



CITY COUNCIL REGULAR AGENDA
MONDAY, DECEMBER 18, 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**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - December 4, 2024 City Council Work Session
 - [B.](#) Approval of Minutes - December 4, 2023 City Council Meeting
 - [C.](#) Approval of Claims List - General Disbursement No. 23-21 - \$393,816.25
 - [D.](#) Statement of Revenue and Expenditures - November 2023
 - [E.](#) Mayor's Proclamation - Commending Terry Randall
 - [F.](#) Resolution 23-49, Accepting Donation From Barbara Yawn
 - [G.](#) Fourth Quarter Billing for 2024 Payable 2025 Property Tax Assessment - Ken Tolzmann
 - [H.](#) Release Letter of Credit from Hampton Companies for Suite Living Project
 - [I.](#) Adopt Financial Policies
 - [J.](#) Contractor's Licenses
 - [K.](#) Business Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Police Report
 - [B.](#) Recreation Report
- 8. PUBLIC HEARING**
 - [A.](#) Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor
 - [B.](#) Public Hearing on 2024 Fee Schedule
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2023-46, Giving Preliminary Approval for the Issuance of General Obligation Capital Improvement Plan Bonds in an Amount Not to Exceed \$8,800,000 and Adopting the City of Spring Lake Park, Minnesota, Capital Improvement Plan Therefor
 - [B.](#) Ordinance 489, Adopting 2024 Fee Schedule for the City of Spring Lake Park
 - [C.](#) Resolution 2023-47, Authorizing Application for Community Development Block Grant
 - [D.](#) Ordinance 490, Amending Section 11.50.040 of the Spring Lake Park City Code Relating to Limitations on the Sale of Edible Cannabinoid Products
 - [E.](#) Resolution 2023-48, Approving Plans and Specifications and Ordering Advertisement for Bids - 2024 Street Improvement Project

**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.

10. NEW BUSINESS

[A.](#) Establish Wage Rate for Non-Bargained Employees and Department Heads for 2024 and 2025

[B.](#) Approval of School Resource Officer Contract with Spring Lake Park Schools

11. REPORTS

A. Attorney Report

[B.](#) Engineer Report

C. Administrator Report

12. OTHER

[A.](#) Correspondence

13. ADJOURN

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 December 04, 2023 at the City Hall, 1301 81st Ave 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

Police Chief Josh Antoine, Administrator Daniel Buchholtz

2. DISCUSSION ITEMS

A. 2024 Appointments Discussion

Administrator Buchholtz introduced the item, stating that several Councilmembers expressed a desire to have a Council discussion surrounding the annual appointments. Mayor Nelson stated that he has followed past precedent in making the annual appointments, basing many of them on seniority. He said he was uncomfortable removing a member from a committee in favor of another one without input from the first member. Councilmember Dircks said she would like to see the appointments rotated to ensure that all City Councilmembers have a chance to learn and grow into their positions.

Administrator Buchholtz suggested that Councilmembers provide him a list of appointments they would like to seek in 2024 and that he would share those with the Mayor.

B. Zoning Code Land Use Table Discussion (*Nelson*)

Mayor Nelson expressed concern about the continued vitality of our commercial corridors, particularly along Highway 65 and Highway 47. He stated that he would like to see the City Council work to review the land use table and zoning code to ensure that the City's commercial corridors are positioned to attract businesses that generate traffic and economic activity for the City.

CONSENSUS of the City Council was to direct staff to begin to review the land use table and the zoning code with the goal of encouraging business development to generate economic growth and development for the community.

C. Discuss Applying for Embedded Social Worker Grant (*Antoine*)

Chief Antoine requested authority from the City Council to work with Lino Lakes Police Department and Centennial Lakes Police Department to pursue a grant to fund an embedded social worker that would be shared amongst the three departments. He stated that the embedded social worker will help deescalate tense situations related to mental health crises and to help identify resources to individuals in need. He said this community policing approach will help reduce mental health calls for officers while ensuring that residents will be able to receive the resources they need.

Councilmember Goodboe-Bisschoff expressed concern about liability. Chief Antoine stated that the three cities would work with a private vendor to provide the social worker and that the social worker's liability would be addressed under that service contract.

CONSENSUS of the City Council was to allow Chief Antoine to pursue a grant with Lino Lakes and Centennial Lakes Police Departments to fund an embedded social worker.

D. Edible Cannabinoid Proposal

Administrator Buchholtz requested the City Council consider increasing the number of lower potency cannabis licenses in the City to ensure that all existing businesses currently selling lower potency cannabis products will be able to continue to stay in business. He noted that there are currently four licensees but only two licenses available under the City Code.

CONSENSUS of the City Council was to direct staff to draft an ordinance increasing the number of lower potency cannabinoid licenses from 2 to 5.

E. 2024 Fee Schedule Discussion (*Buchholtz*)

Administrator Buchholtz provided an overview of the proposed 2024 Fee Schedule. Hearing no objections to the fee schedule, Administrator Buchholtz stated that he would place the fee schedule ordinance on the next City Council meeting agenda.

3. REPORT

A. Council Reports – no reports

B. Administrator Report – no report.

4. ADJOURN

Mayor Nelson declared the meeting adjourned at 6:37pm.

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 December 4, 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

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

STAFF PRESENT

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

VISITORS

Peter Lindstrom	District 10 Councilmember	Metropolitan Council
Nedim Frlj	8401 Center Drive NE	Spring Lake Park

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

None

5. DISCUSSION FROM THE FLOOR

A. Peter Lindstrom, District 10 Council Member, Metropolitan Council

Peter Lindstrom, District 10 Metropolitan Council Representative introduced himself. He stated tht the Metropolitan Council is in charge of nine waste water treatment plants, 600 miles of interceptor sewer that connects to city sewer systems, and water supply planning. He stated that the Metropolitan Council is also involved in transit and transportation planning, along with operating the largest Housing and Redevelopment Authority in the state. He said that the Metropolitan Council partners with 10 park agencies.

Mr. Lindstrom encouraged Councilmembers to get involved in commissions and participate in various committees.

Mayor Nelson inquired about the bus route going to Northtown and if the route could be changed so that a backup would not occur on University Avenue. He asked if there were any filters that could filter out pharmaceuticals from the treatment plants. Mr. Lindstrom stated that he would look into those two questions.

Councilmember Wendling inquired about the F-Line and how the MnDOT improvements will connect with the Metropolitan Council plans. Administrator Buchholtz stated that there have been meetings on the F-Line Implementation and the Hwy 47/Hwy 65 Pell Study. Administrator Buchholtz said the MnDOT has received funds to improve the dangerous intersections and that those improvements will be done in conjunction with the construction that Met Council is doing for the transit stations.

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 Wave Monetary Limits on Municipal Tort Liability
- E. Public Right-of-Way Permit – CenterPoint Energy
- F. Contractor's Licenses
- G. Business Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Randall stated that staff is working on patching potholes. Director Randall commented that staff swept leaves at all the parks and hauled away 12- 30-yard dumpsters. Public Works Director Randall stated that two new dumpster enclosures were built onto the existing enclosure at City Hall, and the fuel tanks will be relocated into the existing enclosures.

B. Code Enforcement

Building Official Baker reported that the first round of letters for rental renewals went out on November 15, 2023. He stated that 40 properties have registered for 2024. Building Official Baker said that 4 properties have not completed their 2023 inspections.

Building Official Baker gave an update on 7900 McKinley Street NE. He stated that the sheet rock has been installed. He stated that 8301 University Avenue, Take 5 Carwash is at a standstill. He stated that the contractor has asked for a Temporary CO.

8. PUBLIC HEARING

A. Truth in Taxation Hearing

Motion made by Councilmember Wendling 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 7:49 PM.

Administrator Buchholtz highlighted the changes in the 2024 Budget as follows:

- Proposed 2024 Levy is \$4,113.90, an increase of 3.72%.
- General Government levy increase is 3.80%.
- No change in debt service levy.
- 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 from 37.285% in 2023 to 37.752% in 2024.

Administrator Buchholtz reported that the changes in the budget include:

- City is self-financing capital equipment needs.
- 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.

Mayor Nelson asked for public comments.

Nedjm Frlj, 8401 Center Drive NE stated that he had some concerns about his property tax increase and the high cost of the rental license fee. He asked who can he approach about the taxes. Administrator Buchholtz stated that the tax increase was due to a significant increase in his taxable market value. Buchholtz said that Mr. Frlj would need to contact City Assessor Ken Tolzmann to review his property value.

Building Official Baker explained that when the housing policy was changed in 2021, more rental codes were established, and the City's focus on fire and life safety issues became

very strong. He stated that inspections for interior and exterior increased, therefore more cost were incurred.

Motion made by Councilmember Wendling 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 8:18 PM.

9. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 2023-44, Adopting Final 2023 Taxes Collectable in 2024

Administrator Buchholtz presented the proposed tax levy for 2024. He noted that the resolution established the general revenue levy of \$4,113,290. He noted an increase of 3.72% over the 2022, pay 2023 levy.

Administrator Buchholtz stated that from the General Revenue, \$3,823,887 will be used to fund general operations of the City, \$24,078 will support the 2022 Street Improvement Project, \$185,325 will support the Capital Improvement Plan and \$80,000 covers the repayment of the 2021A G.O. Improvement Bond.

Motion made by Councilmember Wendling to approve Resolution 2023-44, Adopting Final 2023 Taxes Collectable in 2024.

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

B. Resolution 2023-45, Adopting 2024 General Fund Budget

Administrator Buchholtz presented the final proposed 2024 General Fund Budget, with revenues and expenditures set at \$5,341,466. He recommended approval of the 2024 General Fund Budget.

Motion made by Councilmember Dircks to approve Resolution 2023-45, Adopting 2024 General Fund Budget.

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

10. NEW BUSINESS

A. Approve 2024 Public Utilities Budget

Administrator Buchholtz provided an overview of the proposed 2024 Public Utilities Budget. He stated that revenues and expenditures were increasing by 12.3% over 2023. He said the revenue increase is due to the implementation of the proposed rate structure from the 2023 Financial Management Plan for the Utility Fund. He reported that expenditures were driven by wages/benefits, utilities, insurance, Metropolitan Council Environmental Services treatment plant charges, and transfers out.

Administrator Buchholtz stated that that the storm water utility budget is anticipating \$104,864 in revenue. He said the storm water utility rate will increase to \$2.11/month per residential equivalency factor.

Motion made by Mayor Nelson to approve the 2024 Public Utilities Budget.

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

B. Approval of 2024-2028 Capital Improvement Plan

Administrator Buchholtz presented the 2024-2028 Capital Improvement Plan (CIP). He stated that the plan identifies \$19 million in projects over the next five years. He noted that this is a financial planning document and that approval of the plan does not mean approval of an individual project in the plan or the year in which a particular project will take place.

Administrator Buchholtz stated that upon approval of the CIP, the projects identified for implementation in 2024 will become the 2024 Capital Budget.

Motion made by Councilmember Dircks to approve the 2024-2028 Capital Improvement Plan.

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

C. Authorize Plans and Bidding for 2024 Seal Coat and Crack Repair Project

Engineer Gravel reviewed the streets for the 2024 construction project. The streets for 2024 include streets west of Monroe Street NE and north of 81st Avenue NE. The streets scheduled to be completed are streets that we last seal coated in 2017. Staff is recommending that the City Council authorize preparation of plans/specifications and bidding for the 2024 Seal Coat and Crack Repair project.

Motion made by Councilmember Wendling to Authorize Plans and Bidding for 2024 Seal Coat and Crack Repair Project.

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

11. REPORTS

A. Attorney Report

None

B. Engineer's Report

Report accepted as presented.

C. Administrator Report

Administrator Buchholtz stated that a public hearing will be held on December 18, 2023 for the bond issuance. He stated that Bonds will be sold in March 2024.

Administrator Buchholtz commented that he and Deputy Clerk Brown met with an office furniture company to get quotes on the furnishings for the renovation. He stated that they will contact another company for an additional quote.

12. OTHER

A. Correspondence

Administrator Buchholtz inquired of Councilmembers if they will be attending the LMC Elected Leaders Institute. He stated that if they which to attend to contact Deputy Clerk Brown and to include whether they will be attending the Friday night dinner and if so to include any dietary restrictions.

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 8:37 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

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Claim Res. #23-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74837	AMERITAS	PAYROLL	\$	40.48
74383	CENTRAL PENSION FUND	PAYROLL	\$	1,040.04
74839	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	198.03
74840	HEALTH PARTNERS, INC	PAYROLL	\$	15,477.86
74841	L.E.L.S.	PAYROLL	\$	337.50
74842	LOCAL 49	PAYROLL	\$	105.00
74843	METLIFE	PAYROLL	\$	963.85
74844	MN CHILD SUPPORT PAYMENT CENTER	PAYROLL	\$	235.50
74845	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
74846	XCEL ENERGY	MONTHLY UTILITIES	\$	487.65
74847	AMAZON CAPITAL SERVICES	OFFICE SUP/ RANGE EQUIP/ MBL FIELD FORCE	\$	341.42
74848	AMERICAN MESSAGING	PW PAGER	\$	5.27
74849	AT & T MOBILITY	CELL PHONE SERVICES / PHONE CASES	\$	1,652.71
74850	BLUE FORCE GEAR	RANGE EQUIP & SUPPLIES	\$	75.27
74851	BUNKER PARK STABLE INC	FLATBED HAY/SLEIGH RIDE + FIRE	\$	145.00
74852	CADY BUSINESS TECHNOLOGIES	PHONE SYSTEM	\$	1,650.50
74853	CAROUSEL MOTOR GROUP	AUTO EQUIPMENT & REPAIRS	\$	107.95
74854	CARSON, CLELLAND & SCHREDER	ATTORNEY SERVICES	\$	9,744.25
74855	CINTAS	FLOOR MATS	\$	126.79
74856	CORE & MAIN LP	PROGRAMMER	\$	330.48
74857	COTTENS INC	PARTS	\$	141.14
74858	CRAIG RAPP, LLC	LEVEL 1 ANNUAL FEE--LDRSHP DEV PRGM 2024	\$	1,600.00
74859	CRYSTEEL TRUCK EQUIPMENT INC	PARTS	\$	1,126.98
74860	CUSTOMIZED TRAINING CENTER	TRAINING COURSE--LOHSE-JOHNSON	\$	395.00
74861	DAKOTA COUNTY TECHNICAL COLLEGE	PURSUIT REFRESHER--SMITH	\$	650.00
74862	DCF MANUFACTURING INC	PLOW	\$	1,156.31
74863	ECM PUBLISHERS, INC.	NOV 16 PH SPECIAL ASSESSMENTS	\$	161.25
74864	FASTENAL COMPANY	PARTS	\$	401.60
74865	FLEETPRIDE	PARTS	\$	23.14
74867	GOPHER STATE ONE-CALL INC	LOCATES	\$	79.65
74868	I STATE TRUCK CENTER	PARTS	\$	93.84
74869	INDELCO PLASTICS CORPORATION	PARTS	\$	1,278.16
74870	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	\$	430.74
74871	JOSH ANTOINE	CELL PHONE REIMBURSEMENT	\$	50.00
74872	KATH FUEL OIL SERVICE	OIL	\$	385.00
74873	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$	116.39
74874	LISA MURPHY	UNIFORM ALLOWANCE REIMB--KOHL'S	\$	49.97
74875	LITTLE FALLS MACHINE, INC.	PARTS	\$	70.49
74876	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$	1,347.80
74877	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$	400.00
74878	METRO-INET	DATA SERVICES	\$	152.00
74879	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$	48,236.75
74880	MHSRC/RANGE	MATURE DRIVER NEW STUDENT 10/17 & 10/25	\$	456.00
74881	MINNESOTA EQUIPMENT	ALTERNATOR	\$	700.00
74882	PANTHER BASKETBALL PROGRAM	YOUTH BASKETBALL CLINIC 2023	\$	83.00
74883	PERFORMANCE PLUS dba HEALTH STRATEGIES	N95 MASK FITTING	\$	244.00
74884	SLP FIRE DEPARTMENT	FIRE PROTECTION SERVICES NOVEMBER 2023	\$	22,012.00
74885	STORM TRAINING GROUP	WARRANT WRITNG-BENNEK, DRINKWINE, IMIG	\$	897.00

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

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
74886	STREICHER'S	RANGE EQUIP & SUPPLIES	\$	139.98
74887	SYMBOL ARTS	UNIFORM ALLOWANCE--BADGE & TINS X2	\$	260.00
74888	ULINE	OPERATING SUPPLIES	\$	63.75
74889	WALTERS RECYCLING REFUSE SERV	FALL LEAF DROP 10/28-11/03	\$	449.24
74890	AMERITAS	PAYROLL	\$	40.48
74891	CENTRAL PENSION FUND	PAYROLL	\$	1,040.04
74892	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	198.03
74893	HEALTH PARTNERS, INC	PAYROLL	\$	15,477.86
74894	L.E.L.S.	PAYROLL	\$	337.50
74895	LOCAL 49	PAYROLL	\$	105.00
74896	METLIFE	PAYROLL	\$	963.85
74897	MN CHILD SUPPORT PAYMENT CENTER	PAYROLL	\$	235.50
74898	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
74899	CAR WASH PARTNERS INC (dba: MISTER CAR W	CAR WASHES	\$	80.00
74900	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	296.97
74901	CEYLA LYND	ILLUMINART W/ KIDCREATE STUDIOS WTHDRW	\$	60.00
74902	CINTAS	FLOOR MATS	\$	305.06
74903	COMCAST	8251 ARTHUR ST	\$	113.07
74904	DAVE PERKINS CONTRACTING INC	HYDRANT REPLACEMENT 79TH & TERRACE	\$	4,200.00
74905	EMERGENCY AUTOMOTIVE TECHNOLOGIES	PARTS FOR SQUAD 220 / SQUAD 221	\$	713.50
74906	FEDERAL SIGNAL CORP - SSG	NEW CITY HALL SIREN	\$	14,783.00
74907	FRONTLINE PUBLIC SAFETY SOLUTIONS	OPERATING SUPPLIES	\$	1,516.66
74908	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	3,967.42
74909	HEARTLAND TIRE INC	AUTO SERVICE & REPAIR	\$	350.88
74910	INSTRUMENTAL RESEARCH INC	OCTOBER WATER TESTING	\$	88.00
74911	KELLY STEVENSON	ILLUMINART W/ KIDCREATE STUDIOS WTHDRW	\$	60.00
74912	LEGAL & LIABILITY RISK MANAGEMENT INST	ONLINE WEBINAR--KRAMER	\$	150.00
74913	MAC QUEEN EQUIPMENT, INC.	HYD OIL FILTER	\$	160.12
74914	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	749.81
74915	MAUREEN CLARK	GLOW ART W/ KIDCREATE STUDIO WTHDRW	\$	60.00
74916	MHSRC/RANGE	MATURE DRIVER REFRESHER 11.03.23	\$	520.00
74917	MINNEAPOLIS SAW	GASKET SET / CONTROL BRACKET	\$	49.30
74918	MINNESOTA-WIS PLAYGROUND INC	BLUE BENCH	\$	952.00
74919	NELCO	TAX FORMS	\$	873.32
74920	NORTHERN TOOL & EQUIPMENT	SUPPLIES	\$	1,144.24
74921	NORTHLAND TRUST SERVICES, INC.	UTILITY STUDY	\$	2,000.00
74922	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$	44.00
74923	RECYCLE TECHNOLOGIES	RECYCLING EVENT 11.11.23	\$	1,565.05
74924	REVOLUTIONARY SPORTS, LLC	2023 FALL SESSION II CLASSES	\$	546.00
74925	RICOH USA INC	SUPPLIES	\$	112.44
74926	SOCIAL CLUB SIMPLE	GOOGLE SHEETS	\$	30.00
74927	STANTEC	CONSULTING SERVICES	\$	84,529.45
74928	TESS GEORGAKOPOULOS	FREEZER MEAL BOOT CAMP & FOCACCIA	\$	60.00
74929	TOLL GAS & WELDING SUPPLY	ACETYLENE / OXYGEN	\$	141.68
74930	WALTERS RECYCLING REFUSE SERV	MONTHLY RECYCLING SERVICES	\$	10,382.87
74931	WELLS FARGO CREDIT CARD	SIDEKICK THEATER--MARV. WONDERETTES CC PM	\$	1,862.00
74932	COMPUTER INTERGRATION TECHNOLOGIES	AGREEMENT MANAGED SERVICES	\$	4,626.80
74933	CONNEXUS ENERGY	MONTHLY UTILITIES	\$	370.95

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

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Claim Res. #23-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
74934	COTTENS INC	PARTS	\$ 14.99
74935	CRAIG RAPP, LLC	COMPASS PEER GROUP ANNUAL RETREAT--DB	\$ 200.00
74936	CRYSTEEL TRUCK EQUIPMENT INC	PARTS	\$ 71.67
74937	ECM PUBLISHERS, INC.	AERATION NOTICE	\$ 53.74
74938	GOPHER STATE ONE-CALL INC	LOCATES	\$ 102.60
74939	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$ 100.00
74940	I STATE TRUCK CENTER	PARTS / PARTS RETURN	\$ 237.56
74941	MANSFIELD OIL COMPANY	DIESEL	\$ 832.93
74942	MINNESOTA RURAL WATER ASSN.	ASSOCIATE MEMBERSHIP DUES	\$ 400.00
74943	MUNICIPAL PAVING PLANT	HOT MIX ASPHALT 09.12--09.14.23	\$ 342.32
74944	SHRED-IT USA	SHREDDING SERVICES	\$ 139.82
74945	SIGNATURE MECHANICAL INC	BACKFLOW TESTING	\$ 1,294.00
74946	STREICHER'S	GAS MASK POUCHES	\$ 180.00
74947	SUNSET LAW ENFORCEMENT	RANGE EQUIP & SUPPLIES	\$ 563.60
74948	TASC	COBRA ADMIN FEE	\$ 33.28
74949	USS MINNESOTA ONE MT LLC	SOLAR	\$ 7,624.26
74950	WALTERS RECYCLING REFUSE SERV	2YD ORGANICS / 6YD TRASH	\$ 640.59
74951	AUTOMATIC SYSTEMS CO	SCADA SYSTEM UPGRADE	\$ 56,768.00
74952	BERGERSON-CASWELL INC	WELL 1 & 5 MAINTENANCE	\$ 1,765.00
74953	CENTRAL RENTAL CO	EQUIPMENT RENTAL	\$ 169.99
74954	CINTAS	FLOOR MATS	\$ 152.53
74955	CLASSIC CONSTRUCTION, INC	NEW DUMPSTER ENCLOSURES FOR CITY HALL	\$ 11,634.20
74956	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$ 125.00
74957	FASTENAL COMPANY	PARTS	\$ 20.28
74958	HACH COMPANY	CHEMICALS	\$ 281.69
74959	J.R.'S APPLIANCE DISPOSAL	FALL RECYCLING EVENT 10.28.23	\$ 3,125.70
74960	KENNETH A. TOLZMANN, SAMA	4TH QTR ASSESSMENT SERVICES PMNT	\$ 9,425.63
74961	LEADSONLINE	CONTRACT RENEWAL	\$ 3,016.00
74962	LISA MURPHY	UNIFORM ALLOWANC REIMB--AMAZON	\$ 42.78
74963	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$ 846.59
74964	MIKE MCPHILLIPS INC	FALL STREET SWEEPING	\$ 10,640.00
74965	MINNESOTA DEPT OF HEALTH	QTRLY WATER SERVICE CONNECTION FEE	\$ 5,533.11
74966	MINNESOTA POLLUTION CONTROL AGENCY	WSWTR CERT EXAM--TURBITT, HAUGEN, HELLER	\$ 165.00
74967	THE FORMIDABLE GENEALOGIST, LLC	INTRO TO ONLINE GENEALOGY FALL CLASS	\$ 100.00
74968	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$ 885.12
74969	TURFCO MFG, INC	PARTS	\$ 63.62
74970	XCEL ENERGY	MONTHLY UTILITIES	\$ 3,613.07
TOTAL DISBURSEMENTS			\$ 393,816.25

WHEREAS,

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

WHEREAS,

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the City Council directs and approves the payment of the aforementioned disbursements this _____ day of _____, 20____.

Signed: _____

Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 12, 2023

Subject: Budget to Date

Enclosed is the November 2023 Budget to Date for revenue and expenditures. A strict adherence to the year to date ration would have each expenditure line item with 8.33% remaining. The overall General Fund ratio is 16.87%.

