE | Spring Lake Park, MN 55432

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www.slpmn.org



2024
PUBLIC UTILITIES
BUDGET



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: November 27, 2023
Subject: Approve Proposed 2024 Public Utilities Budget

Staff has included the proposed 2024 Public Utilities Budget for City Council review and approval.

Water, Water Treatment and Sanitary Sewer

Revenues are anticipated at \$2,001,209, which is an increase of \$219,482 or 12.3%. Expenditures are also anticipated at \$2,001,209, resulting in a balanced budget. The significant increase in revenue is due primarily to the implementation of the proposed rate structure from the 2023 Financial Management Plan for the Utility Fund.

Cost drivers include increases in wages and benefits, printing & publishing, property/casualty insurance premiums, Metropolitan Council Environmental Services treatment plant charges, and transfers out.

The budget transfers over \$200,000 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 transfers \$53,731 to the General Fund to help offset general government expenses that support the public utility operation. The budget transfers \$160,000 to the City Hall Renovation/Expansion Bond Fund, offsetting debt service expenditures related to the upcoming renovation of City Hall.

Staff is proposing a utility rate increase for water and sanitary sewer for 2024. The following is the proposed rate structure:

WATER CONSERVATION RATES - ALL PROPERTIES

Administrative Base Rate	\$18.52 /quarter
Tier 1:	\$2.02 /1,000 gallons for 0-9,000 gallons/quarter
Tier 2:	\$2.28 /1,000 gallons for 9,001-18,000 gallons/quarter
Tier 3:	\$3.51 /1,000 gallons for 18,001 to 27,000 gallons/quarter
Tier 4:	\$3.91 /1,000 gallons for 27,001 to 36,000 gallons/quarter
Tier 5:	\$4.24 /1,000 gallons for 36,001 to 45,000 gallons/quarter
Tier 6:	\$4.60 /1,000 gallons for 45,001+ gallons/quarter

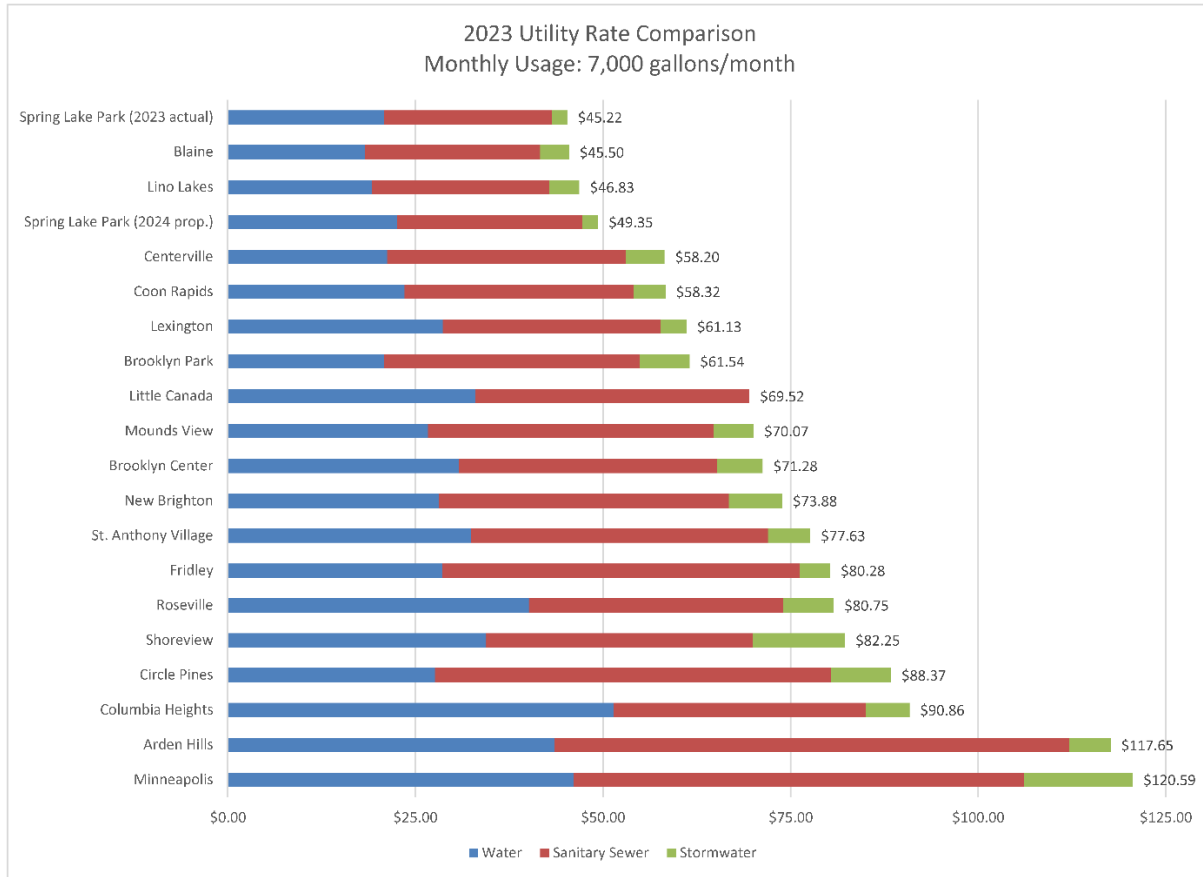
SEWER RATES - ALL PROPERTIES

Metropolitan Council Environmental Services (MCES), a division of the Metropolitan Council, owns and operates the facilities that process wastewater for the metropolitan area. MCES charges a fee to each city for wastewater treatment based on its share of wastewater treated by MCES. Sewer rates reflect this fee as well as funds required for the repair and maintenance of the City's municipal sanitary sewer infrastructure.

Single Family, Duplex, Townhouse & Similar Residential \$73.99 /unit/quarter

Apartment, Mobile Home, Institutional, Commercial, & Industrial \$73.99 /unit/quarter for 18,000 gallons and \$4.04 /1,000 gallons for all usage over 18,000 gallons

The City's water and sanitary sewer rates compare favorably with cities in the north metro. Staff has analyzed the 2023 rate structures from 19 cities within close proximity to Spring Lake Park. Our proposed 2024 rates are the third lowest of these comparable cities' 2023 rates.



¹ Data compiled from 2023 fee schedules of surveyed cities compiled from each city's website.

Water Treatment Plant Debt Service

The Water Treatment Plant PFA note was paid in full in August 2023. The Water Treatment Plant Fund (602) will be closed, with all remaining assets transferred into the Public Utilities Renewal and Replacement Fund. This transfer will be effective December 31, 2023.

Storm Water

Staff is anticipating \$104,864 in revenue, primarily collected from storm water utility fees. The storm water utility rate is proposed to remain at \$2.11/month per residential equivalency factor (REF). A single-family home is 1 REF. Commercial, Industrial and Multi-family properties 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 \$104,864, with the largest portions spent for repairs and maintenance of the system (\$25,000), Capital Outlay (\$28,000), and Contractual Services (\$25,000). 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.

Outlook

The Financial Management Plan for the City's utility fund proposes a series of utility rate increases over the five year period from 2025 through 2029 [see Exhibit A].

By implementing the proposed rate increases over the next five years, the Public Utility Fund's revenues will cover not only operational expenses, but also depreciation expense. This will improve the financial sustainability of the Public Utility fund, ensure resources are available for infrastructure maintenance and replacement and provide rate stability for residents and businesses.

Recommendation

Staff recommends approval of the 2024 Public Utilities Budget. If you have any questions, please don't hesitate to contact me at 763-784-6491.

Exhibit A

Base (Fixed) Quarterly Fees							
		2024	2025	2026	2027	2028	2029
<u>Fee Description</u>	<u>Customer Classification</u>	<u>Annual % Change</u>					
Water - base charge	Commercial/All Other	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - base charge	Residential	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Sewer - base charge	Commercial/All Other	10.00%	9.00%	9.00%	8.50%	8.00%	8.00%
Storm - base charge	All Customers	5.25%	5.00%	4.75%	4.50%	4.00%	4.00%

Volumetric Rates Based on Quarterly Usage, Per 1,000 Gallons							
		2024	2025	2026	2027	2028	2029
<u>Fee Description</u>	<u>Customer Classification</u>	<u>Annual % Change</u>					
Water - Tier 1: first 9,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 2: 9,001-18,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 3: 18,001-27,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 4: 27,001-36,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 5: 36,001-45,000 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Water - Tier 6: over 45,001 gallons	All Customers	5.00%	5.00%	4.75%	4.40%	4.00%	4.00%
Sewer - Over 18,000 gallons	All Customers	10.00%	9.00%	9.00%	8.50%	8.00%	8.00%

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUES FOR 2024 BUDGET
PUBLIC UTILITIES OPERATING FUND**

		2022 Actual	2023 Budget	2024 Budget
34950	MISC REVENUE, REFUNDS & REIMBURSEMENTS	\$ 187.67	\$ -	\$ 6,691
36200	MISCELLANEOUS REVENUES	\$ 1,133.00	\$ -	\$ 1,500
36210	INTEREST EARNED	\$ (34,906.53)	\$ 5,000	\$ 51,356
37101	WATER COLLECTIONS	\$ 553,995.71	\$ 765,970	\$ 839,772
37103	SALES TAX COLLECTED	\$ -	\$ 6,200	\$ 6,200
37104	PENALTIES - WATER	\$ 10,234.48	\$ 5,500	\$ 8,497
37109	SAFE DRINKING WATER FEE (Water Test Fee)	\$ 21,450.74	\$ 21,500	\$ 21,500
37111	ADMINISTRATIVE CHARGE	\$ 82,390.15	\$ 82,000	\$ 86,100
37115	ESTIMATE READING CHARGE	\$ -	\$ 50	\$ 50
37149	WATER CONNECTION-INTEREST	\$ 272.71	\$ -	\$ -
37150	WATER CONNECTION-WAC	\$ 125.00	\$ -	\$ -
37151	WATER RECONNECTION-CALL OUT FEE	\$ 1,770.25	\$ 625	\$ 625
37170	WATER PERMITS	\$ 125.00	\$ 125	\$ 125
37171	WATER PERMIT SURCHARGES	\$ 2.00	\$ 10	\$ 10
37172	WATER METER SALES & INSTALLATION	\$ 7,269.92	\$ 1,500	\$ 1,500
37174	INSTALL CHARGES-NEW PERMITS	\$ 789.48	\$ 250	\$ 250
37201	SEWER COLLECTIONS	\$ 864,464.97	\$ 865,212	\$ 964,675
37204	PENALTIES - SEWER	\$ 15,706.64	\$ 10,000	\$ 8,498
37250	SEWER CONNECTION CHARGES (SAC)	\$ 2,508.26	\$ 13,675	\$ -
37251	SEWER CONNECTION-INTEREST	\$ (309.70)	\$ 750	\$ -
37270	SEWER PERMITS	\$ 200.00	\$ 200	\$ 200
37271	SEWER PERMIT SURCHARGES	\$ 2.00	\$ 10	\$ 10
37273	SEWER HOOK-UP CHARGES	\$ 290.00	\$ 150	\$ 150
39206	TRANSFER FROM RECYCLING FUND	\$ 2,000.00	\$ 3,000	\$ 3,500
TOTAL 2023 PUBLIC UTILITY OPERATING REVENUES		\$ 1,529,701.75	\$ 1,781,727	\$ 2,001,209

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2024 BUDGET**

		2022	2023	Page W-1
WATER DEPARTMENT-601.49400		Actual	Budget	2024 Budget
1010	SALARIES	\$ 114,703.84	\$ 126,847	\$ 137,607
	a) Salaries	\$ 135,267		
	b) Certification Pay	\$ 2,340		
1013	OVERTIME	\$ 3,375.13	\$ 8,862	\$ 9,480
	a) 175 OT hrs @ \$54.17			
1020	ON-CALL SALARIES	\$ 701.99	\$ 5,064	\$ 5,418
	a) 60 OT hrs @ \$54.17	\$ 3,250		
	b) 30 DT hrs @ \$72.23	\$ 2,167		
1040	TEMPORARY SALARIES (\$10-\$12)	\$ -	\$ -	\$ -
1050	VACATION BUY BACK	\$ 921.52	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 8,726.32	\$ 10,207	\$ 11,057
	a) Coordinated 7.5% \$152,505			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 8,469.45	\$ 11,002	\$ 11,899
	a) FICA 6.2% \$155,505	\$ 9,644		
	b) Medicare 1.45% \$155,505	\$ 2,255		
1300	HEALTH & DENTAL INSURANCE	\$ 21,121.86	\$ 23,784	\$ 25,128
1313	LIFE INSURANCE	\$ 79.36	\$ 95	\$ 95
1510	WORKER'S COMPENSATION	\$ 12,670.47	\$ 11,000	\$ 7,240
2000	OFFICE SUPPLIES	\$ 435.43	\$ 1,000	\$ 1,000
	a) Copy Paper			
	b) Miscellaneous			
2030	PRINTED FORMS	\$ 1,241.69	\$ 1,600	\$ 1,600
	a) Utility Bills & Envelopes	\$ 1,400		
	b) Special Notices, Radio Install Forms	\$ 200		
2100	OPERATING SUPPLIES	\$ 608.29	\$ 1,000	\$ 1,000
2120	MOTOR FUELS & LUBRICANTS	\$ 3,755.35	\$ 5,000	\$ 5,000
2200	REPAIR & MAINTENANCE	\$ 104,807.72	\$ 60,000	\$ 75,000
	a) Hydrant Conversion (5)			
	b) Water Main Breaks			
	c) Water System Maintenance			
2210	EQUIPMENT PARTS	\$ 3,180.70	\$ 1,000	\$ 1,500
	a) Well house maint, paint			
2220	POSTAGE	\$ 2,080.74	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			

2024 BUDGET BREAKDOWN OF EXPENDITURES:

		Page W-2		Page W-2
		2022 Actual	2023 Budget	2024 Budget
WATER DEPARTMENT-601.49400 (CON'T)				
2221	TIRES	\$ 986.88	\$ 1,000	\$ 1,500
2222	STREET REPAIRS	\$ 13,837.93	\$ 15,000	\$ 22,500
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
2261	WATER TESTING	\$ 1,032.00	\$ 1,100	\$ 1,100
	a) Bacterial monthly			
	b) Copper & Lead			
2262	WATER METERS & SUPPLIES	\$ 1,980.60	\$ 5,500	\$ 6,500
2264	SAFE DRINKING WATER FEE (Water Test Fee-37109)	\$ 21,470.00	\$ 21,500	\$ 21,500
2280	UNIFORM ALLOWANCE	\$ 809.38	\$ 1,100	\$ 1,100
3010	AUDIT & ACCOUNTING SERVICES	\$ 5,975.00	\$ 6,213	\$ 6,700
3030	ENGINEERING SERVICES	\$ -	\$ 2,500	\$ 2,500
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 605.00	\$ 750	\$ 875
	a) Alarm System			
	b) Cell Phone usage			
3310	TRAVEL EXPENSE	\$ 1,023.89	\$ 1,000	\$ 1,500
	a) AWWA Conference			
3500	PRINTING & PUBLISHING	\$ 11,037.25	\$ 10,500	\$ 11,250
	a) Newsletter			
	b) Special Notices			
3600	INSURANCE	\$ 14,029.11	\$ 14,000	\$ 14,000
3870	WATER USAGE - BLAINE ACCOUNTS	\$ 30,771.73	\$ -	\$ 31,000
4000	CONTRACTUAL SERVICES	\$ 8,256.91	\$ 8,000	\$ 8,500
	a) I.T. Services	\$ 5,000		
	b) Safety Consultant	\$ 2,500		
	c) Drug Testing	\$ 1,000		

2024 BUDGET BREAKDOWN OF EXPENDITURES:

		Page W-3		Page W-3
WATER DEPARTMENT-601.49400 (CON'T)		2022 Actual	2023 Budget	2024 Budget
4050	MAINTENANCE AGREEMENTS	\$ 8,785.76	\$ 8,885	\$ 11,613
	a) BS&A	\$ 4,168		
	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) ARC GIS	\$ 2,000		
4300	CONFERENCES & SCHOOLS	\$ 320.00	\$ 1,950	\$ 2,000
	a) Munici-pals	\$ 200		
	b) MN Rural Water Conference	\$ 100		
	c) AWWA	\$ 300		
	d) Con-Expo	\$ 500		
	e) Staff Training 1/yr	\$ 150		
	f) Miscellaneous Training	\$ 700		
4330	DUES & SUBSCRIPTIONS	\$ 296.38	\$ 500	\$ 500
	a) AWWA			
	b) Rural Water Assoc.			
4370	PERMITS & SALES TAX	\$ 9,582.22	\$ 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	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 68,545.00	\$ 150,332	\$ 173,875
	a) Transfer to General Fund	\$ 34,925		
	b) Transfer to Renewal & Replacement	\$ 58,950		
	c) Transfer to City Hall Debt Service Fund	\$ 80,000		
<u>TOTAL 2024 WATER DEPARTMENT EXPENDITURES</u>		\$ 486,224.90	\$ 532,091	\$ 627,336

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2024 BUDGET**

<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2022 Actual	2023 Budget	2024 Budget
2100	OPERATING SUPPLIES	\$ -	\$ 100	\$ 300
2120	MOTOR FUELS & LUBRICANTS a) Diesel, Generator	\$ 2,000.00	\$ 2,500	\$ 3,000
2160	CHEMICALS & CHEMICAL PRODUCTS	\$ 28,761.12	\$ 28,000	\$ 30,000
2200	REPAIR & MAINTENANCE a) Tools b) RPZ Testing (Backfill testing) c) Load Bank Testing (Generator)	\$ 25,443.94	\$ 15,000	\$ 20,000
2210	EQUIPMENT PARTS	\$ 1,474.59	\$ 7,000	\$ 8,000
3030	ENGINEERING FEES	\$ -	\$ 1,000	\$ 1,000
3500	PRINTING & PUBLISHING	\$ 239.96	\$ -	\$ 300
3600	INSURANCE	\$ 11,130.00	\$ 14,000	\$ 14,000
3810	ELECTRIC UTILITIES	\$ 99,505.77	\$ 102,000	\$ 102,000
3830	GAS UTILITIES	\$ 3,532.72	\$ 3,300	\$ 3,500
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	\$ 950.00	\$ 2,550	\$ 2,600
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT a) Transfer to Renewal & Replacement \$ 24,271	\$ 40,915.00	\$ 17,745	\$ 24,271
<u>TOTAL 2024 WTP EXPENDITURES</u>		\$ 213,953.10	\$ 195,195	\$ 210,971

**CITY OF SPRING LAKE PARK
BREAKDOWN OF EXPENDITURES FOR 2024 BUDGET**

SEWER DEPARTMENT-601.49450		2022 Actual	2023 Budget	2024 Budget
1010	SALARIES	\$ 114,704.30	\$ 126,847	\$ 137,607
	a) Salaries	\$ 135,267		
	b) Certification Pay	\$ 2,340		
1013	OVERTIME	\$ 3,375.25	\$ 8,862	\$ 9,480
	a) 175 OT hrs @ \$54.17			
1020	ON-CALL SALARIES	\$ 702.03	\$ 5,064	\$ 5,417
	a) 60 OT hrs @ \$54.17	\$ 3,250		
	b) 30 DT hrs @ \$72.22	\$ 2,167		
1040	TEMPORARY SALARIES (\$10-\$12)	\$ -	\$ -	\$ -
1050	VACATION BUY BACK	\$ 921.52	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION	\$ 8,726.70	\$ 10,207	\$ 11,057
	a) Coordinated 7.5%	\$ 152,504		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 8,469.80	\$ 11,002	\$ 11,900
	a) FICA 6.2%	\$ 155,504	\$ 9,644	
	b) Medicare 1.45%	\$ 155,504	\$ 2,255	
1300	HEALTH & DENTAL INSURANCE	\$ 21,122.26	\$ 23,784	\$ 25,128
1313	LIFE INSURANCE	\$ 79.55	\$ 95	\$ 95
1510	WORKER'S COMPENSATION	\$ 12,670.47	\$ 11,000	\$ 8,286
2000	OFFICE SUPPLIES	\$ 200.00	\$ 800	\$ 800
	a) Copy Paper			
	b) Miscellaneous			
2030	PRINTED FORMS	\$ 1,241.69	\$ 1,600	\$ 1,600
	a) Utility Bills & Envelopes	\$ 1,400		
	b) Special Notices, Radio Install Forms	\$ 200		
2100	OPERATING SUPPLIES	\$ 1,002.96	\$ 500	\$ 500
2120	MOTOR FUELS & LUBRICANTS	\$ 3,639.07	\$ 3,700	\$ 4,000
2200	REPAIR & MAINTENANCE	\$ 14,306.76	\$ 14,000	\$ 15,000
	a) Chemicals-Sewer System			
	b) Sewer System Maintenance			
	c) Manhole Covers			
2210	EQUIPMENT PARTS	\$ 8,556.02	\$ 3,000	\$ 8,000
2220	POSTAGE	\$ 2,080.73	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			
2221	TIRES	\$ 292.72	\$ 1,000	\$ 1,500

2024 BUDGET BREAKDOWN OF EXPENDITURES:

		Page S-2		Page S-2
		2022	2023	2024
SEWER DEPARTMENT-601.49450 (CON'T)		Actual	Budget	Budget
2222	STREET REPAIRS	\$ -	\$ 3,000	\$ 3,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (sewer breaks)			
2262	WATER METERS & SUPPLIES	\$ 1,980.59	\$ 6,000	\$ 6,500
2280	UNIFORM ALLOWANCE	\$ 809.38	\$ 1,050	\$ 1,050
3010	AUDIT & ACCOUNTING SERVICES	\$ 5,975.00	\$ 6,213	\$ 6,700
3030	ENGINEERING SERVICES	\$ -	\$ 1,000	\$ 1,000
3040	LEGAL SERVICES	\$ -	\$ 300	\$ 300
3210	TELEPHONE	\$ 519.55	\$ 700	\$ 875
	a) Alarm System			
	b) Cell Phone usage			
3310	TRAVEL EXPENSE	\$ 3.59	\$ 1,000	\$ 1,500
	a) Sewer Trade Conference			
	b) Miscellaneous Training			
3500	PRINTING & PUBLISHING	\$ -	\$ 300	\$ 300
3600	INSURANCE	\$ 15,246.11	\$ 15,240	\$ 15,300
3810	ELECTRIC UTILITIES	\$ 5,931.95	\$ 5,800	\$ 5,800
3840	METRO WASTE CONTROL	\$ 586,387.66	\$ 578,842	\$ 623,491
	(\$51,957.58/month)			
4000	CONTRACTUAL SERVICES	\$ 7,941.90	\$ 9,000	\$ 10,000
	a) I.T. Services	\$ 5,000		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		
	d) Load Bank Testing (Generator)	\$ 1,000		
4050	MAINTENANCE AGREEMENTS	\$ 6,897.08	\$ 6,840	\$ 9,868
	a) BS&A (software support)	\$ 4,168		
	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) ARC GIS	\$ 2,000		
	g) GPS/GIS Software Support	\$ 300		

2024 BUDGET BREAKDOWN OF EXPENDITURES:

SEWER DEPARTMENT-601.49450 (CON'T)

		2022 Actual	2023 Budget	2024 Budget
4300	CONFERENCES & SCHOOLS	\$ 780.00	\$ 1,200	\$ 2,000
	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	\$ 69.37	\$ 340	\$ 340
	a) Minnesota Rural	\$ 123		
	b) American Water Works Assoc.	\$ 137		
	c) A.P.W.A.	\$ 80		
4390	MISCELLANEOUS	\$ 36.98	\$ -	\$ 250
4450	RESERVE CAPACITY CHARGES (SAC-37250)	\$ 10,151.89	\$ 12,425	\$ 12,425
4460	SEWER PERMIT SURCHARGES (37271)	\$ -	\$ -	\$ -
5000	CAPITAL OUTLAY	\$ -	\$ -	\$ -
7000	TRANSFERS OUT	\$ 98,304.00	\$ 178,230	\$ 216,333
	a) Transfer to General Fund	\$ 18,806		
	b) Transfer to Renewal & Replacement	\$ 117,527		
	c) Transfer to City Hall Debt Service Fund	\$ 80,000		
	<u>TOTAL 2024 SEWER DEPARTMENT EXPENDITURES</u>	\$ 943,126.88	\$ 1,054,441	\$ 1,162,902

TOTAL 2024 PUBLIC UTILITY OPERATING EXPENDITURES

\$1,643,304.88	\$ 1,781,727	\$ 2,001,209
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City of Spring Lake Park

For 2024, the estimated wastewater service fee for your community is **\$623,491.04, a change of 7.71% from 2023**. The table below details your wastewater flow, in millions of gallons (mg), and allocated cost of service:

Community Allocation	2024	2023	2022
Metered flow (mg)	185.94	185.32	213.60
Unmetered flow (mg)	- 5.79	- 5.04	- 4.34
Total flow (mg)	180.15	180.28	209.26
Percent of regional flow	0.22%	0.22%	0.23%
Municipal wastewater charge	\$623,491	\$578,841	\$587,074
Cost change from prior	7.71%	-1.40%	10.51%

Your fee is based on the portion of wastewater flow discharged from your community to the regional system in the past year (2022) multiplied by the regional wastewater charge for the next year (2024). Year-to-year changes are affected by growth, water conservation, and inflow and infiltration.