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

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Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2023-11 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
101.00000.31010	0.00	24,445.66	3,685,047.00	2,013,352.87	45.36%
101.00000.31020	0.00	0.00	0.00	33,418.23	0.00%
101.00000.31040	0.00	0.00	0.00	0.00	0.00%
101.00000.31050	0.00	0.00	0.00	0.00	0.00%
101.00000.31910	0.00	0.00	0.00	6,609.24	0.00%
101.00000.32110	0.00	7,300.00	25,960.00	46,193.40	(77.94%)
101.00000.32111	0.00	0.00	310.00	0.00	100.00%
101.00000.32178	0.00	100.00	0.00	100.00	0.00%
101.00000.32179	0.00	3,126.00	6,252.00	6,773.00	(8.33%)
101.00000.32180	0.00	1,900.00	6,000.00	7,615.00	(26.92%)
101.00000.32181	0.00	405.00	5,500.00	7,018.75	(27.61%)
101.00000.32208	0.00	245.00	8,500.00	11,085.00	(30.41%)
101.00000.32210	0.00	4,979.58	75,000.00	86,557.44	(15.41%)
101.00000.32211	0.00	136.07	5,000.00	3,212.15	35.76%
101.00000.32215	0.00	0.00	0.00	691.86	0.00%
101.00000.32230	0.00	425.00	5,000.00	8,378.00	(67.56%)
101.00000.32231	0.00	6.00	500.00	115.10	76.98%
101.00000.32232	0.00	160.00	10,000.00	11,509.35	(15.09%)
101.00000.32233	0.00	2.00	1,000.00	165.06	83.49%
101.00000.32240	0.00	0.00	400.00	1,064.00	(166.00%)
101.00000.32260	0.00	200.00	3,000.00	2,850.00	5.00%
101.00000.32261	0.00	0.00	2,000.00	1,400.00	30.00%
101.00000.32262	0.00	0.00	0.00	200.00	0.00%
101.00000.33401	0.00	0.00	565,157.00	281,698.50	50.16%
101.00000.33404	0.00	0.00	0.00	0.00	0.00%
101.00000.33407	0.00	0.00	0.00	0.00	0.00%
101.00000.33416	0.00	0.00	25,000.00	10,101.98	59.59%
101.00000.33421	0.00	0.00	95,000.00	107,986.78	(13.67%)
101.00000.34102	0.00	0.00	200.00	300.00	(50.00%)
101.00000.34103	0.00	1,060.00	5,500.00	3,750.00	31.82%
101.00000.34104	0.00	740.31	40,000.00	17,956.70	55.11%
101.00000.34105	0.00	0.00	300.00	0.00	100.00%
101.00000.34106	0.00	0.00	0.00	0.00	0.00%
101.00000.34107	0.00	0.00	100.00	75.00	25.00%
101.00000.34108	0.00	0.00	100.00	451.00	(351.00%)
101.00000.34109	0.00	0.00	0.00	0.00	0.00%
101.00000.34110	0.00	0.00	0.00	0.00	0.00%
101.00000.34111	0.00	0.00	39,449.00	0.00	100.00%
101.00000.34115	0.00	0.00	375.00	210.00	44.00%
101.00000.34117	0.00	0.00	500.00	0.00	100.00%
101.00000.34201	0.00	0.00	2,000.00	1,010.00	49.50%
101.00000.34202	0.00	620.00	500.00	2,475.00	(395.00%)
101.00000.34203	0.00	0.00	0.00	0.00	0.00%
101.00000.34204	0.00	13,925.00	102,900.00	82,275.00	20.04%
101.00000.34205	0.00	0.00	2,000.00	0.00	100.00%
101.00000.34206	0.00	0.00	0.00	0.00	0.00%

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101.00000.34210	PARK RESERVATION & USAGE	0.00	0.00	0.00	0.00	0.00%
101.00000.34801	INSURANCE DIVIDENDS	0.00	0.00	10,000.00	0.00	100.00%
101.00000.34949	RESTITUTION	0.00	0.00	0.00	596.93	0.00%
101.00000.34950	MISC REVENUE, REFUNDS & R	0.00	0.00	5,000.00	18,091.93	(261.84%)
101.00000.35101	COURT FINES	0.00	2,672.71	40,000.00	34,634.87	13.41%
101.00000.35102	ADM OFFENSE FINES	0.00	50.00	25,000.00	18,728.54	25.09%
101.00000.35347	TEP-GENERAL FUND PORTION	0.00	0.00	0.00	0.00	0.00%
101.00000.35348	PROPERTY ROOM REVENUE	0.00	14.22	500.00	710.37	(42.07%)
101.00000.35349	MN DRIVING DIVERSION PROG	0.00	0.00	750.00	600.00	20.00%
101.00000.35350	DETOX TRANSPORTATION	0.00	0.00	200.00	0.00	100.00%
101.00000.36201	SOLAR ENERGY CREDITS-XCE	0.00	0.00	0.00	0.00	0.00%
101.00000.36210	INTEREST EARNINGS	0.00	11,861.55	10,000.00	153,321.14	(1433.21%)
101.00000.36230	CONTRIBUTIONS-PRIVATE	0.00	0.00	0.00	7,672.10	0.00%
101.00000.36901	LIAISON OFFICER	0.00	0.00	80,165.00	93,121.98	(16.16%)
101.00000.39100	REIM FOR ADMIN SERVICES	0.00	0.00	0.00	75.00	0.00%
101.00000.39101	RECYCLE PARK PRGM-REIM F	0.00	0.00	0.00	0.00	0.00%
101.00000.39200	OTHER TRANSFERS	0.00	0.00	0.00	0.00	0.00%
101.00000.39201	TRANSFER FROM OTHER FUN	0.00	0.00	0.00	0.00	0.00%
101.00000.39202	TRANSFER FROM PUBLIC UTILI	0.00	0.00	55,342.00	0.00	100.00%
101.00000.39203	CONTRIBUTION FROM LIQUOR	0.00	0.00	25,000.00	0.00	100.00%
101.00000.39205	TRANSFER-FROM TIF FUND	0.00	0.00	3,000.00	0.00	100.00%
101.00000.39206	TRANSFER FROM RECYCLING	0.00	0.00	3,500.00	0.00	100.00%
101.00000.39207	TRANSFER FROM RECREATIO	0.00	0.00	62,500.00	0.00	100.00%
101.00000.39208	TRANSFER FROM PUBLIC SAF	0.00	0.00	0.00	0.00	0.00%
101.00000.39600	EXISTING RESERVES	0.00	0.00	0.00	0.00	0.00%
Total Revenues		0.00	74,374.10	5,039,507.00	3,084,151.27	38.80%
Total GENERAL FUND Revenues		\$ 0.00	\$ 74,374.10	\$ 5,039,507.00	\$ 3,084,151.27	38.80%

Expenditures

MAYOR AND COUNCIL Expenditures

101.41110.01030	PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,297.00	\$ 28,686.68	8.34%
101.41110.01211	DEFINED CONTR PLAN/PERA	0.00	130.41	1,565.00	1,434.51	8.34%
101.41110.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	199.50	2,394.00	2,194.50	8.33%
101.41110.01510	WORKERS COMPENSATION	0.00	0.00	70.00	69.49	0.73%
101.41110.02100	OPERATING SUPPLIES	0.00	0.00	500.00	354.03	29.19%
101.41110.03210	TELEPHONE	0.00	0.00	0.00	0.00	0.00%
101.41110.03310	TRAVEL EXPENSE	0.00	0.00	500.00	636.32	(27.26%)
101.41110.03500	PRINTING & PUBLISHING	0.00	214.99	1,950.00	1,623.32	16.75%
101.41110.04000	CONTRACTUAL SERVICE	0.00	0.00	5,040.00	0.00	100.00%
101.41110.04300	CONFERENCE & SCHOOLS	0.00	0.00	3,000.00	2,894.64	3.51%
101.41110.04330	DUES & SUBSCRIPTIONS	0.00	0.00	15,344.00	15,905.00	(3.66%)
101.41110.04955	DISCRETIONARY	0.00	0.00	11,550.00	812.61	92.96%
Total MAYOR AND COUNCIL Expenditures		0.00	3,152.78	73,210.00	54,611.10	25.40%

ADMINISTRATION Expenditures

101.41400.01010	FULL TIME EMPLOYEES	0.00	39,628.16	330,493.00	302,900.78	8.35%
101.41400.01050	VACATION BUY BACK	0.00	8,559.88	5,000.00	8,559.88	(71.20%)

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101.41400.01210	PERA CONTRIBUTIONS-EMPLO	0.00	2,961.72	24,787.00	23,088.00	6.85%
101.41400.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	3,543.39	25,666.00	22,808.98	11.13%
101.41400.01300	HEALTH INSURANCE	0.00	4,697.34	57,506.00	48,586.32	15.51%
101.41400.01313	PRUDENTIAL LIFE INSURANCE	0.00	16.88	200.00	181.48	9.26%
101.41400.01510	WORKERS COMPENSATION	0.00	0.00	2,980.00	2,265.86	23.96%
101.41400.02000	OFFICE SUPPLIES	0.00	254.56	2,800.00	2,784.10	0.57%
101.41400.02030	PRINTED FORMS	0.00	376.35	2,025.00	1,142.77	43.57%
101.41400.02100	OPERATING SUPPLIES	0.00	219.53	1,090.00	615.46	43.54%
101.41400.02220	POSTAGE	0.00	114.45	3,057.00	1,501.91	50.87%
101.41400.03210	TELEPHONE	0.00	52.00	650.00	519.17	20.13%
101.41400.03310	TRAVEL EXPENSE	0.00	346.14	3,500.00	3,619.74	(3.42%)
101.41400.03410	EMPLOYMENT ADVERTISING	0.00	0.00	0.00	0.00	0.00%
101.41400.03500	PRINTING & PUBLISHING	0.00	0.00	250.00	390.89	(56.36%)
101.41400.03550	COUNTY FEES FOR SERVICE	0.00	0.00	1,550.00	1,786.83	(15.28%)
101.41400.04050	MAINTENANCE AGREEMENTS	0.00	0.00	10,456.00	5,566.96	46.76%
101.41400.04300	CONFERENCE & SCHOOLS	0.00	1,800.00	6,335.00	5,197.99	17.95%
101.41400.04330	DUES & SUBSCRIPTIONS	0.00	0.00	1,600.00	1,363.75	14.77%
101.41400.04380	BANK FEES	0.00	225.98	1,700.00	1,633.84	3.89%
101.41400.04390	US BANK CC REBATE-MISCELL	0.00	0.00	0.00	(1,487.04)	0.00%
101.41400.04500	CONTRACTUAL SERVICES	0.00	69.91	8,790.00	7,508.76	14.58%
101.41400.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
Total ADMINISTRATION Expenditures		0.00	62,866.29	490,435.00	440,536.43	10.17%
ASSESSOR Expenditures						
101.41500.04000	CONTRACTUAL SERVICE	0.00	9,425.63	38,000.00	37,674.34	0.86%
Total ASSESSOR Expenditures		0.00	9,425.63	38,000.00	37,674.34	0.86%
AUDIT & ACCTG SERVICES Expenditures						
101.41540.03010	AUDIT & ACCTG SERVICES	0.00	0.00	12,425.00	12,425.00	0.00%
Total AUDIT & ACCTG SERVICES Expenditures		0.00	0.00	12,425.00	12,425.00	0.00%
I.T. SERVICES Expenditures						
101.41600.04000	I.T. SERVICES	0.00	4,792.76	62,689.00	65,955.42	(5.21%)
Total I.T. SERVICES Expenditures		0.00	4,792.76	62,689.00	65,955.42	(5.21%)
LEGAL FEES Expenditures						
101.41610.03040	LEGAL FEES	0.00	9,215.00	122,500.00	92,891.32	24.17%
Total LEGAL FEES Expenditures		0.00	9,215.00	122,500.00	92,891.32	24.17%
ENGINEERING FEES Expenditures						
101.41710.03030	ENGINEERING FEES	0.00	488.25	6,500.00	2,022.50	68.88%
Total ENGINEERING FEES Expenditures		0.00	488.25	6,500.00	2,022.50	68.88%
PLANNING & ZONING Expenditures						
101.41720.02100	OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
101.41720.02220	POSTAGE	0.00	0.00	100.00	0.00	100.00%
101.41720.03500	PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
101.41720.04000	PLANNER FEES	0.00	0.00	1,500.00	1,251.38	16.57%

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Total PLANNING & ZONING Expenditures		0.00	0.00	2,000.00	1,251.38	37.43%
GOVERNMENT BUILDING Expenditures						
101.4194.01010 FULL TIME EMPLOYEES		0.00	2,025.71	17,557.00	15,868.14	9.62%
101.4194.01013 OVERTIME		0.00	41.15	0.00	950.65	0.00%
101.4194.01020 ON CALL SALARIES		0.00	0.00	0.00	255.34	0.00%
101.4194.01050 VACATION BUY BACK		0.00	337.62	400.00	337.62	15.60%
101.4194.01210 PERA CONTRIBUTIONS-EMPLO		0.00	154.98	1,317.00	1,305.99	0.84%
101.4194.01220 FICA/MC CONTRIBUTIONS-EMP		0.00	179.57	1,375.00	1,336.01	2.84%
101.4194.01300 HEALTH INSURANCE		0.00	201.86	2,947.00	2,081.52	29.37%
101.4194.01313 PRUDENTIAL LIFE INSURANCE		0.00	1.10	13.00	11.50	11.54%
101.4194.01510 WORKERS COMPENSATION		0.00	0.00	1,052.00	1,191.47	(13.26%)
101.4194.02100 OPERATING SUPPLIES		0.00	584.38	10,000.00	15,162.76	(51.63%)
101.4194.02200 REPAIR & MAINTENANCE		0.00	833.17	12,000.00	13,179.14	(9.83%)
101.4194.02225 LANDSCAPING MATERIALS		0.00	0.00	0.00	0.00	0.00%
101.4194.02280 UNIFORMS,SAFETY SHOES		0.00	0.00	750.00	168.74	77.50%
101.4194.03210 TELEPHONE		0.00	1,650.50	9,300.00	8,819.94	5.16%
101.4194.03810 ELECTRIC UTILITIES		0.00	2,155.36	23,000.00	29,737.75	(29.29%)
101.4194.03830 GAS UTILITIES		0.00	235.84	24,000.00	18,580.71	22.58%
101.4194.03841 RUBBISH REMOVAL		0.00	465.59	4,300.00	5,262.56	(22.39%)
101.4194.04000 CONTRACTUAL SERVICE		0.00	592.91	9,465.00	4,506.07	52.39%
101.4194.05000 CAPITAL OUTLAY		0.00	0.00	0.00	778.74	0.00%
101.4194.07000 PERMANENT TRANSFERS OUT		0.00	0.00	11,748.00	0.00	100.00%
Total GOVERNMENT BUILDING Expenditures		0.00	9,459.74	129,224.00	119,534.65	7.50%
POLICE PROTECTION Expenditures						
101.42100.01010 FULL TIME EMPLOYEES		0.00	158,345.04	1,198,674.00	1,046,360.29	12.71%
101.42100.01013 OVERTIME		0.00	8,767.31	97,000.00	49,235.33	49.24%
101.42100.01050 VACATION BUY BACK		0.00	4,953.86	10,000.00	4,953.86	50.46%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO		0.00	28,180.54	209,079.00	184,940.18	11.55%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP		0.00	3,278.15	31,866.00	22,213.76	30.29%
101.42100.01300 HEALTH INSURANCE		0.00	14,381.36	202,459.00	148,569.34	26.62%
101.42100.01313 PRUDENTIAL LIFE INSURANCE		0.00	56.68	723.00	624.88	13.57%
101.42100.01510 WORKERS COMPENSATION		0.00	0.00	84,476.00	88,942.10	(5.29%)
101.42100.02000 OFFICE SUPPLIES		0.00	123.92	3,600.00	1,425.30	60.41%
101.42100.02030 PRINTED FORMS		0.00	0.00	2,200.00	1,839.57	16.38%
101.42100.02040 RANGE EQUIP & SUPPLIES		0.00	946.12	9,400.00	6,115.77	34.94%
101.42100.02100 OPERATING SUPPLIES		0.00	2,230.91	6,330.00	4,803.84	24.11%
101.42100.02120 MOTOR FUELS & LUBRICANTS		0.00	1,005.58	30,000.00	19,711.60	34.29%
101.42100.02220 POSTAGE		0.00	22.94	1,900.00	202.61	89.34%
101.42100.03050 MEDICAL EXPENSE		0.00	(677.00)	2,000.00	(307.00)	115.35%
101.42100.03210 TELEPHONE		0.00	386.57	3,425.00	3,354.79	2.05%
101.42100.03211 DATA SERVICES		0.00	419.61	37,665.00	9,786.24	74.02%
101.42100.03300 CLOTHING & PERSONAL EQUIP		0.00	352.75	11,730.00	7,759.46	33.85%
101.42100.03310 TRAVEL EXPENSE		0.00	246.03	1,200.00	861.88	28.18%
101.42100.03421 800 MHZ RADIO		0.00	0.00	2,000.00	0.00	100.00%
101.42100.04000 CONTRACTUAL SERVICE		0.00	586.30	50,083.00	39,531.84	21.07%
101.42100.04050 MAINTENANCE AGREEMENTS		0.00	0.00	8,169.00	7,335.37	10.20%
101.42100.04060 AUTO EQUIPMENT REPAIR		0.00	(1,001.67)	20,000.00	17,290.21	13.55%

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101.42100.04070	OTHER EQUIPMENT REPAIR	0.00	0.00	2,500.00	1,479.63	40.81%
101.42100.04300	CONFERENCE & SCHOOLS	0.00	3,930.79	30,000.00	19,193.21	36.02%
101.42100.04330	DUES & SUBSCRIPTIONS	0.00	0.00	1,605.00	1,515.00	5.61%
101.42100.05000	CAPITAL OUTLAY	0.00	0.00	49,500.00	52,834.98	(6.74%)
101.42100.07000	PERMANENT TRANSFERS OUT	0.00	0.00	25,157.00	0.00	100.00%
Total POLICE PROTECTION Expenditures		0.00	226,535.79	2,132,741.00	1,740,574.04	18.39%
FIRE PROTECTION Expenditures						
101.42200.04000	CONTRACTUAL SERVICE	0.00	22,012.00	264,095.00	242,132.00	8.32%
101.42200.04935	STATE FIRE AID	0.00	0.00	0.00	0.00	0.00%
101.42200.05000	CAPITAL OUTLAY	0.00	0.00	46,410.00	46,410.00	0.00%
101.42200.07000	PERMANENT TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
Total FIRE PROTECTION Expenditures		0.00	22,012.00	310,505.00	288,542.00	7.07%
CODE ENFORCEMENT Expenditures						
101.42300.01010	FULL TIME EMPLOYEES	0.00	23,270.19	199,936.00	180,542.72	9.70%
101.42300.01030	PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
101.42300.01040	TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
101.42300.01050	VACATION BUY BACK	0.00	0.00	3,300.00	0.00	100.00%
101.42300.01210	PERA CONTRIBUTIONS-EMPLO	0.00	1,741.02	22,255.00	13,604.99	38.87%
101.42300.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	1,123.35	11,136.00	8,697.90	21.89%
101.42300.01300	HEALTH INSURANCE	0.00	2,892.12	37,990.00	30,043.44	20.92%
101.42300.01313	PRUDENTIAL LIFE INSURANCE	0.00	10.90	130.00	117.50	9.62%
101.42300.01510	WORKERS COMPENSATION	0.00	0.00	1,930.00	1,364.94	29.28%
101.42300.02000	OFFICE SUPPLIES	0.00	55.46	600.00	99.58	83.40%
101.42300.02100	OPERATING SUPPLIES	0.00	161.11	2,200.00	989.13	55.04%
101.42300.02120	MOTOR FUELS & LUBRICANTS	0.00	67.04	2,500.00	1,312.96	47.48%
101.42300.02200	REPAIR & MAINTENANCE	0.00	0.00	2,000.00	95.46	95.23%
101.42300.03210	TELEPHONE	0.00	91.69	2,000.00	945.52	52.72%
101.42300.03310	TRAVEL EXPENSE	0.00	0.00	300.00	0.00	100.00%
101.42300.04000	CONTRACTUAL SERVICE	0.00	0.00	3,000.00	0.00	100.00%
101.42300.04300	CONFERENCE & SCHOOLS	0.00	0.00	2,600.00	990.00	61.92%
101.42300.04330	DUES & SUBSCRIPTIONS	0.00	0.00	5,085.00	100.00	98.03%
101.42300.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
Total CODE ENFORCEMENT Expenditures		0.00	29,412.88	296,962.00	238,904.14	19.55%
STREET DEPARTMENT Expenditures						
101.43000.01010	FULL TIME EMPLOYEES	0.00	21,846.34	156,116.00	145,154.82	7.02%
101.43000.01013	OVERTIME	0.00	1,716.60	8,862.00	9,137.70	(3.11%)
101.43000.01020	ON CALL SALARIES	0.00	0.00	4,052.00	3,366.56	16.92%
101.43000.01050	VACATION BUY BACK	0.00	1,952.95	1,900.00	1,952.95	(2.79%)
101.43000.01210	PERA CONTRIBUTIONS-EMPLO	0.00	1,767.27	12,678.00	12,042.08	5.02%
101.43000.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	1,856.72	13,077.00	11,608.97	11.23%
101.43000.01300	HEALTH INSURANCE	0.00	2,920.70	24,039.00	27,027.18	(12.43%)
101.43000.01313	PRUDENTIAL LIFE INSURANCE	0.00	10.02	105.00	97.61	7.04%
101.43000.01510	WORKERS COMPENSATION	0.00	0.00	13,813.00	12,494.96	9.54%
101.43000.02100	OPERATING SUPPLIES	0.00	20.28	0.00	173.68	0.00%
101.43000.02120	MOTOR FUELS & LUBRICANTS	0.00	1,345.76	18,000.00	17,535.02	2.58%
101.43000.02150	SHOP MATERIALS	0.00	352.90	3,500.00	3,998.46	(14.24%)

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Revised Budget
For GENERAL FUND (101)
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.43000.02200 REPAIR & MAINTENANCE	0.00	1,309.29	7,500.00	2,651.26	64.65%
101.43000.02210 EQUIPMENT PARTS	0.00	1,533.88	8,500.00	18,769.12	(120.81%)
101.43000.02221 TIRES	0.00	0.00	1,000.00	1,536.22	(53.62%)
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	3,000.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	7,500.00	5,298.11	29.36%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,300.00	1,417.49	(9.04%)
101.43000.03210 TELEPHONE	0.00	32.24	370.00	225.44	39.07%
101.43000.03300 CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
101.43000.03310 TRAVEL EXPENSE	0.00	168.00	0.00	336.00	0.00%
101.43000.04000 CONTRACTUAL SERVICE	0.00	0.00	1,040.00	69.50	93.32%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	800.00	885.00	(10.63%)
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	220.00	12.50	94.32%
101.43000.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
101.43000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	20,000.00	0.00	100.00%
Total STREET DEPARTMENT Expenditures	0.00	36,832.95	307,372.00	275,790.63	10.27%
RECREATION DEPARTMENT Expenditures					
101.45100.01010 FULL TIME EMPLOYEES	0.00	30,622.19	262,402.00	233,581.33	10.98%
101.45100.01030 PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	220.50	26,590.00	20,676.22	22.24%
101.45100.01050 VACATION BUY BACK	0.00	5,103.49	3,000.00	5,103.49	(70.12%)
101.45100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	2,296.68	19,681.00	17,888.10	9.11%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	2,684.24	22,338.00	19,594.45	12.28%
101.45100.01300 HEALTH INSURANCE	0.00	3,347.34	41,041.00	34,304.56	16.41%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	13.08	155.00	142.48	8.08%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	5,075.00	16,580.59	(226.71%)
101.45100.02000 OFFICE SUPPLIES	0.00	184.44	2,161.00	1,947.13	9.90%
101.45100.02220 POSTAGE	0.00	11.70	13,581.00	9,977.95	26.53%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	2,900.00	3,008.68	(3.75%)
101.45100.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	597.89	40.21%
101.45100.03410 EMPLOYMENT ADVERTISING	0.00	0.00	50.00	25.00	50.00%
101.45100.03500 PRINTING & PUBLISHING	0.00	0.00	22,700.00	15,685.10	30.90%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	910.00	35.00%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	630.00	320.00	49.21%
101.45100.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
Total RECREATION DEPARTMENT Expenditures	0.00	44,483.66	424,704.00	380,342.97	10.45%
PARKS DEPARTMENT Expenditures					
101.45200.01010 FULL TIME EMPLOYEES	0.00	22,847.86	164,796.00	154,059.50	6.52%
101.45200.01013 OVERTIME	0.00	240.31	8,862.00	2,747.83	68.99%
101.45200.01020 ON CALL SALARIES	0.00	0.00	4,052.00	255.31	93.70%
101.45200.01040 TEMPORARY EMPLOYEES	0.00	1,410.00	35,000.00	45,980.66	(31.37%)
101.45200.01050 VACATION BUY BACK	0.00	3,470.34	3,000.00	3,470.34	(15.68%)
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,731.61	13,329.00	12,012.46	9.88%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	2,100.87	16,503.00	15,854.70	3.93%
101.45200.01300 HEALTH INSURANCE	0.00	2,794.74	24,497.00	25,524.92	(4.20%)
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	10.02	105.00	98.41	6.28%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	14,253.00	11,789.26	17.29%
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	1,000.00	47.03	95.30%

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Revised Budget
For GENERAL FUND (101)
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	1,301.04	16,500.00	16,659.68	(0.97%)
101.45200.02200 REPAIR & MAINTENANCE	0.00	38.29	25,300.00	30,100.91	(18.98%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	0.00	0.00	4,483.10	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	174.58	5,500.00	4,290.82	21.99%
101.45200.02221 TIRES	0.00	0.00	800.00	493.18	38.35%
101.45200.02225 LANDSCAPING MATERIALS	0.00	0.00	15,852.00	13,527.04	14.67%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,200.00	1,417.50	(18.13%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	4,300.00	1,192.66	72.26%
101.45200.03210 TELEPHONE	0.00	46.96	500.00	468.89	6.22%
101.45200.03300 CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
101.45200.03310 TRAVEL EXPENSE	0.00	168.00	0.00	336.00	0.00%
101.45200.03810 ELECTRIC UTILITIES	0.00	342.57	5,000.00	5,561.03	(11.22%)
101.45200.03830 GAS UTILITIES	0.00	61.13	4,200.00	3,754.24	10.61%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	500.00	63.90	87.22%
101.45200.04190 SATELLITE RENTAL	0.00	0.00	1,944.00	1,799.53	7.43%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,500.00	630.00	74.80%
101.45200.04330 DUES & SUBSCRIPTIONS	0.00	0.00	67.00	12.50	81.34%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	880.00	174.00	80.23%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	12,500.00	13,211.50	(5.69%)
101.45200.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
Total PARKS DEPARTMENT Expenditures	0.00	36,738.32	382,940.00	370,016.90	3.37%
MISCELLANEOUS Expenditures					
101.49000.01300 HEALTH INSURANCE	0.00	33.28	800.00	459.59	42.55%
101.49000.01313 COBRA-H.S.A. FEES	0.00	0.00	8,400.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	60,000.00	56,687.78	5.52%
101.49000.04000 CONTRACTUAL SERVICE	0.00	0.00	10,000.00	5,927.00	40.73%
101.49000.04389 CONTINGENCY FUND	0.00	0.00	25,000.00	1,000.00	96.00%
101.49000.04390 MISCELLANEOUS	0.00	0.00	10,000.00	1,210.64	87.89%
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	102.10	48.95%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	141.82	64.55%
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	5,000.00	2,750.85	44.98%
101.49000.05000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	127,500.00	0.00	100.00%
Total MISCELLANEOUS Expenditures	0.00	33.28	247,300.00	68,279.78	72.39%
WATER DEPARTMENT Expenditures					
101.49400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00%
Total WATER DEPARTMENT Expenditures	0.00	0.00	0.00	0.00	0.00%
Total GENERAL FUND Expenditures	\$ 0.00	\$ 495,449.33	\$ 5,039,507.00	\$ 4,189,352.60	16.87%
GENERAL FUND Excess of Revenues Over Expenditure \$	0.00	\$ (421,075.23)	0.00	\$ (1,105,201.33)	0.00%

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Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
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Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Revenues						
601.00000.34207	CERTIFICATION ADMIN FEE	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00%
601.00000.34950	MISC REVENUE-NSF CHRGS	0.00	10.50	0.00	259.00	0.00%
601.00000.36101	ASSESSMENTS FROM COUNTY	0.00	0.00	0.00	0.00	0.00%
601.00000.36200	MISC REVENUES	0.00	0.00	0.00	0.00	0.00%
601.00000.36201	SOLAR ENERGY CREDITS-XCE	0.00	0.00	0.00	13,905.10	0.00%
601.00000.36210	INTEREST EARNINGS	0.00	0.00	5,000.00	0.00	100.00%
601.00000.37101	WATER COLLECTIONS	0.00	(50,041.02)	765,970.00	602,551.93	21.33%
601.00000.37103	SALES TAX COLLECTED	0.00	0.00	6,200.00	4,486.67	27.63%
601.00000.37104	PENALTIES/WATER	0.00	4,228.73	5,500.00	11,973.71	(117.70%)
601.00000.37109	SAFE DRINKING WATER FEE	0.00	16.61	21,500.00	21,402.29	0.45%
601.00000.37111	ADMINISTRATIVE CHARGE	0.00	1,275.91	82,000.00	163,981.20	(99.98%)
601.00000.37115	ESTIMATE READING CHRГ	0.00	0.00	50.00	0.00	100.00%
601.00000.37149	WATER CONN-INTEREST	0.00	0.00	0.00	257.32	0.00%
601.00000.37150	WATER CONNECTION-WAC	0.00	0.00	0.00	2,019.64	0.00%
601.00000.37151	WATER RECONNECT-CALL OU	0.00	2.50	625.00	513.74	17.80%
601.00000.37170	WATER PERMITS	0.00	0.00	125.00	50.00	60.00%
601.00000.37171	WATER PERMIT SURCHARGES	0.00	0.00	10.00	1.00	90.00%
601.00000.37172	WATER METER SALES & INSTA	0.00	0.00	1,500.00	1,228.59	18.09%
601.00000.37174	INSTALL CHGS-NEW PERMITS	0.00	0.00	250.00	180.54	27.78%
601.00000.37201	SEWER COLLECTIONS	0.00	459.61	865,212.00	851,925.65	1.54%
601.00000.37204	PENALTIES-SEWER	0.00	4,976.32	10,000.00	18,311.19	(83.11%)
601.00000.37250	SEWER CONNECTION-SAC	0.00	0.00	13,675.00	144,083.48	(953.63%)
601.00000.37251	SEWER CONN-INTEREST	0.00	0.00	750.00	619.40	17.41%
601.00000.37270	SEWER PERMITS	0.00	0.00	200.00	275.00	(37.50%)
601.00000.37271	SEWER PERMIT SURCHARGES	0.00	0.00	10.00	1.00	90.00%
601.00000.37272	METRO WASTE CONTROL	0.00	0.00	0.00	0.00	0.00%
601.00000.37273	SEWER HOOK-UP CHARGES	0.00	0.00	150.00	145.00	3.33%
601.00000.37602	RECYCLING	0.00	0.00	0.00	0.00	0.00%
601.00000.39206	TRANSFER FROM RECYCLING	0.00	0.00	3,000.00	0.00	100.00%
Total Revenues		0.00	(39,070.84)	1,781,727.00	1,838,171.45	(3.17%)
Total PUBLIC UTILITIES OPERATIONS Revenues		\$ 0.00	\$ (39,070.84)	\$ 1,781,727.00	\$ 1,838,171.45	(3.17%)

Expenditures

WATER DEPARTMENT Expenditures

601.49400.01010	FULL TIME EMPLOYEES	\$ 0.00	\$ 16,752.76	\$ 126,847.00	\$ 110,439.07	12.94%
601.49400.01013	OVERTIME	0.00	371.18	8,862.00	2,457.98	72.26%
601.49400.01020	ON CALL SALARIES	0.00	0.00	5,064.00	289.19	94.29%
601.49400.01040	TEMPORARY EMPLOYEES	0.00	0.00	0.00	10,256.24	0.00%
601.49400.01050	VACATION BUY BACK	0.00	1,282.18	3,000.00	1,282.18	57.26%
601.49400.01210	PERA CONTRIBUTIONS-EMPLO	0.00	1,284.25	10,207.00	8,597.06	15.77%
601.49400.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	1,379.64	11,002.00	9,502.06	13.63%
601.49400.01300	HEALTH & DENTAL INSURANC	0.00	1,931.30	23,784.00	17,458.24	26.60%
601.49400.01313	LIFE INSURANCE	0.00	8.52	95.00	84.08	11.49%
601.49400.01510	WORKERS COMPENSATION	0.00	0.00	11,000.00	5,745.73	47.77%