Region	2024	2023	2022
Regional allocated flow (mg)	81,361.07	82,130.28	89,095.42
Flow change from prior	-0.94%	-7.82%	-8.12%
Regional wastewater charge	\$281,587,000	\$263,703,000	\$249,955,000
Cost change from prior	6.8%	5.5%	4.0%

Some wastewater may enter or leave your community but not be included in the metered flow total. These unmetered flows are shown below. Assigned wastewater volumes per unit, such as single-family unit (SFU) or residential equivalent connection (REC), vary based on past flow response to wet weather, age of services, and other available data.

Flow from Spring Lake Park = 8.22 mg; added to allocated flow:

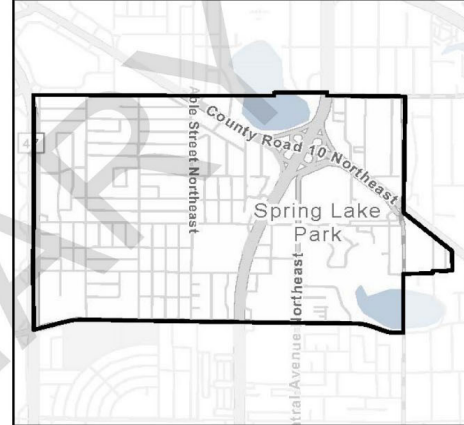
To:	Calculation/ Description	1 st Q	2 nd Q	3 rd Q	4 th Q	Notes
Blaine	Water use records	2.13	1.53	2.46	2.10	Spring Lake Park data

Flow to Spring Lake Park = -14.01 mg; deducted from allocated flow:

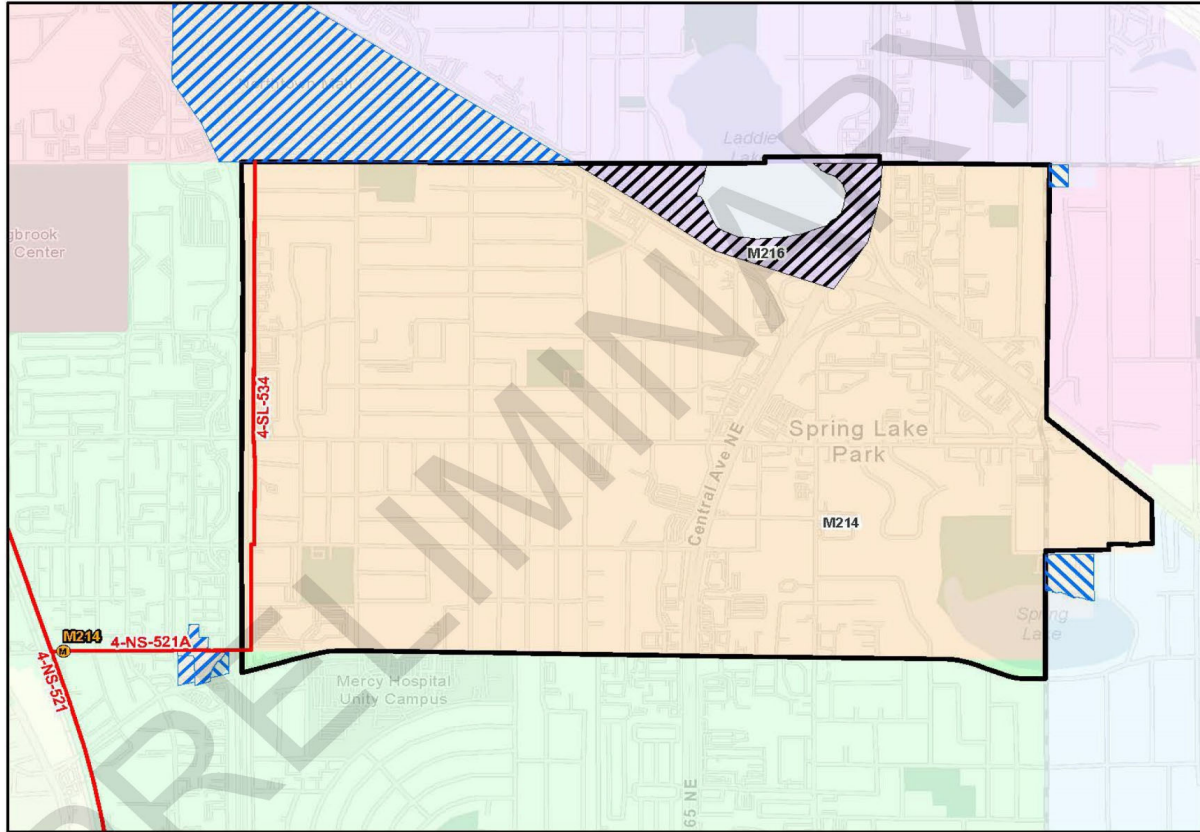
From:	Calculation/ Description	1 st Q	2 nd Q	3 rd Q	4 th Q	Notes
Blaine	Water use records	- 2.94	- 4.30	- 3.78	- 2.22	Blaine data; Northtown Shop Ctr
Fridley	Bob's Produce water use records	- 0.12	- 0.20	- 0.28	- 0.17	Fridley data

Unmetered flow total = - 5.79 mg

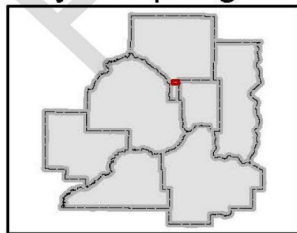
Community Map; see next page for details.



City of Spring Lake Park



City of Spring Lake Park MCES Facilities



MXXX Metershed

Meters

Interceptors

Gravity

Unmetered (Flow From)

Adjusted

Unmetered (Flow To)

Not Adjusted

Adjusted

**CITY OF SPRING LAKE PARK
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2024 BUDGET
STORM WATER UTILITY FUND 603**

Page SWU-1

<u>REVENUES:</u>	2022 Actual	2023 Budget	2024 Budget
603.00000.36200 MISC REVENUES	\$ 11,363.20	\$ -	\$ -
603.00000.36210 INTEREST	\$ -	\$ 500	\$ 500
603.00000.36504 STORM WATER COLLECTION	\$ 97,516.19	\$ 97,400	\$ 103,364
603.00000.36505 STORM WATER TRANSFER	\$ -	\$ -	\$ -
602.00000.36506 STORM WATER PENALTIES	\$ 1,415.67	\$ 1,000	\$ 1,000
602.00000.39201 TRANSFER FROM OTHER FUNDS	\$ 116,192.07	\$ -	\$ -
<u>TOTAL 2024 SW UTILITY REVENUES</u>	<u>\$ 226,487.13</u>	<u>\$ 98,900</u>	<u>\$ 104,864</u>

<u>EXPENDITURES:</u>	2022 Actual	2023 Budget	2024 Budget
603.49785.01010 FULL TIME EMPLOYEES	\$ 10,919.40	\$ 11,865	\$ 12,434
603.49785.01013 OVERTIME	\$ -	\$ -	\$ -
603.49785.01040 TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
603.49785.01050 VACATION BUY BACK	\$ 445.19	\$ 1,000	\$ 1,000
603.49785.01210 PERA CONTRIBUTIONS - EMPLOYER	\$ 762.51	\$ 965	\$ 1,008
603.49785.01220 FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 811.40	\$ 984	\$ 1,028
603.49785.01300 HEALTH INSURANCE	\$ 1,342.12	\$ 1,179	\$ 1,370
603.49785.01313 LIFE INSURANCE	\$ 4.62	\$ 7	\$ 7
603.49785.01510 WORKERS COMPENSATION	\$ -	\$ 1,200	\$ 453
603.49785.02200 REPAIR & MAINTENANCE	\$ 20,947.00	\$ 18,000	\$ 25,000
603.49785.02280 UNIFORM ALLOWANCE	\$ 62.50	\$ -	\$ 65
603.49785.03030 ENGINEERING FEES	\$ 3,118.00	\$ 8,000	\$ 8,000
603.49785.03040 LEGAL FEES	\$ -	\$ 500	\$ 500
603.49785.03500 PRINTING & PUBLISHING	\$ 53.75	\$ 1,000	\$ 1,000
603.49785.04000 CONTRACTUAL SERVICES	\$ 11,470.40	\$ 4,200	\$ 25,000
603.49785.05000 CAPITAL OUTLAY	\$ 14,204.00	\$ 50,000	\$ 28,000
603.49785.07000 PERMANENT TRANSFERS OUT	\$ -	\$ -	\$ -
<u>TOTAL 2024 SW UTILITY EXPENDITURES</u>	<u>\$ 64,140.89</u>	<u>\$ 98,900</u>	<u>\$ 104,864</u>



**CITY OF SPRING LAKE PARK
2024 UTILITY RATES**

WATER CONSERVATION RATES - ALL PROPERTIES

Administrative Base Rate	\$18.52 /quarter
Tier 1:	\$2.02 /1,000 gallons for 0-9,000 gallons/quarter
Tier 2:	\$2.28 /1,000 gallons for 9,001-18,000 gallons/quarter
Tier 3:	\$3.51 /1,000 gallons for 18,001 to 27,000 gallons/quarter
Tier 4:	\$3.91 /1,000 gallons for 27,001 to 36,000 gallons/quarter
Tier 5:	\$4.24 /1,000 gallons for 36,001 to 45,000 gallons/quarter
Tier 6:	\$4.60 /1,000 gallons for 45,001+ gallons/quarter

SEWER RATES - ALL PROPERTIES

Metropolitan Council Environmental Services (MCES), a division of the Metropolitan Council, owns and operates the facilities that process wastewater for the metropolitan area. MCES charges a fee to each city for wastewater treatment based on its share of wastewater treated by MCES. Sewer rates reflect this fee as well as funds required for the repair and maintenance of the City's municipal sanitary sewer infrastructure.

Single Family, Duplex, Townhouse & Similar Residential	\$73.99 /unit/quarter
Apartment, Mobile Home, Institutional, Commercial, & Industrial	\$73.99 /unit/quarter for 18,000 gallons and \$4.04 /1,000 gallons for all usage over 18,000 gallons

OTHER UTILITY BILL CHARGES

Recycling Fee	\$13.60 /quarter/residential unit
Street Light Fee	\$ 4.60 /quarter per water connection
Minnesota Water Test Fee	\$ 2.43 /quarter/per water connection
Storm Water Utility Fee	\$ 6.33 /quarter per residential equivalency factor (REF)



Capital Improvement Plan 2024-2028





CITY OF SPRING LAKE PARK
2024-2028 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 13, 2023

Subject: 2024-2028 Capital Improvement Plan

I am pleased to present the 2024-2028 Capital Improvement Plan (CIP) for the City of Spring Lake Park. I would like to express my appreciation to the Department Heads for their assistance in preparing the CIP.

The proposed CIP identifies over \$19 million in projects over the next five years. A significant portion of the proposed CIP is dedicated to one project – the renovation/expansion of the City Hall facility. A summary of expenditures by Department is below:

EXPENDITURES AND SOURCES SUMMARY

Department	2024	2025	2026	2027	2028	Total
Administration	8,611,034			30,000		8,641,034
Parks and Recreation	264,917	964,000	115,000	245,000	841,000	2,429,917
Police Department	256,000	58,800	61,740	120,827	68,068	565,435
Public Utilities	1,037,108	379,463	441,937	564,533	1,077,760	3,500,801
Public Works	2,072,000	251,500	523,075	204,729	881,465	3,932,769
Storm Water Utility	115,000	65,000	95,000	65,000	65,000	405,000
EXPENDITURE TOTAL	12,356,059	1,718,763	1,236,752	1,230,089	2,933,293	19,474,956

It is important to note that the 2024-2028 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 for implementation in 2024, upon approval of the CIP, will become the 2024 Capital Budget. Projects will be considered by the City Council prior to purchase/construction.

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

City of Spring Lake Park, Minnesota

Capital Improvement Plan

Administrative Summary

Visions and Goals

The Capital Improvement Plan (CIP) is a five-year plan to provide and maintain public facilities and infrastructure for the citizens and businesses of Spring Lake Park, balanced against the constraints of available resources.

Capital improvements are the projects that require the expenditure of public funds for the acquisition, construction or replacement of the infrastructure necessary for communities. Capital planning is critical to the continuation of essential public services, as well as being an important component of a community's economic development program.

The creation and update of multi-year capital plans allows the community to plan for the current and longer term needs of its constituents. This plan is often integrated with the maintenance needs and funding sources that will provide for the delivery of services to a community.

Capital projects are different from the operating budgets of a City, as they often represent large financial obligations that may span more than one year. The unique nature of capital projects allows for a different presentation to the City Council than the process used for operational budget discussions. The information and tracking needs of projects require an adequate system of management to determine impacts to both the capital plan and the operational budget.

The development of a capital improvement plan is prepared with the following elements.

- Identification of needs, utilizing strategic plans, comprehensive plans and input from citizens, staff and City Council.
- Determination of the projects specific to repair, maintenance, replacement or new construction.
- Recognition of the revenue sources that will be utilized to fund the planned project.
- Need for debt issuance for future needs.
- Identification of the need for policy updates or creation.

Policies

City staff will annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

Capital projects will conform to the following criteria:

- will be part of an approved City plan;
- will be part of an adopted maintenance/replacement schedule;
- will minimize operating costs; and
- will be selected according to the established Capital Improvement Plan.

The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

Process

City staff will evaluate capital improvement requests against the following evaluation criteria:

- Consistency with community goals and plans
- Public health and safety
- Mandates or other legal requirements
- Standard of service
- Extent of benefits
- Related to other projects
- Public perception of need
- Efficiency of service

Administrative Summary

- Supports economic development
 - Environmental quality
 - Feasibility of project
 - Opportunity costs
 - Operational budget impact
-

Process Calendar

Fall 2023 -- CIP workpapers are rolled out to departments

November 20, 2023 -- Draft 2024-2028 CIP reviewed by City Council

December 18, 2023 - 2024-2028 CIP adopted by City Council

December 18, 2023 - 2024 CIP projects adopted as part of City's annual budget

City of Spring Lake Park, Minnesota

Capital Improvement Plan

2024 thru 2028

EXPENDITURES AND SOURCES SUMMARY

Department	2024	2025	2026	2027	2028	Total
Administration	8,611,034			30,000		8,641,034
Parks and Recreation	264,917	964,000	115,000	245,000	841,000	2,429,917
Police Department	256,000	58,800	61,740	120,827	68,068	565,435
Public Utilities	1,037,108	379,463	441,937	564,533	1,077,760	3,500,801
Public Works	2,072,000	251,500	523,075	204,729	881,465	3,932,769
Storm Water Utility	115,000	65,000	95,000	65,000	65,000	405,000
EXPENDITURE TOTAL	12,356,059	1,718,763	1,236,752	1,230,089	2,933,293	19,474,956

Source	2024	2025	2026	2027	2028	Total
American Rescue Plan Act (Federal)	756,123					756,123
Bonding	7,670,701					7,670,701
Building Maintenance and Renewal		50,000				50,000
Capital Investment Fund	75,960					75,960
Capital Replacement Fund	158,250					158,250
Equipment Fund	522,000			86,000	675,000	1,283,000
General Fund	56,000	58,800	61,740	64,827	68,068	309,435
Municipal State Aid	337,500					337,500
Municipal State Aid Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
Outside Sources/Grants	1,050,677	151,500			523,500	1,725,677
Park Acquisition & Improvements	151,740	762,000	115,000	65,000	317,500	1,411,240
Public Utility Renewal and Replacement	1,037,108	429,963	761,937	744,533	1,077,760	4,051,301
Revolving Construction	82,500	82,500	82,500	82,500	82,500	412,500
Special Assessments	292,500	67,500	67,500	67,500	67,500	562,500
Storm Sewer Utility	145,000	96,500	128,075	99,729	101,465	570,769
SOURCE TOTAL	12,356,059	1,718,763	1,236,752	1,230,089	2,933,293	19,474,956

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

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	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	150,000					150,000
Total	150,000					150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 04
 Project Name Council Chambers Cable Equipment Update



Type Equipment Department Administration
 Useful Life 10 years Contact Daniel Buchholtz, City Administ
 Category Equipment: Computers Priority 3 Important

Status Active

Description Total Project Cost: \$158,250

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	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	158,250					158,250
Total	158,250					158,250

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Replacement Fund	158,250					158,250
Total	158,250					158,250

Budget Impact/Other

Capital Improvement Plan

City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 05
 Project Name City Hall Renovation/Expansion

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

Status Active



Description Total Project Cost: \$8,494,724

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 City does not have adequate meeting facilities for the public to utilize. The proposed improvements would create a community meeting space for utilization for recreation programs, rentals and community engagement.

The Police Department, Administration Department and Recreation Department work spaces are compressed and less conducive to the current needs of the office environment and the functional needs of each department. The Police Department needs a separate entrance to the building that is closer to the City Hall parking lot.

There are limited bathroom facilities within the building, making it difficult to host events at City Hall, especially 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 R-value of the block insulation is subpar, resulting in higher energy costs to heat and cool the building.

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.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	193,800					193,800
Construction/Maintenance	7,043,624					7,043,624
Equip/Vehicles/Furnishings	989,400					989,400
Total	8,226,824					8,226,824

Funding Sources	2024	2025	2026	2027	2028	Total
American Rescue Plan Act (Federal)	756,123					756,123
Bonding	7,470,701					7,470,701
Total	8,226,824					8,226,824

Budget Impact/Other

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

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 06
 Project Name City Hall Generator Replacement



Type Equipment Department Administration
 Useful Life 25 years Contact George Linngren, Public Works
 Category Equipment: Miscellaneous Priority 2 Very Important

Status Active

Description Total Project Cost: \$75,960

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	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	75,960					75,960
Total	75,960					75,960

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Investment Fund	75,960					75,960
Total	75,960					75,960

Budget Impact/Other

Minimal budget impact.

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 58
 Project Name Photocopier



Type Equipment Department Administration
 Useful Life 5 years Contact Daniel Buchholtz, City Administ
 Category Equipment: Miscellaneous Priority 2 Very Important

Status Active

Description Total Project Cost: \$30,000
 Purchase photocopiers for Administration/Park and Recreation and Police Departments.

Justification
 The existing copiers, purchased in 2022, will be beyond their useful life and will need to be replaced.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				30,000		30,000
Total				30,000		30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund				30,000		30,000
Total				30,000		30,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 41
 Project Name Able Park Upgrades



Type Improvement Department Parks and Recreation
 Useful Life 20 years Contact Kay Okey, Recreation Director
 Category Park Improvements Priority 1 Critical

Status Active

Description Total Project Cost: \$751,917

Per Park Master Plan - replace equipment and enhance amenities

Justification

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 picnic shelters.