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Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02000	OFFICE SUPPLIES	0.00	87.42	1,000.00	158.28	84.17%
601.49400.02030	PRINTED FORMS	0.00	291.10	1,600.00	1,449.86	9.38%
601.49400.02100	OPERATING SUPPLIES	0.00	179.94	1,000.00	1,044.25	(4.43%)
601.49400.02120	MOTOR FUELS & LUBRICANTS	0.00	230.33	5,000.00	3,095.98	38.08%
601.49400.02200	REPAIR & MAINTENANCE	0.00	0.00	60,000.00	85,596.94	(42.66%)
601.49400.02210	EQUIPMENT PARTS	0.00	143.75	1,000.00	1,191.62	(19.16%)
601.49400.02220	POSTAGE	0.00	124.43	2,500.00	1,807.16	27.71%
601.49400.02221	TIRES	0.00	0.00	1,000.00	1,174.28	(17.43%)
601.49400.02222	STREET REPAIRS	0.00	4,200.00	15,000.00	39,536.54	(163.58%)
601.49400.02261	WATER TESTING	0.00	88.00	1,100.00	935.00	15.00%
601.49400.02262	WATER METER & SUPPLIES	0.00	330.48	5,500.00	6,543.16	(18.97%)
601.49400.02264	SAFE DRINKING WATER FEE	0.00	5,533.11	21,500.00	21,808.79	(1.44%)
601.49400.02280	UNIFORM ALLOWANCE	0.00	0.00	1,100.00	845.44	23.14%
601.49400.03010	AUDIT & ACCTG SERVICES	0.00	0.00	6,213.00	7,350.00	(18.30%)
601.49400.03030	ENGINEERING FEES	0.00	0.00	2,500.00	207.00	91.72%
601.49400.03040	LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210	TELEPHONE	0.00	58.36	750.00	621.24	17.17%
601.49400.03300	CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
601.49400.03310	TRAVEL EXPENSE	0.00	102.00	1,000.00	371.68	62.83%
601.49400.03500	PRINTING & PUBLISHING	0.00	0.00	10,500.00	14,725.42	(40.24%)
601.49400.03600	INSURANCE	0.00	0.00	14,000.00	19,182.74	(37.02%)
601.49400.03870	WATER USAGE-CITY OF BLAIN	0.00	0.00	0.00	5,120.98	0.00%
601.49400.04000	CONTRACTUAL SERVICE	0.00	2,000.00	8,000.00	13,057.00	(63.21%)
601.49400.04050	MAINTENANCE AGREEMENTS	0.00	39.83	8,885.00	3,184.35	64.16%
601.49400.04200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
601.49400.04300	CONFERENCE & SCHOOLS	0.00	0.00	1,950.00	2,100.00	(7.69%)
601.49400.04330	DUES & SUBSCRIPTIONS	0.00	200.00	500.00	645.00	(29.00%)
601.49400.04370	PERMITS AND TAXES	0.00	0.00	10,000.00	18,164.33	(81.64%)
601.49400.04470	SURCHARGES-WATER	0.00	0.00	0.00	0.00	0.00%
601.49400.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
601.49400.07000	PERMANENT TRANSFERS OUT	0.00	0.00	150,332.00	0.00	100.00%
Total WATER DEPARTMENT Expenditures		0.00	36,618.58	532,091.00	416,028.87	21.81%
WATER TREATMENT PLANT Expenditures						
601.49402.02100	OPERATING SUPPLIES	0.00	30.72	100.00	340.50	(240.50%)
601.49402.02120	MOTOR FUELS & LUBRICANTS	0.00	0.00	2,500.00	0.00	100.00%
601.49402.02160	CHEMICALS & CHEMICAL PRO	0.00	4,349.11	28,000.00	27,931.76	0.24%
601.49402.02200	REPAIR & MAINTENANCE	0.00	3,172.07	15,000.00	14,182.10	5.45%
601.49402.02210	EQUIPMENT PARTS	0.00	1,278.16	7,000.00	14,417.01	(105.96%)
601.49402.03030	ENGINEERING FEES	0.00	103.50	1,000.00	103.50	89.65%
601.49402.03040	LEGAL FEES	0.00	0.00	0.00	0.00	0.00%
601.49402.03500	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00%
601.49402.03600	INSURANCE	0.00	0.00	14,000.00	16,035.75	(14.54%)
601.49402.03810	ELECTRIC UTILITIES	0.00	5,933.04	102,000.00	97,441.02	4.47%
601.49402.03830	GAS UTILITIES	0.00	0.00	3,300.00	2,692.43	18.41%
601.49402.04000	CONTRACTUAL SERVICE	0.00	0.00	2,000.00	0.00	100.00%
601.49402.04200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
601.49402.04300	CONFERENCE & SCHOOLS	0.00	0.00	0.00	0.00	0.00%
601.49402.04330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

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Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2023-11 Ending November 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49402.04370	PERMITS,DUES,SUBSCRIPTIO	0.00	0.00	2,550.00	1,095.00	57.06%
601.49402.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
601.49402.07000	PERMANENT TRANSFERS OUT	0.00	0.00	17,745.00	0.00	100.00%
Total WATER TREATMENT PLANT Expenditures		0.00	14,866.60	195,195.00	174,239.07	10.74%
SEWER DEPARTMENT Expenditures						
601.49450.01010	FULL TIME EMPLOYEES	0.00	16,752.82	126,847.00	110,332.08	13.02%
601.49450.01013	OVERTIME	0.00	371.21	8,862.00	2,458.04	72.26%
601.49450.01020	ON CALL SALARIES	0.00	0.00	5,064.00	289.21	94.29%
601.49450.01040	TEMPORARY EMPLOYEES	0.00	0.00	0.00	10,256.26	0.00%
601.49450.01050	VACATION BUY BACK	0.00	1,282.18	3,000.00	1,389.45	53.69%
601.49450.01210	PERA CONTRIBUTIONS-EMPLO	0.00	1,284.33	10,207.00	8,597.63	15.77%
601.49450.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	1,379.68	11,002.00	9,502.55	13.63%
601.49450.01300	HEALTH & DENTAL INSURANC	0.00	1,931.40	23,784.00	17,458.92	26.59%
601.49450.01313	LIFE INSURANCE	0.00	8.54	95.00	84.11	11.46%
601.49450.01510	WORKERS COMPENSATION	0.00	0.00	11,000.00	6,010.49	45.36%
601.49450.02000	OFFICE SUPPLIES	0.00	0.00	800.00	0.00	100.00%
601.49450.02030	PRINTED FORMS	0.00	291.11	1,600.00	1,449.86	9.38%
601.49450.02100	OPERATING SUPPLIES	0.00	0.00	500.00	27.30	94.54%
601.49450.02120	MOTOR FUELS & LUBRICANTS	0.00	230.34	3,700.00	3,095.91	16.33%
601.49450.02200	REPAIR & MAINTENANCE	0.00	0.00	14,000.00	1,144.63	91.82%
601.49450.02210	EQUIPMENT PARTS	0.00	207.28	3,000.00	7,909.60	(163.65%)
601.49450.02220	POSTAGE	0.00	124.42	2,500.00	1,517.14	39.31%
601.49450.02221	TIRES	0.00	0.00	1,000.00	1,174.28	(17.43%)
601.49450.02222	STREET REPAIRS	0.00	0.00	3,000.00	0.00	100.00%
601.49450.02262	WATER METER & SUPPLIES	0.00	0.00	6,000.00	7,398.58	(23.31%)
601.49450.02280	UNIFORM ALLOWANCE	0.00	0.00	1,050.00	845.45	19.48%
601.49450.03010	AUDIT & ACCTG SERVICES	0.00	0.00	6,213.00	7,350.00	(18.30%)
601.49450.03030	ENGINEERING FEES	0.00	0.00	1,000.00	161.00	83.90%
601.49450.03040	LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210	TELEPHONE	0.00	58.36	700.00	710.66	(1.52%)
601.49450.03300	CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
601.49450.03310	TRAVEL EXPENSE	0.00	102.00	1,000.00	204.00	79.60%
601.49450.03500	PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
601.49450.03600	INSURANCE	0.00	0.00	15,240.00	19,953.73	(30.93%)
601.49450.03810	ELECTRIC UTILITIES	0.00	495.37	5,800.00	5,654.49	2.51%
601.49450.03840	METRO WASTE CONTROL	0.00	48,236.75	578,842.00	530,604.25	8.33%
601.49450.04000	CONTRACTUAL SERVICE	0.00	0.00	9,000.00	9,941.00	(10.46%)
601.49450.04050	MAINTENANCE AGREEMENTS	0.00	39.82	6,840.00	3,184.36	53.45%
601.49450.04200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
601.49450.04300	CONFERENCE & SCHOOLS	0.00	165.00	1,200.00	3,635.00	(202.92%)
601.49450.04330	DUES & SUBSCRIPTIONS	0.00	200.00	340.00	200.00	41.18%
601.49450.04390	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00%
601.49450.04450	RESERVE CAPACITY CHARGE	0.00	0.00	12,425.00	140,539.84	(1031.11%)
601.49450.04460	SURCHARGES-SEWER	0.00	0.00	0.00	0.00	0.00%
601.49450.05000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
601.49450.07000	PERMANENT TRANSFERS OUT	0.00	0.00	178,230.00	0.00	100.00%
Total SEWER DEPARTMENT Expenditures		0.00	73,160.61	1,054,441.00	913,079.82	13.41%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2023-11 Ending November 30, 2023

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 0.00	\$ 124,645.79	\$ 1,781,727.00	\$ 1,503,347.76	15.62%
PUBLIC UTILITIES OPERATIONS Excess of Revenues O	\$ 0.00	\$ (163,716.63)	\$ 0.00	\$ 334,823.69	0.00%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

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Revised Budget
 For STORMWATER UTILITY (603)
 For the Fiscal Period 2023-11 Ending November 30, 2023

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Revenues						
603.00000.36200	MISC REVENUES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,254.83	0.00%
603.00000.36210	INTEREST EARNINGS	0.00	0.00	500.00	0.00	100.00%
603.00000.36504	STORMWATER COLLECTION	0.00	41.01	97,400.00	97,194.55	0.21%
603.00000.36505	STORMWATER TRANSFER	0.00	0.00	0.00	0.00	0.00%
603.00000.36506	STORMWATER PENALTIES	0.00	460.35	1,000.00	1,893.56	(89.36%)
603.00000.39201	TRANSFER FROM OTHER FUN	0.00	0.00	0.00	0.00	0.00%
Total Revenues		0.00	501.36	98,900.00	119,342.94	(20.67%)
Total STORMWATER UTILITY Revenues		\$ 0.00	\$ 501.36	\$ 98,900.00	\$ 119,342.94	(20.67%)

Expenditures

STORMWATER UTILITY Expenditures						
603.49785.01010	FULL TIME EMPLOYEES	\$ 0.00	\$ 2,737.92	\$ 11,865.00	\$ 12,548.80	(5.76%)
603.49785.01013	OVERTIME	0.00	0.00	0.00	0.00	0.00%
603.49785.01040	TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	0.00%
603.49785.01050	VACATION BUY BACK	0.00	456.32	1,000.00	456.32	54.37%
603.49785.01210	PERA CONTRIBUTIONS-EMPLO	0.00	205.32	965.00	957.75	0.75%
603.49785.01220	FICA/MC CONTRIBUTIONS-EMP	0.00	242.91	984.00	997.60	(1.38%)
603.49785.01300	HEALTH INSURANCE	0.00	271.36	1,179.00	1,674.19	(42.00%)
603.49785.01313	LIFE INSURANCE	0.00	0.88	7.00	5.51	21.29%
603.49785.01510	WORKERS COMPENSATION	0.00	0.00	1,200.00	0.00	100.00%
603.49785.02200	REPAIR & MAINTENANCE	0.00	0.00	18,000.00	6,529.88	63.72%
603.49785.02280	UNIFORM ALLOWANCE	0.00	0.00	0.00	84.38	0.00%
603.49785.03030	ENGINEERING FEES	0.00	477.50	8,000.00	2,470.00	69.13%
603.49785.03040	LEGAL FEES	0.00	0.00	500.00	0.00	100.00%
603.49785.03300	CLOTHING & PERSONAL EQUIP	0.00	0.00	0.00	0.00	0.00%
603.49785.03310	TRAVEL EXPENSE	0.00	60.00	0.00	120.00	0.00%
603.49785.03500	PRINTING & PUBLISHING	0.00	0.00	1,000.00	53.75	94.63%
603.49785.04000	CONTRACTUAL SERVICE	0.00	5,320.00	4,200.00	29,474.07	(601.76%)
603.49785.05000	CAPITAL OUTLAY	0.00	0.00	50,000.00	0.00	100.00%
603.49785.07000	PERMANENT TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
Total STORMWATER UTILITY Expenditures		0.00	9,772.21	98,900.00	55,372.25	44.01%
Total STORMWATER UTILITY Expenditures		\$ 0.00	\$ 9,772.21	\$ 98,900.00	\$ 55,372.25	44.01%

STORMWATER UTILITY Excess of Revenues Over Expe \$ 0.00 \$ (9,270.85) \$ 0.00 \$ 63,970.69 0.00%



**MAYOR'S PROCLAMATION
COMMENDING TERRY RANDALL**

WHEREAS, Terry (Sidewalk) Randall has served the City of Spring Lake Park honorably and faithfully as the Public Works Director from September 9, 2000 to December 31, 2023;

WHEREAS, under the leadership of Terry Randall, the Public Works Department, has demonstrated unwavering commitment, exemplary leadership, and tireless efforts to enhance the city's infrastructure and public services; and

WHEREAS, Terry Randall has been involved in many projects for the betterment of the citizens of Spring Lake Park, including securing two water treatment plants, investing in sewer projects, and leading a pavement management program for better roads; and

WHEREAS, Terry Randall has fostered a culture of collaboration and excellence within the Public Works Department, inspiring a team of skilled professionals to achieve and surpass the highest standard of service delivery;

WHEREAS, Terry Randall has greeted co-workers and citizens alike with a smile and a helping hand, even in the dead of the night (water main breaks, plowing; both streets and sidewalks);

WHEREAS, it is fit and proper that his many contributions to this community be formally recognized and be made part of the permanent record of this City.

NOW, THEREFORE, I, Robert Nelson, on behalf of the City Council of Spring Lake Park, and all its citizens, express heartfelt thanks and appreciation to Terry Randall for his service over the past twenty-three years and wish Terry the very best in all of his future endeavors.

IN WITNESS HEREOF, I have hereunto set my hand and caused the seal of the City of Spring Lake Park to be affixed this eighteenth day of December, two thousand twenty-three.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, City Administrator

RESOLUTION NO. 2023-49

A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Spring Lake Park is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, Barbara Yawn has graciously offered to contribute \$175.00 to the city; and

WHEREAS, Barbara Yawn's donation is to be applied toward the Park's Special Projects Fund; and

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted with gratitude and shall be used in accordance to the purpose stated above.
2. The Administrator, Clerk/Treasurer is hereby directed to issue receipts to the donor acknowledging the city's receipt of the donor's donation.
3. The City Council authorizes the transfer from the City Council's stipend fund to the Spring Lake Park Special Projects Fund.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Acting Mayor declared said resolution duly passed and adopted this 18th day of December, 2023.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

Kenneth A. Tolzmann, SAMA
Spring Lake Park City Assessor

November 22, 2023

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

Re: Fourth Quarter Billing for 2024 Payable 2025 Property Tax Assessment.

Dear Mr. Bucholtz,

The annual cost for Assessment Services in accordance with our contract is as follows:

2086 Residential improved parcels @ \$10.00 per parcel -----	\$20,860.00
305 Comm/Ind/Apt/Pub Utility parcels @ \$55.00 per parcel -----	16,775.00
27 Unimproved land parcels @ \$ 2.50 per parcel -----	67.50
90 Exempt parcels	nc
103 Mobile Home Parcels	nc
2611 Total Parcels	

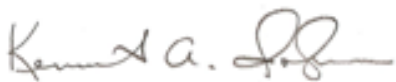
Total Cost for year 2024 assessment payable in 2025: \$37,702.50

Fourth Quarter Amt. Due: \$ 9,425.63

The above figures are in accordance with our contract for services dated June 8, 2021.

If you have any questions, please give me a call at 651 605-5125.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939
Spring Lake Park City Assessor
13921 45th Ave. N
Plymouth, MN. 55446



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 15, 2023

Subject: Release Hampton Companies Letter of Credit

The City has received a request from Hampton Companies to release their letter of credit for the Suite Living project at 525 Osborne Road.

Staff has inspected the site and found that it is in substantial compliance with the terms of the Development Agreement.

Staff recommends releasing the letter of credit.

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



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 11, 2023

Subject: Financial Policies

Over the past several years, there have been more instances of fraud perpetrated against Minnesota cities. The City of Cottage Grove, while constructing a sanitary sewer project, was the victim of an email fraud scheme that resulted in the loss of \$1.2 million. The City of Mayer lost \$430,000 to an email phishing scam.

The League of Minnesota Cities encourages cities to adopt policies to prevent these fraud schemes from occurring. Staff has drafted policies relating to the verification of vendor bank account changes and relating to wire/funds transfer verification.

The policies call for staff to thoroughly vet these requests to ensure they are legitimate.

Staff recommends approval of these policies. If you have any questions, please do not hesitate to contact me at 763-784-6491.



City of Spring Lake Park Verification of Vendor Bank Account Changes Policy

1. Purpose:

The purpose of this policy is to establish a robust and secure procedure for verifying requests to change vendor bank account details, aimed at preventing fraudulent activities and ensuring the accuracy of financial transactions.

2. Scope:

This policy applies to all employees involved in the accounts payable process, including those who receive, process, and approve vendor payment requests and bank account change requests.

3. Policy:

a. Receipt of Bank Account Change Request:

- Any request to change vendor bank account details must be received in writing.
- Email requests are acceptable but must be subject to further verification as outlined in this policy.

b. Initial Verification:

- Upon receipt of a request, perform initial verification by checking the request against previous correspondence and verifying the vendor's details in the accounts payable system.
- Request updated IRS Form W-9 from vendor. Verify the updated information aligns with the correct taxpayer identity.

c. Direct Contact for Confirmation:

- Before any changes are made, directly contact the vendor using previously verified contact information (telephone number or address) from the City's accounts payable system or approved contract.
- Do not use contact information provided in the recent change request for this verification step.

- d. Independent Verification:
 - An employee who is not involved in processing the change request should carry out an independent verification. This person should confirm the request's authenticity by contacting the vendor using the pre-existing, verified contact details.
 - e. Approval of Change Request:
 - After successful verification, the change request must be approved by a designated authority, typically the Accountant or Administrator, Clerk/Treasurer.
 - f. Updating Records:
 - Update the vendor's bank account details in the financial system only after completing all verification steps and obtaining the necessary approvals.
 - Ensure that the new information is accurately entered.
 - g. Notifications:
 - Notify relevant staff members of the change in vendor bank details to ensure consistency across all records.
 - h. Regular Audits:
 - Conduct regular audits of vendor files to ensure accuracy and detect any irregularities.
 - i. Reporting:
 - Employees are encouraged to report any suspicious activity or inconsistencies in vendor information to the Accountant or Administrator, Clerk/Treasurer.
4. Compliance:

Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment, and could expose the City to financial loss.

Adopted by the City Council on this ____ day of _____, 2023



City of Spring Lake Park Wire/Funds Transfer Verification Policy

1. Purpose:

The purpose of this policy is to establish a secure and reliable process for verifying vendor or customer payment requests, reducing the risk of fraud and ensuring the accuracy of financial transactions.

2. Scope:

This policy applies to all departments and employees of the local government involved in processing and verifying payment requests from vendors or customers.

3. Policy:

a. Verification Process:

- All payment requests must undergo a verification process before the initiation of a wire transfer or fund disbursement.
- Verification must be conducted through direct communication with a known representative of the vendor or customer.

b. Methods of Direct Communication:

- The preferred methods of direct communication are telephone calls or face-to-face meetings.
- The contact information for the representative should be obtained from a reliable source independent of the payment request documentation, such as a previously verified document or an internal database.

c. Information Verification:

- During the verification process, confirm the following details:
 - Name of the vendor or customer
 - Amount of payment
 - Purpose of payment
 - Bank account details (if applicable)

- d. Documentation:
 - All communications and verifications must be documented.
 - Documentation should include the date, time, method of communication, and name of the employee who conducted the verification.
 - e. Independent Review:
 - A second employee, preferably a supervisor or a member of the financial management team, should independently review and approve the verification process and documentation before proceeding with the payment.
 - f. Training and Awareness:
 - Regular training sessions should be conducted for all employees involved in the payment process.
 - These sessions should emphasize the importance of this policy and provide guidance on identifying potential fraud.
 - g. Updates to Contact Information:
 - Periodically review and update the contact information of vendors and customers in the internal database.
 - h. Reporting Suspicious Activity:
 - Employees are encouraged to report any suspicious activity or inconsistencies identified during the verification process to their supervisor or the designated authority.
 - i. Policy Review and Update:
 - This policy should be reviewed annually and updated as necessary to reflect changes in best practices and the operational environment.
4. Compliance:

Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

Adopted by the City Council on this ____ day of _____, 2023

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

Contractor's Licenses

December 18, 2023

Mechanical Contractor

Mike's Custom Mechanical, Inc.

Superior Heating, A/C & Electric

Plumbing Contractor

Mike's Custom Mechanical, Inc.

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

**Business License
Tobacco License/Low Potency Cannabinoid
December 18, 2023**

Ghost Dispensary
1440 85th Avenue NE
T-24-10

(Contingent on background check/paid fees)

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

**Business License – Massage
December 18, 2023**

Spring Lake Park Spa

7777 Highway 65 NE

Enterprise License – Xiaoxin Qu

MTE-24-03

Individual Tech – Xiaoxin Qu

MT-24-04

Individual Tech – Lucky Ling Yang

MT-24-05

(Contingent on background check/updated insurance)



Number donated	10	
Dollar amount	\$600	determined by Donor Josh Antoine
Date	11/20/23	Spring Lake Park Police
Bikes4Kids initial	CCB	

Your donation is greatly appreciated!!
Please keep this for your records.

The Robert and Wilma Burbach Bike Foundation
1207 Constance Boulevard NE Ham Lake, MN 55304-5398
763 360 1574 or 763 412 2878 info@bikes4kidsmn.org



Police Report

November 2023

Submitted for Council Meeting December 18, 2023

The Spring Lake Park Police Department responded to seven hundred and forty-five calls for service for the month of November 2023. This is compared to responding to six-hundred ninety-three calls for service for November 2022.

Investigator Bennek reports handling twenty-eight cases for the month of November 2023. Twenty-one felony cases and seven misdemeanor cases. Investigator Bennek also reports monitoring five forfeiture cases in November 2023. Inv. Bennek reported attending "Use of Force" and "Search Warrant Writing" training in the month of November 2023. Inv. Bennek also assisted with a auto theft/ retail crimes task

I continued to stay busy in the month of November 2023. Along with the day to day operations I continued to represent the City of Spring Lake Park at several meetings and training throughout the month of November including the following:

- City Hall final turn page meeting
- City Department head meeting
- Anoka County SWAT meeting
- Several embedded social worker meetings
- Critical Infrastructure meeting
- Anoka County Chiefs of Police meeting
- Frontline Professional standards onboarding meeting
- Police Department photos
- Use of Force training
- Transcend robotics TV interview with North Metro TV

It is with a heavy heart that I communicate the decision to cease operations of the Spring Lake Park Reserve program, effective November 30th, 2023. Over the past two years, we have witnessed a decline in interest and participation in law enforcement volunteer programs. In 2020, our program boasted seven reserve officers, but regrettably, as of today, we only have one dedicated reserve officer. Despite our recruitment efforts, which have yielded only two applicants in recent years, the challenges in maintaining the reserve program have become increasingly apparent. The program, managed by two coordinators, demands considerable time and energy, and the financial investment from the city and

police department now surpasses the benefits observed in recent times. In recognition of the steadfast commitment of our sole fully committed reserve officer, who has expressed a desire to remain and oversee the program's gradual closure over the next year or two, we have decided to honor his request. He intends to retire after serving 20 years with the Spring Lake Park Police Department. Given his exemplary dedication to both the police department and the City of Spring Lake Park, we will retain him until his retirement. While the current circumstances necessitate the closure of the program, we remain open to reassessing its viability in the future, should there be a positive shift in the volunteer law enforcement market

We will be hosting another community event on December 21st, 2023 from 6 P.M. to 8 P.M. in the City Council chambers. This event will be similar to Coffee with a Cop, but we will be having pizza and pop instead. The community is invited to come in and ask questions or just get to know our officers that will be there. Please feel free to contact me with any questions on this event.

We were able to donate 10 bikes in the month of November 2023 to Bikes for Kids. Bikes for Kids is a non-profit organization that restores donated bikes and gives them to children in need. We have been partnered with the organization since approximately 2017 and are happy to continue that partnership into the future.

This will conclude my report for the month of November 2023.

I will take any questions you may have.



Investigator

Tony Bennek

Spring Lake Park Police Department

Monthly Report

November 2023

Total Case Load

Case Load by Level of Offense: 28

Felony	21
Gross Misdemeanor	0
Misdemeanor	7

Case Dispositions:

County Attorney	20
Juvenile County Attorney	0
City Attorney	8
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

Forfeitures:

Active Forfeitures	5
Forfeitures Closed	0

Parks and Recreation Department

November 2023 Report

Recreation Programs offered

Adult Pickleball Ladder Leagues - Winter
Autumn Festival an Arts & Craft Affair
Grandparent & Me "Hello Fall"
I'm Dreaming of a Looney Christmas
Mature Drivers - 4 Hour - Nov 3 - In person
Million Dollar Quartet at Old Log Theater
Packing and staging and marketing-oh my!
Pickleball for Beginners (Ages 18+)
RevSports Basketball - Fall Session II (Ages 3-9)
Spruce Tips Workshop

Thinking about Buying a Home?
Yoga - November Session
Zumba – Session
On Going Activities
Volleyball League – 21 Teams
Pickleball League
QC Dance Sessions

Serving 1,550 participant during November.

Parks

- Rental Reservations Form for rentals located at <https://slprec.org/parksrec/page/facility-use-permit-application>
- Able Park Activities Building was rented out 3 separate days. Programs were held in the building on 3 separate days.
- Anoka County HRA awarded the City of Spring Lake Park with \$123,200 in Community Development Block Grant (CDBG) funds for new playground equipment at Able Park.

Tower Days – June 6-9, 2024

- If interested in joining the committee please contact the Recreation Office.
- 2024 Kick off meeting was held on November 28. Band Options were discussed.

Parks & Recreation Commission

- The Commissioners did not meet during the month of November, due to election day on scheduled meeting night.
- The Commission will next meet on January 2 at 6:30pm at City Hall.

Department Activity

- Recreation Winter Catalog for the months of January to May was being prepped and added to recreation registration software program. Scheduling mailing to citizens the week of December 11.
- Director Okey attended the following meetings and events during the month:
 - City Council session
 - Department Head Meeting
 - Tower Days Meeting
 - Spruce Tip Class
 - CDBG Public Hearing at Anoka County Government Center
 - City Hall Renovation/Expansion Meeting

Upcoming Activities

Betty Crocker at The History Theater	Dec 7, 2023
Dungeons & Dragons Classes (Ages 10 & up)	Dec 16, 2023
Honky Tonk Holiday Show	Dec 12, 2023
Music Together - Winter Demo (Ages 0-5)	Dec 18, 2023
North Metro Bean Bag Toss League - Season	Dec 5, 2023
WINTER BREAK OUTINGS (Ages 6-12)	
Skyzone & Skating	December 27
Tubing & Tropics	December 28
Yoga - December Session	Dec 7, 2023
A Mighty Fortress in our Basement -Church Basement Ladies	Jan 30, 2024
BROADWAY SERIES - Funny Girl Activity \$85.00	Jan 17, 2024
Dungeons & Dragons: Tabletop Gaming (Ages 10 & up)	Jan 24, 2024
Music Together - Winter Session (Ages 0-5)	Jan 8, 2024
North Metro Boot Hockey League (Ages 18+)	Jan 11, 2024
North Metro Volleyball League - Winter Season (Ages 18+)	Jan 8, 2024
Pickleball Skills & Drills (Ages 18+)	Jan 6, 2024
QC Dance - One Day Dance Camps (Ages 4-18)	Jan 20, 2024
QC Dance - Weekly Classes (Ages 0-11)	Jan 17, 2024
RevSports Basketball - Winter Session I (Ages 3-9)	Jan 11, 2024
RevSports Volleyball - Winter Session I (Ages 3-9)	Jan 11, 2024



2024-2028

Capital Improvement Plan

DANIEL R. BUCHHOLTZ

ADMINISTRATOR, CLERK/TREASURER

What is a Capital Improvement?