Expenditures	2024	2025	2026	2027	2028	Total
Playground Equipment	162,417					162,417
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	184,917	417,000	100,000	50,000		751,917

Funding Sources	2024	2025	2026	2027	2028	Total
Outside Sources/Grants	113,177					113,177
Park Acquisition & Improvements	71,740	417,000	100,000	50,000		638,740
Total	184,917	417,000	100,000	50,000		751,917

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

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	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		15,000	15,000	15,000		45,000
Total		15,000	15,000	15,000		45,000

Funding Sources	2024	2025	2026	2027	2028	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

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	48
Project Name	Terrace Park Field Drainage Improvements

Type	Improvement	Department	Parks and Recreation
Useful Life	25 years	Contact	Kay Okey, Recreation Director
Category	Park Improvements	Priority	4 Less Important

Status Active

Description	Total Project Cost: \$50,000
Fields have drainage issues where water will not run off, making fields unusable for programs. In addition, project will add sidewalks and trails for access.	

Justification
Field is unusable days after a heavy rain. Increased maintenance time required to prep field for use. Park master plan recommends address field drainage and increase number of sidewalks and trails throughout the park.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	50,000					50,000
Total	50,000					50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition & Improvements	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 61
 Project Name Terrace Park Building

Type Improvement Department Parks and Recreation
 Useful Life 40 years Contact Kay Okey, Recreation Director
 Category Buildings Priority 3 Important



Status Active

Description Total Project Cost: \$300,000

Rebuild warming house at Terrace Park.

Justification

Existing building is in poor condition and is beyond its useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		50,000				50,000
Construction/Maintenance		250,000				250,000
Total		300,000				300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition & Improvements		300,000				300,000
Total		300,000				300,000

Budget Impact/Other

Improved structure allows for reduced maintenance costs and reduced staff hours.

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 64
 Project Name Triangle Memorial Park Irrigation

Type Improvement Department Parks and Recreation
 Useful Life 10 years Contact George Linngren, Public Works
 Category Park Improvements Priority 2 Very Important



Status Active

Description Total Project Cost: \$30,000

Install irrigation at Triangle Memorial Park

Justification

With multiple years of drought, the grass is unable to sustain the foot traffic generated by visitors to the park. Installation of an irrigation system will preserve existing grass/vegetation and create a more attractive and inviting environment.

Expenditures	2024	2025	2026	2027	2028	Total
Landscaping	30,000					30,000
Total	30,000					30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition & Improvements	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	72
Project Name	Triangle Park Bridge Reconstruct

Type	Improvement	Department	Parks and Recreation
Useful Life	25 years	Contact	Kay Okey, Recreation Director
Category	Park Improvements	Priority	3 Important

Status Active

Description	Total Project Cost: \$75,000
Reconstruct pedestrian bridge at Triangle Memorial Park	

Justification
Improve bridge materials and structure to ensure its safe use for many years to come.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance					75,000	75,000
Total					75,000	75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition & Improvements					75,000	75,000
Total					75,000	75,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 73
 Project Name Able Park Dasher Board Replacement

Type Improvement Department Parks and Recreation
 Useful Life 20 years Contact Kay Okey, Recreation Director
 Category Park Improvements Priority 4 Less Important



Status Active

Description

Total Project Cost: \$180,000

Realignment of ice rink to accommodate/add open ice and pickleball courts. The courts will be surfaced with blacktop.

Justification

The City is experiencing growing demand for pickleball courts. General ice rinkspace was reduced when the Able Park Building was reconstructed. Adding blacktop to the rink space will make the space multi-purpose for use in both winter and summer.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				168,000		168,000
Other				10,000		10,000
Demolition				2,000		2,000
Total				180,000		180,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement				180,000		180,000
Total				180,000		180,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 74
 Project Name Terrace Park Dasher Board Replacement

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



Status Active

Description Total Project Cost: \$30,000

Remove and replace dasher boards at Terrace Park hockey rink.

Justification

Boards and posts are slanted and in need of replacement. Park and Recreation will do a survey in winter 2023-2024 to determine need and usage.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition & Improvements		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	75
Project Name	Sanburnol Playground Equipment Upgrade

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

Status Active

Description	Total Project Cost: \$151,000
Replace Sanburnol Playground Equipment	

Justification
Playground structure was constructed in 1996 and is beyond its useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					151,000	151,000
Total					151,000	151,000

Funding Sources	2024	2025	2026	2027	2028	Total
Outside Sources/Grants					151,000	151,000
Total					151,000	151,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	76
Project Name	Westwood Play Equipment Upgrade

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

Status Active

Description	Total Project Cost: \$160,000
Replace playground equipment at Westwood Park.	

Justification
playground equipment was installed in 2002 and is beyond its useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					160,000	160,000
Total					160,000	160,000

Funding Sources	2024	2025	2026	2027	2028	Total
Outside Sources/Grants					160,000	160,000
Total					160,000	160,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 77
 Project Name Terrace Park Play Equipment Upgrade

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

Status Active

Description Total Project Cost: \$202,000
 5-12 year old equipment upgrade to include inclusive structure, accessible surface and shade cover.

Justification
 Current playground equipment was installed in 2000. There is demand for more inclusive structure. As climate change increases, there will be more demand for shade.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		202,000				202,000
Total		202,000				202,000

Funding Sources	2024	2025	2026	2027	2028	Total
Outside Sources/Grants		151,500				151,500
Public Utility Renewal and Replacement		50,500				50,500
Total		202,000				202,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	78
Project Name	Lakeside Playground Equipment Replacement

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

Status Active

Description	Total Project Cost: \$375,000
Replace playground equipment and poured in place surfacing to make playground equipment more accessible and inclusive.	

Justification
Playground equipment was last replaced in 2008 and is beyond its useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance					375,000	375,000
Total					375,000	375,000

Funding Sources	2024	2025	2026	2027	2028	Total
Outside Sources/Grants					187,500	187,500
Park Acquisition & Improvements					187,500	187,500
Total					375,000	375,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 79
 Project Name Lakeside Lions Shelter Update

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

Status Active

Description Total Project Cost: \$50,000
 Lakeside Lions Shelter Update

Justification
 Update bathroom fixtures and doors to make accessible and modern; design to make available daily during the summer. There are no accessible restrooms in the park.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance					50,000	50,000
Total					50,000	50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Outside Sources/Grants					25,000	25,000
Park Acquisition & Improvements					25,000	25,000
Total					50,000	50,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	80
Project Name	Sanburnol Sidewalk

Type	Improvement	Department	Parks and Recreation
Useful Life	40 years	Contact	Kay Okey, Recreation Director
Category	Sidewalks/Trails	Priority	4 Less Important

Status Active

Description	Total Project Cost: \$30,000
Add sidewalk throughout Sanburnol Park to facilitate pedestrian traffic to park amenities.	

Justification
All picnic tables are on concrete pads but they are not accessible by paved surface. The raised beds are also not connected by a paved surface.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance					30,000	30,000
Total					30,000	30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition & Improvements					30,000	30,000
Total					30,000	30,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 07
 Project Name Squad Car Replacement

Type Equipment Department Police Department
 Useful Life 5 years Contact Josh Antoine, Police Chief
 Category Vehicles Priority 1 Critical

Status Active



Description Total Project Cost: \$401,435

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.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
92,000	Equip/Vehicles/Furnishings	56,000	58,800	61,740	64,827	68,068	309,435
Total	Total	56,000	58,800	61,740	64,827	68,068	309,435

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
92,000	General Fund	56,000	58,800	61,740	64,827	68,068	309,435
Total	Total	56,000	58,800	61,740	64,827	68,068	309,435

Budget Impact/Other

No change.

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

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

Type Improvement Department Police Department
 Useful Life 40 years Contact Josh Antoine, Police Chief
 Category Buildings Priority 2 Very Important

Status Active



Description Total Project Cost: \$200,000

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	2024	2025	2026	2027	2028	Total
Construction/Maintenance	200,000					200,000
Total	200,000					200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bonding	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	47
Project Name	Full Body Protection Armor

Type	Equipment	Department	Police Department
Useful Life	10 years	Contact	Josh Antoine, Police Chief
Category	Equipment: Miscellaneous	Priority	2 Very Important



Status Active

Description	Total Project Cost: \$70,000
Purchase civil unrest full body protection armor	

Justification
With the civil unrest in 2020 and 2021, Anoka County Law Enforcement is in the process of researching and implementing a county wide mobile response team to assist agencies in the event that civil unrest occurs in any city in Anoka County. Officers involved in the Mobile Response Team will need to be properly outfitted. The Police Department already has some of the equipment required for each officer, but would need to purchase the remaining equipment (full body protection suits; control batons; etc). In the event that we have civil unrest in our city we will need every officer outfitted with this equipment. Each set of equipment is \$7,000.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
14,000	Equip/Vehicles/Furnishings				56,000		56,000
Total	Total				56,000		56,000

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
14,000	Equipment Fund				56,000		56,000
Total	Total				56,000		56,000

Budget Impact/Other

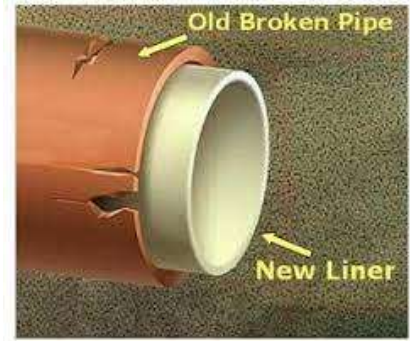
Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 14
 Project Name Sewer Lining Project

Type Improvement Department Public Utilities
 Useful Life 40 years Contact Public Works Director
 Category Wastewater Priority 1 Critical

Status Active



Description

Total Project Cost: \$940,000

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	2024	2025	2026	2027	2028	Total
Construction/Maintenance	940,000					940,000
Total	940,000					940,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement	940,000					940,000
Total	940,000					940,000

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

2024 *thru* 2028

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 George Linngren, Public Works
 Category Water Distribution Priority 2 Very Important

Status Active

Description

Total Project Cost: \$800,000

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	2024	2025	2026	2027	2028	Total
Planning/Design					25,000	25,000
Construction/Maintenance					775,000	775,000
Total					800,000	800,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement					800,000	800,000
Total					800,000	800,000

Budget Impact/Other

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

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 20
 Project Name Pickup Replacement

Type Equipment Department Public Utilities
 Useful Life 10 years Contact George Linngren, Public Works
 Category Vehicles Priority 3 Important



Status Active

Description
 Total Project Cost: \$301,901
 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.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
41,600	Equip/Vehicles/Furnishings	47,108	49,463	51,937	54,533	57,260	260,301
Total	Total	47,108	49,463	51,937	54,533	57,260	260,301

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
41,600	Public Utility Renewal and Replacement	47,108	49,463	51,937	54,533	57,260	260,301
Total	Total	47,108	49,463	51,937	54,533	57,260	260,301

Budget Impact/Other
 Staff anticipates that there will be lower maintenace 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
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 28
 Project Name Well #1 Rehab

Type Improvement Department Public Utilities
 Useful Life 25 years Contact George Linngren, Public Works
 Category Water Distribution Priority 3 Important



Status Active

Description Total Project Cost: \$113,814

Rehab Well #1. Located in the Terrace Water Treatment Plant

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

Expenditures	2024	2025	2026	2027	2028	Total	Future
Construction/Maintenance			50,000			50,000	63,814
Total			50,000			50,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Public Utility Renewal and Replacement			50,000			50,000	63,814
Total			50,000			50,000	Total

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	29
Project Name	Well #2 Rehab

Type	Improvement	Department	Public Utilities
Useful Life	25 years	Contact	George Linngren, Public Works
Category	Water Distribution	Priority	3 Important

Status Active

Description	Total Project Cost: \$107,881
Well #2 Rehab. Located at Terrace Park.	

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

Expenditures	2024	2025	2026	2027	2028	Total	Future
Construction/Maintenance	50,000					50,000	57,881
Total	50,000					50,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Public Utility Renewal and Replacement	50,000					50,000	57,881
Total	50,000					50,000	Total

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 30
 Project Name Well #4 Rehab
 Type Improvement Department Public Utilities
 Useful Life 25 years Contact George Linngren, Public Works
 Category Water Distribution Priority 3 Important



Status Active

Description Total Project Cost: \$110,775

Well #4 Rehab. Located at Wyldwood Lane and University Avenue.

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

Expenditures	2024	2025	2026	2027	2028	Total	Future
Construction/Maintenance		50,000				50,000	60,775
Total		50,000				50,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Public Utility Renewal and Replacement		50,000				50,000	60,775
Total		50,000				50,000	Total

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 31
 Project Name Well #5 Rehab

Type Improvement Department Public Utilities
 Useful Life 25 years Contact George Linngren, Public Works
 Category Water Distribution Priority 3 Important



Status Active

Description Total Project Cost: \$117,000

Well #5 Rehab. Located adjacent to Arthur Street WTP.

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

Expenditures	2024	2025	2026	2027	2028	Total	Future
Construction/Maintenance				50,000		50,000	67,000
Total				50,000		50,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Public Utility Renewal and Replacement				50,000		50,000	67,000
Total				50,000		50,000	Total

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 32
 Project Name Water Meter Replacement

Type Equipment Department Public Utilities
 Useful Life 20 years Contact George Linngren, Public Works
 Category Water Distribution Priority 3 Important



Status Active

Description Total Project Cost: \$200,000
 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 and leading to fair billing for water consumption..

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		100,000	100,000			200,000
Total		100,000	100,000			200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement		100,000	100,000			200,000
Total		100,000	100,000			200,000

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

2024 *thru* 2028

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: \$150,000
 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, manganese 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	2024	2025	2026	2027	2028	Total
Construction/Maintenance		150,000				150,000
Total		150,000				150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement		150,000				150,000
Total		150,000				150,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 34
 Project Name Sewer Jetter Replacement

Type Equipment Department Public Utilities
 Useful Life 20 years Contact George Linngren, Public Works
 Category Wastewater Priority 2 Very Important



Status Active

Description

Total Project Cost: \$250,000

Sewer jetter truck replacement.

Justification

This truck was purchased in 2006. 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 20 years of service, it will exceed its life cycle.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				250,000		250,000
Total				250,000		250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement				250,000		250,000
Total				250,000		250,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 54
 Project Name Hydrant Replacement

Type Improvement Department Public Utilities
 Useful Life 25 years Contact George Linngren, Public Works
 Category Water Distribution Priority 2 Very Important



Status Active

Description Total Project Cost: \$407,100

Replacing hydrants and adding valves in front of hydrants

Justification

Many hydrants are old and are hard to turn. They also do not have valves in front of them for shutdown. It is becoming more difficult to find parts to repair the existing hydrants.

Expenditures	2024	2025	2026	2027	2028	Total	Future
Equip/Vehicles/Furnishings			50,000	52,500	55,125	157,625	249,475
Total			50,000	52,500	55,125	157,625	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Public Utility Renewal and Replacement			50,000	52,500	55,125	157,625	249,475
Total			50,000	52,500	55,125	157,625	Total

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	55
Project Name	Water Treatment Plant Chemical Pump Replacement

Type	Equipment	Department	Public Utilities
Useful Life	15 years	Contact	George Linngren, Public Works
Category	Equipment: PW Equip	Priority	2 Very Important

Status Active

Description	Total Project Cost: \$40,000
Replace chemical pumps at Terrace and Arthur Water treatment Plants	

Justification
Pumps are nearing end of life and should be replaced to ensure efficient water treatment.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan

City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 65
 Project Name Water Main Replacement



Type Equipment Department Public Utilities
 Useful Life 40 years Contact George Linngren, Public Works
 Category Water Distribution Priority 2 Very Important

Status Active

Description Total Project Cost: \$1,221,301

Replace water mains across the City.

Justification

The City's water mains are old and are made of cast iron, which is subject to water main breaks. Transitioning water mains to PVC will increase the life expectancy of the City's water main system and reduce the number of service interruptions due to water main breaks.

Expenditures	2024	2025	2026	2027	2028	Total	Future
Construction/Maintenance			150,000	157,500	165,375	472,875	748,426
Total			150,000	157,500	165,375	472,875	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Public Utility Renewal and Replacement			150,000	157,500	165,375	472,875	748,426
Total			150,000	157,500	165,375	472,875	Total

Budget Impact/Other

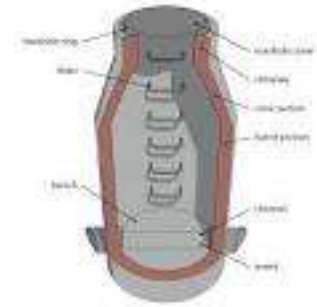
Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 67
 Project Name Manhole Replacement

Type Improvement Department Public Utilities
 Useful Life 40 years Contact George Linngren, Public Works
 Category Wastewater Priority 3 Important

Status Active



Description Total Project Cost: \$30,000
 Replace Manhole at Intersection of Able Street and Viceroy Street.

Justification
 Manhole is old and has been damaged by hydrogen sulfide, resulting in deterioration of manhole.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 18
 Project Name PW Facility Window and Garage Door Replacement



Type Improvement Department Public Works
 Useful Life 25 years Contact George Linngren, Public Works
 Category Buildings Priority 3 Important

Status Active

Description Total Project Cost: \$50,000

Replace windows, 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. The windows in the facility are broken and are in need of replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance and Renewal		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 24
 Project Name One-ton truck with plow

Type Equipment Department Public Works
 Useful Life 10 years Contact George Linngren, Public Works
 Category Vehicles 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	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund	60,000					60,000
Total	60,000					60,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

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

Type Equipment Department Public Works
 Useful Life 20 years Contact George Linngren, Public Works
 Category Equipment: PW Equip Priority 3 Important



Status Active

Description Total Project Cost: \$300,000

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	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	300,000					300,000
Total	300,000					300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund	300,000					300,000
Total	300,000					300,000

Budget Impact/Other

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

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	46
Project Name	Highway 65/85th Ave NE Traffic Signal Replacement
Type	Improvement
Useful Life	20 years
Category	Street Construction
Department	Public Works
Contact	Daniel Buchholtz, City Administ
Priority	3 Important



Status Active

Description	Total Project Cost: \$500,000
Traffic Signal Replacement at the intersection of Highway 65/85th Avenue NE.	

Justification
MnDOT is planning to replace the traffic signal at the intersection of Highway 65 and 85th Avenue NE. The current traffic signal was constructed in 1997 and is coming to the end of its useful life.
The City has a signal agreement with the City of Blaine and MnDOT allocating 12.5% of the signal improvement cost to the City of Spring Lake Park.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	500,000					500,000
Total	500,000					500,000

Funding Sources	2024	2025	2026	2027	2028	Total
Municipal State Aid	62,500					62,500
Outside Sources/Grants	437,500					437,500
Total	500,000					500,000

Budget Impact/Other
The signal was scheduled to be painted in 2022. With MnDOT scheduling replacement of the traffic signal in 2024, the painting project has been cancelled. This should save approximately \$15,000 to be applied to the cost of constructing the new signal.

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	49
Project Name	Reconstruction of Sanburnol Drive

Type	Improvement	Department	Public Works
Useful Life	25 years	Contact	George Linngren, Public Works
Category	Street Construction	Priority	3 Important

Status Active

Description	Total Project Cost: \$1,000,000
Reconstruct Sanburnol Drive	

Justification
Sanburnol Drive was last reconstructed in 1998 as part of the 1997 Street Project bond. The roadway surface is deteriorating and is in need of rehabilitation.
Sanburnol Drive is a shared road between the cities of Spring Lake Park and Blaine. The City's portion was reconstructed, while the City of Blaine decided to only do a mill and overlay on their portion.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	1,000,000					1,000,000
Total	1,000,000					1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Municipal State Aid	275,000					275,000
Outside Sources/Grants	500,000					500,000
Special Assessments	225,000					225,000
Total	1,000,000					1,000,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 50
 Project Name Street Sign Replacement



Type Equipment Department Public Works
 Useful Life 20 years Contact George Linngren, Public Works
 Category Street Construction Priority 3 Important

Status Active

Description Total Project Cost: \$120,000

Replace street signs throughout the City

Justification

All of the City's traffic signs (regulatory signs, no parking, speed limit, street name) are old and no longer meet retroreflectivity standards. The Federal Highway Administration's Manual on Uniform Traffic Control Devices sets standards for retroreflectivity of signs within the City. This project will begin the process of replacing traffic signs throughout the City.

Prior	Expenditures	2024	2025	2026	2027	2028	Total
20,000	Equip/Vehicles/Furnishings	20,000	20,000	20,000	20,000	20,000	100,000
Total	Total	20,000	20,000	20,000	20,000	20,000	100,000

Prior	Funding Sources	2024	2025	2026	2027	2028	Total
20,000	Municipal State Aid Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
Total	Total	20,000	20,000	20,000	20,000	20,000	100,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 52
 Project Name Street Milling

Type Unassigned Department Public Works
 Useful Life 20 years Contact George Linngren, Public Works
 Category Street Paving Priority 3 Important

Status Active



Description Total Project Cost: \$750,000

Mill streets that are cracking and are beyond sealcoat rehabilitation.

Justification

Mill streets with extensive potholes and cracks to extend the life of the City's street infrastructure.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	150,000	150,000	150,000	150,000	150,000	750,000
Total	150,000	150,000	150,000	150,000	150,000	750,000

Funding Sources	2024	2025	2026	2027	2028	Total
Revolving Construction	82,500	82,500	82,500	82,500	82,500	412,500
Special Assessments	67,500	67,500	67,500	67,500	67,500	337,500
Total	150,000	150,000	150,000	150,000	150,000	750,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 53
 Project Name North Garage Furnace Replacement



Type Equipment Department Public Works
 Useful Life Contact George Linngren, Public Works
 Category Buildings Priority n/a

Status Active

Description

Replace hanging gas furnaces in the north garage.

Justification

Furnaces were installed when the building was constructed in the late 1980s. The furnaces are at the end of their useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			20,000			20,000
Total			20,000			20,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement			20,000			20,000
Total			20,000			20,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	62
Project Name	Vehicle Hoist

Type	Equipment	Department	Public Works
Useful Life	20 years	Contact	George Linngren, Public Works
Category	Equipment: PW Equip	Priority	3 Important

Status Active

Description	Total Project Cost: \$12,000
Vehicle Hoist for Public Works Building.	

Justification
The current vehicle hoist is 40 years old and is not capable to safely change tires, brake pads/rotors and other maintenance activities. A new lift will allow the City to undertake more maintenance activities in house.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	12,000					12,000
Total	12,000					12,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund	12,000					12,000
Total	12,000					12,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 66
 Project Name Truck Mount Hot Box



Type Unassigned Department Public Works
 Useful Life Contact George Linngren, Public Works
 Category Street Paving Priority n/a

Status Active

Description Total Project Cost: \$100,000

Replace current asphalt trailer with a hot box for 2004 Sterling dump truck.

Justification

The asphalt trailer was put in service in 1998 and is at its end of life. This project will add a hot box to an existing dump truck, which will increase the amount of asphalt that can be loaded at one time, saving time and money.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					100,000	100,000
Total					100,000	100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund					100,000	100,000
Total					100,000	100,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 68
 Project Name Trackless Vehicle and Blower Replacement

Type Equipment Department Public Works
 Useful Life 10 years Contact George Linngren, Public Works
 Category Vehicles Priority 2 Very Important

Status Active



Description Total Project Cost: \$225,000

Replace trackless vehicle used for sidewalk snow removal.

Justification

Trackless vehicle was purchase in 2018 and will be at end of life in 2028.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					225,000	225,000
Total					225,000	225,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund					225,000	225,000
Total					225,000	225,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 69
 Project Name Public Utilities Water Truck

Type Equipment Department Public Works
 Useful Life 15 years Contact George Linngren, Public Works
 Category Water Distribution Priority 2 Very Important



Status Active

Description Total Project Cost: \$300,000

Purchase new water truck for Public Utilities.

Justification

The current water truck was purchased in 1998 and is at the end of life. It is becoming more difficult to find parts to keep the 1998 Ford water truck operating.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			300,000			300,000
Total			300,000			300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Public Utility Renewal and Replacement			300,000			300,000
Total			300,000			300,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 70
 Project Name Dump Truck Replacement

Type Equipment Department Public Works
 Useful Life 15 years Contact George Linngren, Public Works
 Category Vehicles Priority 1 Critical

Status Active



Description

Total Project Cost: \$350,000

Purchase new dump truck and plow.

Justification

Replace 1998 Ford Dump Truck, plow and sander. Existing truck is at end of life. Parts are becoming difficult to find.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					350,000	350,000
Total					350,000	350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Equipment Fund					350,000	350,000
Total					350,000	350,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 36
 Project Name Hayes Pond Maintenance



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

Status Active

Description Total Project Cost: \$50,000

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	2024	2025	2026	2027	2028	Total
Construction/Maintenance	50,000					50,000
Total	50,000					50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Sewer Utility	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Capital Improvement Plan
 City of Spring Lake Park, Minnesota

2024 *thru* 2028

Project # 37
 Project Name Sports Dome Pond Maintenance

Type Improvement Department Storm Water Utility
 Useful Life 15 years Contact George Linngren, Public Works
 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	2024	2025	2026	2027	2028	Total
Construction/Maintenance			30,000			30,000
Total			30,000			30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Sewer Utility			30,000			30,000
Total			30,000			30,000

Budget Impact/Other

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project # 56
Project Name Storm Sewer Lining and Catch Basin Repair Project



Type Improvement **Department** Storm Water Utility
Useful Life 40 years **Contact** George Linngren, Public Works
Category Storm Sewer/Drainage **Priority** 3 Important

Status Active

Description

Total Project Cost: \$250,000

Storm Sewer Lining Project

Justification

Project will lengthen life of the City's underground storm water conveyance system by repairing cracked, broken or partially collapsed pipe with a cure-in-place lining.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Sewer Utility	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

This will reduce street sink holes, saving on costly street repairs due to cracked or leaking storm water pipes.

Capital Improvement Plan

2024 *thru* 2028

City of Spring Lake Park, Minnesota

Project #	63
Project Name	Storm Water Catch Basin Replacement

Type	Improvement	Department	Storm Water Utility
Useful Life	40 years	Contact	George Linngren, Public Works
Category	Storm Sewer/Drainage	Priority	2 Very Important

Status Active

Description	Total Project Cost: \$165,769
Replace catch basins throughout the City.	

Justification
The current catch basins are extremely old and are beginning to fall apart. The rings and concrete are failing. Replacement of damaged catch basins will help maintain the integrity and functionality of the storm water infrastructure.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	30,000	31,500	33,075	34,729	36,465	165,769
Total	30,000	31,500	33,075	34,729	36,465	165,769

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Sewer Utility	30,000	31,500	33,075	34,729	36,465	165,769
Total	30,000	31,500	33,075	34,729	36,465	165,769

Budget Impact/Other

City of Spring Lake Park, Minnesota

Capital Improvement Plan

2024 thru 2028

SOURCES AND USES OF FUNDS

Source	2024	2025	2026	2027	2028
Building Maintenance and Renewal					
Beginning Balance	106,623	118,623	81,023	93,823	107,023
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	12,000	12,400	12,800	13,200	0
Total Funds Available	118,623	131,023	93,823	107,023	107,023
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	0	(50,000)	0	0	0
Change in Fund Balance	12,000	(37,600)	12,800	13,200	0
Ending Balance	118,623	81,023	93,823	107,023	107,023

Source	2024	2025	2026	2027	2028
Capital Investment Fund					
Beginning Balance	1,734,646	1,658,686	1,658,686	1,658,686	1,658,686
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,734,646	1,658,686	1,658,686	1,658,686	1,658,686
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(75,960)	0	0	0	0
Change in Fund Balance	(75,960)	0	0	0	0
Ending Balance	1,658,686	1,658,686	1,658,686	1,658,686	1,658,686

Source	2024	2025	2026	2027	2028
Capital Replacement Fund					
Beginning Balance	418,077	259,827	259,827	259,827	259,827
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	418,077	259,827	259,827	259,827	259,827
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(158,250)	0	0	0	0
Change in Fund Balance	(158,250)	0	0	0	0
Ending Balance	259,827	259,827	259,827	259,827	259,827

Source	2024	2025	2026	2027	2028
Equipment Fund					
Beginning Balance	278,620	(58,055)	136,536	340,857	469,394
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	185,325	194,591	204,321	214,537	225,263
Total Funds Available	463,945	136,536	340,857	555,394	694,657
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(522,000)	0	0	(86,000)	(675,000)
Change in Fund Balance	(336,675)	194,591	204,321	128,537	(449,737)
Ending Balance	(58,055)	136,536	340,857	469,394	19,657

Source	2024	2025	2026	2027	2028
General Fund					
Beginning Balance	2,539,802	2,539,802	2,539,802	2,539,802	2,539,802
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	56,000	58,800	61,740	64,827	68,068
Total Funds Available	2,595,802	2,598,602	2,601,542	2,604,629	2,607,870
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(56,000)	(58,800)	(61,740)	(64,827)	(68,068)
Change in Fund Balance	0	0	0	0	0
Ending Balance	2,539,802	2,539,802	2,539,802	2,539,802	2,539,802

Source	2024	2025	2026	2027	2028
Municipal State Aid					
Beginning Balance	0	0	0	0	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	337,500	0	0	0	0
Total Funds Available	337,500	0	0	0	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(337,500)	0	0	0	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2024	2025	2026	2027	2028
Municipal State Aid Maintenance					
Beginning Balance	121,974	181,974	241,974	301,974	361,974
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	80,000	80,000	80,000	80,000	80,000
Total Funds Available	201,974	261,974	321,974	381,974	441,974
Expenditures and Uses					
Total Expenditures and Uses	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Change in Fund Balance	60,000	60,000	60,000	60,000	60,000
Ending Balance	181,974	241,974	301,974	361,974	421,974

Source	2024	2025	2026	2027	2028
Park Acquisition & Improvements					
Beginning Balance	191,704	39,964	(722,036)	(837,036)	(902,036)
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	191,704	39,964	(722,036)	(837,036)	(902,036)
Expenditures and Uses					
Total Expenditures and Uses	(151,740)	(762,000)	(115,000)	(65,000)	(317,500)
Change in Fund Balance	(151,740)	(762,000)	(115,000)	(65,000)	(317,500)
Ending Balance	39,964	(722,036)	(837,036)	(902,036)	(1,219,536)

Source	2024	2025	2026	2027	2028
Public Utility Renewal and Replacement					
Beginning Balance	1,679,561	1,067,453	1,087,490	725,553	406,020
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	425,000	450,000	400,000	425,000	425,000
Total Funds Available	2,104,561	1,517,453	1,487,490	1,150,553	831,020
Expenditures and Uses					
Total Expenditures and Uses	(1,037,108)	(429,963)	(761,937)	(744,533)	(1,077,760)
Change in Fund Balance	(612,108)	20,037	(361,937)	(319,533)	(652,760)
Ending Balance	1,067,453	1,087,490	725,553	406,020	(246,740)

Source	2024	2025	2026	2027	2028
Revolving Construction					
Beginning Balance	988,414	974,131	959,125	943,415	927,000
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	68,217	67,494	66,790	66,085	65,391
Total Funds Available	1,056,631	1,041,625	1,025,915	1,009,500	992,391
Expenditures and Uses					
Total Expenditures and Uses	(82,500)	(82,500)	(82,500)	(82,500)	(82,500)
Change in Fund Balance	(14,283)	(15,006)	(15,710)	(16,415)	(17,109)
Ending Balance	974,131	959,125	943,415	927,000	909,891

Source	2024	2025	2026	2027	2028
Storm Sewer Utility					
Beginning Balance	208,883	143,883	127,383	79,308	59,579
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	65,000	65,000	65,000	65,000	65,000
Total Funds Available	273,883	208,883	192,383	144,308	124,579
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(130,000)	(81,500)	(113,075)	(84,729)	(86,465)
Change in Fund Balance	(65,000)	(16,500)	(48,075)	(19,729)	(21,465)
Ending Balance	143,883	127,383	79,308	59,579	38,114

City of Spring Lake Park, Minnesota

Capital Improvement Plan

GLOSSARY

Accrual Basis of Accounting

The basis of accounting by which revenues are recorded when earned and expenditures are recorded when the liability is incurred.

Bond

A written promise to repay debt on a specific date in the future, along with payment of a specified amount of interest at predetermined intervals while the debt is outstanding. "Certificate", "warrant" and "note" are other names that refer to what is defined here as a bond.

"Bond" usually refers to long-term debt, that is, debt outstanding for thirteen months or longer; "note" commonly refers to short-term debt, which matures in a period of twelve months or less.

Capital Budget

A budget that identifies and balances revenues or other financial resources and pending for the acquisition or construction of major capital projects or assets. The recommended capital budget often originates from the first year of a multiyear capital improvement program.

Capital Improvement Plan

A multi-year plan which identifies proposed construction of physical assets such as park, street, cultural and recreational facilities and provides a planning schedule; identifies options for financing the plan.

Equipment Replacement Revolving Fund

A fund used for the purchase of equipment and vehicles as existing equipment and vehicles become unusable and are replaced.

Expenditure

A payment or incurrence of a liability in exchange for goods or services.

Fiscal Year

A twelve-month period of time designated as the budget year. The fiscal year for the City of Spring Lake Park is the calendar year.

General Fund

The main operating fund of the City. The general fund accounts for governmental functions supported by general taxes and revenues, such as police and fire protection.

Revenue

Funds received from the collection of taxes, fees, permits, licenses, interest and grants during the fiscal year.



November 28, 2023

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

Reference: 2024 Seal Coat and Crack Repair Project
Authorize Preparation of Plans and Bidding

Dear Dan:

As part of ongoing street maintenances, the city completes an annual street maintenance project consisting of crack repair, pavement markings (striping), and seal coating. Seal coating includes placing bituminous emulsion and small aggregate on the street surface. We have reviewed the street system history with the Public Works Director to establish priority streets for crack seal and seal coat treatment.

We recommend obtaining bids for the planned 2024 construction area. The streets for the 2024 construction are the orange colored streets on the 7-Year Plan Seal Coat Plan map (see insert). The streets for 2024 include streets west of Monroe St. NE and north of 81st Ave. NE.

The streets to be completed are streets that were last seal coated in 2017. The streets in the project area will be inspected by the Public Works Director and will be patched as appropriate prior to completion of the seal coat and crack repair.

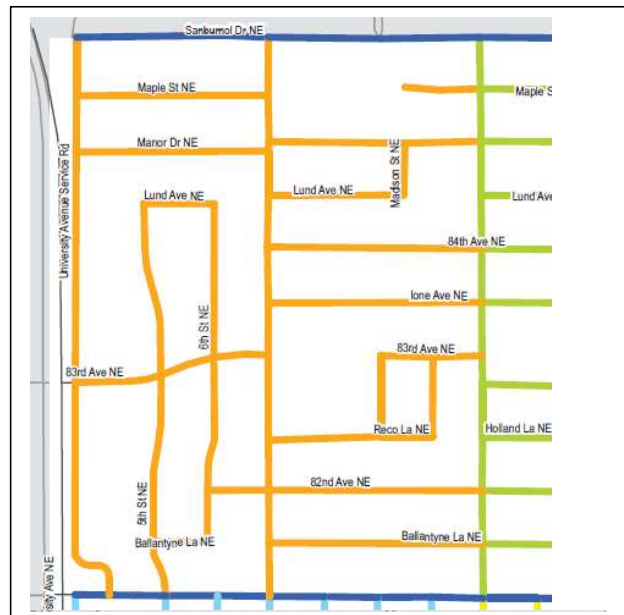
We request that the City Council authorization preparation of plans/ specifications and bidding for the 2024 Seal Coat and Crack Repair project.

83rd Avenue west of Terrace will not be in the seal coat project because that segment will be paved This summer.

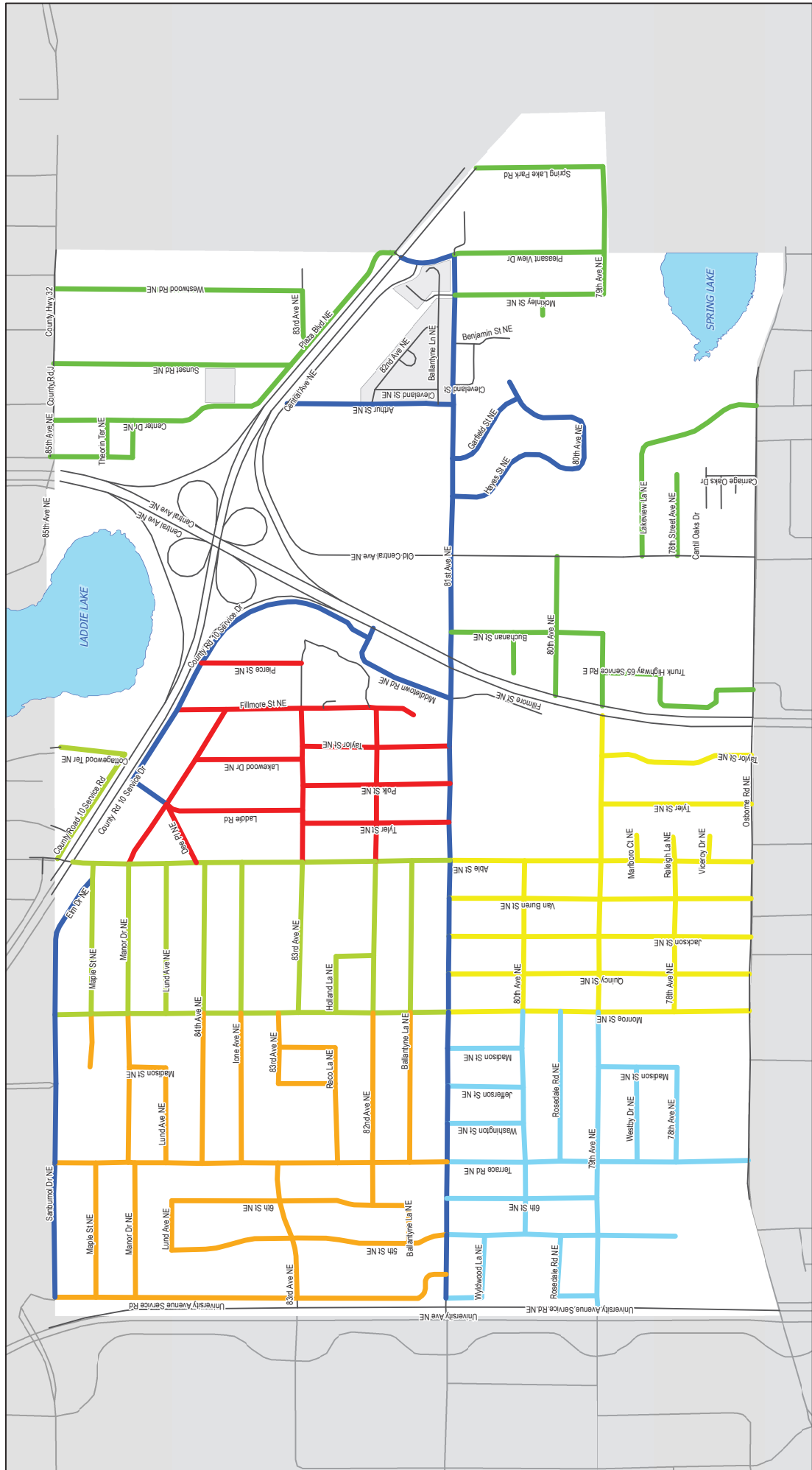
The Council can consider award of Construction Contract later in the spring after bids are received.

Sincerely,
Stantec

Phil Gravel



cc: Terry Randall and George Linngren, Public Works



733 Marquette Ave.
 Minneapolis, MN 55402



City of Spring Lake Park

Seal Coat and Street Maintenance Years

- 2023
- 2024
- 2025
- 2026
- 2027
- 2028
- Non-City Road



7-Year Street Maintenance Plan

Date	Job No.	Scale
3/31/2023	193803424	0 275 550 1,100 Feet

Note: 2023 area was done in 2016. 2024 area was done in 2017. 2025 area was done in 2018. 2026 area was done in 2019. 2027 area was done in 2020. 2028 area was done in 2021. 2029 area was done in 2022.

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City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.04.23 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2023 MS4 Permit and SWPPP Update (193805251). Pond, structural BMP, and outfall inspections due by July 31st. Program analysis and annual training is due in December. The next Annual Report is due by June 30, 2024. Per 5-15-23 message: MPCA has put their requested review/audit of the city's 2022 information on hold until further notice.

2023-2024 Sewer Lining Project (193805871). This project includes lining the remaining sanitary sewers in the city that have not been previously lined (approximately 35,710-feet). Terry Randall will watch this project. The Contractor is Visu-Sewer Inc with a low bid amount of \$1,047,746. Construction Contracts have been signed. A preconstruction Conference with contractor was held on September 28, 2023. *Construction is still scheduled to begin in December.*

City Hall Building (193806049). Design Phase started in January 2023. Construction could begin in 2024. City Council updated at workshops (including *September 11th*). Public Open House was held on May 8th. Plans were approved by Council on October 16, 2023. Bids were opened on November 20, 2023. *Construction Contract award to be considered in January 2024.*

2024 Sanburnol Drive NE, Elm Drive NE, and 83rd Avenue NE (193806347). Sanburnol Drive (SAP 183-103-001) and Elm Drive (SAP 183-104-001) were reconstructed in 1998. 83rd Avenue NE (SAP 183-107-002) was last paved in 1994. Sanburnol Drive is a shared road between the cities of Spring Lake Park and Blaine. Spring Lake Park will be the lead agency on this project, but it will be a cooperative project between Blaine and Spring Lake Park. Public improvement hearing was held on October 2nd. *Final design process continues. Plans will be submitted to MnDOT this month. Bids in February.*

2024 Seal Coat and Crack Repair Project (19380_____). Project includes maintenance on the streets in the area north of 81st Avenue and west of Terrace Street. Need to prepare plans for bidding.

Geographic Information System (GIS) and Mapping (19380-----). The city has a need to update the mapping and records system for public works documents. Staff has determined a process for implementing an online ArcGIS system maintain documents and mapping of infrastructure. *Council authorized proceeding with and ArcGIS system on 10/16/23.*

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). A site work and landscaping inspection needs to be completed in 2023. *The remaining financial surety will be held until a final landscaping has been completed (not done as of 9-6-23).*

Take 5 Express Car Wash (8301 Univ. Ave. NE): Revised site plans dated 8-24-22 include a sidewalk on 83rd Ave. *A site inspection needs to be completed this fall or next spring.*

Please contact Phil Carlson, Bruce Paulson, Jeff Preston, or me if you have questions or require additional information.

CORRESPONDENCE



Metro Counties Government Center
2099 University Avenue West
Saint Paul, MN 55104-3431

(651) 645-9149 ~ www.mmcd.org

November 15th, 2023

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

Dear Daniel,

Enclosed is a summary of work completed by the Metropolitan Mosquito Control District (MMCD) in the Spring Lake Park area during the 2023 mosquito control season.

For the third consecutive year the Twin Cities area experienced drought conditions throughout most of the summer which contributed to lower levels of annoyance mosquitoes. Near record snowfall during the winter of 2022-23 brought standing water in the spring, which ushered in a surge of mosquitoes exceeding the 10-year average in late May and early June. Lack of rainfall in the subsequent months led to a decrease in the mosquito population and it remained low through the rest of the summer. (See back for numbers from 2023.)

West Nile virus was active in the District and elsewhere in Minnesota in 2023. Testing of mosquitoes this year for WNV returned the highest rate of infection in the history of the District's WNV surveillance. One hundred twenty-nine of 818 mosquito samples tested were positive for WNV. While most human illnesses have been reported, some are still being evaluated. As of November 14, 20 WNV illnesses had been confirmed in Minnesota with nine of those cases in residents of the District (Anoka Co. 1, Dakota Co. 1, Hennepin Co. 5, Washington Co. 1). As of November 14, illnesses caused by two other mosquito-borne viruses had been reported in Minnesota. Two Jamestown Canyon illnesses were confirmed in residents of Anoka County and Ramsey County. One case of La Crosse encephalitis was confirmed in a resident of Scott County. For more information about vector-borne disease in 2023 look for the MMCD Technical Advisory Board report coming in the spring of 2023.

MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2023, 121 black fly larvicide treatments were made to the rivers and streams in the District. Spring flooding caused a slight delay in sampling efforts. After the extremely high-water levels in May, the continuing drought in the area caused rivers to go well below average through September resulting in few treatments after June. Adult black flies remained at tolerable levels for most of season with the number of black fly annoyance calls in 2023 (46), higher than 2022 (11) but less than 2021 (151).

District staff have been present at schools and community events throughout the year to provide information on mosquito biology and habitat, disease concerns, and preventative measures. If you would like MMCD to speak to your group or attend an event, please let us know!

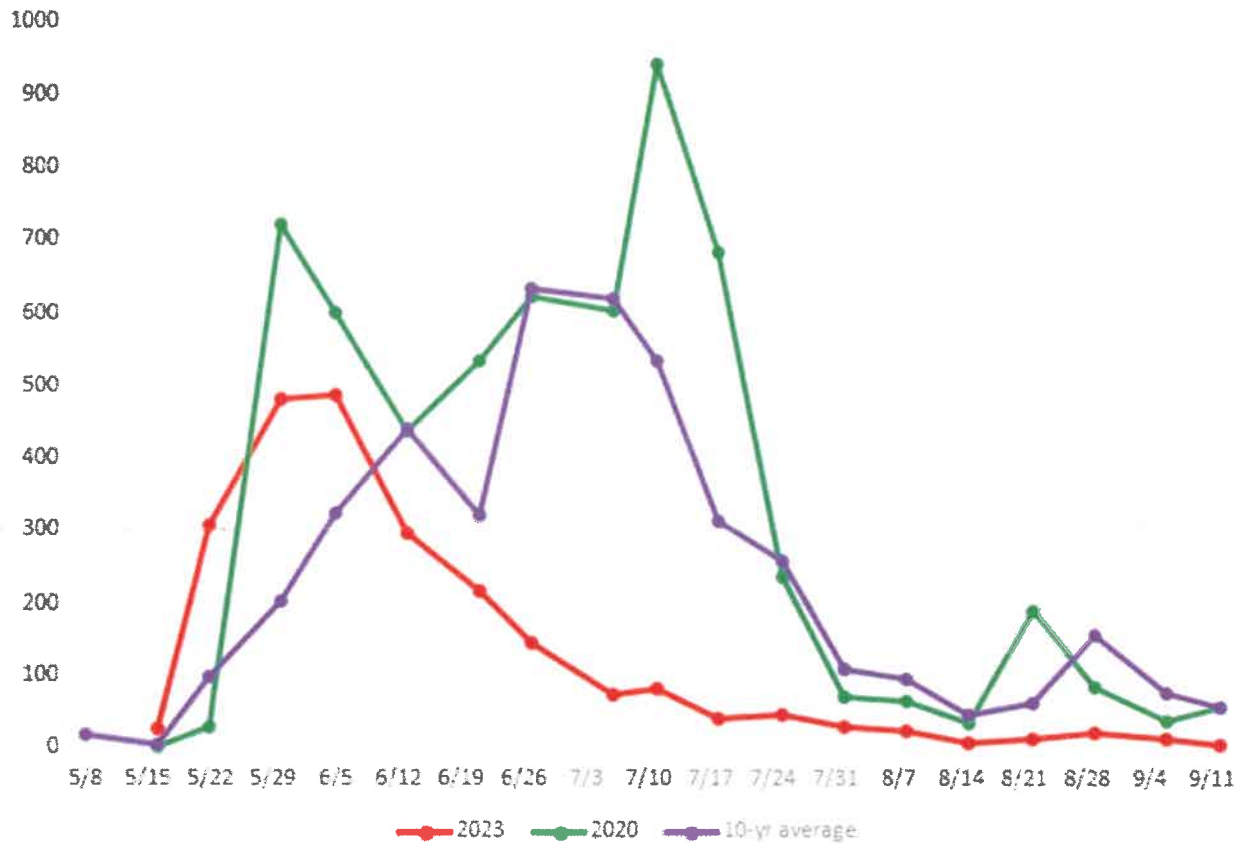
If you have any questions or would like to meet to discuss our agency's activities, please contact me.

Sincerely,

Alex Carlson, Public Affairs Manager

Phone: (651) 643-8342 // Email: acarlson@mmcd.org

Weekly Averages of Human-biting Mosquitoes in CO2 Traps, 2023



Graph created by Dr. Scott Larson, MMCD Assistant Entomologist

District-Wide Numbers from 2023:

57,526 Larval mosquito inspections	171,894.75 Acres of larval mosquito treatments	10,921 Tires recycled
316,899 Catch basin treatments	1,959.02 Acres of adult mosquito treatments	3,098 Customer calls

City and Community Presentations Available

MMCD staff are available to provide an update on mosquito activity, give city specific information, or share resources about mosquito, tick, and black fly reduction measures to cities. Presentations or live questions and answers are great for **City Council Meetings, Township Board Meetings, Sustainability Commissions**, or events for residents. If you would like to schedule a presentation, please contact Alex Carlson:

Alex Carlson, Public Affairs Manager

acarlson@mmcd.org

Direct: (651) 643-8342

2023 Activity Summary for Fridley and Spring Lake Park

LARVAL CONTROL

Most of the control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae usually develop in standing water and are most common after a rainfall. Larval control materials are applied via helicopter, backpack, drone, or by hand.

Larval Control in Fridley and Spring Lake Park in 2023:
Sites Inspected: 415 | Acres Treated: 306.40



ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control. Adult control materials are applied via backpack during the day or truck-mounted cold fogger in the evening.

Adult Mosquito Control in Fridley and Spring Lake Park in 2023:
Sites Inspected: 52 | Acres Treated: 1.85

DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

Disease Prevention Activity in Fridley and Spring Lake Park:
Tires Removed: 29 | Catch Basins Treated: 4054
Disease Prevention Property Inspections: 1



CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

Customer Calls from Fridley and Spring Lake Park in 2023: 10

For questions about your city's data,
please contact Alex Carlson -
acarlson@mmcd.org



ANOKA COUNTY NEWS

Volume 3-2023

PIECING TOGETHER *The projects*

pgs. 2-4



Want to Work
for Anoka County?

Learn more: [pgs. 5-8](#)

ANOKA COUNTY
HUMAN RESOURCES





The Future of Highway 65

Safer, Less Congestion

Those who travel Highway 65 through Anoka County know that if you cross the thoroughfare during peak travel times, traffic can come to a standstill at several intersections.

When vehicles are moving at a slow pace, Highway 65 can be more dangerous than other roads in the state, because it's a straight-away with a 55 mile-per-hour speed limit, interrupted by frequent traffic signals that can cause drivers to come to sudden halts and lead to accidents.

"Leaders at the federal, state, county and city levels have made transforming Highway 65 a priority,

and over the past three years, \$195.5 million has been secured to overhaul the stretch between 99th and 117th avenues," said Matt Look, chair, Anoka County Board of Commissioners. "Investing in transportation infrastructure is about improving safety, congestion, quality of life, and our economic growth."

The following pages will detail how funding was secured, the scope of the projects, and what work will still need to be done on Highway 65 in the coming years.

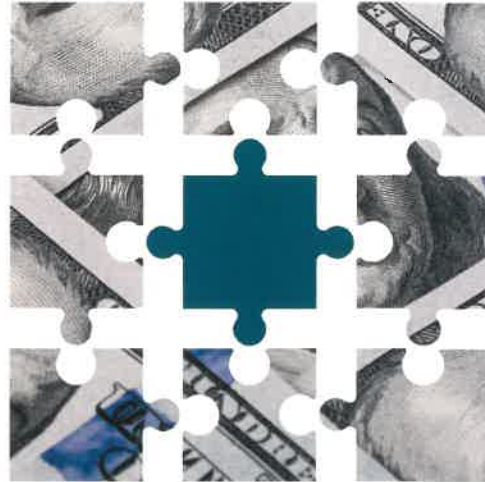


How the Funding Came Together

Securing funding for the needed improvements on the section of Highway 65 between 99th and 117th avenues was the result of Anoka County, the City of Blaine, state, and federal officials all working together.

For example:

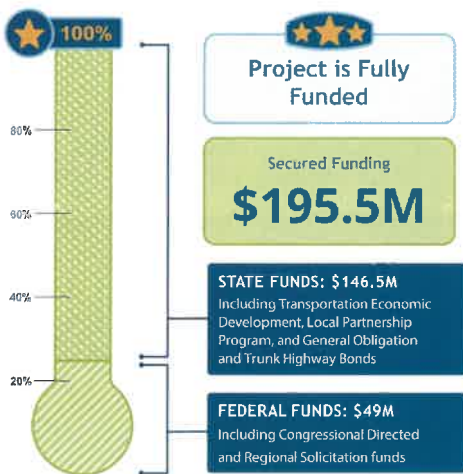
- In December of 2022, the Anoka County Board of Commissioners, the City of Blaine and the Minnesota Department of Transportation (MnDOT) worked with the House and Senate Congressional delegation to secure \$9 million



for improvements along Highway 65 in the City of Blaine. A total of \$5 million was awarded to the Highway 65 and 109th Avenue intersection, and \$4 million was awarded to the Highway 65 and 99th Avenue intersection.

Project Funding

As of July 2023



- At the federal level, in late June, the Biden-Harris Administration awarded more than \$2.2 billion in discretionary projects across the country; the Highway 65 project was awarded more than \$20 million through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program.

- In July, a total of \$30 million in Corridors of Commerce funding — a state of Minnesota program — was allocated to the project.

“Over the past three years, the project team has been focused, motivated, and tireless in our efforts to bring over a dozen funding sources together for this nearly \$196 million endeavor, and all the funding for improvements at these intersections has been secured,” said District 6 Commissioner Julie Jeppson.

District 2 Commissioner Julie Braastad, chair of the county’s Transportation Committee, noted the pace at which funding has been secured for these projects is impressive.

“Ten of our state’s 31 most dangerous intersections are on Highway 65, so improving this corridor is a high priority, but the short amount of time in which this funding has been secured to pay for several of these improvements is breathtaking,” she said. “It’s really a testament to how several government entities can work together for the betterment of our residents and other motorists who travel our roads.”

Highway 65 Improvement Project

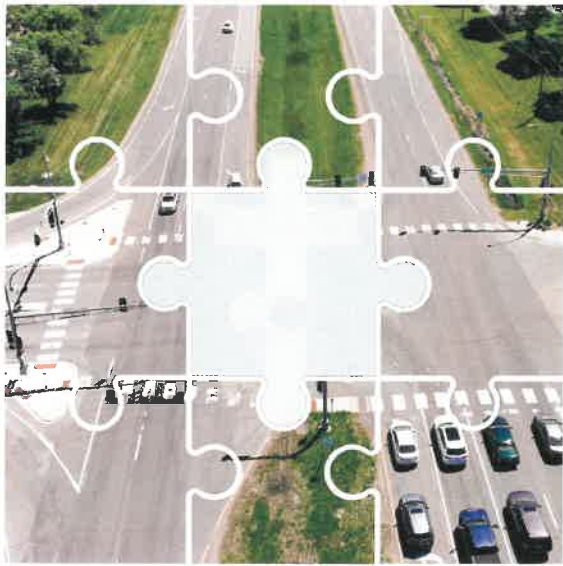


blainemn.gov/Thriveon65



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible



Project Scope and Future Needs

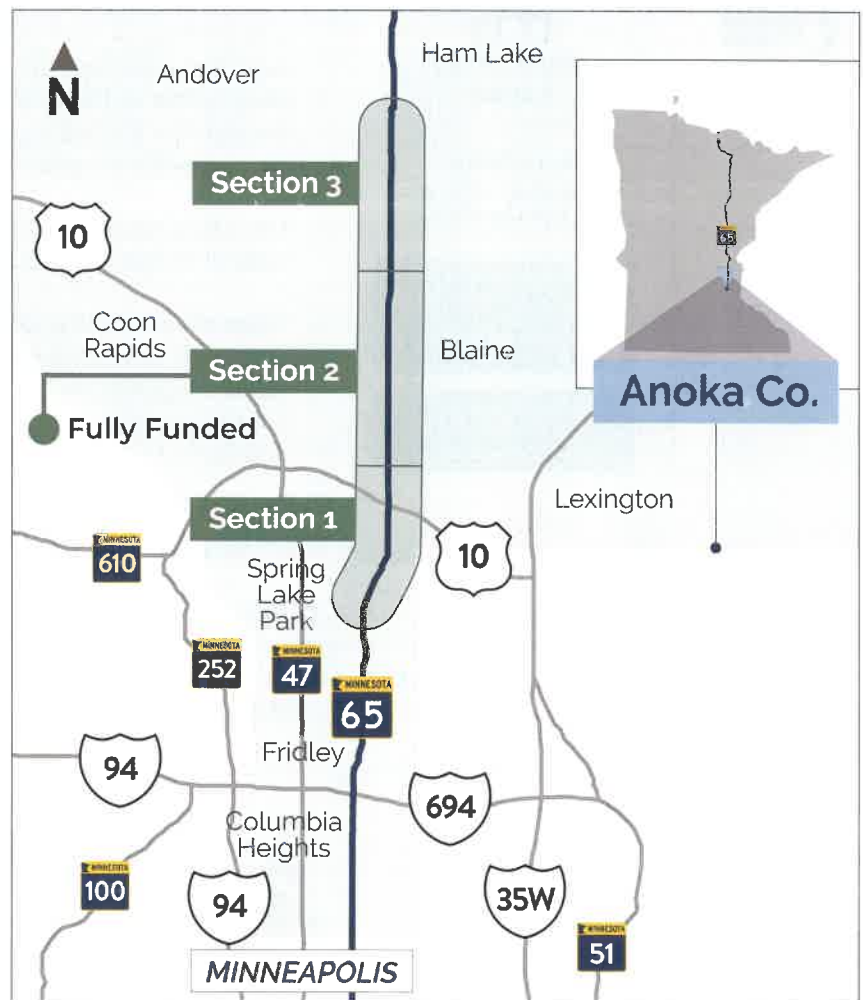
The aim of this project is to convert Highway 65 to a freeway-type thoroughfare with grade-separated interchanges (at 99th Avenue, 105th Avenue, 109th Avenue, and the 117th Avenue/Cloud Drive intersections). Existing local street/driveway connections to Highway 65 will be rerouted using frontage and backage roads.

The project, estimated to begin in 2025 or 2026 and last three years, will reduce crashes, improve travel time for people driving along and across Highway 65, and improve conditions for people walking and bicycling.

Moving forward, more work will have to be done to completely upgrade the Highway 65 corridor through Anoka County. In 2018, Anoka County, Blaine and the state worked together to assemble funding to complete a corridor Planning and Environmental Linkages (PEL) study, which was the first PEL study in Minnesota. Using that information, three areas of Highway 65 were marked as needing substantial improvements. The completely funded project area is section no. 2. Section no. 1 goes from 81st Avenue in Spring Lake Park to north of 93rd Avenue in Blaine. Section no. 3 is north of 117th Avenue/Cloud Drive in Blaine to Bunker Lake Boulevard in Ham Lake.

The next focus will be procuring funding for section no. 3. The project team plans to to apply for federal funds this fall to begin developing a funding package for delivery of the section no. 3 improvements. Similar to the section no. 2 project, the package to pay for the projects will likely contain several different sources of funding.

“It’s important to celebrate the successes that led to funding being secured so quickly for section no. 2 of the Highway 65 improvement project, but there’s still much work to be done to completely transform this corridor,” said District 4 Anoka County Commissioner Scott Schulte. “Hopefully, as we go into the future, local, state and federal leaders will keep Highway 65 a priority, so the whole corridor can be improved for our motorists and pedestrians.”



WHY WORK for Anoka County?

When Anoka County employees are asked why they like their jobs, the answers are oftentimes varied.

Some say that many of the positions have a positive work/life balance. Others talk about the great culture in Anoka County and how good it feels to be part of a team that supports them. And then there are the employees who say they like to meet new people, and they feel great about serving the public and solving customers' problems.

Anoka County also offers competitive pay and a great benefits package that includes Public Employee Retirement Association benefits; deferred compensation that can be voluntarily set aside for retirement; affordable full medical, dental and vision packages; yearly employer contributions to Health Reimbursement Arrangement accounts; free virtual doctor visits, on-site medical and dental clinics; an Employee Assistance program that focuses on mental

wellbeing; and more.

"Anoka County employs nearly 2,000 people, and there are often open positions in several departments, including Human Services, the Sheriff's Office, Parks, the Attorney's Office, Emergency Communications, and more," said District 7 Anoka County Commissioner Mandy Meisner. "Many of our employees are here for more than just a job. It's not uncommon to meet employees who have been here for decades — Anoka County is truly a place where careers are made."

The following pages include articles about employees who talk about why they decided to work for Anoka County.



SCAN ME!

Highways Senior Equipment Operator

Anoka County senior equipment operator Eric Johnson hardly spends any time at a desk. He gets to work in various parts of the county, and he's had the opportunity to operate a variety of heavy equipment, including snowplows, skid-steers, excavators, and front-end loaders.

Johnson is an 11-year employee of the county who started as an equipment operator before being promoted to senior equipment operator a few years ago. He said during the winter some operators are primarily driving snowplows, but when there's less snow several of the county's crews spend their time improving sightlines along roadways.

"A lot of time is spent cutting trees along the road — we weren't able to do that last winter because of how much snow there was, so there's a lot of that work to be done this year," he said.

During the warmer months, crews spend their time patching potholes, replacing culverts, working on catch basins, and conducting other maintenance-related work along county roadways.

Johnson came to Anoka County after years of doing landscaping and garden nursery work, so he had experience operating machinery. He noted experience is

a plus, but the county does train employees on how to use its equipment.



"We learn a lot from working here, and one of the great things about Anoka County is that they invest in the equipment we need to do our jobs well," he said. "All of their equipment is very nice — it's newer and well taken care of, from the loaders all the way down to the chainsaws."

Johnson noted Anoka County usually has a need for more equipment operators, and the benefits to working for the county are many.

"After the union contract was approved by the County Board, wages are going up, so that's great, and the county's retirement package, time off, and emergency medical leave are benefits a lot of other places don't have," he said. "And another reason why I like working here is the culture — the crews and leadership are great to work with. They're helpful and fun to be around, which makes your workdays a lot easier."

Emergency Communications 911 Dispatcher



Melanie Lloyd, Anoka County Emergency Communications Center (ECC) dispatcher/trainer, is an 8-year veteran of the field, and she enjoys her job because she gets

to be a “voice of calm” to callers in their times of distress.

“I can really set the tone for someone’s worst day — I’m the first person many people speak to during an emergency, and every day I know I’m making a difference in people’s lives.”

Lloyd said to begin a career in emergency dispatching, applicants don’t necessarily need to have a background in a closely related field. Prior to working for Anoka County Emergency Communications, Lloyd was a hairstylist who was going back to school for criminal justice. She said one of her class assignments involved applying for a job that might involve a criminal-justice-type component, so she decided to fill out an application for Anoka County Emergency Communications. Lloyd said she didn’t expect to be called in for an interview, but that’s what happened, and after learning more about dispatching from the interviewing process, she decided to accept the job offer.

Lloyd explained that transitioning into 911 dispatching isn’t as simple as accepting a job and then starting work the next week. She said it was a several-month process from the time she applied for the job until she was fielding live calls.

“They ease into it really well,” she said. “You spend three weeks in the classroom, and you handle mock calls, which are from incidents that actually happened. You listen to the clips, and you have to field them the way you would actually process them.”

Lloyd said there’s a misperception about day-to-day work in 911 dispatching. She explained dispatchers take calls throughout their shifts, but it’s not always life-or-death situations. Oftentimes, they’re responding to callers who just need some help from officers, EMS or fire departments, and dispatchers work to relay information

from those callers to responders who will be dealing with the situations on scene. By the time the responders arrive, the situations might not be as dire as they initially sounded on the phone.

Lloyd said one of the great benefits of the job is occasionally hearing from people she’s helped in an emergency.

“I took a call from a daycare provider who had a baby who was choking,” Lloyd said. “I could hear the baby crying, so I knew the baby was getting some air. I calmed her down, walked her through the situation, and dispatched emergency responders. After I ended the call, the daycare provider called our Emergency Communications Center and asked to speak with me so she could thank me. It’s very touching when you have people thank you like that.”

Lloyd also noted there’s a “family-type” atmosphere at Anoka County 911, which is integral for the success of the dispatchers. Commiserating after difficult days is important, Lloyd said, as is support from dispatchers’ families.

“We’re all in it together, so it’s important to have that caring, fun dynamic,” Lloyd said. “We talk to one another, celebrate birthdays and weddings, and we support each other when times are difficult. It’s really a great place to work.”



New ECC

Anoka County Emergency Communications will have a new home next year. A 42,000-square-foot Emergency Communications Center/radio shop off Hanson Boulevard in Andover will be finished in mid-to-late summer of 2024. District 5 Anoka County Commissioner Mike Gamache noted the new ECC will be an asset to more than just the dispatchers and radio shop staff.

“This new facility is of tremendous benefit to public safety in our area,” Gamache said. “Our dispatchers will work in an environment that is more conducive to better mental health and teamwork, which benefits them, our emergency responders, and our residents. This facility will also allow us to expand our operations in the future.”

License and Passport Services Service Center Specialist

Tasha Rodriguez gets to interact with people nearly every day who tell her about interesting places they've visited, the people they're going to marry, and how exciting it is to become a citizen.

Rodriguez has been working primarily on the passport side of the Anoka County License and Passport Center in Coon Rapids for more than five years.

"When I was hired, I was impressed with the amount of training they offered, and that's only grown since I've been here," she said. "Now, when you're new to the job, they have a specific training program that's set out, day by day. It's really a good system."

Rodriguez said there are multiple benefits to the job, and she thoroughly enjoys interacting with customers.

"I like to travel, so when people come in for passports, you get to hear about where they've been or where they're going, whether it's for vacation, a wedding or a honeymoon," she said. "Usually, they're here for a happy reason, and it's fun to connect with people in that way. We are also the first stop for a lot of people who have become citizens, since they can now get passports. We get to be a part of that journey for them, too."