- Defined by M.S. § 475.521
- A major expenditure of municipal funds for the acquisition of public lands, buildings or other improvements used as a city hall, library, public safety or public works facility which has a useful life of 5 years or more.
- Does not include light rail transit or related activities, parks, roads/bridges, administrative buildings other than a city hall or land for those facilities.

2024-2028 Capital Improvements

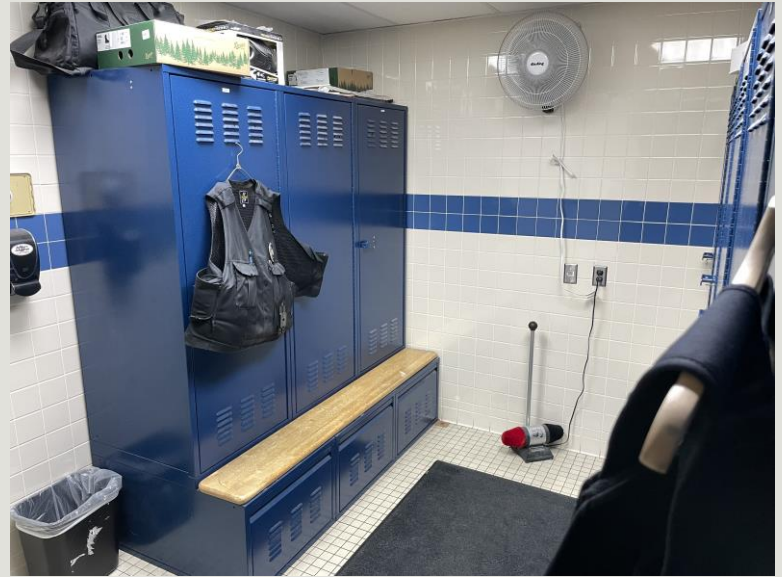
- 2024 Project – City Hall Renovation and Expansion Project
- 2025 Project – None identified
- 2026 Project – None identified
- 2027 Project – None identified
- 2028 Project – None identified
- 2029 & Beyond Project – Park Building at Sanburnol Park

Why Do We Need to Renovate City Hall?

- Inefficient heating/cooling (HVAC) systems
- Inadequate restroom facilities
- Lack of ADA accessibility in the building
- Inadequate public meeting spaces
- No fire suppression system
- Roof over City Hall leaks and is need of replacement
- Electric panels are beyond their 30-year service life
- Water heater was installed in 1983 and is beyond its useful life
- Insufficient exterior wall insulation
- Lighting is out of compliance with Minnesota State Energy Code requirements
- Lobby and circulation spaces are small, dark and uninviting. Current wayfinding is confusing for the public
- Police Department only accessible down a long hallway off the main lobby
- Police Department locker room is not code compliant and does not accommodate both genders
- Recreation Department lacks space for full-time and seasonal employees



Existing Conditions



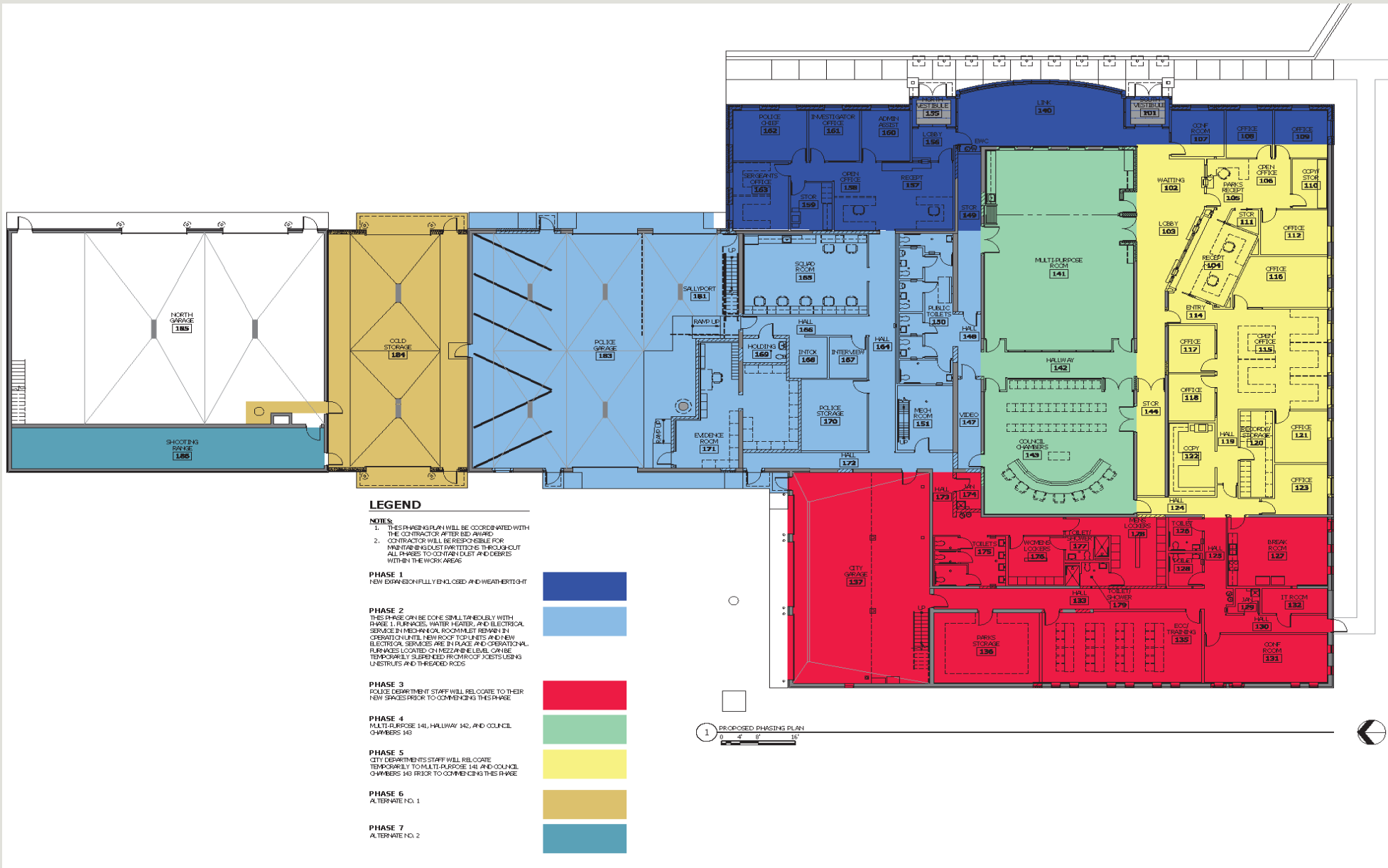
Existing Conditions

Proposed Project

- Renovate existing City Hall facility 17,030 square feet
 - Gut the existing structure
 - Remove and replace existing mechanical/electrical systems
- City Hall Addition 2,630 square feet
 - Add new entryway to City Hall
 - Add new entryway and office space for Police Department
- Mezzanine 1,010 square feet
 - Small mezzanine in Police Garage for storage
- Add cold storage space 1,680 square feet
- **TOTAL SQUARE FOOTAGE** **22,350 square feet**

Project Benefits

- Increased energy efficiency throughout the building
- Enlarging public meeting and program spaces to better serve the community.
- Increase number of restroom facilities to accommodate large public gatherings
- Rearrange staff spaces to improve operational efficiency.
- Improve building security for the public and staff.
- Expand technology to promote citizen engagement.
- Create a new entrance for the Police Department next to the parking lot.
- Improve ADA accessibility throughout the building.
- Establish an Emergency Operations Center to coordinate emergency response.



Proposed City Hall Improvements



Proposed City Hall Improvements

City Hall Renovation/Expansion Budget

Project Item	Est. Cost
Soft Costs (Engineering, Architectural, Design)	\$ 436,700
Site Preparation (siren, fuel pump relocation, etc)	\$ 81,000
Construction	\$5,955,690
Furniture/Fixture & Equipment Allowance	\$ 639,600
Cable/Conference Room Equipment	\$ 133,250
Emergency Generator	\$ 64,000
Technology	\$ 320,000
Contingency (15%)	<u>\$1,132,386</u>
TOTAL BUDGET	\$8,762,626

Funding Breakdown

	Cash Reserves	G.O. CIP Bond	Total
Soft Costs	\$ 436,700	\$ -	\$ 436,700
Site Preparation	\$ 81,000	\$ -	\$ 81,000
Construction	\$ -	\$5,955,690	\$5,955,690
FF&E Allowance	\$ -	\$ 639,600	\$ 639,600
Cable/Conference Room Equip.	\$ 133,250	\$ -	\$ 133,250
Generator	\$ 64,000	\$ -	\$ 64,000
Technology	\$ 320,000	\$ -	\$ 320,000
Contingency	<u>\$ 77,676</u>	<u>\$1,054,710</u>	<u>\$1,132,386</u>
TOTAL	\$1,112,626	\$7,650,000	\$8,762,626

Project Timeline

- Construction anticipated to begin March 2024
- Construction completed in phases
 - City Hall operations will continue during construction
 - City Council meetings will be moved to the renovated Able Park building during construction
 - Recreation programs normally held at City Hall will be held at the Able Park building
 - In-person absentee balloting for 2024 Primary and General Election will be held at Fridley City Hall; in-person AB voting for 2024 Presidential Primary held at City Hall.
- Construction expected to be completed in February 2025

Property Tax Impact of Project

- Total Bond Size: \$8,270,000
 - Includes project proceeds, issuance costs and capitalized interest
- Annual debt service estimated at \$661,616 per year
- Utility funds will reduce debt service by \$160,000 per year
- City will levy \$501,616 per year to cover the remainder of the debt service
- Unused contingency funds will be placed into the debt service fund to reduce levy

Market Value of Residential Property	Estimated Tax Impact
\$150,000	\$ 62.28
\$200,000	\$ 89.16
\$250,000	\$116.04
\$300,000	\$142.93
\$350,000	\$169.81
Market Value of C/I Property	Estimated Tax Impact
\$200,000	\$160.31
\$300,000	\$258.96
\$500,000	\$456.27

Questions/Public Comment



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 27, 2023

Subject: 2023 Fee Schedule

Staff is presenting the 2024 Fee Schedule for adoption by the City Council.

Staff is proposing several minor changes to the fee schedule.

- **Section 1.** Updating the Building Permit Fee valuation table to more closely align our permit fee table with the State of Minnesota's fee schedule table outlined in M.S. § 326B.153. This will also bring our scale in line with many of our neighboring cities (see attached spreadsheet for details).
- **Section 8.** Increased the re-inspection fee from \$60.00/hour to \$63.25/hour. Increased the fee for inspections outside of normal business hours from \$60.00/hour to \$63.25/hour. Increased pre-final inspection from \$60.00 to \$63.25. Increased no show fee from \$60.00 to \$63.25.
- **Section 13.** Updated fee schedule for Lower Potency Hemp Edible Retailer Application Fee and License Fee – both fees will be set at \$125.00/year.
- **Section 13.** Increased animal license fees for spayed/neutered cats and dogs from \$6.00/year to \$10.00/year and unsprayed/unneutered cats and dogs from \$10.00/year to \$15.00/year to cover increased costs. Dangerous dog registration fee is increased from \$100.00 to \$500.00 to match State Law. Impound fees increased by \$25.00 for each offense to cover increased costs associated with our Humane Society contract.
- **Section 14.** Updated to add rental fees for Able Park Activity Building. Updated Athletic Field/Rink Lighting Fees. Updated tax status for athletic field use by youth sports teams. Established fees for tennis/pickle ball court use.
- **Section 15.** Increased Water Availability Charge to match the 5% increase in the Construction Cost Index.
- **Section 15.** Deleted 5/8" meter fee as we no longer sell that size.
- **Section 15.** Increased SAC administrative fee from \$326 to \$350 per unit to match the 5% increase in the Construction Cost Index.
- **Section 15.** Increased municipal street light fee from \$17.20/year to \$17.50/quarter to reflect increased electricity costs.
- **Section 15.** Increased Storm Water Utility Fee from \$6.00/quarter per REF to \$6.33/quarter per REF. This is to meet the projected expenses outlined in the Public Utilities Financial Plan.

The remaining fees from 2023 will continue into 2024.

A public hearing on the proposed 2024 fee schedule has been properly noticed for 7:00pm (or as soon thereafter) on Monday, December 4, 2023 to obtain public input. After the public hearing, staff asks the City Council to approve the proposed fee schedule ordinance.

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

Building Permit Fee Schedules - Area Cities

Valuation Range	Blaine	Brooklyn Park	Centerville	Columbia Heights	Coon Rapids	Fridley
\$1 - \$500	\$75.00	\$51.50	\$55.00	\$65.00	\$60	\$23.50
\$501 - \$2000	\$23.50 + \$3.05/additional \$100	\$51.50 for first \$1200 + \$3.37/additio	\$55.06 + \$4.01/additional \$100	\$65 + \$3.70/additional \$100	\$60 + \$3.05/additional \$100	\$23.50 + \$3.05/additional \$100
\$2,001-\$25,000	\$69.25 + \$14/additional \$1,000	\$78.46+15.86/additional \$1,000	\$91 + \$18.38/additional \$1,000	\$107 + \$17.50/additional \$1,000	\$94.75 + \$14/additional \$1,000	\$69.25 + \$14/additional \$1,000
\$25,001-\$50,000	\$391.75 + \$10.10/additional \$1,000	\$443.24 + \$11.44/additional \$1,000	\$513.75 + \$13.26/additional \$1,000	\$510 + \$13.40/additional \$1,000	\$416.75 + \$10.10/additional \$1,000	\$391.25 + \$10.10/additional \$1,000
\$50,001-\$100,000	\$643.75 + \$7/additional \$1,000	\$729.24 + \$7.93/additional \$1,000	\$845.20 + \$9.19/additional \$1,000	\$845 + \$9.15/additional \$1,000	\$669.25 + \$7/additional \$1,000	\$643.75 + \$7/additional \$1,000
\$100,001-\$500,000	\$993.75 + \$5.60/additional \$1,000	\$1,125.74 + \$6.34/additional \$1,000	\$1,304.57 + \$7.35/additional \$1,000	\$1,302.50 + \$6.18/additional \$1,000	\$1,019.25 + \$5.60/additional \$1,000	\$993.75 + \$5.60/additional \$1,000
\$500,001-\$1,000,000	\$3,233.75 + \$4.75/additional \$1,000	\$3,661.74 + \$5.39/additional \$1,000	\$4,244.57 + \$6.24/additional \$1,000	\$4,262.50 + \$6.18/additional \$1,000	\$3,259.25 + \$4.75/additional \$1,000	\$3,233.75 + \$4.75/additional \$1,000
1,000,000 and up	\$5,608.75 + \$3.65/additional \$1,000	\$6,356.74 + \$4.14/additional \$1,000	\$7,361.49 + \$4.79/additional \$1,000	\$7,352.50 + \$4.80/additional \$1,000	\$5,634.25 + \$3.65/additional \$1,000	\$5,608.75 + \$3.15/additional \$1,000
Valuation Range	Lexington	Lino Lakes	Mounds View	St. Francis	St. Anthony Village	Spring Lake Park
\$1 - \$500	\$55.00	\$69.00	\$29.50	\$29.50	\$83.50	\$31.00
\$501 - \$2000	\$55.06 + \$4.01/additional \$100	\$23.50 + \$3.05/additional \$100	\$28 + \$3.70/additional \$100	\$28 + \$3.70/additional \$100	\$83.50	\$31.00 + \$4/additional \$100
\$2,001-\$25,000	\$91 + \$18.38/additional \$1,000	\$69.25 + \$14/additional \$1,000	\$83.50 + \$16.55/additional \$1,000	\$83.50 + \$16.55/additional \$1,000	\$83.50 + \$16.55/additional \$1,000	\$79.44 + \$16.34/additional \$1,000
\$25,001-\$50,000	\$513.75 + \$13.26/additional \$1,000	\$391.25 + \$10.10/additional \$1,000	\$464.15 + \$12/additional \$1,000	\$464.15 + \$12/additional \$1,000	\$464.15 + \$12/additional \$1,000	\$445.38 + \$12.18/additional \$1,000
\$50,001-\$100,000	\$845.20 + \$9.19/additional \$1,000	\$643.75 + \$7/additional \$1,000	\$764.15 + \$8.45/additional \$1,000	\$764.15 + \$8.45/additional \$1,000	\$764.15 + \$8.45/additional \$1,000	\$731.80 + \$8.80/additional \$1,000
\$100,001-\$500,000	\$1,304.57 + \$7.35/additional \$1,000	\$993.75 + \$5.60/additional \$1,000	\$1,186.65 + \$6.75/additional \$1,000	\$1,186.65 + \$6.75/additional \$1,000	\$1,186.65 + \$6.75/additional \$1,000	\$1,128.64 + \$7.24/additional \$1,000
\$500,001-\$1,000,000	\$4,244.57 + \$6.24/additional \$1,000	\$3,233.75 + \$4.75/additional \$1,000	\$3,886.65 + \$5.50/additional \$1,000	\$3,886.65 + \$5.50/additional \$1,000	\$3,886.65 + \$5.50/additional \$1,000	\$3,671.86 + \$6.20/additional \$1,000
1,000,000 and up	\$7,361.49 + \$4.79/additional \$1,000	\$5,608.75 + \$3.15/additional \$1,000	\$6,636.65 + \$4.50/additional \$1,000	\$6,636.65 + \$4.50/additional \$1,000	\$6,636.65 + \$4.50/additional \$1,000	\$6,368.06 + \$5.16/additional \$1,000

CITY OF SPRING LAKE PARK

2024 FEE SCHEDULE

1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$50.00
\$501 to \$2,000	\$28.00 for the first \$500 plus \$3.70 for each additional \$100 in value or fraction thereof; min. \$50.00
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or	\$60.00

ducts is to be done)	
Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$80.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250.00 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction – new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500.00 – Residential \$1,000.00 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		

Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$63.25	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$63.25/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$63.25	§12.04
No Show Fee	\$63.25	§12.04

Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Interim Use Permit (IUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.58
Interim Use Permit (IUP): All other districts	\$500.00 plus \$1,500.00 Escrow	§16.58
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,472.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$200.00 plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$.25 per sheet (8½ x 11; b/w) \$.50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	Actual cost Actual cost Actual cost	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 st – 3 rd No Charge; 4 th + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 st – 2 nd No Charge 3 rd - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 st offense \$100.00 - 2 nd offense \$200.00 - 3 rd offense \$300.00 - 4 th and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 st offense, \$75.00 for 2 nd offense \$100.00 for 3 rd + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tags Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

13. Licenses (All licenses subject to a 10% late fee where applicable.)

A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
Lower Potency Hemp Edible Retailer Application Fee	\$125.00/year	§11.50.040

Lower Potency Hemp Edible Retailer License Fee (Initial & Renewal)	\$125.00/year	§11.50.040
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 st Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
Pawn Shops		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
Peddlers / Transient Merchants		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
Therapeutic Massage		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010

Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$10.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$15.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$500.00/yr	§9.12.020
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 st offense - \$75.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 nd offense - \$125.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 rd offense - \$175.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 th and subsequent offense - \$325.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 nd inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 st year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
Able Park Activity Building:		
Resident	\$50.00 (taxable) plus \$100.00 deposit	
Non-Resident	\$75.00 (taxable) plus \$100.00 deposit	
Field/Rink Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 (taxable), up to 4 hours	
Athletic Field Use by Youth Sports Teams	\$12.00 per rostered player per sports season	
Tennis/Pickleball Court:		
Resident	\$10.00 (taxable)	
Non-Resident	\$20.00 (taxable)	

15. WATER, SEWER, STREET AND OTHER FEES

A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,540.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	3/4” – 1” meter - \$75.00 Over 1” meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 st est. – \$25.00 2 nd est. - \$50.00 3 rd and subsequent est. - \$75.00	§5.04
Disconnect Tag Fee	\$25.00	§5.04

B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$350.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 12, 2023

Subject: Approval of Resolution 2023-46, Granting Preliminary Approval of CIP Plan and G.O. CIP Bond

The City Council scheduled a public hearing to obtain feedback on the capital improvement plan and the sale of up to \$8,800,000 in General Obligation Capital Improvement Plan Bonds for December 18, 2023.

At the conclusion of the public hearing, staff recommends the City Council approve Resolution 2023-46, Giving Preliminary Approval for the Issuance of General Obligation Capital Improvement Plan Bonds in an Amount Not to Exceed \$8,800,000 and Adopting the City of Spring Lake Park, Minnesota, Capital Improvement Plan Therefor.

As noted in the staff presentation during the public hearing, the anticipated bond issue will be significantly smaller than the \$8.8 million maximum authorized by the resolution.

The following represents the anticipated budget and funding breakdown:

Project Item	Est. Cost
Soft Costs (Engineering, Architectural, Design)	\$ 436,700
Site Preparation (siren, fuel pump relocation, etc)	\$ 81,000
Construction	\$5,955,690
Furniture/Fixture & Equipment Allowance	\$ 639,600
Cable/Conference Room Equipment	\$ 133,250
Emergency Generator	\$ 64,000
Technology	\$ 320,000
Contingency (15%)	<u>\$1,132,386</u>
TOTAL BUDGET	\$8,762,626

	Cash Reserves	G.O. CIP Bond	Total
Soft Costs	\$ 436,700	\$ -	\$ 436,700
Site Preparation	\$ 81,000	\$ -	\$ 81,000
Construction	\$ -	\$5,955,690	\$5,955,690
FF&E Allowance	\$ -	\$ 639,600	\$ 639,600
Cable/Conference Room Equip.	\$ 133,250	\$ -	\$ 133,250
Generator	\$ 64,000	\$ -	\$ 64,000
Technology	\$ 320,000	\$ -	\$ 320,000
Contingency	<u>\$ 77,676</u>	<u>\$1,054,710</u>	<u>\$1,132,386</u>
TOTAL	\$1,112,626	\$7,650,000	\$8,762,626

Estimated par amount of bonds would be +/- \$8,270,000.

Following approval of the resolution, the following is the schedule of events for the sale of the bond.

Date	Action	Responsible Party
December 18, 2023	Public Hearing – Resolution Approving the CIP	City Council Action, Bond Counsel, Northland
January 18, 2024	30-day Public Comment Period Over	
January 19, 2024	Preliminary Official Statement Sent to City for Sign Off and to Rating Agency	Northland, City Staff
February 5, 2024	Set Sale Resolution for Bonds Adopted Award Bids for City Hall Renovation/Expansion Project Review of Finance Plan	City Council Action, City Staff, Bond Counsel
Week of February 12, 2024	Rating Conference Call	Northland, City Staff, Rating Agency
February 23, 2024	Rating Received	Rating Agency, City Staff, Northland
March 4, 2024	Bond Sale – 10:00am Awarding Resolution Adopted at City Council Meeting	City Council Action, Northland, City Staff, Bond Counsel
April 2, 2024	Closing on the Bonds (proceeds available)	City Staff, Northland, Bond Counsel

George Eilertson, Northland Securities, will be in attendance at Monday's meeting to answer any questions.

If you have any questions prior to the meeting, please contact me at 763-784-6491.

CITY OF SPRING LAKE PARK, MINNESOTA
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2024A
PROPOSED SCHEDULE OF EVENTS

The following checklist of items denotes each milestone activity as well as the members of the finance team who will have the responsibility to complete it. *Please note this proposed timetable assumes regularly scheduled City Council meetings.*

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 Holiday
 Important Date

Date	Action	Responsible Party
December 18, 2023	Public Hearing – Resolution Approving the CIP	City Council Action, Bond Counsel, Northland
January 18, 2024	30-day Public Comment Period Over	
January 19, 2024	Preliminary Official Statement Sent to City for Sign Off and to Rating Agency	Northland, City Staff
January 29, 2024	Set Sale Resolution Sent to City for Council Packets Finance Plan Sent to the City	Northland, Bond Counsel
February 5, 2024	Set Sale Resolution for Bonds Adopted Review of Finance Plan	City Council Action, Bond Counsel
Week of February 12, 2024	Rating Conference Call	Northland, City Staff, Rating Agency
February 23, 2024	Rating Received	Rating Agency, City Staff, Northland
February 26, 2024	Awarding Resolution sent to the City	Northland, Bond Counsel



Date	Action	Responsible Party
March 4, 2024	Bond Sale 10:00 a.m. Awarding Resolution Adopted - 7:00 p.m.	City Council Action, Northland, Bond Counsel
April 2, 2024	Closing on the Bonds (proceeds available)	City Staff, Northland, Bond Counsel

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA

HELD: December 18, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Spring Lake Park, Minnesota, was duly called and held at the City Hall in Spring Lake Park, Minnesota on December 18, 2023, at 7:00 p.m. for the purpose, in part, of giving preliminary approval to the issuance of general obligation capital improvement plan bonds and adopting the capital improvement plan.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 2023-46

**RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE OF
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT
NOT TO EXCEED \$8,800,000 AND ADOPTING THE CITY OF SPRING LAKE PARK,
MINNESOTA, CAPITAL IMPROVEMENT PLAN THEREFOR**

WHEREAS, the City Council of the City of Spring Lake Park, Minnesota (the "City") proposes to issue its general obligation capital improvement plan bonds (the "Bonds") and adopt the City of Spring Lake Park, Minnesota, Capital Improvement Plan (the "Plan"); and

WHEREAS, the City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and

WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the public hearing as required by law; and

WHEREAS, in approving the Plan, the City Council considered for each project and for the overall Plan:

1. The condition of the City's existing infrastructure, including the projected need for repair and replacement;
2. The likely demand for the improvement;
3. The estimated cost of the improvement;
4. The available public resources;
5. The level of overlapping debt in the City;
6. The relative benefits and costs of alternative uses of the funds;

7. Operating costs of the proposed improvements; and
8. Alternatives for providing services more efficiently through shared facilities with other local governmental units; and

WHEREAS, the City Council has determined that the issuance of general obligation capital improvement plan bonds in the aggregate principal amount of \$8,800,000 is the best way to finance those portions of Plan eligible under Minnesota Statutes, Section 475.521.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota, that the City hereby adopts the Capital Improvement Plan and authorizes the issuance of up to \$8,800,000 aggregate principal amount of general obligation capital improvement plan bonds.

After full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

[Bonds must be approved by at least a three-fifths vote of the membership.]

[Issuance of Bonds is subject to a 30-day reverse referendum after the public hearing.]

STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF SPRING LAKE PARK

I, the undersigned, being duly qualified and acting Administrator of the City of Spring Lake Park, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council, duly called and held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a resolution giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's capital improvement plan therefor.

WITNESS my hand on December 18, 2023.

City Administrator



2024 through 2028

Five-Year Capital Improvement Plan

City of Spring Lake Park, MN

November 20, 2023

Public Hearing Review: December 18, 2023

Prepared by:

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

Northland Securities
150 South 5th Street, Suite 3300
Minneapolis, MN 55402

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CITY OF SPRING LAKE PARK FIVE-YEAR CAPITAL IMPROVEMENT PLAN 2024-2028

Introduction

In 2003, the Minnesota State Legislature adopted a statute that generally exempts City and Town general obligation bonds issued under a capital improvement plan from the referendum requirements usually required for city halls, public works facilities, public safety facilities, and libraries. The statute on general obligation capital improvement plan bonds is M.S. § 475.521 (the “Act”).

Purpose

Under the Act, a capital improvement is a major expenditure of City funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety or public works facility, which has a useful life of five years or more.

Under the Act, capital improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than a city hall or town hall, or land for those facilities. A Capital Improvement Plan (“CIP” or “Plan”) is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Spring Lake Park, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management.

The CIP is designed to be updated on an annual basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

The Capital Improvement Planning Process

The capital improvement planning process is as follows: the City Council authorizes the preparation of the CIP. City staff is instructed to assemble the capital expenditures to be undertaken within the next five years. The City Council then reviews the expenditures according to their priority, fiscal impact, and available funding. From this information, a preliminary Plan is prepared. A public hearing is held to

solicit input from citizens and other governmental units. Changes are made based on that input and a final project list is established.