Rodriguez said there are about 60 employees across all of Anoka County's License and Passport Center locations, and Anoka County cross-trains its employees, so wherever help is needed, employees can step in and assist, whether

it's due to a staffing shortage or from higher volumes of customers at certain times.

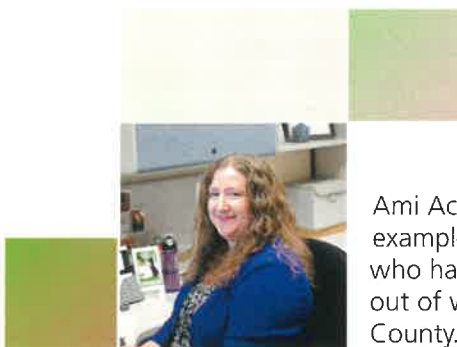
"It's nice that people can move around, because then we're able to help each other out, and nobody is left hanging," she said.

Rodriguez noted there are several benefits to being an Anoka County employee.

"When I started here, I actually took a bit of a pay cut, but it didn't take long before I was making more than at my previous job, she said. "The county just finished a market-based pay analysis, so wages are competitive. I also enjoy the Employees Club, which offers discounts to several things like concerts, movies, live theater performances, and museums — and they set up employee events. My family and I just went to an event at Waldoch Farm, and we had a great time."

Rodriguez said the Anoka County License and Passport Centers are great places to work at for those looking to start a new career.

"You have different work to do every day, and the people you meet are interesting," she said. "It's not monotonous — you're not doing the same thing over and over again. There's variety, and that's why I like working here."



FM&C Lead Security Specialist

Ami Acker is the prime example of an employee who has made a career out of working for Anoka County. She started with the county in 1998, at

19 years old, and she's held several positions within the Facilities Management and Construction Department (FM&C).

Acker spent 13 years in the custodial services unit, and while she was working in that area she went back to school and obtained her A.S. degree in accounting. Even though she was pursuing further education in a different field, Acker said she really enjoyed FM&C, she'd learned a lot about the department in her years working for the

county, and she had an interest in staying. So, when a position opened in the department's Administration and Security unit, she applied, hoping to further her career at Anoka County.

"I've really continued to grow within Anoka County, and I've moved up over the years within my department. Now, I'm the lead security specialist for FM&C."

Acker explained that some of her job duties include general administration for the department; overseeing the county's card access system to customize access for vendors, contractors, and county departments; troubleshooting issues; and setting up background checks for vendors.

Article continues on page 8 ...

FM&C from pg. 7 ...

"I never thought I'd be in a technical/security role, but I really enjoy serving FM&C in this capacity," she said. "FM&C is an interesting department because you get to work with a variety of positions in Maintenance (engineers, electricians, HVAC and plumbing), Custodial Services, Space Planning and Design, Security, Administration, and more."

Acker said Anoka County has allowed her to have a positive work/life balance, she's enjoyed the stability of

her positions, and she likes being part of team of people who care about one another.

"Our management staff encourage us work toward professional and personal goals, staff are recognized for their hard work by management and fellow employees, and the true teamwork and collaboration in our department is something I think we all appreciate," she said. "This, along with several other positive reasons, is why I'm still at Anoka County after 25 years. I'd certainly encourage anyone who is thinking about working for the county to apply and become part of our team."

Anoka County Sheriff's Office Detention Deputy

Have you considered a new and fulfilling career? The Anoka County Sheriff's Office is hiring full-time detention deputies with a starting salary of \$28.75/hour plus great benefits (including pension). Additionally, no prior experience is needed. The role of detention deputy is versatile and brings new experiences and challenges every day.

The Anoka County Jail is a 238-bed facility that houses adult offenders for all law enforcement agencies within the county and the United States Marshals Service. Inmates within the facility are generally pretrial offenders who, if sentenced to incarceration, are transferred to other facilities to serve their sentences.

During their shift, a detention deputy may be assigned to one or more of the following areas of the jail:

Booking

In booking, a detention deputy will process inmates into the facility. This includes conducting inmate searches at intake, inventorying inmate property, conducting medical/mental health assessments, and getting basic classification information from the new intake. The detention deputy will also assess new intakes for appropriate housing. Equally as important is the job of releasing inmates by ensuring they are clear on current charges and not pending charges from other agencies. If they have a hold, the detention deputy ensures they are released to the proper authority with all their property.

Housing

When assigned to a housing unit, the detention deputy is responsible for ensuring the safety and security of up to 60 inmates by enforcing the facility rules and regulations through communication and progressive discipline. Interpersonal communication skills are needed, as the detention deputy will respond to inmate questions and grievances, emergency situations, and conduct cell searches.

Central Control

While working in central control, a detention deputy is responsible for facilitating the movement of staff, volunteers, visitors, and inmates into and out of the jail. As the control room has access to all the many cameras within the facility, they also coordinate responses to emergency situations. They organize the logistics of moving police squads in/out of the sallyport, which is how inmates arrive at the jail. Finally, they serve as a liaison to the public, answering phone calls and disseminating public information.



Medical/Kitchen/Laundry/Recreation

Detention deputies are responsible for overseeing activities outside of the housing units including the medical area, kitchen, laundry facility, and recreation space. While contracted service providers administer some of the above responsibilities, detention deputies are always present to ensure the safety of all inmates and staff.

Visiting

When working in the inmate visiting area, detention deputies serve as a liaison to the public, law enforcement agencies, and professional visitors such as attorneys, doctors, etc. Additionally, they complete bail bonds, assist with virtual court proceedings and virtual meetings via the tablet system, process victim witness/domestic violence forms, and ensure that inmate property set for release is well maintained and processed accordingly.

The Anoka County Sheriff's Office encourages anyone interested in this exceptional career choice to visit www.anokacountymn.gov/3742/Careers to learn more and fill out an application.

Anoka County, Area Cities Working to Meet Adaptive Needs



"I am so grateful to be involved with the Anoka County Adaptive Programming team! I believe our collaboration has opened people's eyes to the struggles of differently abled people in every community. And, in turn, it has made that community that my family is part of feel listened to, supported and a little less alone."
- Tara Johnson

Life has its challenges, but for parents of children with special needs and varying abilities, life has even greater challenges.

In January of this year, Nicole called Commissioner Julie Jeppson, informing her of the lack of community programs for kids with special needs, like her daughter.

"Parks are turning over aging equipment to include more adaptive and accessible equipment, which is great," Nicole said. "But my daughter isn't very athletic and oftentimes playing at a park is a solo activity. My child, like all children, needs social options so that she can interact

with other kids."

The lack of programs, the distances she must travel to find these programs outside of her community, and the costs associated with them were certainly an obstacle for Nicole and her daughter.

"Before Nicole called me, I had no idea what she and other families go through," Jeppson said. "I'm so thankful that everyone we reached out to has jumped at the chance to be involved."

In response, staff from Anoka County Parks, the Anoka County Library system, and the cities of Blaine and Spring Lake Park, along with parents who Nicole invited, all came together to learn and understand the needs, and how they could be addressed. As a result of that very first meeting, everyone left with ideas and plans they would take back to their departments to start implementing. One of the simplest, quickest, and most inexpensive changes was to install changing tables in bathrooms at county and city buildings so children of varying weights can be changed in a healthy, private, and respectful environment. The City of Spring Lake Park's City Hall remodel and the City of Blaine's Aquatore Bandshell are just two examples where these tables will be available.
Article continues on page 14 ...

ATV, Side-by-Side, Golf Cart Regulations Vary by City

The locations in Anoka County where ATVs, side-by-sides and golf carts can be driven is based upon the class of the vehicle, date of operation and city of operation.

Class 1 ATVs have a width of 50 inches or less, which generally means this type of vehicle is a traditional 4-wheeler. Class 2 ATVs have a width of more than 50 inches but less than 65 inches. This type of vehicle is usually a side-by-side.

Where drivers can operate ATVs in Anoka County is very limited, and all state laws apply, in addition to city codes. The following QR codes can be scanned for ATV code information for cities within Anoka County — this list primarily covers more rural areas of the county. To search city codes via laptop or desktop computer, type in these links:


Ham Lake: <https://tinyurl.com/mr2vtdpa>
Oak Grove: <https://tinyurl.com/mvwzx5t3>
East Bethel: <https://tinyurl.com/57wunbrb>
Andover: <https://tinyurl.com/2pcp8w86>
Andover map: <https://tinyurl.com/2v8pxvne>

Columbus: <https://tinyurl.com/3du4cwbr>
Nowthen: <https://tinyurl.com/4tmb3a6j>
Linwood: <https://tinyurl.com/4eazyya3>
St. Francis: <https://tinyurl.com/2f9rzv9c>



1 Ham Lake
Pg. 8 

4 Andover
Section 6-4-1 


7 Nowthen
Pg. 9 

2 Oak Grove
Section 22-63 

5 Andover
Map 

8 Linwood
Section 26-67 

3 East Bethel
Section 70-85 

6 Columbus
Section 5-503 

9 St. Francis
Pg. 16 

WORK & PLAY IN THE PARKS



With approximately 6 million visits annually, the Anoka County park system is an incredible asset to county residents and visitors throughout the region by offering unique natural resources, high quality facilities, and outdoor recreation. It takes a dedicated team of staff and volunteers to ensure current and future generations can enjoy these opportunities and every team member is essential in providing impactful experiences for guests. Whether through operations, program delivery, or guest services, each corner of the system allows team members the opportunity to educate, engage and make memories that will last a lifetime. A position in the park system allows for a sense of accomplishment in seeing natural areas flourish while witnessing the positive impact access to the outdoors has for the community. With a variety of opportunities throughout the year, the Parks Department encourages those looking for a rewarding work or volunteer experience to consider applying and joining a dedicated team connecting people to the outdoors.

WHERE WILL YOU HELP?



PARK MAINTENANCE



NATURAL RESOURCES



PROGRAM & GUEST SERVICES



BUNKER BEACH WATER PARK



CHOMONIX GOLF COURSE



**EMPLOYEE
EXPERIENCES**



**VOLUNTEER
OPPORTUNITIES**

Anoka County News



WINTER RECREATION SAMPLER

DECEMBER 17, 1-3 PM
AT WARGO NATURE CENTER
Ages 5+ - \$7/adult, \$5/child +tax

Try kick sledding,
snowshoeing and more!
Pre-registration required.



SNOW DAY

JANUARY 27, 1-4 PM
AT WARGO NATURE CENTER
All Ages - FREE

Try snowshoeing, ice
fishing, kick sledding,
winter crafts, and watch
live animal presentations.



MAPLE SYRUP FESTIVAL

MARCH 23, 12-2 PM
AT WARGO NATURE CENTER
All Ages - \$5/person +tax

Learn how to make maple
syrup, maple crafts, and go
on a scavenger hunt.
Pre-registration required.

WARGO NATURE CENTER • 7701 Main Street, Lino Lakes, MN

EXPLORE THIS WINTER

SNOWSHOEING • ICE FISHING • CROSS-COUNTRY SKIING • KICK SLEDDING

LUNCH WITH A NATURALIST

WEDNESDAYS

WARGO NATURE CENTER, 11:30AM - 1PM

November 1 (Skulls)	March 6 (Waterfowl)
December 6 (Otters)	April 3 (Maple Syruping)
January 10 (Wolves)	May 1 (Tree Identification)
February 7 (Wildcats of MN)	

All Ages Bring your lunch and enjoy a monthly presentation and possible stroll on the trails at Wargo. **FREE!**

WINTER WILDLIFE TRACKING

SATURDAYS

WARGO NATURE CENTER, 10AM - 12:30PM

December 9 • December 16 • January 6 • January 13
February 10 • February 17 • March 2 • March 9

Ages 14+ Explore the winter landscape of Minnesota with one of Wargo Nature Center's three certified wildlife trackers to learn how to distinguish the numerous tracks and signs of local wildlife.

\$10/person +tax per single session
\$70/person +tax for all sessions

REGISTER TODAY 763-324-3350
ANOKACOUNTYPARKS.COM



ANOKA COUNTY LIBRARY

SAVE THE DATES



BOOK SALE hosted by **Friends of Anoka County Library** Saturday, Jan. 13, 2024

Northtown Library 10 a.m. - 4 p.m.
Donations to the Friends funds library programs like Summer Adventures, Reading Bridge, and collections like Park Packs and Book Club in a Bag. Visit tinyurl.com/FriendsofACL



Spring Reading Bridge mentors needed



Reading Bridge activities build confidence in young readers. One in three Minnesota 4th graders cannot read at a basic level for their grade, according to 2022 reading test results -National Assessment of Educational Progress (NAEP).

You can help by volunteering to be a reading mentor. Meet with a student at the library for one hour once a week from February - April. Learn more and apply at tinyurl.com/ACLReadingMentor

65th Anniversary Sapphire Jubilee

Saturday, Nov. 18
Northtown Library
10 a.m. - 12:30 p.m.

65th Anniversary 1958 - 2023

Join us and celebrate 65 years of Anoka County Library!

Rum Runners: Temperance Tantrums



Presented by Anoka County Historical Society
Wednesday, Jan. 24, 2024
Forgotten Star Brewery, Fridley, 6-7 p.m.

Anoka County waged its own wars over liquor before the 18th Amendment went into effect in 1920 and even after it was repealed. This program uses a local lens to look at the battle over booze that divided so many communities.

Groove On: Jazz Dance with Rhythmically Speaking!

Thursday, Feb. 1, 2024
Centennial Library, 4:30-6 p.m.

Come groove together – learn about how interaction and improvisation inspire jazz music and dance! This interactive performance is for all ages and abilities.

Saving Earth Together: Science Powered by Stories Thursday, March 14, 2024

Bunker Hills Activities Center, 4-5 p.m.
Experience the fusion of science and interactive stories as the audience helps us act out an adventure about Professor Noble and the Science Heroes, who must save their town from a super-polluting mastermind!



Anoka County News

Visit the online event calendar for information on upcoming events & programs
anokacountylibrary.org

READ LOCAL MINNESOTA

Winter Reads 2024 kicks off Jan. 1 and marks the next chapter of featured local authors. Read Local and use the Beanstack Tracker app to track your reads & share book reviews year-round, visit tinyurl.com/ACLBeanstack. During the Winter Reads challenge, readers can also complete activities and earn digital badges and access bonus levels in Beanstack.

 **beanstack -Track your reads!**



Author, **Curtis Sittenfeld**

7th Annual Local Author Fair

Saturday, Feb. 24, 2024

Northtown Library, 10 a.m. - 1 p.m.

– Don't miss Anoka County's literary event of the year, the highlight of Winter Reads.

Come meet writers from our community and purchase signed copies of their books. Best-selling author Curtis Sittenfeld will give the keynote address at 10:15 a.m. followed by the featured authors fair at 11 a.m.



Featured Local Authors 2023

Keep warm, explore hobbies and connect with loved ones this winter with the library.

Video games, board games, Binge Box DVD sets, cookware, book club bags, and Memory Maker kits are all available for free indoor activities. Place holds in the catalog at tinyurl.com/ACLSpecialCollections

Librarian recommends:

DECEMBER



- **Springerle Rolling Pin**
- **Unwrap the Classics**
Holiday favorites
- Binge Box DVDs
- **Memory Maker Kit 20:**
Spark seasonal memories with a snow-themed puzzle, *Winter's Solstice* CD, and 1940 Armistice Day blizzard book

Librarian recommends:

JANUARY



- **Electric Fondue Pot**
- **Knitting with Craftsy**
- Binge Box DVDs
- **Memory Maker Kit 1:**
Set the tone for your new year with classical music, *365 Days of Renewal* book, & *TRIO* card game

Librarian recommends:

FEBRUARY



- **Silicone Candy Mold**
- **Indie Romance Films**
- Binge Box DVDs
- **Memory Maker Kit 12:**
Bond over your love of sports with *Spot It!* Sports game, *Minnesota Sports Almanac*, & *Great Moments in Sports* CD

Safeguards in Place to Protect Elections

Voter Registration

Key safeguards are in place before, during and after voting to maintain secure elections in Anoka County.

In the next four issues of the Anoka County News, there will be information regarding various aspects of secure elections: voter registration and public accuracy tests, Election Day activities, voting machine counts, and the post-election review. After publication in the Anoka County News, these articles will be available on the county's website, anokacountymn.gov/3966/Election-Integrity. More information on the elections process in Anoka County can also be found on this site.

Voter registration

Anoka County continually updates its voter rolls as required by Minnesota law. The county performs updates daily as new information is received. Registrations and registration updates come to the county from a variety of sources, including:

- Directly from the voter via paper applications.
- Directly from the voter via online registrations/updates.
- DVS (Driver and Vehicle Services).
- DOH (Department of Health).
- USPS (US Postal Service).
- DOC (Department of Corrections).
- ERIC (Group of states that share registration information).

The identity of all registrants is verified by either sending the registrant's driver's license number to DVS or sending the last four digits of the registrant's social security number to the Social Security Administration. Each address is then verified by sending a postal verification card to the address provided by the registrant. If a registrant's identity cannot be confirmed through those methods, then that registrant is marked as "challenged." A voter whose registration is challenged must complete additional steps prior to being allowed to vote.

Public Accuracy Tests

Prior to every election, the equipment to be used in that

election must be tested to ensure accuracy and that it is working as intended. This process is referred to as Preliminary Testing and includes the DS200 voting machines that will be used in the polling locations as well as the DS450 and DS850 high throughput scanners and tabulators used by Anoka County for processing absentee ballots. The Public Accuracy Test (PAT) is a public demonstration of that testing. There are certain requirements that must be met for this test laid out by statute:



- Notice of the PAT must be posted and published at least 48 hours in advance.
- Two election judges of different major parties must witness the test.
- The testing of the voting systems and programs must be with the test deck — there is a test deck for each precinct.

All test ballots must be marked "TEST." The test deck includes all scenarios for how a ballot might be marked by a voter:

- Valid votes for each candidate or question on the ballot.
- Overvotes: Vote for one candidate but two are chosen.
- Undervotes: Vote for two candidates but only one is chosen.
- Blank ballots in which no positions have been voted.
- Ballots marked by the omniballot (assistive voting device).
- Ballots marked by hand.
- At least one test ballot must be intentionally damaged so that it is unreadable by the machine.

In election jurisdictions with more than three precincts, a minimum of three precincts must be tested. In a jurisdiction with three or less precincts, all precincts must be tested.

Adaptive Needs from pg. 9 ...

Anoka County Parks

Within the Anoka County Park system, the entire guest experience is being examined to see how universal design and adaptive needs can be met within facilities, equipment and programs. A variety of programs are in development that will provide inclusive and adaptive opportunities to engage with nature, animals, and peer-to-peer interaction. To help deliver these new program offerings, a grant application is being submitted to secure equipment, such as track wheelchairs for off trail access, modified kayaks and water entry chairs, and adaptive ski equipment for winter recreation.

Anoka County Library System

Last year, the Library system obtained sensory kits with items like fidget spinners and noise-canceling headphones to help make visiting the library more enjoyable for people of all abilities. The Library also started offering Sensory-Friendly Storytimes for families with young children with special needs. Based on input from families, the Library offered adaptive cooking and art classes that paired teens with disabilities with peer buddies to learn and create together this summer. While their students were in class, parents had the opportunity to meet other caregivers in a supportive space led by special educator Rachel Jorgensen, author of "Supporting Your Child with Special Needs: 50 Fundamental Tools for Families." You can find adaptive and sensory-friendly programs on the Library's event calendar at tinyurl.com/ACLAdaptiveEvents.



'Tire Fishing' Project

Leads to a Cleaner Rum River

One of the most recent and unique conservation projects on the Rum River started with an idea from an Anoka County resident and avid river kayaker.

Over the summer, with the clear and low water conditions, the resident noticed multiple tires in the river and crafted the idea to reach out to Andover High School to explore a potential tire removal project with the students. The resident also recorded the locations of

the highest concentrations of the tires.



As a result, Bob Ameli, an Outdoor Adventures/Environmental Science teacher at Andover High School, coordinated a "tire fishing" project Sept. 18. Ameli coordinated and deployed 65 students in 28 canoes on a mission to extract tires from the river between 219th Avenue in Oak Grove and Rum River Central Regional Park in Ramsey. Remarkably, the students removed more than 200 tires. The tires were picked up free of charge by the Metropolitan Mosquito Control District. The tire fishing project concluded at Rum River Central Regional Park, where the students enjoyed a cookout lunch to celebrate their hard work and accomplishments.

The Anoka County Parks Department is incredibly grateful to the Anoka County resident who came up with the idea, Mr. Ameli, and the 65 motivated students from Andover High School who made a difference on the Rum River with their remarkable cleanup project," said District 3 Commissioner Jeff Reinert. "Meaningful efforts such as these reinforce and strengthen the community-based environmental stewardship and teamwork that play a vital role in preserving the quality of the Rum River into the future."



WHEN BUSINESSES RECYCLE, WE ALL WIN!

Anoka County offers resources to encourage business recycling.

Grants
The county provides up to \$10,000 for equipment and supplies to help a business recycle more.

FREE Technical Assistance
An expert will visit a site to help find ways to reduce waste, design a new or improved recycling program, or get started with organics recycling.

FREE Labels
Labels are an essential part of an effective recycling program. The county offers a variety of label types to fit a business's need.

Call **763-324-3481** or visit AnokaBizRecycle.com for more details



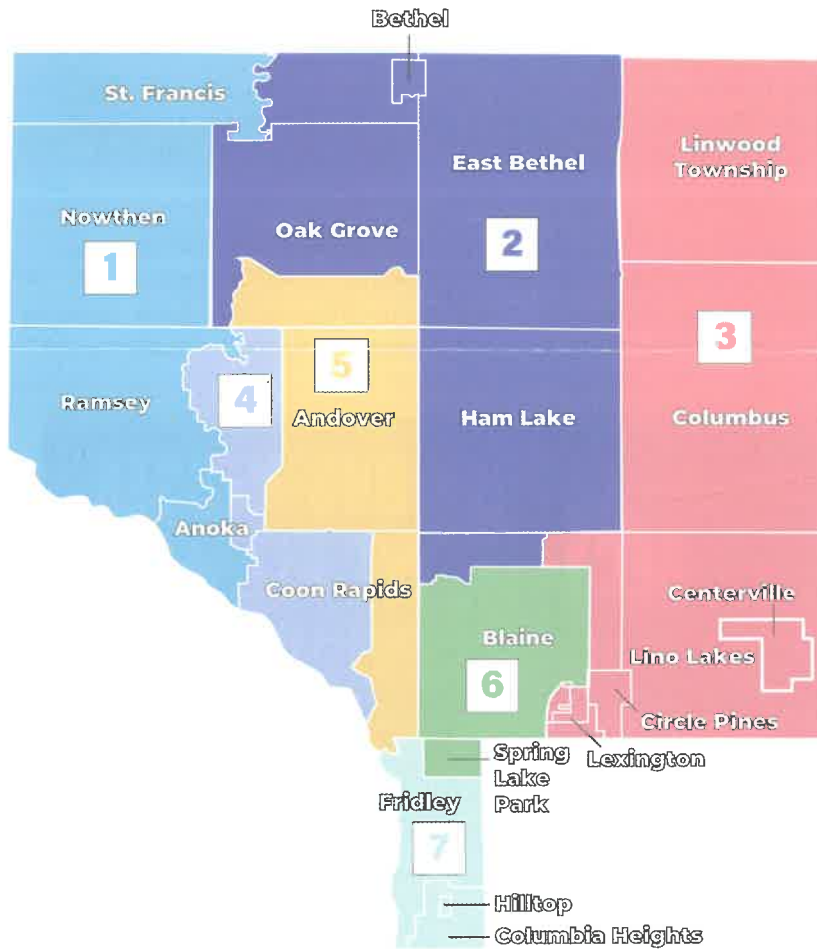
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County board meetings are generally held the second and fourth Tuesdays of the month at 9:30 a.m. in Room 705 of the Anoka County Government Center in Anoka. Watch board meetings live at anokacountymn.gov. "Anoka County News" is produced by Anoka County Communications, Erik Thorson, Chief Officer, 763-324-4612 publicinfo@anokacountymn.gov • anokacountymn.gov/newsletter
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NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

Minneapolis Wins State Fair Tap Water Taste Test



Minneapolis won the Great Minnesota State Fair Tap Water Taste Test, held on the Sustainability Stage of the EcoExperience building at the State Fair August 24. St. Cloud was the runner-up while LeSueur finished third and Moorhead fourth. Past champions of the taste test are Golden Valley, International Falls, Fairmont, St. Cloud, Lake Elmo, Chaska, Crookston, and Saint Peter. In the photos taken by Michelle Stockness of the Minnesota Section of American Water Works (clockwise from above left), Carol Kaszynski pours water on stage as volunteers distribute it to audience members, who served as judges; the Minnesota AWWA committee, which has conducted the taste test at the fair since 2012; and smiling Bert Tracy (on the right), who looks on as WCCO Radio host Jason DeRusha (on the left) talks about the contest and high quality of Minnesota water with a committee member later that day.



SDWA Video Updated for 50th Anniversary

Ten years ago, an anniversary video was made to celebrate 50 years of the federal Safe Drinking Water Act, featuring appearances by Al Quie (shown below) and Walter Mondale, who were in Congress when the act was passed.

The Minnesota Department of Health (MDH), in anticipation of the 50th anniversary in 2024, has updated the video, which is on-line at <https://youtu.be/xuFqfGbGqMY>.

The 40-year anniversary got more than 28,000 views and is still on-line:

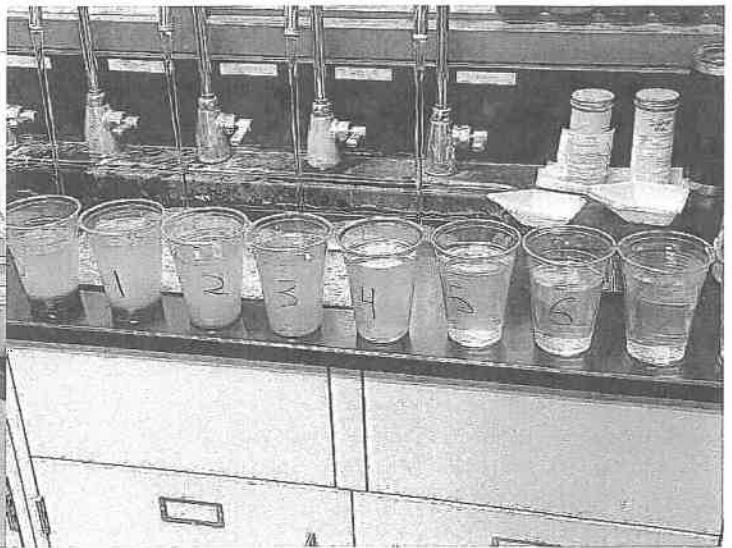
<http://youtu.be/inLZwGZSvSc>



Education in Minneapolis



Minneapolis Water Works hosted educational activities at two of its locations in August. Above, in Columbia Heights, teachers attended the Drinking Water Institute and got to see the old (the filter plant, used through 1991) and the new (the ultrafiltration plant next door). The teachers participated in interactive exercises in the lobby of the ultrafiltration plant with the membranes shown behind them. The Drinking Water Institute, in which Minnesota science teachers learn about water and develop ways to incorporate it into their existing curriculum, has been held since 2001. Next year it will be at St. Paul Regional Water Services from July 29 to 31. More information about the institute is at <https://www.health.state.mn.us/communities/environment/water/institute.htm>. In mid-August Minneapolis held a pair of two-day workshops on filter surveillance for their operators and supervisors. Conducted by Hazen and Sawyer of St. Paul and held at the utility's filter plant in Fridley, the training consisted of classroom presentations and hands-on training to examine filter conditions for the purpose of optimizing operations and backwashing. In the photo below, Ken Funt and Eric Pederson perform turbidity analysis on backwash water. Matt Charles said they sample the filters before and after backwashing. Below to the right is a photo of various samples. "You can backwash too much," said Charles, explaining that the bottles in the middle—the result of 5 to 6 minutes of backwashing—achieved the desired output of 10-15 NTUs of turbidity.



Waterline

Published quarterly by the Drinking Water Protection Section, Minnesota Department of Health

Editor: Stew Thornley

Staff: Noel Hansen, Erin Culver, Bob Smude

What's Shaking at MDH?



Kylie Jacobsen has joined the Drinking Water Protection (DWP) Section as a strategic initiatives and communications coordinator. She will be working on activities related to source water protection, Clean Water Fund projects, and outreach efforts.

Spouse- and child-free, Kylie has two cats, Bean and Yogi.

She is from the Twin Cities and is back after seven years in Madison, Wisconsin (retaining her fandom for the Vikings and Gophers rather than the Packers and Badgers).

Her background is in public health and science communication. Most recently, Kylie was managing nutrition security programs with Second Harvest, a Feeding America foodbank.

She adds, "I love all things outdoors, particularly rock climbing and exploring national parks. I'm also a big foodie who loves cooking, baking, and trying new restaurants."

David Rindal has returned to the Community Public Water Supply (CPWS) Unit after an absence of more than two years following a serious injury.

Karla Peterson, previously the supervisor of the CPWS Unit at the Minnesota Department of Health (MDH), has become the chief engineer and technical advisor for MDH's Drinking Water Protection Section. She will be the principal technical authority for all aspects of engineering and operations for public water systems.

Andrew Karp is now the engineer for the Metro-South District, succeeding **Jessie Kolar**, who moved to the Infrastructure Unit.

Janelle Ruth has joined DWP as a management analyst working primarily in the Minnesota Drinking Water Information System. Janelle grew up in Apple Valley and got her degree in earth sciences with an emphasis on hydrogeology at the University of Minnesota. Before joining MDH, she worked for Dakota County's Groundwater Protection Unit, managing the Well Sealing Grant program. She also has experience working as an environmental consultant and as a hazardous waste laboratory technician. As a huge animal lover, Janelle has also volunteered with multiple animal rehabilitation/wildlife organizations, during which she routinely fed black bears and a variety of baby birds. In her spare time, she enjoys snuggling with her bunny, painting, and playing board games.

Johanna Hayden is the new communications and strategic initiatives specialist in the Minnesota Department of Health DWP Section. A native of Dallas (and a Cowboys fan, of course), she has lived and worked in Germany and Miami in addition to the Texas towns of Dallas and Austin. She loves to travel and has been to 29 countries. With a master's degree in neuroscience/neuropsychology, Johanna was worked in education as a teacher and in corporate communications with FEMA, the Department of Defense, and biotech industries.

Johanna is married to her high school sweetheart, Ian, and they have four children (ages 6 to 19) and one very opinionated yorkie. Johanna says, "We decided to relocate our family to Minnesota after seeing the incredible natural beauty, the wonderful people, and the way that this state is committed to creating better lives for all its citizens. We have been here just under a year and couldn't be happier. Thank you Minnesota for welcoming us with open arms!"

Sam Swanson is a compliance engineer in the CPWS Unit. Born and raised in St. Paul, he went to college in Rochester, New York, and got a bachelor's degree in chemical engineering. His studies included a Photography in Cuba course, which took him to Cuba for two weeks taking pictures. He also worked his way through the YMCA Camp Menogyn program, which included a six-week canoe and camping trip through the Arctic, all the way up to Nunavut in Canada. Sam also enjoys playing chess and reading science fiction.

MRWA Offers Apprenticeship Program

The Minnesota Rural Water Association (MRWA) is offering a registered apprenticeship program. Approved by the Minnesota Department of Labor and Industry, the program provides formal training in the industry.

The two-year apprenticeship program, which can be reduced and broken into three six-month periods for those with

a Class D water/wastewater license, has been an initiative of the National Rural Water Association for direct entry and training into the workforce. Interested parties may go to the NRWA website at <http://apprenticeship.nrwa.org>.

Those with questions may contact Joel Jasmer of MRWA at 218-671-3475 or joel.jasmer@mrwa.com.

NE Ohio Regional Sewer District Provides Important Election Day Information

The X/Twitter account for the Northeast Ohio Regional Sewer District (<https://twitter.com/neorsd>) is always a source of relevant information on important and topical issues.

On November 7, it provided a cogent and inspirational reminder to vote.



NE Ohio Regional Sewer District @neorsd · 2h

where party divides us, let potty unite us. #ElectionDay

8

31

244

7.8K

Cold Spring Opens First Treatment Plant in State to Treat Nitrate Biologically

Known for beer and baseball, the central Minnesota city of Cold Spring relies on a steady supply of safe drinking water to keep its businesses humming and its 4,000 residents hydrated. Cold Spring is typical in this regard, its most important resource not being its most prominent. And like other townships and cities in the area, Cold Spring is surrounded by farms and the corresponding challenges agriculture brings to its aquifers, often seen through rising nitrate levels in water.

However, Cold Spring employees note that the issues are a result of more than farming and fertilizers. Public works director Jon Stueve said that agriculture was more of a problem historically than now. “The Department of Ag [Minnesota Department of Agriculture] has done a lot, especially in this area, with the farmers, and they regulate what they do put on the fields. There is a lot of participation from our farmers. They’re doing all they can.”

Tanya Schmidt, the city’s water and wastewater supervisor, echoed Stueve’s sentiments. “When the new generation [of farmers] comes in, you can see it. I grew up on a farm, and I can see the difference when you get the younger generation coming in,” she said before touching on the primary issue they face. “It’s tough geology here.”

Cold Spring has four wells ranging from 63 to 125 feet deep that draw from Quaternary Water Table aquifer. The city has stayed below the maximum contaminant level of 10 parts per million (ppm) for nitrate and was able to keep the level around 5 ppm by blending the wells. Nevertheless, there was a desire to bring the nitrate down even more.

The first approach involved looking for different water sources, according to Ryan Capelle of Stantec, a Minneapolis engineering firm that studied Cold Spring’s options. Quickly determining that treatment would be necessary, Stantec part-



nered with the city and AdEdge Water Technologies, LLC of Duluth, Georgia, on a pilot study with input and guidance from the Minnesota Department of Health (MDH).

Ion exchange is a common technique for reducing nitrate, but Capelle cited operational issues, particularly the waste stream it would create, as a drawback. Other technologies have been emerging,

including one that has been a staple in wastewater treatment: biological filtration. Bacteria has long been used to consume waste materials in water.

In 2007, Hutchinson became the first Minnesota city to use the process for drinking water. Eric Meester, an engineer on the Hutchinson project, said that the longtime success of chemicals for treating drinking water caused resistance to alternative technologies, adding, “The success of chemical treatment has been documented for a long time. Biological removal has occurred naturally for longer, but no one looked for it or why it existed.”

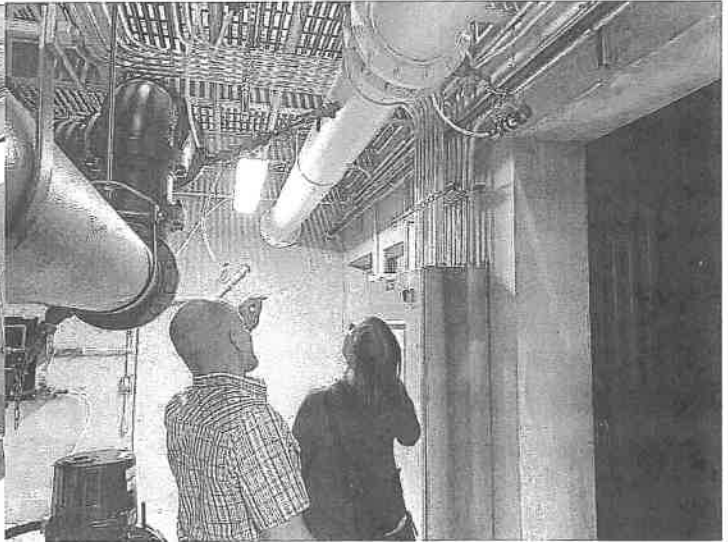
While Hutchinson chose bacteria to treat for iron and manganese and others have used it to reduce ammonia in the water, Cold Spring became the first in the state to use it for nitrate removal. It was “a willingness of Jon and Tanya to be pioneers that opened the door to look at treatment under a new light,” said Capelle. Timing was a factor, too, with the city getting \$4 million in a 2018 state bonding bill. “The technology emerged at the right time,” added Capelle. “People were willing to embrace it.”

The pilot study began in 2018 in the bottling facility of Cold Spring Brewing Company, adjacent to the city’s wells and the site of the new plant, which went on-line in May 2023. A two-stage fixed-bed biological treatment system, the process is efficient operationally in addition to being environmentally friendly.

Cold Spring—Continued on next page



Jon Stueve and Ryan Capelle in front of the filters with the granular activated carbon.



Capelle points out the direction of the incoming water to Maria Spitael of the Minnesota Department of Health.

Cold Spring—Continued

The two-stage process starts in a pressure filter with granular activated carbon (GAC) “This is where the magic happens,” said MDH engineer Brian Noma. The filter is where the denitrifying bacteria live in anoxic (low oxygen) conditions. Acetic acid is added as a carbon source and phosphoric acid as a nutrient. “This creates a favorable environment for the microbes to flourish,” explained Capelle. “This makes them hungry, makes them want to eat the nitrate in Stage 1.

“And now the nitrate is all virtually removed. We then add oxygen with peroxide. We are reoxygenating on the way to stage 2.” The second filter, consisting of 30 inches of GAC on top of 20 inches of sand, removes the excess biomass, in essence polishing the water.

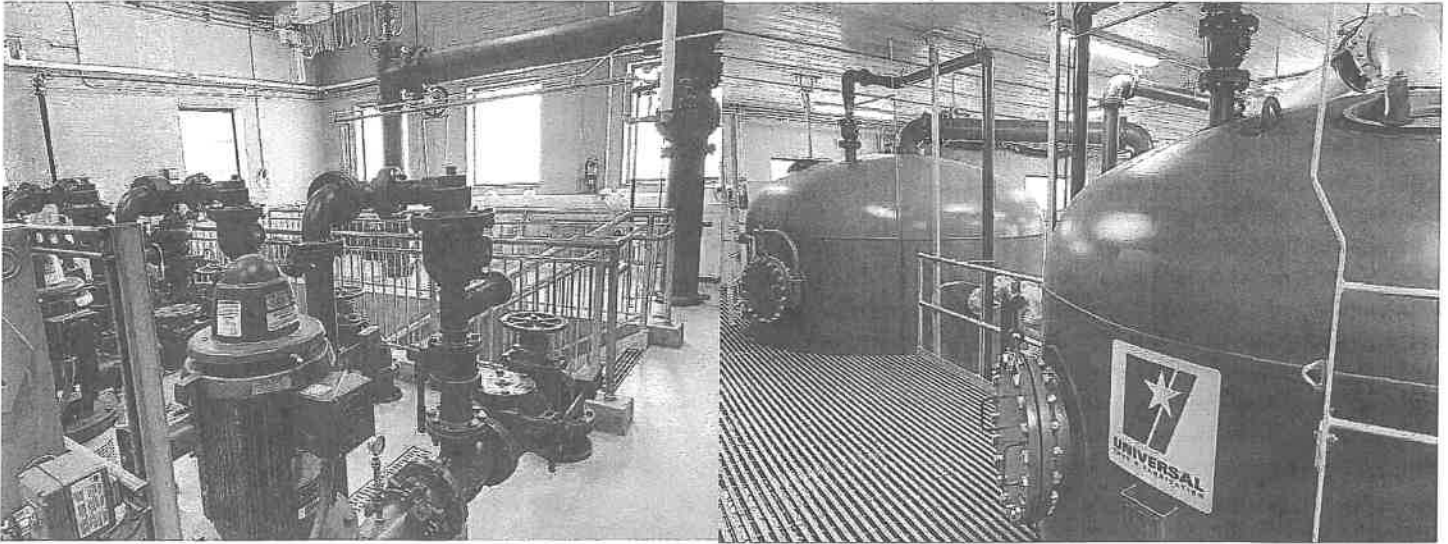
Any of the four wells can go directly to the clearwell or through the plant. “It’s about a 50-50 split,” Capelle

said, describing it as a header-type system to blend with any given well and produce 500 treated gallons per minute.

Chlorine is available at the front end of the clearwell, fed at a low dose after treatment. “We don’t want to overchlorinate because that is our source for backwash water,” Capelle said. “We don’t want the backwash water to kill the microbes, so we want the chlorine residual to be low, but not nonexistent at this point.”

The \$6 million project included a pipe gallery, additional clearwell capacity, a laboratory and control room, and a large chemical room that allows them to buy in bulk, according to Steuve.

The results have been as desired, the finished water coming out with under 5 ppm, less than half of the MCL.



Photos of the pipe gallery and the top of the pressure filters.

Reminder to All Water Operators

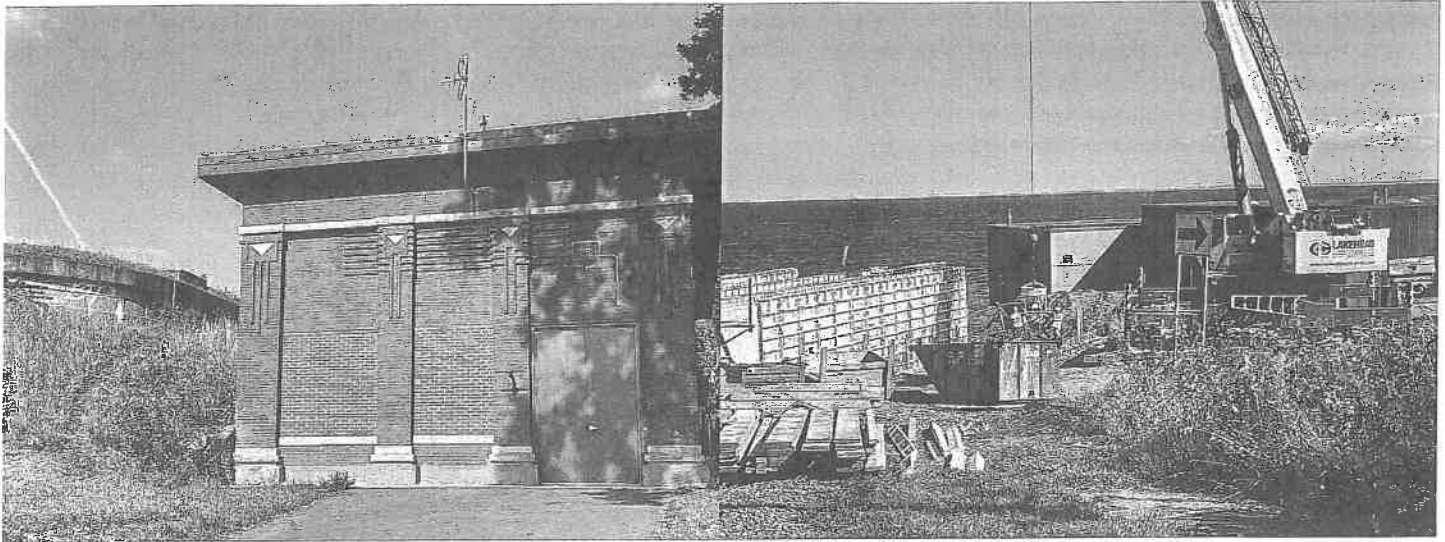
When submitting water samples for analyses, remember to do the following:

- Take coliform samples on the distribution system, not at the wells or entry points.
- Write the Date Collected, Time Collected, and Collector’s Name on the laboratory request form.
- Attach the label to each bottle (do not attach labels to the lab form).
- Include laboratory request forms with submitted samples.
- Use something other than a rollerball or gel pen (the ink may run).
- Consult your monitoring plan(s) prior to collecting required compliance samples.

Notify your Minnesota Department of Health district engineer of any changes to your system.

If you have questions, call the Minnesota Department of Health contact on the back of all sample instruction forms.

DWRF Funds the North Shore



From south to north (or more specifically, southwest to northeast), Duluth and Two Harbors are the first two Minnesota cities to draw water from Lake Superior. With an Ojibwe name of Gitche Gumeew (just ask Henry Longfellow, or Gordon Lightfoot for that matter, if you don't believe it), Superior is the largest freshwater lake in the world. In addition to Duluth and Two Harbors, it is the water supply for Beaver Bay, Silver Bay, Grand Marais, smaller cities along the north shore. As the two largest cities supplied by the big lake, Duluth (above left) and Two Harbors (above right) have also been regular recipients of money from the state Drinking Water Revolving Fund (DWRF) and both have been putting it to good uses lately.