The City Council then prepares the Plan based on the available funding sources. If general obligation capital improvement plan bonding is necessary, the City works with its financial consultant to prepare a bond sale and repayment schedule. Over the life of the CIP, once the funding, including proceeds from the bond sales becomes available the individual capital expenditures can be made.

In subsequent years, the process is repeated as expenditures are completed and new needs arise. Capital improvement planning looks five years into the future.

For a City to use its authority to finance expenditures under the Act, it must meet the Act's requirements. Specifically, the City Council must approve the sale of general obligation capital improvement bonds by a three-fifths majority of its membership. In addition, it must hold a public hearing for public input on its intent to issue general obligation capital improvement bonds and on the CIP. Notice of such hearing must be published in the official newspaper of the City at least fourteen, but not more than twenty-eight days prior to the date of the public hearing. The City Council approves the CIP and the issuance of bonds following the public hearing.

Although a referendum is not required, a reverse referendum is applicable. If a petition bearing the signatures of at least five percent of the votes cast in the last general election requesting a vote on the issuance of general obligation capital improvement bonds is received by the municipal clerk within thirty days after the public hearing, a referendum vote on the issuance of the bonds must be held.

Project Summaries

The expenditures to be financed with general obligation bonds under this CIP are limited to those listed below. The following expenditures are proposed to be bond financed:

- Renovation and expansion of the existing City Hall/Police Department facility. The cost of the project is estimated not to exceed \$8,800,000. Project construction is anticipated to begin in February 2024 with an estimated completion date of November 2024. The issuance of bonds to finance the project is expected to occur during the time period associated with this CIP (2024-2028).

All other foreseeable capital expenditures within the City government will be undertaken through other means.

Statutory Criteria

M.S. § 475.521 outlines eight criteria that must be met prior to a city issuing bonds under this authority. Under these criteria, the City has considered the following eight points for each project:

Renovation and Expansion of Existing City Hall/Police Department Facility

1. Conditions of City Infrastructure, Including the Projected Need for Repair or Replacement and Need for the Project.

The original City Hall/Public Works Building was constructed in 1977 and is approximately 15,500 square feet. A stand-alone storage building, including a gun range, was constructed in 1987. In 1994, the City constructed a 3,600 square foot addition to the City Hall to house its Police Department. In 2013, the City purchased the 16,500 square foot former Cemstone warehouse property at 8502 Central Avenue and relocated the Public Works Department, due to lack of sufficient space at City Hall to store equipment indoors. As a result of this relocation, a large amount of square footage in the City Hall facility is underutilized.

The current facility is in need of accessibility improvements, updated HVAC systems, improved restroom facilities, safety improvements for City staff and the public, and more flexible public meeting spaces.

2. Likely Demand for the Improvement.

The City of Spring Lake Park conducted a space needs study on City Hall in 2017. The space needs study identified a number of deficiencies in the building, including, but not limited to, the following:

- The layout each department is not configured for adequate collaboration and sharing of resources as an administration.
- There is no existing automatic fire suppression system provided in the City Hall facility.
- The roof over the City Hall facility leaks and is in need of replacement.
- There is insufficient exterior wall insulation to meet current code requirements.
- There are inadequate restroom facilities in the building for employees and the public. Separate restroom facilities for staff and public are needed for privacy and security.
- Council Chambers needs an update for code compliance and accessibility. The lighting, technology and visibility does not meet current needs for meetings and other administrative functions.
- Lighting throughout the building is out of compliance with current Minnesota State Energy Code requirements.
- The current HVAC system, consisting of seven forced air furnaces, is 20 years old and is in need of replacement. The current system is inefficient and does not provide an acceptable or predictable level of occupant comfort.
- The City Hall lobby and circulation spaces are small, dark and less inviting to the entrance of the building. The current way finding and circulation between departments is confusing and does not provide a clear path for employees and the public.
- Electrical panels are beyond their 30-year service life and are at risk of improper operation during a fault or other overcurrent event. The quantity of receptacle locations is insufficient to support the building's current use.
- The water heater serving the building was installed in 1983 and is past its useful life.

- The Police Department is located down a long hallway off the main lobby and does not provide an inviting entry or waiting area.
- Police Department locker rooms and restrooms are not code compliant and do not meet the right-size standards for both genders.
- The Recreation Department lacks square footage for all office space and activity space for full time and seasonal employees.

The proposed renovation and expansion of the City Hall/Police Department Facility will address these building deficiencies.

3. Cost of the Improvement.

The estimated cost of construction is \$8,800,000.

4. Availability of Public Resources.

The City will finance the Bond principal and interest payments through a debt service tax levy. The City may also consider a contribution from existing reserve funds to reduce the principal amount of the bonds. In addition, the City may consider annual transfers from the water, sewer and storm water utilities to reduce the debt service tax levy.

5. Level of Overlapping Debt in the City

<i>Issuer</i>	<i>2022/2023 Tax Capacity Value</i>	<i>2022/2023 Tax Capacity Value in City</i>	<i>Percentage Applicable in City</i>	<i>Outstanding General Obligation Debt</i>	<i>Taxpayers' Share of Debt</i>
Anoka County	\$ 562,031,074	\$9,923,778	1.77%	\$33,990,000	\$ 601,623
Ramsey County	744,456,492	245,615	.03	180,735,000	54,221
ISD No. 16, Spring Lake Park	64,117,936	9,925,185	15.48	91,825,000	14,214,510
ISD No. 621, Mounds View	160,234,794	244,208	.15	214,850,000	322,275
Metropolitan Council	5,878,109,833	10,169,393	.17	4,535,000	7,710
Metro Transit	5,162,508,144	10,169,393	.20	213,985,000	<u>427,970</u>
				<i>Total Indirect Debt:</i>	<u>\$ 15,628,309</u>

6. Relative Benefits and Costs of Alternative Uses of the Funds

The primary benefits of the project is to address the building deficiencies outlined in the 2017 Space Needs Study, to make the building more energy efficient, to improve building security, to provide the Police Department with its own entrance from the parking lot, and to provide welcoming gathering spaces for members of the public. There are no significant alternatives for the funds designated for this project.

7. Operating Costs of the Proposed Improvements

The building will generate electrical and natural gas savings due to energy efficiencies provided by the installation of LED lighting, energy efficient HVAC systems, and improved R-value insulation.

Due to the increased size and greater anticipated use of the facility, it is anticipated that additional dollars will need to be budgeted for cleaning and maintenance of the City Hall facility. This will be addressed in future operating budgets.

8. Options for Shared Facilities with Other Cities or Local Governments

Nearby municipalities include the cities of Blaine, Fridley and Mounds View. Each of the nearby cities own and maintain their own city hall. The ISD 16 (Spring Lake Park Public Schools) Administrative Building is located in Spring Lake Park. The City Council has determined that there is not adequate space in those facilities to meet the City's administrative, police and recreation staff space needs.

Financing the Capital Improvement Plan

The total amount of requested bond financed expenditures under the CIP is \$8,800,000 which is the principal amount of the proposed general obligation capital improvement plan bond issue.

In the financing of the CIP, two statutory limitations apply. Under Chapter 475, with few exceptions, the City cannot incur debt in excess of 3% of the assessor's Estimated Market Value ("EMV") for the City. In the case of a City with a population of 2,500 or less, the Bonds are not subject to the net debt limits. The City's 2020 population was approximately 7,188. Therefore, the proposed Bonds would be subject to the debt limit.

The City's Pay 2023 EMV was \$852,359,700. Three percent of the EMV = \$25,570,791. As of December 18, 2023, the City has \$153,850 subject to the legal debt limit.

Another limitation on bonding under the Act is that without referendum, the total amount that can be used for principal and interest in any one year for CIP debt cannot exceed 0.16% of the EMV for the City. The maximum annual principal and interest for the City is \$1,363,775 (\$852,359,700 x .0016). As of December 18, 2023, the City has outstanding the Series 2013A Bonds issued through this statutory

authority. The maximum principal and interest payment on the Series 2013A Bonds is \$45,900 resulting in remaining capacity of \$1,317,875.

Under this CIP the City will issue up to \$8,800,000 in General Obligation Capital Improvement Plan Bonds in 2024. The City has considered a 20-year bond structure with principal maturities on February 1, 2025 – 2044. The City intends to contribute available City reserve funds to reduce the principal amount of the bonds. Appendix A is a bond issue sized at \$8,270,000. The City anticipates that this will be the approximate principal amount of the bonds.

The principal and interest payments for the proposed Bonds are estimated to be approximately \$664,340 in calendar years 2025 through 2044 (this amount takes into account the 105% debt service coverage requirement required by law).

Annual Review of the Capital Improvement Plan

The City Council, using the process outlined in this CIP, intends to review this CIP annually, taking into account proposed expenditures, making priority decisions and seeking funding for those expenditures it deems necessary for the City. If deemed appropriate, the City Council will prepare an update to this CIP.

Appendix A

Preliminary Bond Schedule – General Obligation Capital Improvement Plan Bonds, Series 2024A

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/01/2024	-	-	-	-	-
02/01/2025	-	-	322,210.63	322,210.63	322,210.63
08/01/2025	-	-	175,751.25	175,751.25	-
02/01/2026	280,000.00	3.800%	175,751.25	455,751.25	631,502.50
08/01/2026	-	-	170,431.25	170,431.25	-
02/01/2027	290,000.00	3.700%	170,431.25	460,431.25	630,862.50
08/01/2027	-	-	165,066.25	165,066.25	-
02/01/2028	300,000.00	3.700%	165,066.25	465,066.25	630,132.50
08/01/2028	-	-	159,516.25	159,516.25	-
02/01/2029	310,000.00	3.700%	159,516.25	469,516.25	629,032.50
08/01/2029	-	-	153,781.25	153,781.25	-
02/01/2030	325,000.00	3.750%	153,781.25	478,781.25	632,562.50
08/01/2030	-	-	147,687.50	147,687.50	-
02/01/2031	335,000.00	3.800%	147,687.50	482,687.50	630,375.00
08/01/2031	-	-	141,322.50	141,322.50	-
02/01/2032	345,000.00	3.850%	141,322.50	486,322.50	627,645.00
08/01/2032	-	-	134,681.25	134,681.25	-
02/01/2033	360,000.00	3.900%	134,681.25	494,681.25	629,362.50
08/01/2033	-	-	127,661.25	127,661.25	-
02/01/2034	375,000.00	3.950%	127,661.25	502,661.25	630,322.50
08/01/2034	-	-	120,255.00	120,255.00	-
02/01/2035	390,000.00	4.050%	120,255.00	510,255.00	630,510.00
08/01/2035	-	-	112,357.50	112,357.50	-
02/01/2036	405,000.00	4.200%	112,357.50	517,357.50	629,715.00
08/01/2036	-	-	103,852.50	103,852.50	-
02/01/2037	425,000.00	4.300%	103,852.50	528,852.50	632,705.00
08/01/2037	-	-	94,715.00	94,715.00	-
02/01/2038	440,000.00	4.400%	94,715.00	534,715.00	629,430.00
08/01/2038	-	-	85,035.00	85,035.00	-
02/01/2039	460,000.00	4.450%	85,035.00	545,035.00	630,070.00
08/01/2039	-	-	74,800.00	74,800.00	-
02/01/2040	480,000.00	4.500%	74,800.00	554,800.00	629,600.00
08/01/2040	-	-	64,000.00	64,000.00	-
02/01/2041	500,000.00	4.550%	64,000.00	564,000.00	628,000.00
08/01/2041	-	-	52,625.00	52,625.00	-
02/01/2042	525,000.00	4.600%	52,625.00	577,625.00	630,250.00
08/01/2042	-	-	40,550.00	40,550.00	-
02/01/2043	550,000.00	4.650%	40,550.00	590,550.00	631,100.00
08/01/2043	-	-	27,762.50	27,762.50	-
02/01/2044	575,000.00	4.700%	27,762.50	602,762.50	630,525.00
08/01/2044	-	-	14,250.00	14,250.00	-
02/01/2045	600,000.00	4.750%	14,250.00	614,250.00	628,500.00
Total	\$8,270,000.00	-	\$4,654,413.13	\$12,924,413.13	-

Yield Statistics

Bond Year Dollars	\$105,450.83
Average Life	12.751 Years
Average Coupon	4.4138230%
Net Interest Cost (NIC)	4.5196970%
True Interest Cost (TIC)	4.5262872%

**SPRING LAKE PARK
ORDINANCE 489**

**AN ORDINANCE ADOPTING THE 2024 FEE SCHEDULE FOR THE CITY OF
SPRING LAKE PARK**

The City Council of the City of Spring Lake Park, Minnesota, ordains as follows:

Section 1. Adoption of Fee Schedule. The 2023 City Fee Schedule, as attached to this ordinance, is hereby adopted.

Section 2. Effective Date of Ordinance. This ordinance shall be effective January 1, 2023 after its final passage, approval and publication as provided by law.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL this 4th day of
December 2023.

AYE NAY ABSENT ABSTAIN

Councilmember Wendling
Councilmember Goodboe-Bisschoff
Councilmember Dircks
Councilmember Moran
Mayor Nelson

Presiding Officer

Attest

Robert Nelson, Mayor, Spring Lake
Park

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer, Spring Lake Park

EXHIBIT A

CITY OF SPRING LAKE PARK

2024 FEE SCHEDULE

1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$50.00
\$501 to \$2,000	\$28.00 for the first \$500 plus \$3.70 for each additional \$100 in value or fraction thereof; min. \$50.00
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$5.00 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or	\$60.00

ducts is to be done)	
Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$80.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250.00 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction – new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500.00 – Residential \$1,000.00 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		

Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$63.25	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$63.25/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$63.25	§12.04
No Show Fee	\$63.25	§12.04

Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Interim Use Permit (IUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.58
Interim Use Permit (IUP): All other districts	\$500.00 plus \$1,500.00 Escrow	§16.58
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,472.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$200.00 plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$.25 per sheet (8½ x 11; b/w) \$.50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	Actual cost Actual cost Actual cost	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 st – 3 rd No Charge; 4 th + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 st – 2 nd No Charge 3 rd - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 st offense \$100.00 - 2 nd offense \$200.00 - 3 rd offense \$300.00 - 4 th and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 st offense, \$75.00 for 2 nd offense \$100.00 for 3 rd + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tags Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

13. Licenses (All licenses subject to a 10% late fee where applicable.)

A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
Lower Potency Hemp Edible Retailer Application Fee	\$125.00/year	§11.50.040

Lower Potency Hemp Edible Retailer License Fee (Initial & Renewal)	\$125.00/year	§11.50.040
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 st Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
Pawn Shops		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
Peddlers / Transient Merchants		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
Therapeutic Massage		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010

Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$10.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$15.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$500.00/yr	§9.12.020
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 st offense - \$75.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 nd offense - \$125.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 rd offense - \$175.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 th and subsequent offense - \$325.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 nd inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 st year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
Able Park Activity Building:		
Resident	\$50.00 (taxable) plus \$100.00 deposit	
Non-Resident	\$75.00 (taxable) plus \$100.00 deposit	
Field/Rink Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 (taxable), up to 4 hours	
Athletic Field Use by Youth Sports Teams	\$12.00 per rostered player per sports season	
Tennis/Pickleball Court:		
Resident	\$10.00 (taxable)	
Non-Resident	\$20.00 (taxable)	

15. WATER, SEWER, STREET AND OTHER FEES

A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,540.00/Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	3/4” – 1” meter - \$75.00 Over 1” meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 st est. – \$25.00 2 nd est. - \$50.00 3 rd and subsequent est. - \$75.00	§5.04
Disconnect Tag Fee	\$25.00	§5.04

B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$350.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

CITY OF SPRING LAKE PARK

2023-2024 FEE SCHEDULE

1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$31.00 <u>50.00</u>
\$501 to \$2,000	\$31.00 <u>28.00</u> for the first \$500 plus \$43.70 for each additional \$100 in value or fraction thereof; <u>min. \$50.00</u>
\$2,001 to \$25,000	\$79.44 <u>83.50</u> for the first \$2,000 plus \$46.34 <u>16.55</u> for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 <u>464.15</u> for the first \$25,000 plus \$42.48 <u>12.00</u> for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 <u>764.15</u> for the first \$50,000 plus \$8.80 <u>8.45</u> for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,428.64 <u>1,186.65</u> for the first \$100,000 plus \$6.75 <u>7.24</u> for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 <u>3,886.65</u> for the first \$500,000 plus \$6.20 <u>5.50</u> for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 <u>6,636.65</u> for the first \$1,000,000 plus \$5.16 <u>5.00</u> for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)

Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00
Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$75.00 <u>\$80.00</u>
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250.00 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction -- new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy – Escrow	\$500.00 – Residential \$1,000.00 – Commercial	§12.12
Demolition –Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		

Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$60.00 <u>63.25</u>	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$60.00 <u>63.25</u> /hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$60.00 <u>63.25</u>	§12.04
No Show Fee	\$60.00 <u>63.25</u>	§12.04

Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
Interim Use Permit (IUP): R-1 District	\$150.00 plus \$300.00 Escrow	§16.58
Interim Use Permit (IUP): All other districts	\$500.00 plus \$1,500.00 Escrow	§16.58
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	\$2,472.00 per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	\$200.00 plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$.25 per sheet (8½ x 11; b/w) \$.50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	Actual cost Actual cost Actual cost	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 st – 3 rd No Charge; 4 th + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 st – 2 nd No Charge 3 rd - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 st offense \$100.00 - 2 nd offense \$200.00 - 3 rd offense \$300.00 - 4 th and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 st offense, \$75.00 for 2 nd offense \$100.00 for 3 rd + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tags Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

13. Licenses (All licenses subject to a 10% late fee where applicable.)

A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
Edible Cannabinoid Products Lower Potency Hemp Edible Retailer Application Fee	\$125.00 500.00/year	§11.50.040 11.48

<u>Lower Potency Hemp Edible Retailer License Fee (Initial & Renewal)</u>	<u>\$125.00/year</u>	<u>§11.50.040</u>
Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 st Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
Pawn Shops		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
Peddlers / Transient Merchants		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
Therapeutic Massage		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr & Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010

Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010
Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00 10.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$10.00 15.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$100.00 500.00/yr	<u>§9.12.020</u>
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 st offense - \$50.00 75.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 nd offense - \$100.00 125.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 rd offense - \$150.00 175.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 th and subsequent offense - \$300.00 325.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 nd inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 st year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
<u>Able Park Activity Building:</u>		
<u>Resident</u>	<u>\$50.00 (taxable) plus \$100.00 deposit</u>	
<u>Non-Resident</u>	<u>\$75.00 (taxable) plus \$100.00 deposit</u>	
Field/ Rink Court Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 per Hour (taxable), <u>up to 4 hours</u>	
Athletic Field Use by Youth Sports Teams	\$12.00 per rostered player per sports season (taxable)	
<u>Tennis/Pickleball Court:</u>		
<u>Resident</u>	<u>\$10.00 (taxable)</u>	
<u>Non-Resident</u>	<u>\$20.00 (taxable)</u>	

15. WATER, SEWER, STREET AND OTHER FEES

A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	\$1,467.00 <u>\$1,540.00</u> /Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	5/8" meter — \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 st est. – \$25.00; 2 nd est. - \$50.00; 3 rd and subsequent est. - \$75.00	§5.04
Disconnect Tag Fee	\$25.00	§5.04



B. Sewer

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	\$326.00 350.00/Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

C. Street

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

D. — Miscellaneous

Item	Fee	Reference
Municipal Street Light	\$17.20/year per water connection	§9.32.010
Recycling Fee	\$13.60/quarter per residential unit	§5.08
Storm Water Utility Fee	\$6.00/quarter per REF	§5.16



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 18, 2023

Subject: CDBG Grant Application

The City was recently notified by Anoka County Community Development that the entire city qualifies as a low/moderate income area for purposes of the Community Development Block Grant. This means that the City does not have to income qualify households in order to use CDBG funding. This income qualification has been the major barrier to accessing CDBG funding.

With this pre-qualification, City staff is seeking authority to seek CDBG funds to pay for the Terrace Park improvements.

Staff is finalizing the estimated cost, but the grant request will be in the \$100,000 - \$300,000 range. We are seeking approval of the resolution now so that as soon as the grant application is ready, we can submit to Anoka County.

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

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2023-47

**RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

BE IT RESOLVED that City of Spring Lake Park act as legal sponsor for the project contained in the CDBG application to be submitted on January 5, 2024 and that Kay Okey is hereby authorized to apply to Anoka County for funding of this project on behalf of City of Spring Lake Park.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that City of Spring Lake Park has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Spring Lake Park has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Spring Lake Park has or will acquire fee title or permanent easement over the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the County, City of Spring Lake Park may enter into an agreement with the County for the above-referenced project, and that City of Spring Lake Park certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

BE IT FURTHER RESOLVED that the Mayor and City Administrator are hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

The foregoing Resolution was moved for adoption by

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

And the following voted against the same: None

Whereon the Mayor declared said Resolution duly passed and adopted the 18th day of December, 2023.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 13, 2023

Subject: Edible Cannabinoid Ordinance

At the last City Council work session, the City Council asked staff to draft an amendment to the City's edible cannabinoid product ordinance to grant additional licenses. The current ordinance only allows 2 licenses/registrations. There are currently four licensees under our previous edible cannabinoid ordinance. This amendment will allow those businesses to continue to sell edible cannabinoid products.

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

**SPRING LAKE PARK
ORDINANCE 490**

**ORDINANCE AMENDING SECTION 11.50.040 OF THE SPRING LAKE PARK
CITY CODE RELATING TO LIMITATIONS ON THE SALE OF EDIBLE
CANNABINOID PRODUCTS**

NOW THEREFORE, be it ordained by the Council of the Spring Lake Park, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “11.50.040 Limitations On The Sale Of Edible Cannabinoid Products” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

11.50.040 Limitations On The Sale Of Edible Cannabinoid Products

Edible Cannabinoid Products, as defined by M.S. § 151.72, which contain no more than 0.3% Tetrahydrocannabinol (commonly known as “THC”), may only be sold by businesses which are registered with the City and the State of Minnesota and licensed, when required by state law. To be eligible to register to sell edible cannabinoid products within the City, an applicant must comply with all of the following:

- a. Pay the applicable registration fee to the City;
- b. Comply with all state and local registration and state licensing requirements;
- c. Locate the principal place of business which will conduct the sales within the C-1 and C-2 zoning district and, at the time of the application, no more than ~~one~~four other businesses which ~~does~~ not comply as a "Cannabis Business" pursuant to M.S. Ch. 342 is currently registered or licensed to sell edible cannabinoid products within that district; and
- d. The sale of edible cannabinoid products outside of the zoning districts or in excess of the applicable registration limitations set forth in (c) is prohibited.

The City specifically intends that the requirements of this Section be considered local zoning requirements or regulations for the purposes of compliance with M.S. Ch. 342.

SECTION 2: **EFFECTIVE DATE** This Ordinance shall be in full force and effect upon approval and publication according to law.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Wendling	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Councilmember Moran	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

Robert Nelson, Mayor, Spring Lake
Park

Daniel R. Buchholtz, Administrator,
Clerk/Treasurer, Spring Lake Park



December 12, 2023

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

Reference: 2024 Street Project (Sanburnol-Elm, 83rd Avenue, and Univ. Serv Dr.)
Approve Plans and Specification and Authorize Advertisement for Bids

Dear Dan:

The streets in the 2024 Street Project are Sanburnol Drive (AKA 85th Ave.NE), Elm Drive NE, and 83rd Avenue NE (between University Service Drive and Terrace Road). The project also includes a short segment of University Service Drive that is entirely in Blaine. A Public Improvement Hearing for the possible project was held on October 2, 2023.

Since then, construction plans and specifications have been prepared in accordance with MnDOT Municipal State Aid System (MSAS) standards. The current total project cost estimate is \$1,495,000 which is significantly higher than the feasibility report estimate. The additional estimated costs are primarily due to MSAS standards and added sidewalk.

At this time, **we request that the City Council Approve Final Plans and Specifications and Authorize Advertisement for Bids for the 2024 Street Improvement project.** Advertisement for bids is contingent upon MnDOT final approval of the plans.

Project cost summary and possible revenue sources are:

	<u>Feasibility Report</u>	<u>December Estimate</u>
Sanburnol/85th Construct.	\$ 750,000	\$ 1,030,520
83rd Ave. Construction	\$ 129,800	\$ 172,265
Univ. Serv Drive Const.	\$ -	\$ 42,460
subtotal construction	\$ 879,800	\$ 1,245,245
plus soft costs (20%)	\$ 236,000	\$ 249,755
Total Estimated Project	\$ 1,115,800	\$ 1,495,000

Possible Revenue Summary:	<u>Feasibility Report</u>	<u>December Estimate</u>
City of Blaine	\$ 393,775	\$ 620,510
SLP Assessments	\$ 218,909	\$ 218,909
SLP State Aid	\$ 445,800	\$ 540,500
SLP other:	\$ 57,316	\$ 115,081
Estimated Total Project Cost	\$ 1,115,800	\$ 1,495,000



A construction cost estimate and selected plan sheets from the entire plan set are attached to this letter for your reference. The next steps in the project will be to submit the plans and specification to MnDOT for final approval. After MnDOT has signed off on the plans, the project can be put out for construction bids.

A current possible schedule to complete major project tasks is:

Authorize Feasibility Report	June 5 and July 17 ✓
Accept Report and Call for Improvement Hearing	August 21, 2023 ✓
Authorize Preparation of Plans and Specifications	August 21, 2023 ✓
Public Improvement Hearing	October 2, 2023 ✓
City Council Approve Plans and Specifications	December 18, 2023 ✓
MnDOT State Aid Approval	December 2023
Open Bids	January 2024
Declare Costs and Order Final Assessment Roll	February 5, 2024 (or Fall 2024)
Receive Assessment Roll & Order Assessment Hearing	February 20, 2024 (or Fall 2024)
Public Assessment Hearing	March 18, 2024 (or Fall 2024)
Award Contract (Award Bids)	March 18, 2024
Begin Construction	May 2024

Please feel free to contact Jeff Preston or me if you have any questions or require any additional information.

Sincerely,
Stantec

A handwritten signature in black ink that reads "Phil Gravel".

Phil Gravel



2024 SLP 85TH AVENUE/SANBURNOL DRIVE, ELM DRIVE AND 83RD AVENUE

193806347
CITY OF SPRING LAKE PARK AND CITY OF BLAINE
SAP 106-115-107, SAP 106-129-102, SAP 183-103-001, SAP 183-104-001, & SAP 183-107-002

DATE: 12/12/2023

NO.	MATERIAL NUMBER	ITEM	UNIT	UNIT PRICE	TOTAL PROJECT																															
					85TH AVE. SAP 106-115-007				UNIVERSITY AVE SERVICE RD. SAP 106-129-002				SANBURNOL DR. SAP 183-103-001				ELM DR. SAP 183-104-001				83RD AVE. SAP 183-107-002				BLAINE				NON-PARTICIPATING				SPRING LAKE PARK			
					ROAD		STORM		ROAD		STORM		ROAD		STORM		ROAD		STORM		ROAD		STORM		ROAD		STORM		ROAD		STORM		ROAD		STORM	
QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST							
1	2021.501	MOBILIZATION	LUMP SUM	\$ 57,135.00	1.00	\$ 57,135.00	0.15	\$ 8,570.25	0.03	\$ 1,714.05																										
2	2104.502	REMOVE CASTING	EACH	\$ 250.00	2	\$ 500.00	2																													
3	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$ 1,000.00	6	\$ 6,000.00	6																													
4	2104.502	SALVAGE SIGN TYPE C	EACH	\$ 50.00	1	\$ 50.00	1																													
5	2104.502	SALVAGE SIGN TYPE SPECIAL	EACH	\$ 55.00	3	\$ 165.00	3	\$ 55.00																												
6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$ 6.00	108	\$ 648.00	108	\$ 168.00																												
7	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$ 3.00	745	\$ 2,235.45	745	\$ 177.00																												
8	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	\$ 30.00	2	\$ 60.00	2																													
9	2104.503	REMOVE CURB & GUTTER	LIN FT	\$ 10.00	1,092	\$ 10,921.50	1,092	\$ 1,920.00																												
10	2104.518	REMOVE BITUMINOUS WALK	SQ FT	\$ 2.00	71	\$ 142.00	71																													
11	2104.518	REMOVE CONCRETE SIDEWALK	SQ FT	\$ 2.50	2,877	\$ 7,192.50	2,877	\$ 1,667.50																												
12	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	\$ 3.00	827	\$ 2,481.00	827																													
13	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ FT	\$ 3.00	164	\$ 492.00	164																													
14	2104.618	REMOVE CONCRETE VALLEY GUTTER	SQ FT	\$ 3.00	81	\$ 243.00	81	\$ 120.00																												
15	2105.607	SUBGRADE EXCAVATION	CU YD	\$ 25.00	210	\$ 5,250.00	210	\$ 1,000.00																												
16	2106.507	EXCAVATION - COMMON	CU YD	\$ 25.00	2,187	\$ 54,687.70	2,187	\$ 11,059.01																												
17	2123.610	SKID LOADER	hour	\$ 150.00	40	\$ 6,000.00	40	\$ 600.00																												
18	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	hour	\$ 150.00	40	\$ 6,000.00	40	\$ 600.00																												
19	2130.523	WATER	M GALLON	\$ 55.00	60	\$ 3,300.00	60	\$ 330.00																												
20	2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	\$ 45.00	4,273	\$ 192,285.00	4,273	\$ 34,785.00																												
21	2215.504	FULL DEPTH RECLAMATION	SQ YD	\$ 3.00	12,988	\$ 38,964.00	12,988	\$ 7,419.00																												
22	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	\$ 50.00	164	\$ 8,200.00	164																													
23	2232.504	MILL BITUMINOUS SURFACE (2.5")	SQ YD	\$ 2.50	3,900	\$ 9,750.00	3,900																													
24	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$ 95.00	1,924	\$ 182,780.00	1,924	\$ 22,420.00																												
25	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$ 80.00	1,743	\$ 139,440.00	1,743	\$ 25,200.00																												
26	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	\$ 80.00	1,743	\$ 139,440.00	1,743	\$ 25,200.00																												
27	2451.603	IMPROVED PIPE FOUNDATION	LIN FT	\$ 1.00	827	\$ 827.00	827																													
28	2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	\$ 75.00	819	\$ 61,425.00	819																													
29	2503.503	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$ 90.00	8	\$ 720.00	8																													
30	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$ 1,000.00	7	\$ 7,000.00	7																													
31	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$ 1,500.00	1	\$ 1,500.00	1																													
32	2504.602	ADJUST VALVE BOX	EACH	\$ 500.00	10	\$ 5,000.00	10																													
33	2506.502	CASTING ASSEMBLY	EACH	\$ 1,000.00	16	\$ 16,000.00	16																													
34	2506.502	ADJUST FRAME & RING CASTING	EACH	\$ 750.00	25	\$ 18,750.00	25	\$ 3,750.00																												
35	2506.503	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	LIN FT	\$ 500.00	30.5	\$ 15,250.00	30.5																													
36	2506.503	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	LIN FT	\$ 700.00	42.6	\$ 29,820.00	42.6																													
37	2521.518	4" CONCRETE WALK	SQ FT	\$ 10.00	2,878	\$ 28,780.00	2,878	\$ 4,410.00																												
38	2521.518	6" CONCRETE WALK	SQ FT	\$ 15.00	620	\$ 9,300.00	620	\$ 1,995.00																												
39	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$ 40.00	1,092	\$ 43,686.00	1,092	\$ 7,680.00																												
40	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$ 90.00	81	\$ 7,290.00	81	\$ 3,600.00																												
41	2531.618	TRUNCATED DOMES	SQ FT	\$ 75.00	183	\$ 13,725.00	183	\$ 3,150.00																												
42	2550.602	CORE DRILLED HOLE	EACH	\$ 500.00	1	\$ 500.00	1																													
43	2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 50,000.00	1.00	\$ 50,000.00	1.00	\$ 7,500.00																												
44	2564.502	INSTALL SIGN TYPE C	EACH	\$ 500.00	1	\$ 500.00	1																													
45	2564.602	INSTALL SIGN TYPE SPECIAL	EACH	\$ 500.00	3	\$ 1,500.00	3	\$ 500.00																												
46	2573.601	EROSION CONTROL	LUMP SUM	\$ 8,800.00	1.00	\$ 8,800.00	1.00	\$ 792.00																												
47	2575.604	PERMANENT RESTORATION	SQ YD	\$ 63.00	713	\$ 44,919.00	713	\$ 10,710.00																												
48	2582.503	4" SOLID LINE MULTI COMP	LIN FT	\$ 1.50	547	\$ 820.50	547																													
49	2582.503	24" SOLID LINE MULTI COMP	LIN FT	\$ 16.00	298	\$ 4,768.00	298	\$ 352.00																												
50	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	\$ 2.00	4,622	\$ 9,244.00	4,622	\$ 1,151.00																												
51	2582.518	CROSSWALK MULTI COMP	SQ FT	\$ 6.00	696	\$ 4,176.00	696	\$ 630.00																												
SUBTOTAL						\$ 1,245,240.65	\$ 185,729.76	\$ 35,350.05	\$ 42,458.0																											

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING.

DESIGN DESIGNATION: UNIVERSITY AVE SERVICE RD
 LOCATION: N OF 85TH AVE/SANBURNOL DR IN CITY OF BLAINE
 DESIGNATION: URBAN
 FUNCTIONAL CLASS: MAJOR COLLECTOR
 NO. OF TRAFFIC LANES: 2
 NO. OF PARKING LANES: 0
 DRIVING LANE WIDTH: 13.5 FT
 SHOULDER WIDTH: N/A
 R-VALUE: N/A
 20 YEAR ESALS: N/A
 ADT (PRESENT YEAR) 2023: 4,970
 ADT (FUTURE YEAR) 2043: 5,490
 HCADT (FUTURE YEAR) 2043: N/A
 DESIGN SPEED: 30 MPH
 DESIGN LOAD: 9 TON
 DESIGN SPEED BASED ON: N/A
 STOPPING SIGHT DISTANCE:
 HEIGHT OF EYE = 3.5 FT
 HEIGHT OF OBJECT = 2.0 FT
 DESIGN SPEED NOT ACHIEVED AT: N/A

DESIGN DESIGNATION: 85TH AVE/SANBURNOL DR
 LOCATION: UNIVERSITY AVE SERVICE RD TO ELM DR
 DESIGNATION: URBAN
 FUNCTIONAL CLASS: MAJOR COLLECTOR
 NO. OF TRAFFIC LANES: 2
 NO. OF PARKING LANES: 0
 DRIVING LANE WIDTH: 14.5 FT
 SHOULDER WIDTH: N/A
 R-VALUE: N/A
 20 YEAR ESALS: N/A
 ADT (PRESENT YEAR) 2023: 2,690
 ADT (FUTURE YEAR) 2043: 2,970
 HCADT (FUTURE YEAR) 2043: N/A
 DESIGN SPEED: 30 MPH
 DESIGN LOAD: 9 TON
 DESIGN SPEED BASED ON: N/A
 STOPPING SIGHT DISTANCE:
 HEIGHT OF EYE = 3.5 FT
 HEIGHT OF OBJECT = 2.0 FT
 DESIGN SPEED NOT ACHIEVED AT: N/A

DESIGN DESIGNATION: ELM DR
 LOCATION: SANBURNOL DR TO ABLE ST
 DESIGNATION: URBAN
 FUNCTIONAL CLASS: MAJOR COLLECTOR
 NO. OF TRAFFIC LANES: 2
 NO. OF PARKING LANES: 0
 DRIVING LANE WIDTH: 14.5 FT
 SHOULDER WIDTH: N/A
 R-VALUE: N/A
 20 YEAR ESALS: N/A
 ADT (PRESENT YEAR) 2023: 1,420
 ADT (FUTURE YEAR) 2043: 1,570
 HCADT (FUTURE YEAR) 2043: N/A
 DESIGN SPEED: 30 MPH
 DESIGN LOAD: 9 TON
 DESIGN SPEED BASED ON: N/A
 STOPPING SIGHT DISTANCE:
 HEIGHT OF EYE = 3.5 FT
 HEIGHT OF OBJECT = 2.0 FT
 DESIGN SPEED NOT ACHIEVED AT: N/A

DESIGN DESIGNATION FOR: 83RD AVE
 LOCATION: UNIVERSITY AVE SERVICE RD TO TERRACE RD
 DESIGNATION: URBAN
 FUNCTIONAL CLASS: LOCAL
 NO. OF TRAFFIC LANES: 2
 NO. OF PARKING LANES: 1
 DRIVING LANE WIDTH: 11 FT/14.5 FT
 SHOULDER WIDTH: 7 FT
 R-VALUE: N/A
 20 YEAR ESALS: N/A
 ADT (PRESENT YEAR) 2023: 1,020
 ADT (FUTURE YEAR) 2043: 1,120
 HCADT (FUTURE YEAR) 2043: N/A
 DESIGN SPEED: 30 MPH
 DESIGN LOAD: 9 TON
 DESIGN SPEED BASED ON: N/A
 STOPPING SIGHT DISTANCE:
 HEIGHT OF EYE = 3.5 FT
 HEIGHT OF OBJECT = 2.0 FT
 DESIGN SPEED NOT ACHIEVED AT: N/A

BEGIN
 SAP 106-129-002
 UNIVERSITY AVE SERVICE RD
 30+35
BEGIN CONSTRUCTION
 UNIVERSITY AVE SERVICE RD
 STA. 30+06

COMMENTS	DATE

CITY OF SPRING LAKE PARK CITY OF BLAINE ANOKA COUNTY, MINNESOTA

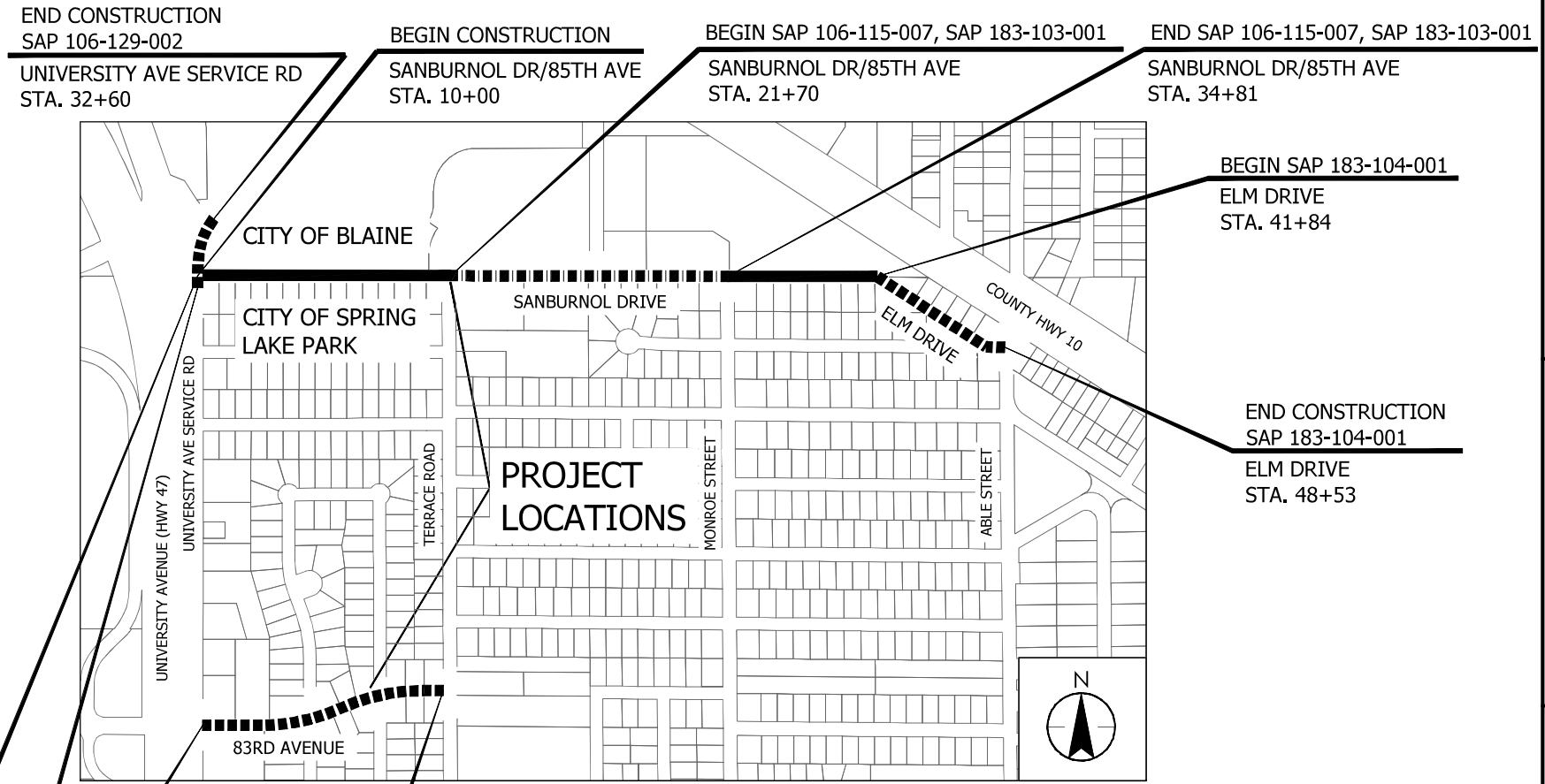
SLP 2024 85TH AVENUE/SANBURNOL DRIVE, ELM DRIVE, AND 83RD AVENUE IMPROVEMENTS

CONSTRUCTION PLAN FOR: FULL DEPTH RECLAMATION, MILL AND OVERLAY, STORM SEWER, CONCRETE CURB AND GUTTER, AND ADA IMPROVEMENTS.

LOCATED ON UNIVERSITY AVE SERVICE RD NORTH OF 85TH AVE/SANBURNOL DR
 LOCATED ON 85TH AVE/SANBURNOL DR FROM TERRACE RD TO MONROE ST IN CITY OF BLAINE
 LOCATED ON 85TH AVE/SANBURNOL DR FROM TERRACE RD TO MONROE ST IN CITY OF SPRING LAKE PARK
 LOCATED ON ELM DR FROM 85TH AVE/SANBURNOL DR TO ABLE ST IN CITY OF SPRING LAKE PARK
 LOCATED ON 83RD AVE FROM UNIVERSITY AVE SERVICE RD TO TERRACE RD IN CITY OF SPRING LAKE PARK

UNIVERSITY AVE SERVICE ROAD		85TH AVENUE/SANBURNOL DRIVE/ELM DRIVE		83RD AVENUE	
GROSS LENGTH	254.06 FEET 0.048 MILES	GROSS LENGTH	3852.64 FEET 0.730 MILES	GROSS LENGTH	1135.46 FEET 0.215 MILES
BRIDGE LENGTH	0.00 FEET 0.000 MILES	BRIDGE LENGTH	0.00 FEET 0.000 MILES	BRIDGE LENGTH	0.00 FEET 0.000 MILES
EXCEPTION LENGTH	0.00 FEET 0.000 MILES	EXCEPTION LENGTH	0.00 FEET 0.000 MILES	EXCEPTION LENGTH	0.00 FEET 0.000 MILES
NET LENGTH	254.06 FEET 0.048 MILES	NET LENGTH	3852.64 FEET 0.730 MILES	NET LENGTH	1135.46 FEET 0.215 MILES

LENGTH AND DESCRIPTION BASED ON: FRONTAGE RD ALIGNMENT LENGTH AND DESCRIPTION BASED ON: SANBURNOL DR ALIGNMENT LENGTH AND DESCRIPTION BASED ON: 83RD AVE ALIGNMENT



BEGIN CONSTRUCTION
 SAP 183-107-002
 83RD AVE
 STA. 10+36

END CONSTRUCTION
 SAP 183-107-002
 83RD AVE
 STA. 21+71

BEGIN CONSTRUCTION
 SAP 183-104-001
 ELM DRIVE
 STA. 41+84

END CONSTRUCTION
 SAP 183-104-001
 ELM DRIVE
 STA. 48+53

END CONSTRUCTION
 SAP 106-115-007, SAP 183-103-001
 SANBURNOL DR/85TH AVE
 STA. 34+81

BEGIN CONSTRUCTION
 SAP 106-115-007, SAP 183-103-001
 SANBURNOL DR/85TH AVE
 STA. 21+70

END CONSTRUCTION
 SAP 106-129-002
 UNIVERSITY AVE SERVICE RD
 STA. 32+60

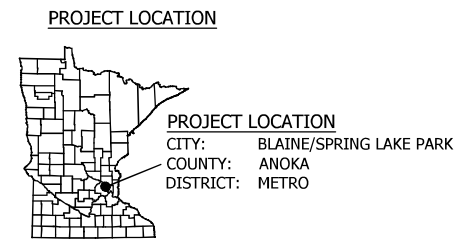
■■■■■■■■ STATE AID ROUTE
 ——— LOCAL ROAD (SHARED BOUNDARY)
 ■■■■■■■■ STATE AID ROUTE (SHARED BOUNDARY)

SCALES

INDEX MAP: 0 400 800
Horizontal Scale In Feet

PLAN VIEW: 0 25' 50'
Horizontal Scale In Feet

PROFILE VIEW: 0 10' 20'
Horizontal Scale In Feet



HORIZONTAL DATA
 ANOKA COUNTY COORDINATE SYSTEM
 DATUM: NAD83, 2020 ADJUSTMENT
 UNITS: US SURVEY FOOT

VERTICAL DATA
 DATUM: NGVD88

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL C. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

--- GOVERNING SPECIFICATIONS ---
 THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATION FOR CONSTRUCTION" SHALL GOVERN.
 ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD) AND PART VI, "FIELD MANUAL" FOR TEMPORARY TRAFFIC CONTROL DEVICES.

INDEX

SHEET NO.	SHEET DESCRIPTION
1	TITLE SHEET
2	LEGEND
3	GENERAL LAYOUT
4	STATEMENT OF ESTIMATED QUANTITIES
5	STANDARD PLATES AND INDEX OF TABULATIONS
6	PRIVATE UTILITIES
7	SOILS AND CONSTRUCTION NOTES
8 - 12	TABULATIONS
13 - 14	TYPICAL SECTIONS
15 - 16	CONSTRUCTION DETAILS
17 - 26	STANDARD PLANS
27	STAGING PLAN
28 - 29	TRAFFIC CONTROL PLAN
30 - 38	INPLACE TOPOGRAPHY, UTILITIES AND REMOVAL PLAN
39 - 42	DRAINAGE PLAN & PROFILE
43 - 51	CONSTRUCTION PLAN AND PROFILE
52 - 56	SURFACING PLAN
57 - 61	TURF AND EROSION CONTROL PLAN
62 - 68	SIGNING AND PAVEMENT MARKING PLAN
69 - 70	FUNDING SPLIT FIGURE

THIS PLAN CONTAINS 70 SHEETS



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINTED NAME: JEFFREY D. PRESTON LIC. NO.: 41964

SIGNATURE: _____ DATE: _____

APPROVED: SPRING LAKE PARK CITY ENGINEER DATE: _____

APPROVED: BLAINE CITY ENGINEER DATE: _____

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY DATE: _____

APPROVED FOR STATE AID FUNDING: STATE AID ENGINEER DATE: _____

SAP 106-115-007, SAP 106-129-002, SAP 183-103-001, SAP 183-104-001, & SAP 183-107-002 SHEET 1 OF 70

Plot Date: 12/12/2023 - 11:28am
 Plot Path: C:\Users\jpreston\OneDrive\Documents\Projects\19260347_C001.dwg
 Scale: 1/8"=1'-0" 1/4"=1'-0" 1/2"=1'-0" 3/4"=1'-0" 1"=1'-0"

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING.

STATEMENT OF ESTIMATED QUANTITIES

TAB	SHEET NO.	ITEM NO.	DESCRIPTION	UNITS	TOTAL EST. QUANTITIES	SAP 106-115-007		SAP 106-129-002		SAP 183-103-001		SAP 183-104-001		SAP 183-107-002		NON-PARTICIPATING			
						ROAD	STORM	ROAD	STORM	ROAD	STORM	ROAD	STORM	ROAD	STORM	BLAINE		SPRING LAKE PARK	
																ROAD	STORM	ROAD	STORM
		2021.501	MOBILIZATION (1)	LUMP SUM	1.00	0.15	0.03	0.03		0.11	0.01	0.11		0.14		0.17	0.04	0.16	0.05
D	9	2104.502	REMOVE CASTING	EACH	2												1		1
D	9	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	6		1			1									4
L	61	2104.502	SALVAGE SIGN TYPE C	EACH	1								1						
M	61	2104.502	SALVAGE SIGN TYPE SPECIAL	EACH	3	1				1		1							
E	10	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	108	28			25		10		35					10	
F	10	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	745	59			61		65		411		59			90	
D	9	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	2														2
E	10	2104.503	REMOVE CURB & GUTTER	LIN FT	1092	192			151		98		162		234			255	
F	10	2104.518	REMOVE BITUMINOUS WALK	SQ FT	71										71				
E	10	2104.518	REMOVE CONCRETE SIDEWALK	SQ FT	2877	667			426		249		1365					170	
F	10	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	827								827						
F	10	2104.518	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ FT	164								164						
E	10	2104.618	REMOVE CONCRETE VALLEY GUTTER	SQ FT	81	40					22				19				
F	10	2105.607	SUBGRADE EXCAVATION (2)	CU YD	210	40		13	34		34				40			49	
E,F	10	2106.507	EXCAVATION - COMMON (3)	CU YD	2187	442			356		370		43		458			519	
		2123.610	SKID LOADER (P)	HOUR	40	4		4	4		4		8		8			8	
		2123.610	STREET SWEEPER (WITH PICKUP BROOM) (P)	HOUR	40	4		4	4		4		8		8			8	
		2130.523	WATER (P)	M GALLON	60	6		6	6		6		12		12			12	
G,H	11	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)(4)	CU YD	4273	773		230	631		655		97		971			916	
F	10	2215.504	FULL DEPTH RECLAMATION (P)	SQ YD	12988	2473		779	2061		2160				2481			3034	
H	11	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	164								164						
F	10	2232.504	MILL BITUMINOUS SURFACE (2.5")	SQ YD	3900								3900						
H	11	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	1924	236		74	197		205		617		306			289	
H	11	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	1743	315		99	262		274				408			385	
H	11	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	1743	315		99	262		274				408			385	
		2451.603	IMPROVED PIPE FOUNDATION	LIN FT	827						30				253			233	
		2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	819						30				245			233	
		2503.503	15" RC PIPE SEWER DES 3006 CL V	LIN FT	8										8				
		2503.602	CONNECT TO EXISTING STORM SEWER	EACH	7						1							6	
		2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	1													1	
C	8	2504.602	ADJUST VALVE BOX	EACH	10				2				7					1	
J	12	2506.502	CASTING ASSEMBLY (5)	EACH	16					2					6			8	
B,D	8,9	2506.502	ADJUST FRAME & RING CASTING	EACH	25	5					3		9		6			1	1
		2506.503	CONST DRAINAGE STRUCTURE DESIGN SPECIAL (6)	LIN FT	30.5		7.3				5.0				14.9			3.3	
		2506.503	CONST DRAINAGE STRUCTURE DESIGN SPEC 1 (7)	LIN FT	42.6		5.5				2.7				12.7			21.7	
G	11	2521.518	4" CONCRETE WALK	SQ FT	2878	441			140		146		1933		143			75	
G	11	2521.518	6" CONCRETE WALK	SQ FT	620	133			90		33		51		148			165	
G	11	2531.503	CONCRETE CURB & GUTTER DESIGN B618 (8)	LIN FT	1092	192			151		98		162		234			255	
G	11	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	81	40					22				19				
G	11	2531.618	TRUNCATED DOMES	SQ FT	183	42			50		33		36					22	
		2550.602	CORE DRILLED HOLE	EACH	1					1									
		2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	0.15	0.03	0.03		0.11	0.01	0.11		0.14		0.17	0.04	0.16	0.05
L	61	2564.502	INSTALL SIGN TYPE C	EACH	1								1						
M	61	2564.602	INSTALL SIGN TYPE SPECIAL (9)	EACH	3	1				1		1							
K	12	2573.601	EROSION CONTROL (10)	LUMP SUM	1.00	0.09		0.15		0.07		0.09		0.10		0.11		0.39	
K	12	2575.604	PERMANENT RESTORATION (11)	SQ YD	713	170			60		41		291		80			71	
N	61	2582.503	4" SOLID LINE MULTI COMP	LIN FT	547								547						
N	61	2582.503	24" SOLID LINE MULTI COMP	LIN FT	298	22		32	22		22		165		11			24	
N	61	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	4622	576		168	576		603		1018		841			841	
N	61	2582.518	CROSSWALK MULTI COMP	SQ FT	696	105			159		198		180					54	

- (P) PLAN QUANTITY
- (1) PRO RATA
- (2) 10% OF COMMON EXCAVATION FOR UNKNOWN SUBGRADE CORRECTION
- (3) TOTAL NEEDED INCLUDING RECLAIMED MATERIAL AND/OR NEW CLASS 5 AGGREGATE BASE
- (4) SHAPING AND COMPACTION OF RECLAIM MATERIAL
- (5) TOTAL NEEDED INCLUDING RECLAIMED MATERIAL AND/OR NEW CLASS 5 AGGREGATE BASE
- (6) 2'X3' STORM SEWER
- (7) 4' DIA STORM SEWER
- (8) USE R3067-V CASTING
- (9) SPOT CURB REPLACEMENT
- (10) MOUNT WITH SALVAGED STOP SIGN
- (11) SEE TAB FOR INCLUDED BID ITEMS
- (12) SEE TAB FOR INCLUDED BID ITEMS
- (13) #N/A

Plot Date: 12/12/2023 - 11:27 am
 Project: 193806347_193806347_193806347_193806347.dwg
 User: 193806347_193806347_193806347_193806347

NO	DATE	APPR	REVISION
			SURVEY PBW
			DRAWN MJF
			DESIGNED MJF
			CHECKED JDP
			APPROVED PG
			PROJ. NO. 193806347

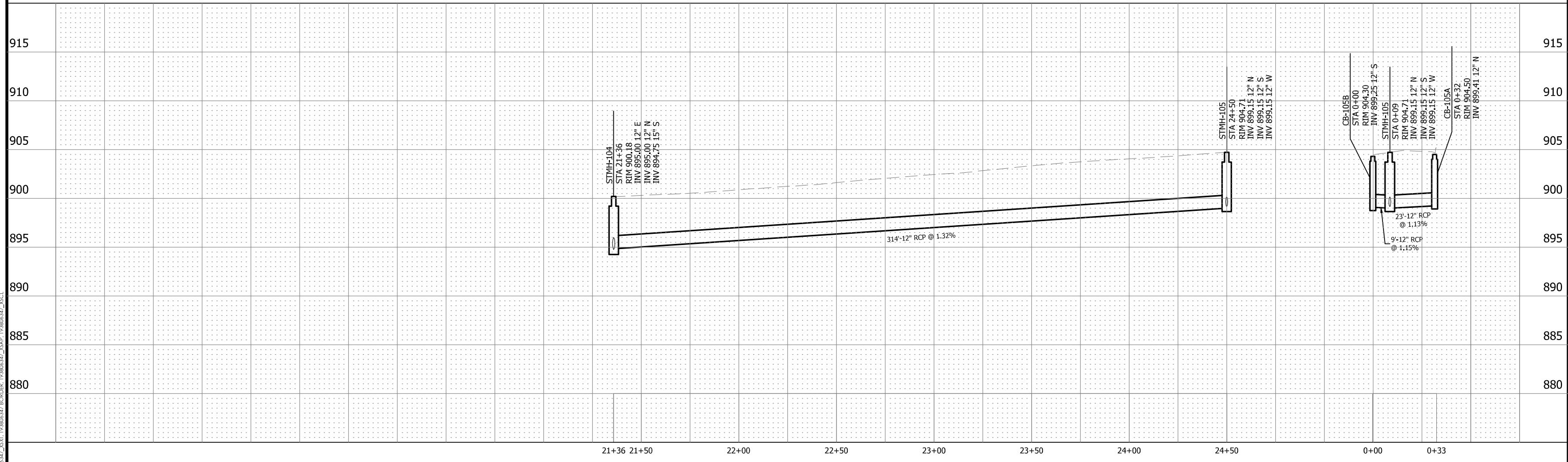
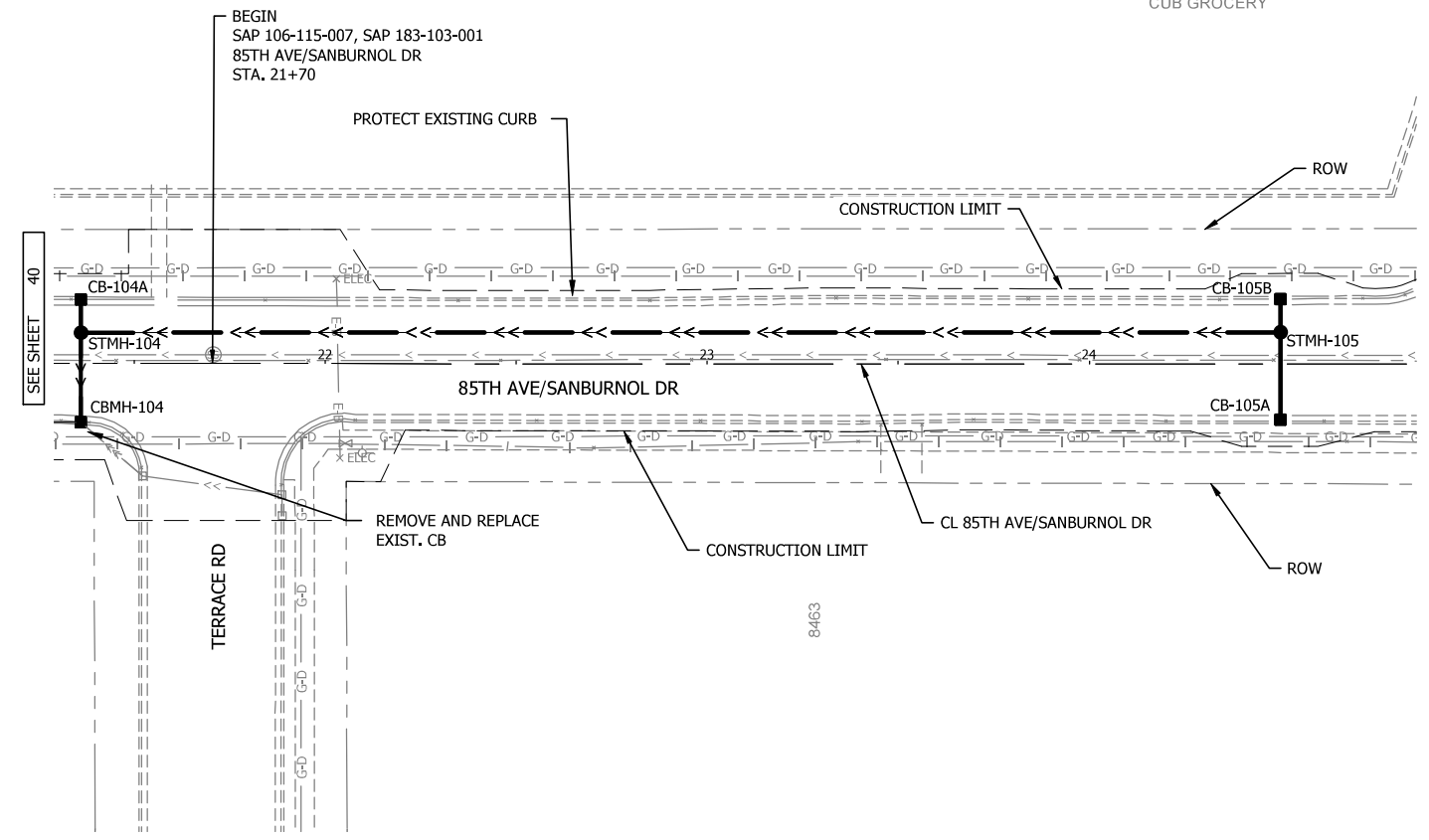
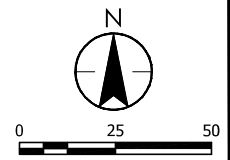
80% PLAN



STATEMENT OF ESTIMATED QUANTITIES

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.



NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	GDS
DESIGNED	PG
CHECKED	PG
APPROVED	PG
PROJ. NO.	193806347

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED UNDER THE LAWS OF THE STATE OF MINNESOTA.

80% PLAN

SIGNATURE: _____
DATE: _____ LIC. NO. _____





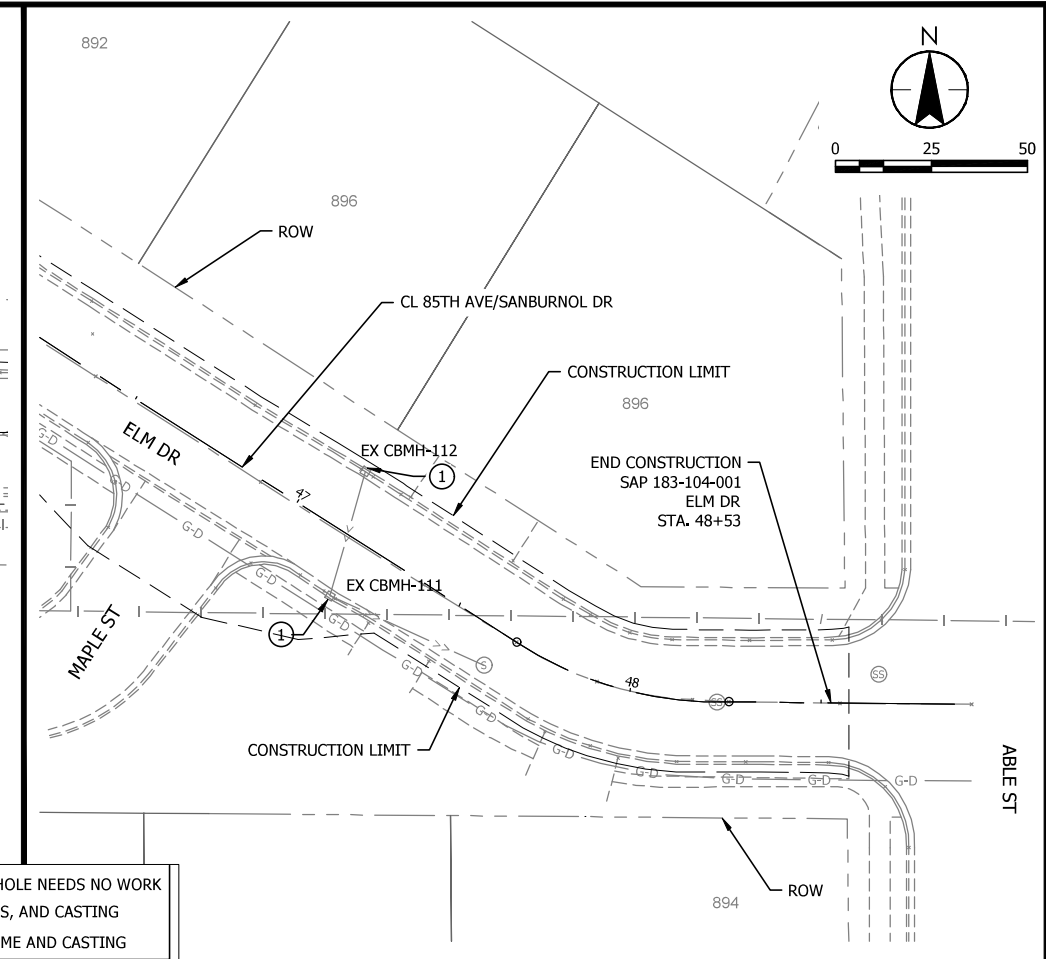
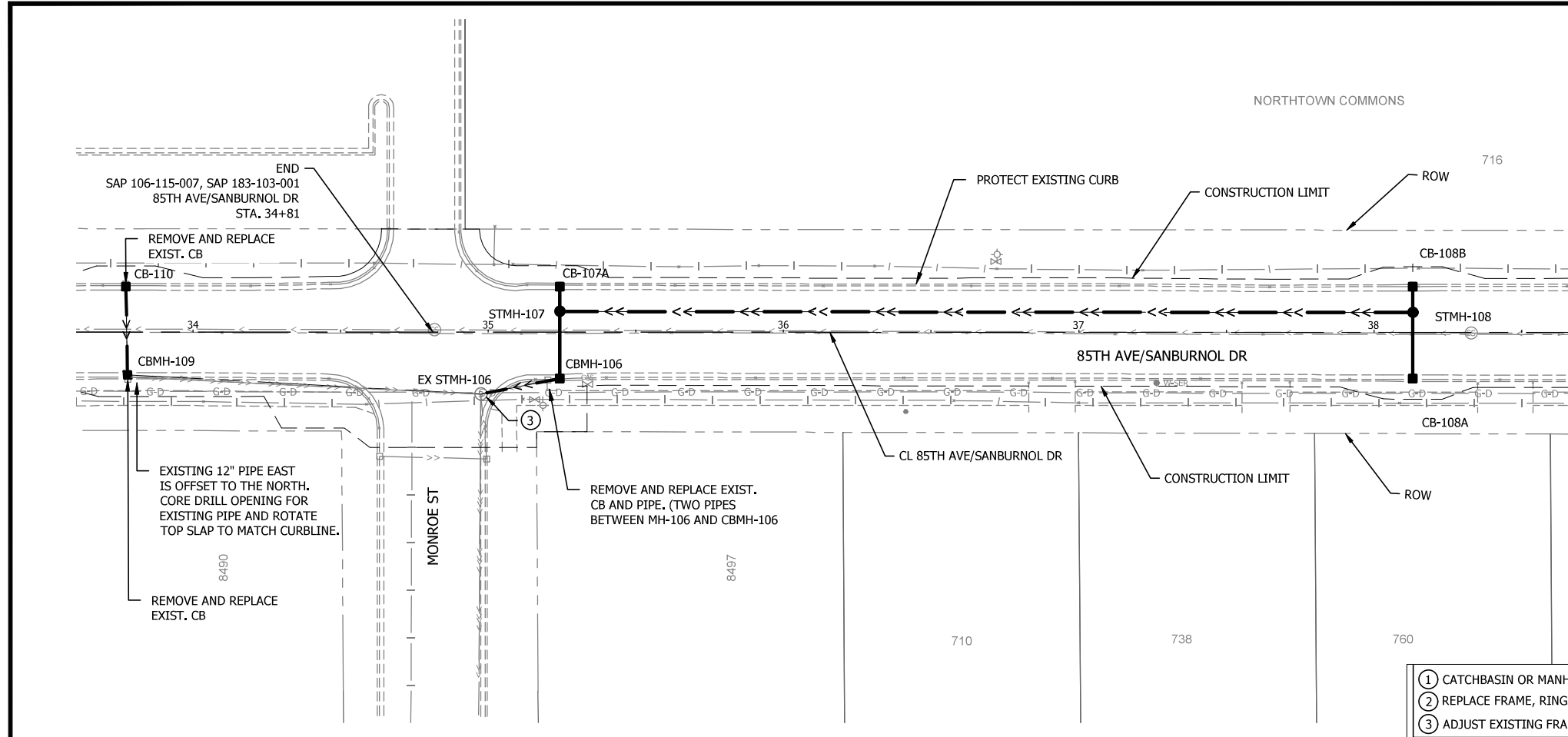
733 Marquette Avenue, Suite 1000
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DRAINAGE PLAN & PROFILE
85TH AVENUE/SANBURNOL DRIVE

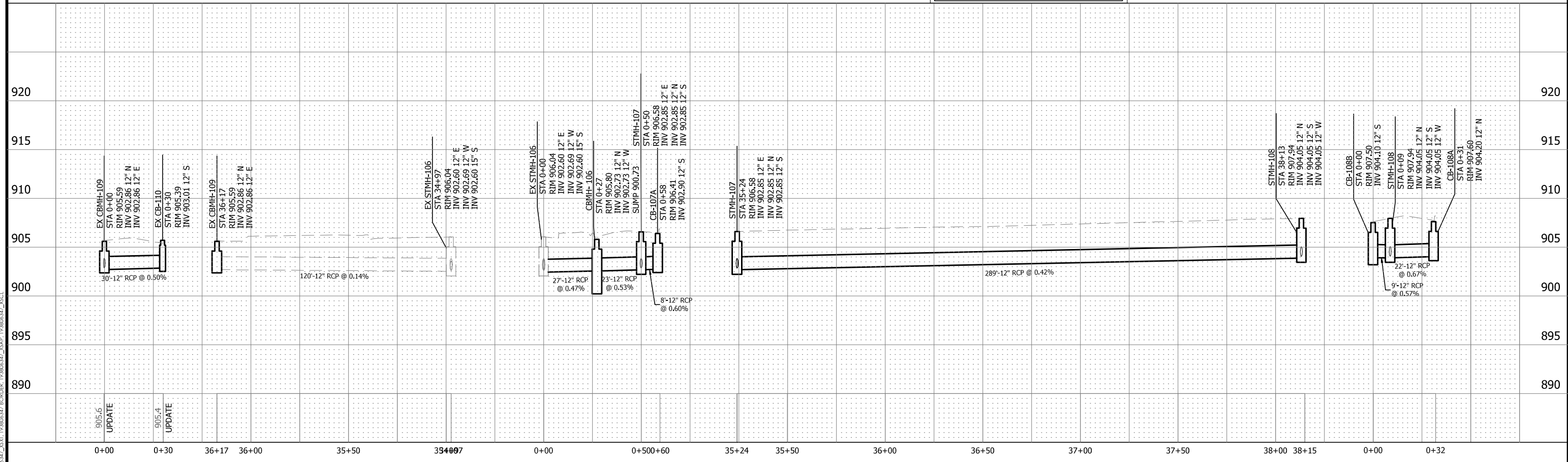
SPRING LAKE PARK, MN
SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
SAP 183-104-001, & SAP 183-107-002

Plot Date: 12/12/2023 - 11:52am
Plot Path: C:\Users\pawson\OneDrive\Documents\193806347_CADD\193806347_SAP_193806347_XSCL
Scale: 1/8"=1'-0"
User: pawson

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING.



- ① CATCHBASIN OR MANHOLE NEEDS NO WORK
- ② REPLACE FRAME, RINGS, AND CASTING
- ③ ADJUST EXISTING FRAME AND CASTING



NO	DATE	APPR	REVISION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

80% PLAN

PRINT NAME: _____
 SIGNATURE: _____
 DATE: _____ LIC. NO. _____

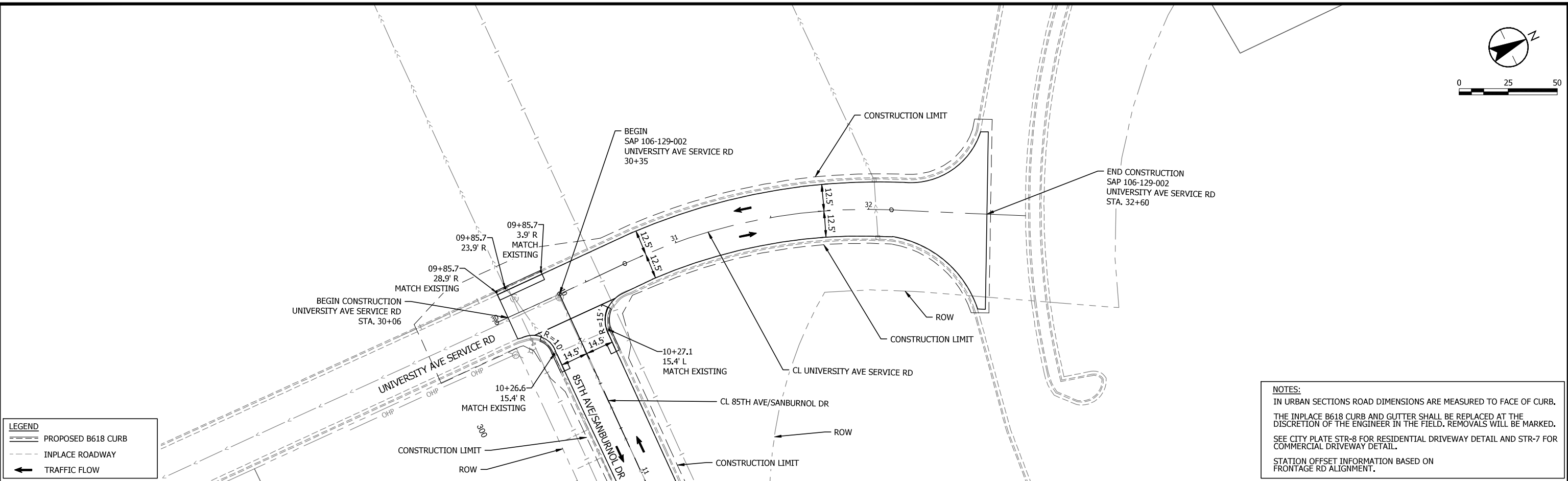
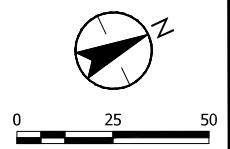
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DRAINAGE PLAN & PROFILE
 85TH AVENUE/SANBURNOL DRIVE

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

Plot Date: 12/12/2023 - 11:32am
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 Plot Size: 11.00 x 17.00 (11.00 x 17.00)
 Plot Device: HP DesignJet T1100e (11.00 x 17.00)
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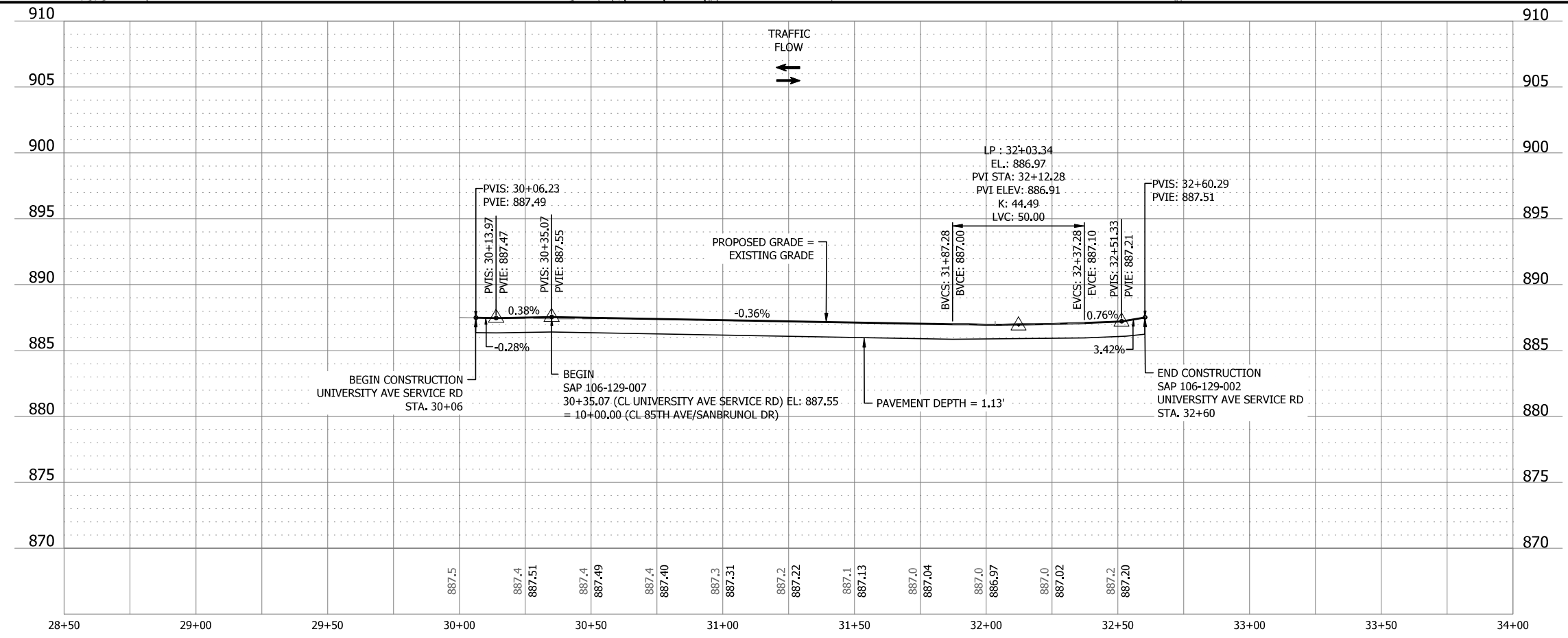
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LEGEND

- PROPOSED B618 CURB
- - - INPLACE ROADWAY
- ← TRAFFIC FLOW

NOTES:
 IN URBAN SECTIONS ROAD DIMENSIONS ARE MEASURED TO FACE OF CURB.
 THE INPLACE B618 CURB AND GUTTER SHALL BE REPLACED AT THE DISCRETION OF THE ENGINEER IN THE FIELD. REMOVALS WILL BE MARKED.
 SEE CITY PLATE STR-8 FOR RESIDENTIAL DRIVEWAY DETAIL AND STR-7 FOR COMMERCIAL DRIVEWAY DETAIL.
 STATION OFFSET INFORMATION BASED ON FRONTAGE RD ALIGNMENT.



Plot Date: 12/12/2023 - 11:53am
 Project: SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 Sheet: 193806347_001.dwg
 User: JDP
 Path: \\springlakepark\shared\193806347_XS\193806347_XS\193806347_XS\193806347_XS.dwg
 Title: 193806347_001.dwg

NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MUF
DESIGNED	MUF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

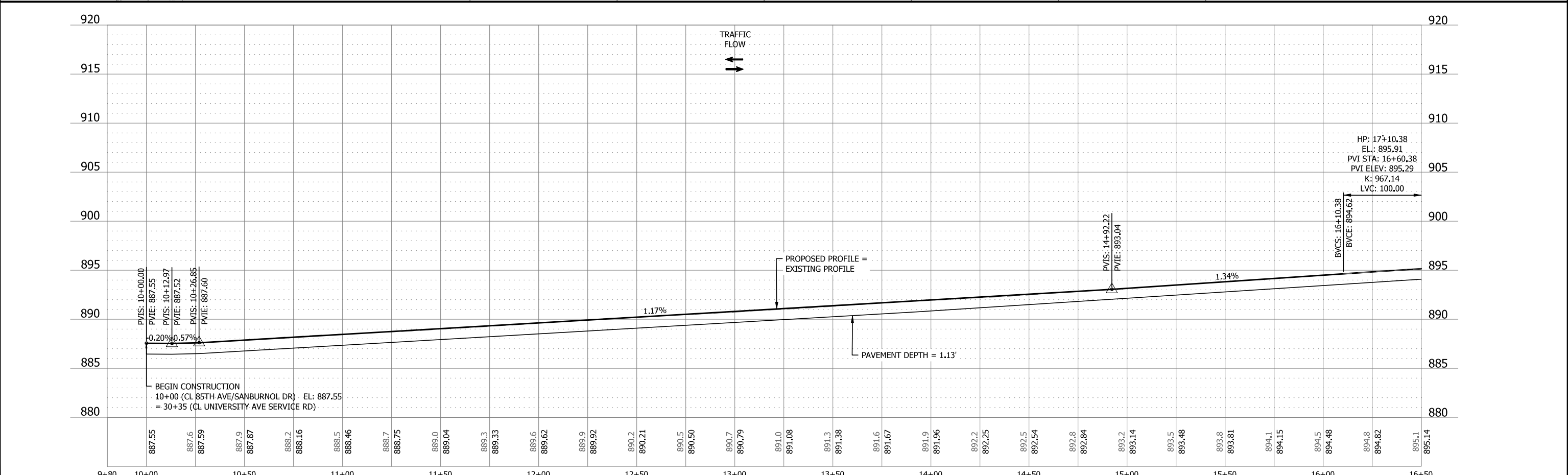
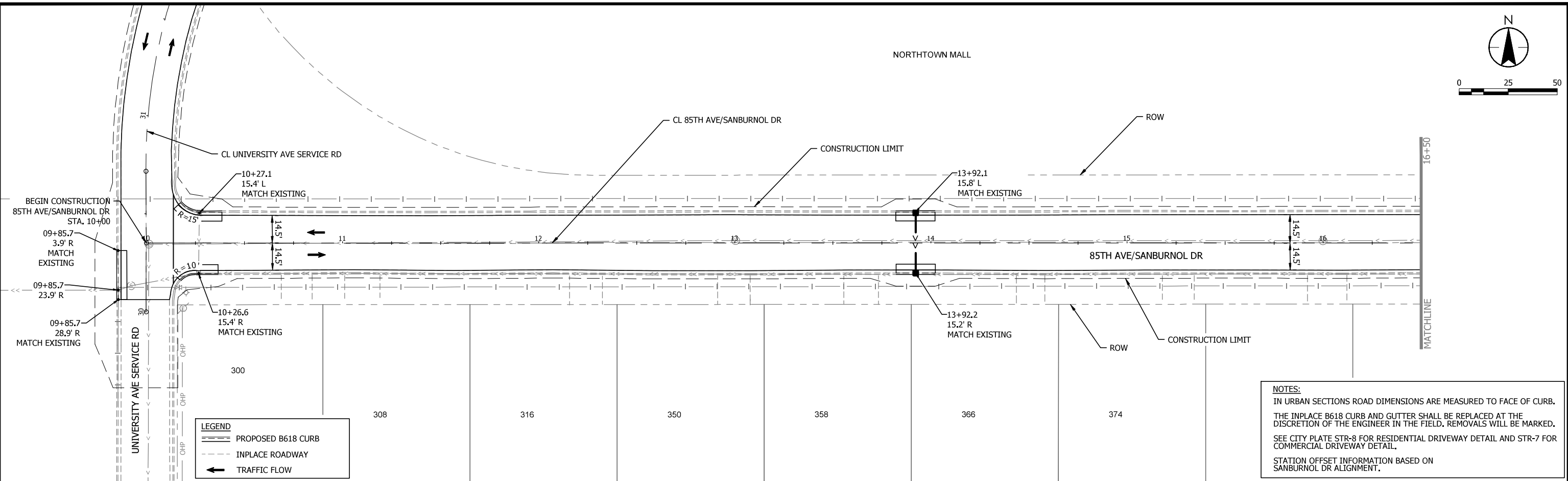
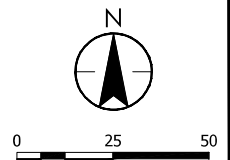
80% PLAN

CONSTRUCTION PLAN & PROFILE
 UNIVERSITY AVENUE SERVICE ROAD

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET
43
OF
70

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING.



Plot Date: 12/12/2023 - 11:33am
 Project: SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 Drawing: SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS - 80% PLAN

NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MUF
DESIGNED	MUF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

80% PLAN

Spring Lake Park
 Honey Community Plans

BLAINE

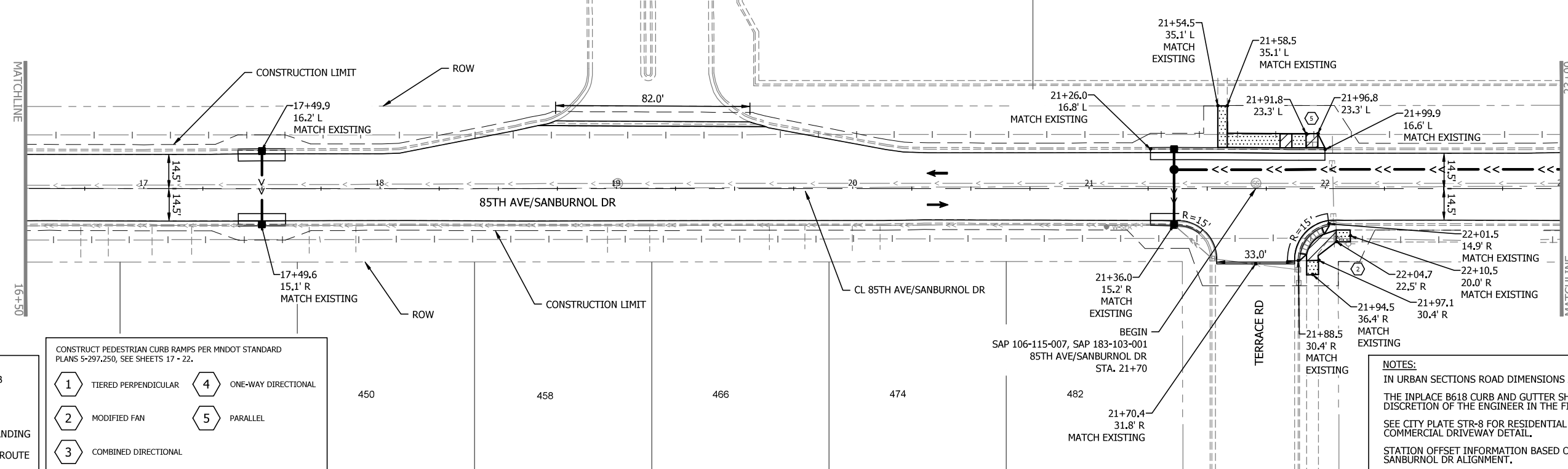
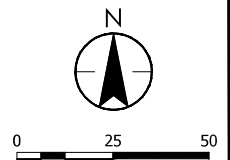
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CONSTRUCTION PLAN & PROFILE
 85TH AVENUE/SANBURNOL DRIVE

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET
44
OF
70

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING.