Duluth—Conquering the City

Nearly \$4 million (\$3,857,531 to be exact) of DWRF money has helped Duluth install new pumps at its booster station, a structure that goes back to the 19th century and that is flanked by a 14-million-gallon reservoir that is young by comparison, having been rebuilt in 1922.

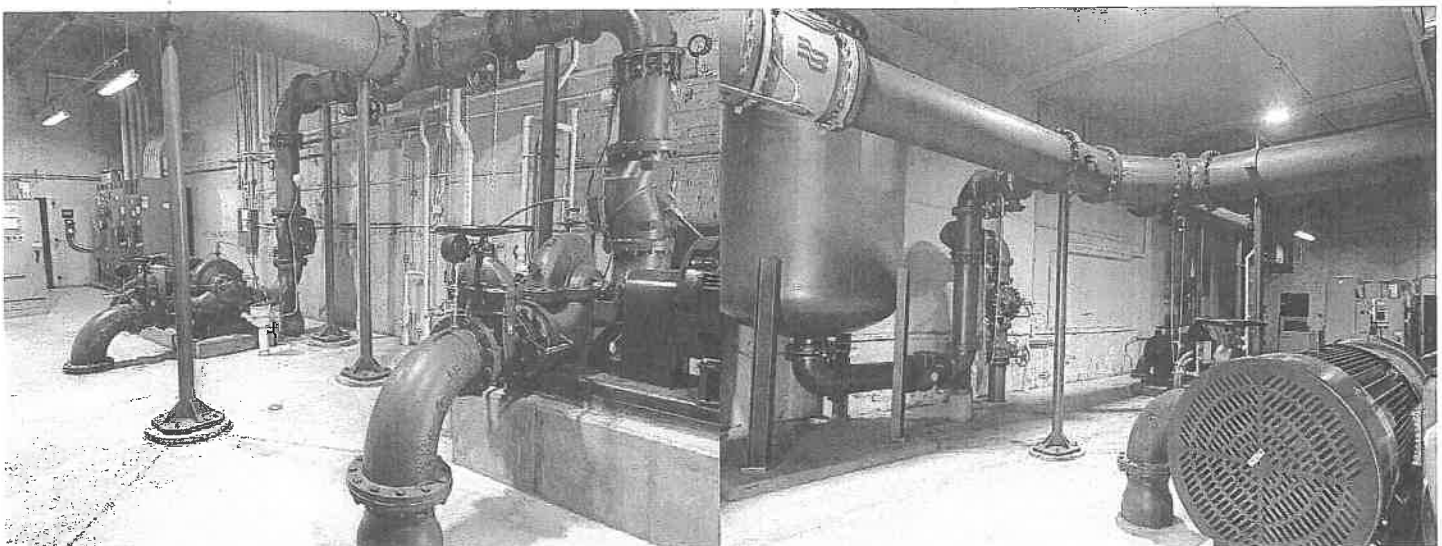
Duluth has a lake-to-hill geographic profile. The first few inland blocks are flat, but the topography quickly becomes hillside, rising abruptly and steeply. For much of the city's history, an incline served residents needing to go back and forth in an up-and-down manner.

Lake Superior is approximately 600 feet above sea level, the lowest part of Minnesota. The elevation change between the utility's intake and adjacent treatment facility on the lake is about 280 feet to the booster station. From there the water

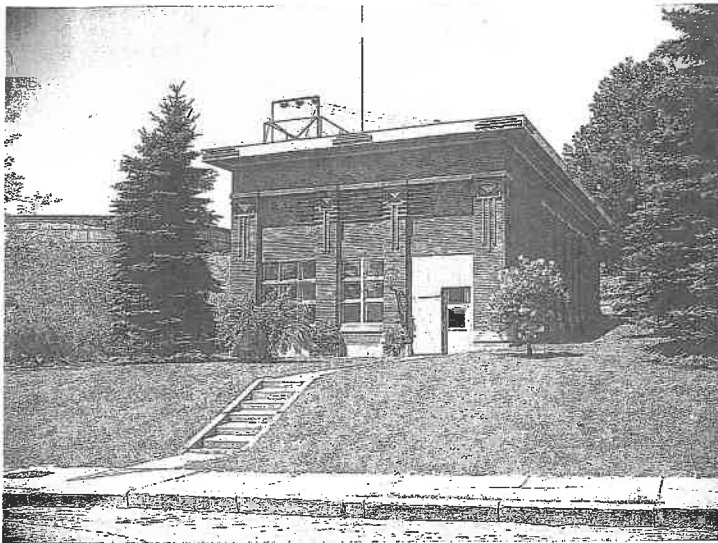
travels upward through two other reservoirs and two other pump stations, eventually climbing 950 feet above Lake Superior to the Highland tower, the highest point in Duluth's water system, supplying Duluthians along the way as well as the consecutive systems of Hermantown and Rice Lake. In all, Duluth has eight major pressure zones and a handful of smaller ones.

Duluth's Aaron Soderlund said the new pumps are only the fourth set in the history of the booster station. The three pumps, he explained, usually run one at a time at 3,300 gallons per minute (gpm). They can get up to 5,000 gpm with two pumps running but rarely do. "The problem with getting up to those flow rates is our pressures," Soderlund added.

Duluth—Continued on next page



The pumps and surge tank in the Duluth booster station.



The booster station, shown in the 1930s, had a gas lantern on the front. The mounting is still visible behind Corey Mathisen, Sabrina Sutter, and Chad Kolstad of the Minnesota Department of Health and Aaron Soderlund of Duluth.

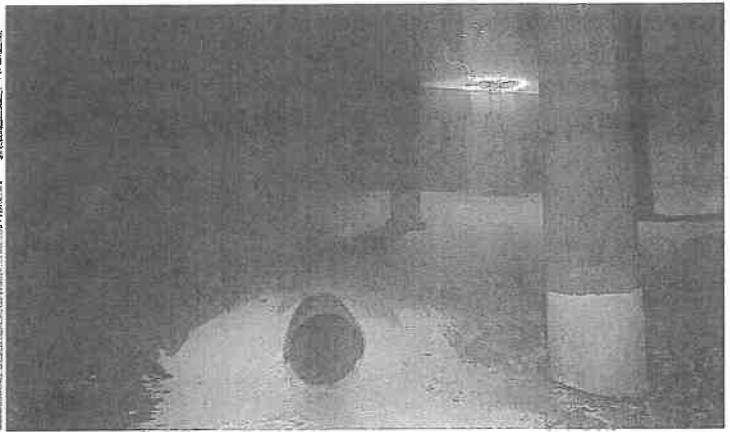
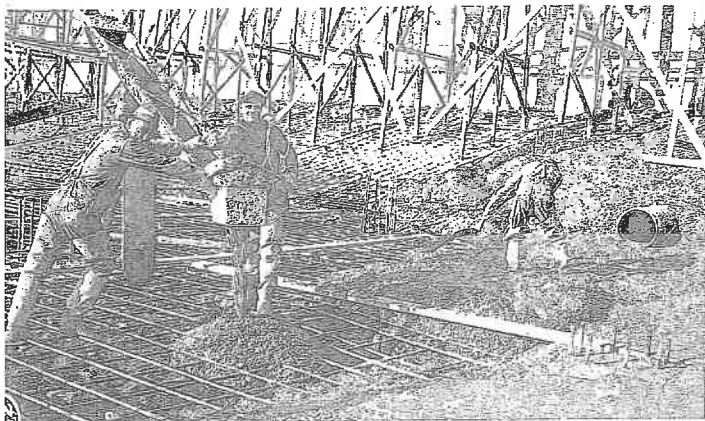
The pumps are on the same spots as the previous ones although the new pipes are underneath the building. Another change was the addition of a surge vessel with a bladder tank. Soderlund said they considered the need for a quick shutoff of the pumps in case of a power interruption. “We had some issues in the upper end of this zone, where we would have negative pressure, so the surge vessel is to handle the surge coming back from the stations to alleviate those problems.”

The pump project began in early 2022 and went on-line in stages. A challenge encountered along the way was with two suction lines, one coming in off the street and the other directly from the reservoir. Just outside the booster station is an original valve, which hooks up to the station. More than 130 years old, the valve didn’t work. A diver from AMI Consulting Engineers of Superior, Wisconsin, went into the reservoir to plug a 20-inch intake line to allow for the installation of a new valve.

“We needed to close the valve to put in our suction piping for the new pump,” said Soderlund. “We couldn’t close the valve to isolate off the reservoir to do our work within the station.” The diver put in a ball to plug the intake line long enough to put in the new valve and then complete the suction piping to a new pump. Soderlund said that during the six-to-eight hours it took, “The only thing we had from emptying the 14 million gallons out of that reservoir was that plug.”

“That was nerve wracking to say the least.” The challenges surmounted, Duluth completed the work in 2023.

The city’s incline to elevate people was phased out with the coming of new-fangled contraptions such as the automobile. But the transport of water upward is still performed with the same methods that have served Duluth well for more than 100 years.



Installation of the 20-inch suction pipe in 1922 and a look at it from within the reservoir a century later.

Two Harbors—The Project that Keeps on Giving

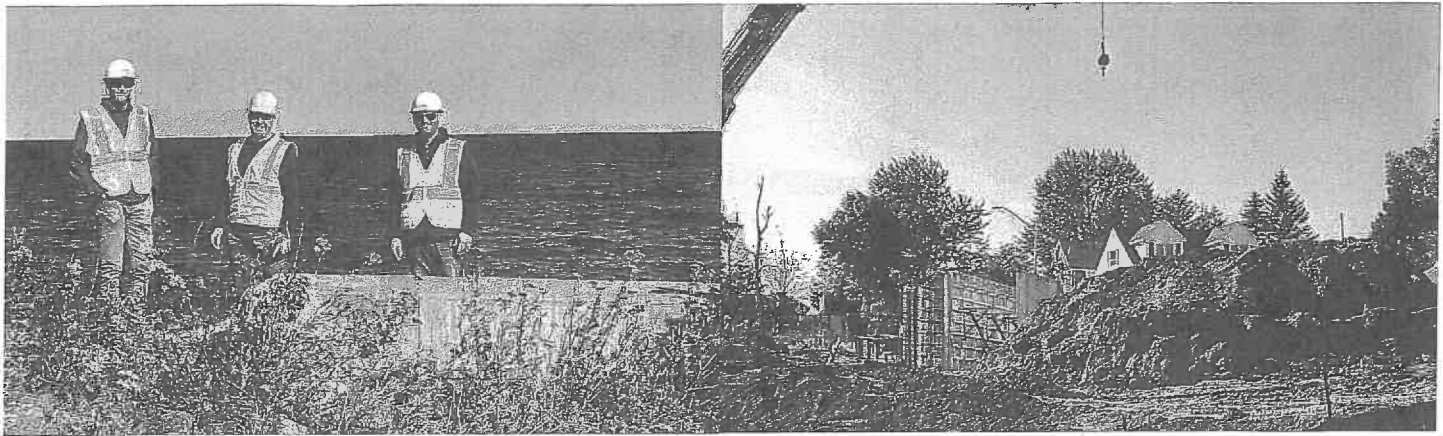
With DWRP money allocated in 2015 with the rehabilitation of a building housing high-service pumps, Two Harbors continued to benefit from the funding in replacing its chlorine contact facility several years later.

Located about 25 miles northeast of Duluth, Two Harbors came together from the communities of Agate Bay and

Burlington, each of which has a bay formed by a southern-jutting promontory.

Two Harbors has had water facilities on Burlington Bay for more than 70 years with a power plant existing on the site even before that. A chlorine contact tank was added in 1958

Two Harbors—Continued on next page



Left: Dan Foster and Brian Guldán of Bolton & Menk flank Chad Kolstad of the Minnesota Department of Health atop the intake structure on Burlington Bay of Lake Superior. Right: Construction on the chlorine contact tank.

and a filtration plant about 20 years later. High service pumps, which were replaced in 2016, have been around at least as long as the contact tank.

Bolton & Menk, Inc., began working with Two Harbors in 2016 with the rehabilitation of the high-service pump building. During the project, leaking water was discovered from the chlorine contact tank. Brian Guldán of Bolton & Menk said they installed a drain tile as a temporary fix and put a complete replacement of the tank on their to-do list.

It began getting done a few years later, starting with the demolition of the parking lot south of the existing chlorine contact tank. Space restrictions didn't allow for construction of the new tank until at least part of the lot was removed. "They are building half of the new one," said Guldán in the fall of 2023. "The new one will go on-line and get tested, are then the old tank will be demolished and the project completed." Even with one tank at a time during construction, the flow rates can be adjusted to ensure proper contact time.

After the old chlorine contact tank is removed, they will build a second tank next to the new chlorine contact tank, giving the plant two independent tanks with pump chambers to allow for half the tank to be taken out of service for maintenance and still have the capability to produce water at half the capacity.

The water treatment facilities have the bay and Lake Superior as a scenic backdrop. The previous contact tank partially blocked the view of the water for nearby residents, who were thrilled to learn that the new structure will be lower, affording an unobstructed vista.

Not just neighbors are enjoying the view. The treatment plant is south of Lakeview Park, which has a trail that is

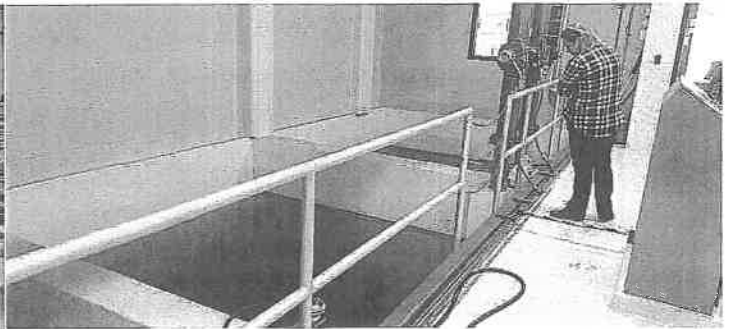
popular with visitors, leading to questions of how to keep people off the new contact tank. One night, Guldán discussed the situation with Chad Kolstad of the Minnesota Department of Health and Luke Heikkila, then the city's water superintendent. Heikkila said, "Why don't we turn it into a lookout?" After Kolstad said he had no problems with the idea, Heikkila turned to Guldán and said, "Make it happen."

The trio sketched a plan on a napkin for the trail to have access, including a handicapped-accessible ramp, to the top of part of the tank. A railing will separate the lookout from the part of the tank with the hatches. "This way there is a spot to direct people to," said Guldán.

Two Harbors's water treatment plant has three gravity filters with silica sand and anthracite. Chlorine is added to the water coming in from the lake, and then poly aluminum chloride for the rapid mix, although the raw water normally meets turbidity standards even without chemical addition. After flocculation, the water is filtered and sent to the chlorine tanks.

Elevation differences in Two Harbors aren't as dramatic as in Duluth. From the plant the water goes through two booster stations in series to a 1.25-million-gallon-gallon tower in the northern part of the city and then to a second tower, this one 100,000 gallons, to the northwest. In addition to the booster stations and towers, Two Harbors has seven pressure reducing stations.

"The project that keeps on giving," is how Guldán describes the work that began in 2016 and is encompassing the upgrade of the building with the high-service pumps, filter rehabilitation in the treatment plan, the chlorine contact tank, a new maintenance garage, and pipe and valve replacements.



The flocculation basins and filters in Two Harbors.

When Your Water Tower Is Down

By Shawn Mulhern and Ben Feldman, KLM Engineering

Do you have a water system that operates with only one tower or ground storage tank in your distribution system? If so, have you considered the impacts to your system if an issue arises and that reservoir needs to be removed from service for an extended period?

Here are some aspects to consider:

Well operations: Has your utility considered the electrical cost impact of operating a well 24/7 compared to normal usage? Operating 24/7 requires the use of at least one pressure relief valve on a hydrant to not exceed normal system pressure. Have you considered the amount of water being dumped or wasted? Have you considered the aquifer impact of significantly increasing the pumping from your well for this time period? Is the static/pumping water level and draw down going to be an issue? Do your wells have the capacity to operate in such a format? If a well were to go down or have maintenance issues during this time, would you be able to handle demand? Has your system been operated in such a manner in the past? Consider that operating outside of typical conditions can potentially lead to watermain breaks.

Treatment chemical usage: Have you considered how water quality will be maintained? Have you factored the increased cost of chemicals and additional treatment being wasted with the high volume of well pumping? If the project takes longer than two weeks, have you considered lead and copper impacts? Have you discussed availability of products with your material supplier?

Water discharge: Have you considered the water-wasting discharge location so you avoid discharge to water bodies and meet wastewater limits? Can the discharge location handle



the water? Is dechlorination of the waste stream being performed to prevent the killing of wildlife?

Fire protection: Can your system maintain fire protection during this time? How does it impact utility insurance? What about auxiliary power during a fire or power outage? Is there a back-up system implanted?

Power outage: Does your system have backup power to address and maintain system pressure during an outage if the reservoir is out-of-service?

Project timing: Have you considered timing the project to coincide with low water usage periods? Have you informed stakeholders of ways to avoid system issues, such as not flushing watermains during this time or through water conservation measures by larger customers?

Cross-connection (for multi-tower systems): For multi-tower systems, do you have a cross-connection with another tower, separated with a pressure-reducing valve, that could be put into use?

The Minnesota Department of Health (MDH) has noticed the issuance of boil-water notices tends to occur more often for loss-of-pressure events associated with storage maintenance activities. To better avoid such incidents, MDH has some economical and proven recommendations to maintain distribution pressure and water quality that should be included when planning reservoir projects. These include auxiliary power at the wells, well pumps with variable frequency driven motors, and/or rentable, portable, pressure tanks for the duration the reservoir is out-of-service.

For more information, contact your MDH district engineer.

Can't Get Enough of Water Towers?

Water towers can be the most visible landmark in a city and a way to promote municipal pride. During the spring and summer of 2023, KSTP Television in the Twin Cities had a *Water Tower Wednesday* feature. The final installment profiled Kirk and Connie Brown, who created a website on which they have documented more than 1,000 water towers in Minnesota.

The site categorizes towers by city, county, and type. Along with a location of the tower and the year it was built, it has a picture of the tower. Check it out at <https://www.minnesotawatertowers.com>.

Quote of the Quarter (and Other Gems)

A successful person is the one who went ahead and did the thing the rest of us never quite got around to doing.

A truly great library contains something to offend everyone.

We can measure our prosperity not by what we have but by what we take for granted.

Life is not about how fast you run, or how high you climb, but how well you bounce.

It isn't what you know that counts; it's what you can think of in time.



Environmental Health Division
625 North Robert Street
P. O. Box 64975
St. Paul, Minnesota 55164-0975

MDH Proposing Updates to Health Risk Limits Rules

In November 2023, the Minnesota Department of Health adopted two new health risk limits (HRLs) for 17 contaminants and updated for another 19. The HRL for one contaminant, n-Hexane, was repealed. The updates are available at <https://tinyurl.com/4ywd4xbb>.

In addition, in 2023 the Minnesota legislature required MDH to adopt an updated HRL for perfluorooctane sulfonate, a perfluoroalkyl substance, by June 2026. MDH will likely include updated values for perfluorooctanoate and other contaminants. A request for comments was issued in August. More information is available at <https://tinyurl.com/enprben7>.

Public Health Priority Points Information

Projects submitted to the Drinking Water Revolving Fund are prioritized using rule-defined Public Health Priority Points to ensure that funding priority goes to projects that protect public health, provide adequate water supply, and assist communities with financial needs.

The proposed revisions would allow priority points to be assigned for projects relating to the removal of lead service lines and addressing contaminants of emerging concern when concentrations exceed a health advisory level. The proposed changes would protect public health by reducing the public's exposure to harmful contaminants and assist communities with financial needs to remove or provide treatment to reduce contaminants. To view the most up-to-date progress on rulemaking, go to <https://tinyurl.com/yxs2an66>.

Professional Operator Development Program Announces New Course for 2024

Conducted by the Minnesota Section of American Water Works Association in conjunction with utility partners and the Minnesota Department of Health, the Professional Operator Development program is an instructor-led series of lectures, hands-on lessons, and facility tours to enhance an operator's knowledge of the basic principles needed to operate and manage an advanced public water system.

Open to anyone who has at least a Class C water operator license, the course covers general math, filtration, membrane and ion exchange, disinfection, water quality, regulations, source water, and sampling. The goal of the course is to build competence, confidence, and understanding of public water systems.

The next course will take place on Tuesdays from January 16 to March 19, 2024 from 7:30 a.m. to 2:30 p.m. at the Minneapolis Water Works membrane facility in Columbia Heights. The fee for the course is \$300. Each week of attendance earns operators six contact hours toward the renewal of their licenses. An operator certification exam for students will be offered at the conclusion of the course. Registration is available at <https://tinyurl.com/3uzxepbt>.

CALENDAR

For an up-to-date list of events, see the training calendar on the MDH web site:

https://www.health.state.mn.us/communities/environment/water/wateroperator/wat_op_sched.html

Minnesota Section, American Water Works Association

*March 13-15, Southeast Water Operators School, Rochester International Event Center. Contact Keven Maxa, kevenm@austinutilities.com.

*April 16-18, Northeast Water Operators School, Timberlake Lodge, Grand Rapids. Contact Andrew Ohrt, aohrt@westyost.com.

*May 7-9, Metro Water Operators School, Eagan Community Center. Contact Stew Thornley, 651-201-4655, or Erin Culver, 651-201-4697.

***Includes a water operator certification exam.**

Information for all district schools, including agendas:

<https://www.health.state.mn.us/communities/environment/water/wateroperator/schoolagendas.html>

Registration information is available at https://www.mnawwa.org/events/event_list.asp

Minnesota Rural Water Association (MRWA)

Contact Bob Klug, 800-367-6792

*January 9-11 Certification Refresher, St. Cloud

*March 5-7, Technical Conference, St. Cloud

Note: Only the MRWA workshops with water operator certification exams are listed to the left.

For more workshops, go to:

<https://www.mrwa.com/training/trainingcalendar>