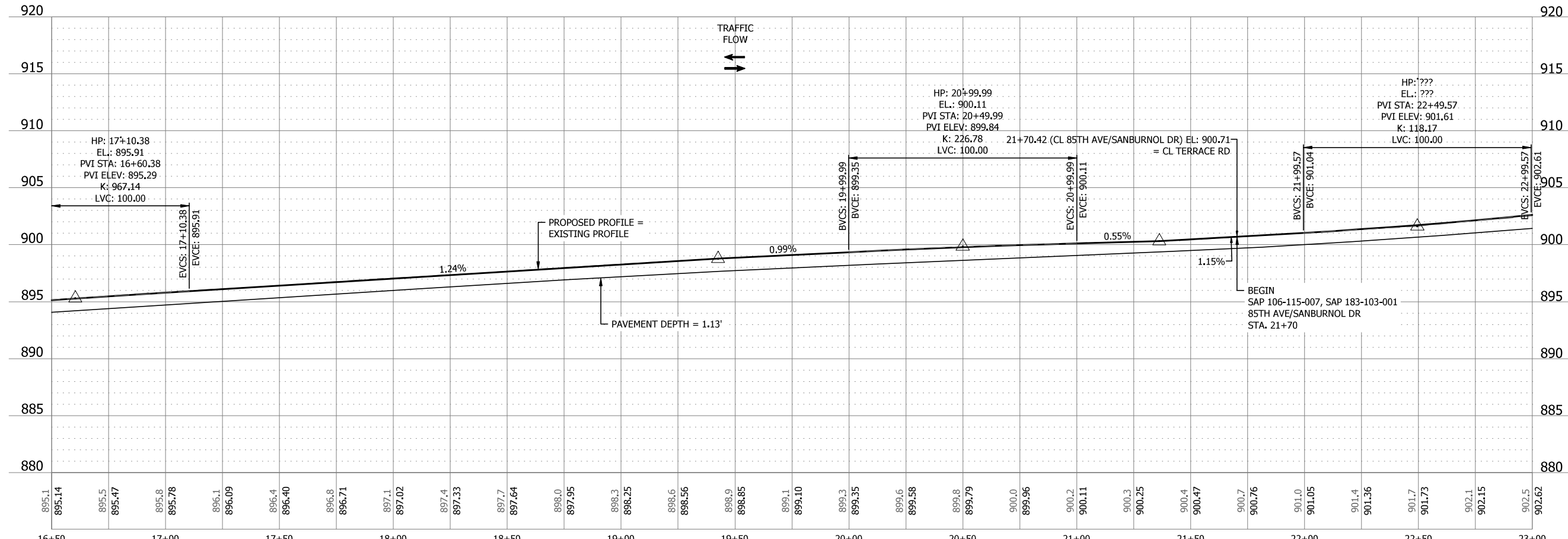
LEGEND

- PROPOSED B618 CURB
- INPLACE ROADWAY
- TRAFFIC FLOW
- PEDESTRIAN RAMP LANDING
- PEDESTRIAN ACCESS ROUTE

CONSTRUCT PEDESTRIAN CURB RAMPS PER MNDOT STANDARD PLANS 5-297.250, SEE SHEETS 17 - 22.

1 TIERED PERPENDICULAR	4 ONE-WAY DIRECTIONAL
2 MODIFIED FAN	5 PARALLEL
3 COMBINED DIRECTIONAL	

NOTES:
 IN URBAN SECTIONS ROAD DIMENSIONS ARE MEASURED TO FACE OF CURB.
 THE INPLACE B618 CURB AND GUTTER SHALL BE REPLACED AT THE DISCRETION OF THE ENGINEER IN THE FIELD. REMOVALS WILL BE MARKED.
 SEE CITY PLATE STR-8 FOR RESIDENTIAL DRIVEWAY DETAIL AND STR-7 FOR COMMERCIAL DRIVEWAY DETAIL.
 STATION OFFSET INFORMATION BASED ON SANBURNOL DR ALIGNMENT.



NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MJF
DESIGNED	MJF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

80% PLAN

Spring Lake Park
 Blaine
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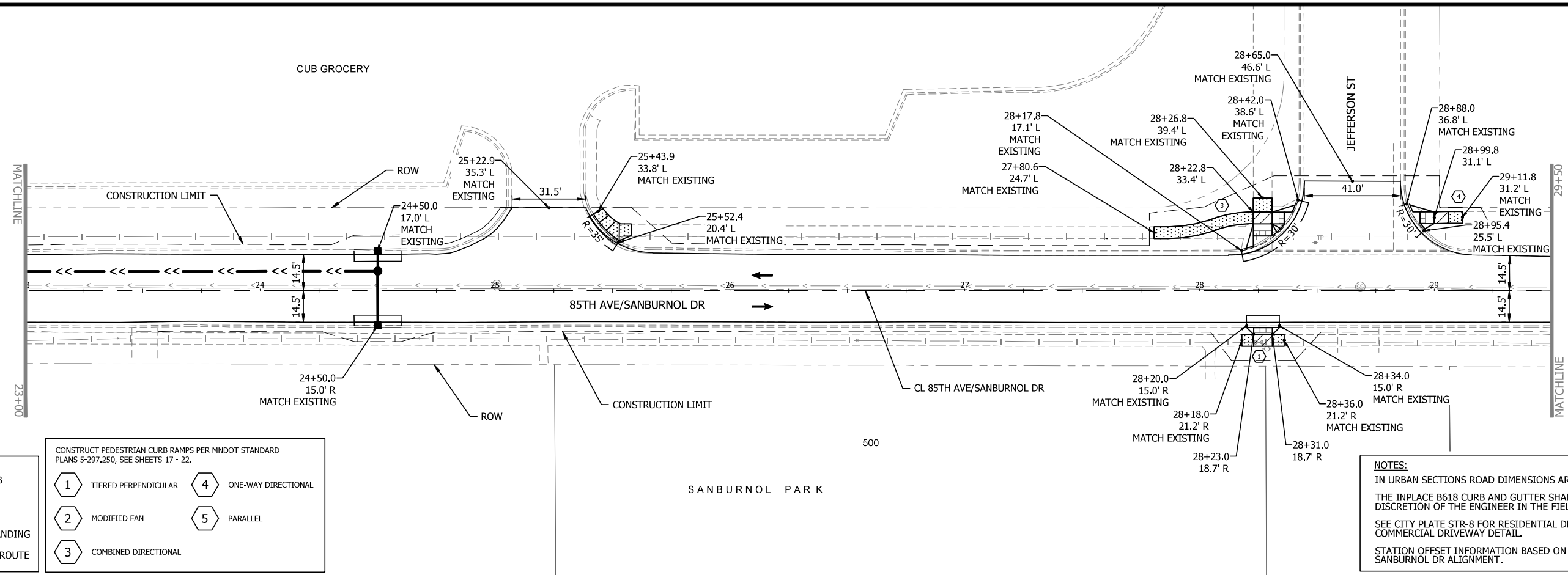
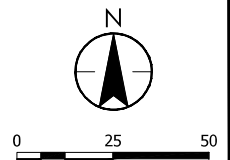
CONSTRUCTION PLAN & PROFILE
 85TH AVENUE/SANBURNOL DRIVE

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET	45
OF	70

Plot Date: 12/12/2023 - 11:34am
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 User: p144
 Title: 193806347_85TH_AVE_SANBURNOL_DR_80%_PLAN.dwg
 User: p144
 Title: 193806347_85TH_AVE_SANBURNOL_DR_80%_PLAN.dwg

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR ANY DISCREPANCIES. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR ANY DISCREPANCIES.



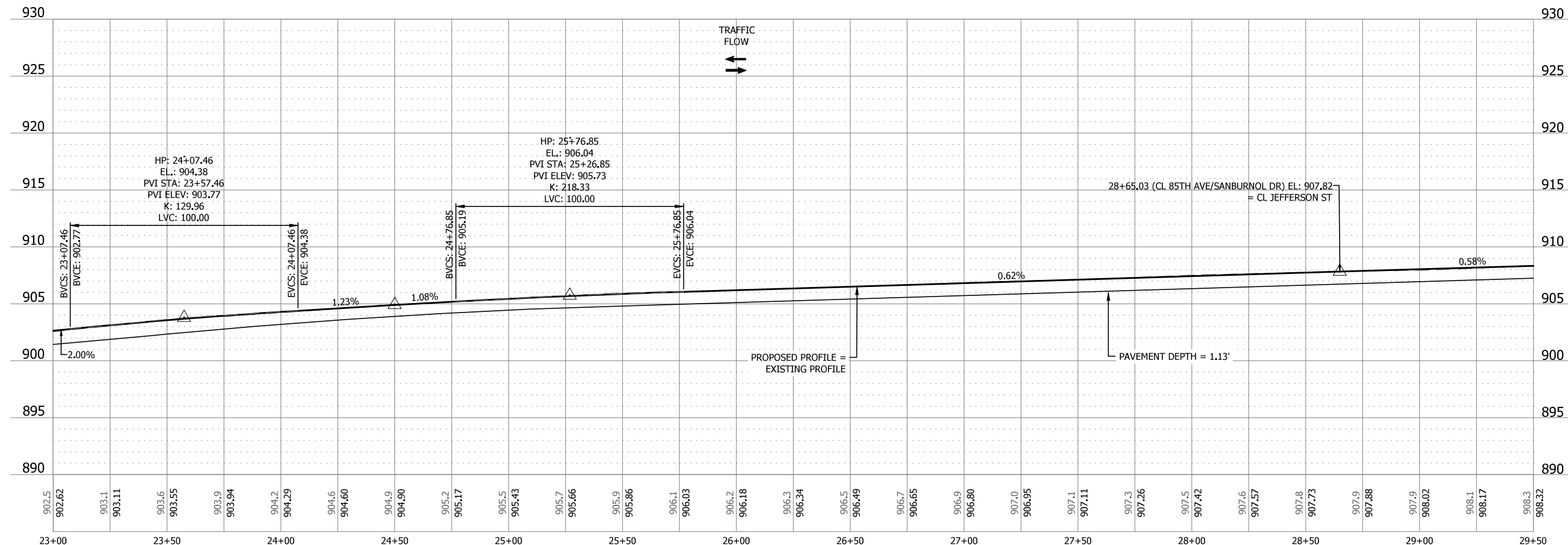
LEGEND

- PROPOSED B618 CURB
- INPLACE ROADWAY
- TRAFFIC FLOW
- PEDESTRIAN RAMP LANDING
- PEDESTRIAN ACCESS ROUTE

CONSTRUCT PEDESTRIAN CURB RAMP PER MNDOT STANDARD PLANS 5-297.250, SEE SHEETS 17 - 22.

1 TIERED PERPENDICULAR	4 ONE-WAY DIRECTIONAL
2 MODIFIED FAN	5 PARALLEL
3 COMBINED DIRECTIONAL	

NOTES:
 IN URBAN SECTIONS ROAD DIMENSIONS ARE MEASURED TO FACE OF CURB.
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 SEE CITY PLATE STR-8 FOR RESIDENTIAL DRIVEWAY DETAIL AND STR-7 FOR COMMERCIAL DRIVEWAY DETAIL.
 STATION OFFSET INFORMATION BASED ON SANBURNOL DR ALIGNMENT.



Plot Date: 12/12/2023 - 11:34am
 Project: SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 User: J. BLANE

NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MUF
DESIGNED	MUF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

80% PLAN

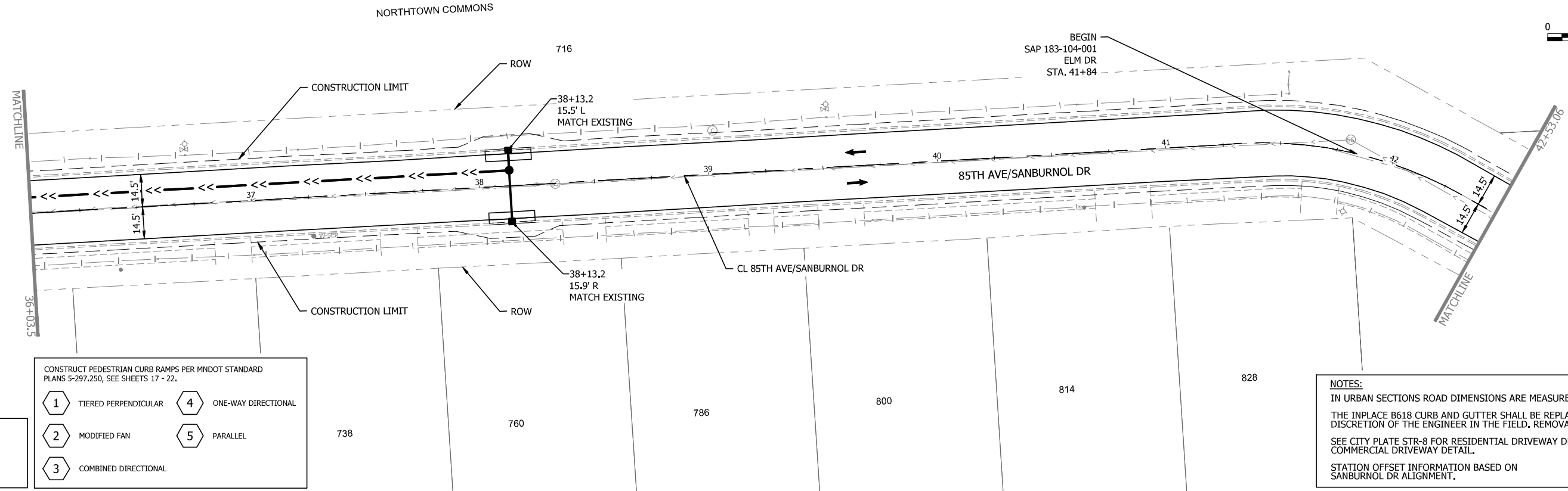
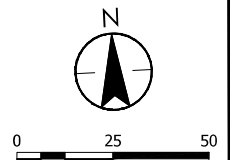


CONSTRUCTION PLAN & PROFILE
 85TH AVENUE/SANBURNOL DRIVE

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET
46
OF
70

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING.



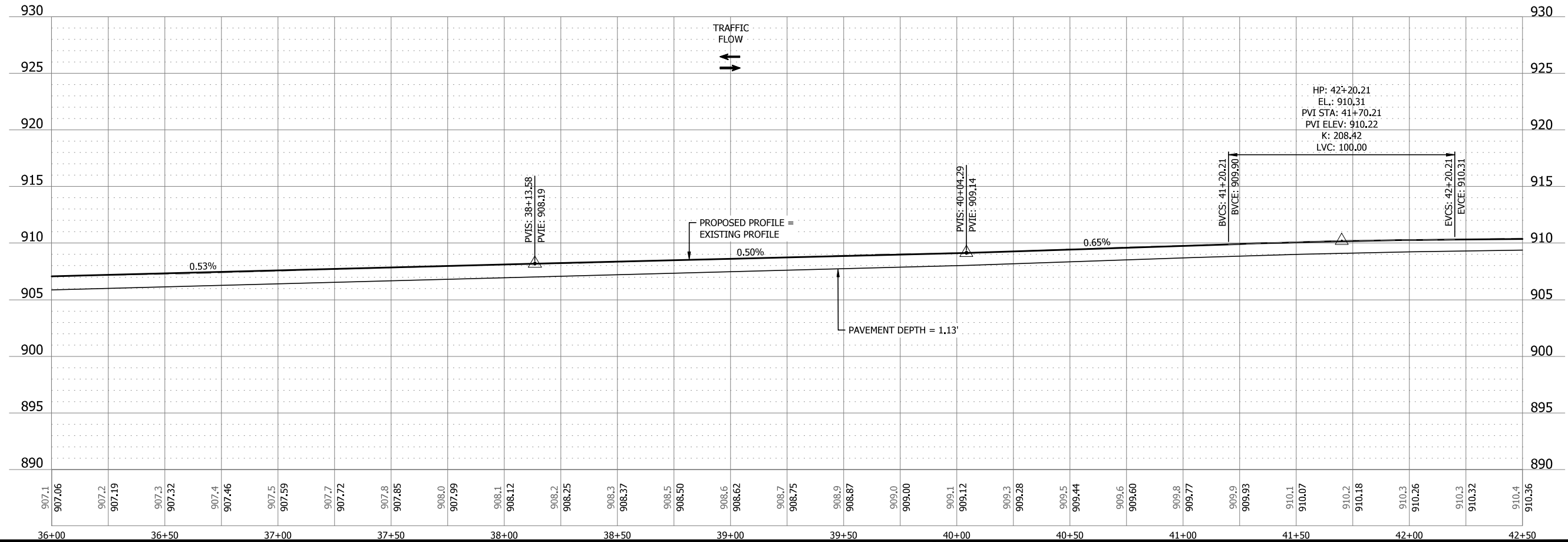
CONSTRUCT PEDESTRIAN CURB RAMPS PER MNDOT STANDARD PLANS 5-297.250, SEE SHEETS 17 - 22.

1	TIERED PERPENDICULAR	4	ONE-WAY DIRECTIONAL
2	MODIFIED FAN	5	PARALLEL
3	COMBINED DIRECTIONAL		

LEGEND

- PROPOSED B618 CURB
- INPLACE ROADWAY
- TRAFFIC FLOW

NOTES:
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 STATION OFFSET INFORMATION BASED ON SANBURNOL DR ALIGNMENT.



Plot Date: 12/12/2023 - 11:35am
 Project: Spring Lake Park
 Drawing: SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 Sheet: 85TH AVE/SANBURNOL DR - 80% PLAN

NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MJF
DESIGNED	MJF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

80% PLAN

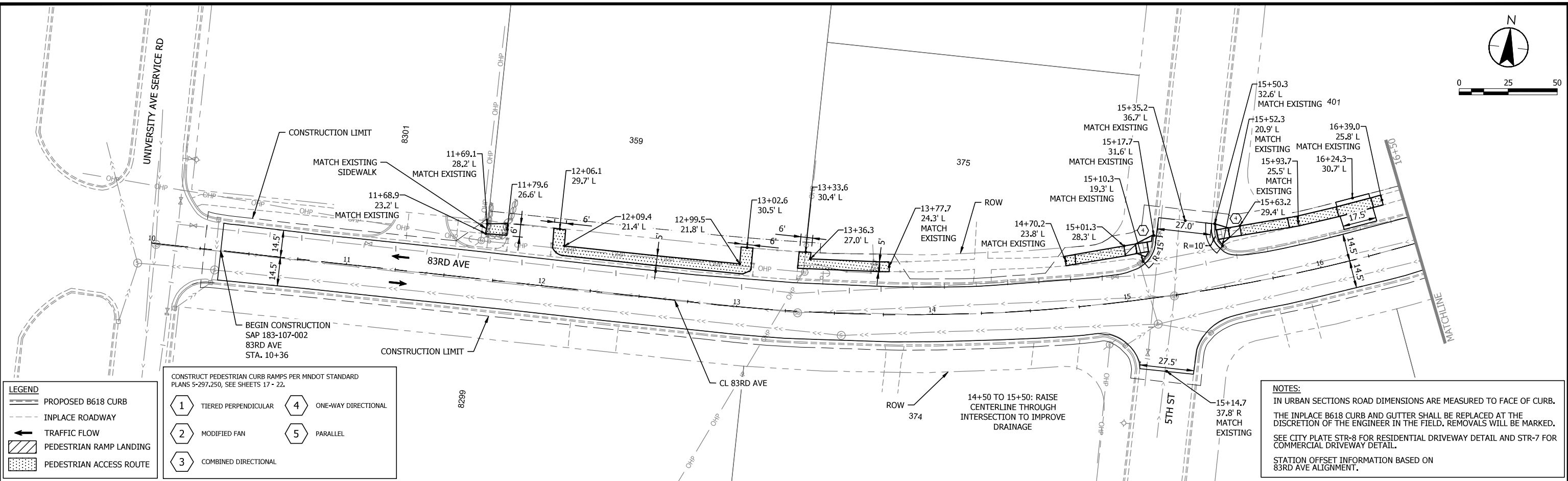
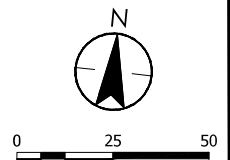
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CONSTRUCTION PLAN & PROFILE
 85TH AVENUE/SANBURNOL DRIVE

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET
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70

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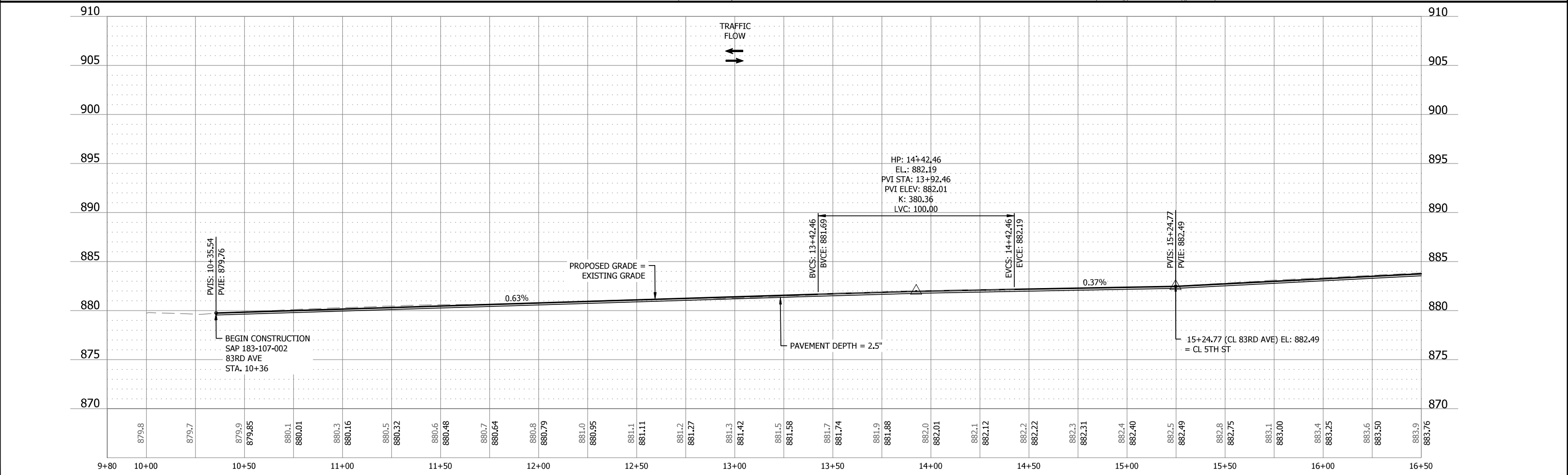
LEGEND

- PROPOSED B618 CURB
- INPLACE ROADWAY
- TRAFFIC FLOW
- PEDESTRIAN RAMP LANDING
- PEDESTRIAN ACCESS ROUTE

CONSTRUCT PEDESTRIAN CURB RAMPS PER MNDOT STANDARD PLANS 5-297.250, SEE SHEETS 17 - 22.

1 TIERED PERPENDICULAR	4 ONE-WAY DIRECTIONAL
2 MODIFIED FAN	5 PARALLEL
3 COMBINED DIRECTIONAL	

NOTES:
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 STATION OFFSET INFORMATION BASED ON 83RD AVE ALIGNMENT.



NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MJF
DESIGNED	MJF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

80% PLAN

Spring Lake Park
 Blaine
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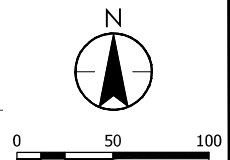
CONSTRUCTION PLAN & PROFILE
 83RD AVENUE

SPRING LAKE PARK, MN
 SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET	50
OF	70

Plot Date: 12/12/2023 - 11:36am
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 Scale: 1/8"=1'-0" (0.125)

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UNIVERSITY AVE SERVICE RD

BEGIN CONSTRUCTION
SAP 183-107-002

83RD AVE
STA. 10+00

83RD AVE

467

475

483

8309

PARK
TERRACE
ELEMENTARY

8301

359

375

401

409

417

466

474

482

END CONSTRUCTION
SAP 183-107-002

83RD AVE
STA. 21+73

TERRACE RD

8299

374

5TH ST

400

408

416

6TH ST

SAP 183-107-001 - 83RD AVENUE

Plot Date: 12/12/2023 - 11:43am
 Project: 193806347 - 83RD AVE IMPROVEMENTS
 Sheet: 193806347_83RD AVE IMPROVEMENTS_70.dwg

NO	DATE	APPR	REVISION

SURVEY	PBW
DRAWN	MJF
DESIGNED	MJF
CHECKED	JDP
APPROVED	PG
PROJ. NO.	193806347

80% PLAN



COST SPLIT FIGURE
83RD AVENUE

SPRING LAKE PARK, MN

SLP 2024 85TH AVE/SANBURNOL DR, ELM DR, & 83RD AVE IMPROVEMENTS
 SAP 106-115-007, SAP 106-129-002, SAP 183-103-001,
 SAP 183-104-001, & SAP 183-107-002

SHEET
70
OF
70

CITY OF SPRING LAKE PARK

RESOLUTION NO. 2023-48

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS – 2024 STREET IMPROVEMENT PROJECT**

WHEREAS, pursuant to Resolution 2023-36 passed by the City Council on October 2, 2023, the City Engineer has prepared plans and specifications for the 2024 Street Improvement Project, the proposed improvement of 83rd Avenue NE between the centerline of University Avenue Service Drive to its terminus at Terrace Road NE, Sanburnol Drive between the centerline of University Avenue Service Drive to its terminus at Elm Drive NE and Elm Drive between the centerline of Able Street to its terminus at Sanburnol Drive by rehabilitating said streets, along with any needed sanitary sewer, storm sewer, sidewalk and water system repairs discovered during the project.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF SPRING LAKE PARK, MINNESOTA AS FOLLOWS:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The Administrator, Clerk/Treasurer shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, shall state that bids will be received by the Administrator, Clerk/Treasurer until 1:00 p.m. on _____, 2024, at which time they will be publicly opened in the Council Chambers of the City Hall by the Administrator, Clerk/Treasurer and City Engineer, will then be tabulated, and will be considered by the City Council at 7:00 p.m. on _____, 2024 in the Council Chambers of City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the City Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Administrator, Clerk/Treasurer and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Administrator, Clerk/Treasurer for 5% of the amount of such bid.

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 18th day of December, 2023.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 11, 2023

Subject: Non-bargained and Department Head wage increase

In light of the settlement of the Sergeants and Public Works union contracts for 2024/2025, I am recommending that the non-bargained employees and department heads receive a 4% wage increase effective January 1, 2024 and a 3.25% wage increase effective January 1, 2025. I am also recommending that the City's contribution to employee health insurance increase by \$100.00/month.

As you are aware, public employers in the State of Minnesota are mandated to maintain a program of "pay equity" between male and female classes of employees. The majority of our non-bargained employees are female and a majority of our bargained employees are male. Therefore, it is important, from a pay equity standpoint, to grant non-bargained employees the same cost of living increase and insurance contributions as the bargained employees.

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



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 15, 2023

Subject: SRO Contract

Staff is working with the Spring Lake Park School District to negotiate the School Resource Officer contract that will allow the resource officer to return to the school at the start of 2024.

The agreement is in the process of being finalized and will be shared with the City Council as a handout at the December 18 meeting. City Attorney Thames will present the language to the City Council and answer any questions you may have.

If I receive the finalized agreement earlier, I will send it out under separate cover.

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



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.18.23 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. *Initial televising and cleaning started 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 on January 17, 2024.*

2024 Sanburnol Drive NE, Elm Drive NE, and 83rd Avenue NE (193806347). Sanburnol Drive (AKA 85th Ave. NE) is a shared road between 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 plans can be approved by the City Council. Plans will be submitted to MnDOT this month. Bids will be received in January or February.*

2024 Seal Coat and Crack Repair Project (193806748). Project includes maintenance on the streets in the area north of 81st Avenue and west of Terrace Street. *Plans are being prepared for bidding.*

Geographic Information System (GIS) and Mapping (193806747). Staff has determined a process for implementing an online ArcGIS system to maintain public works documents and mapping of infrastructure. Council authorized proceeding with an ArcGIS system on 10/16/23. *A project kick-off meeting will be held after Christmas.*

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.*

Thank you to Terry Randall for all of his help over the years.

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

CORRESPONDENCE

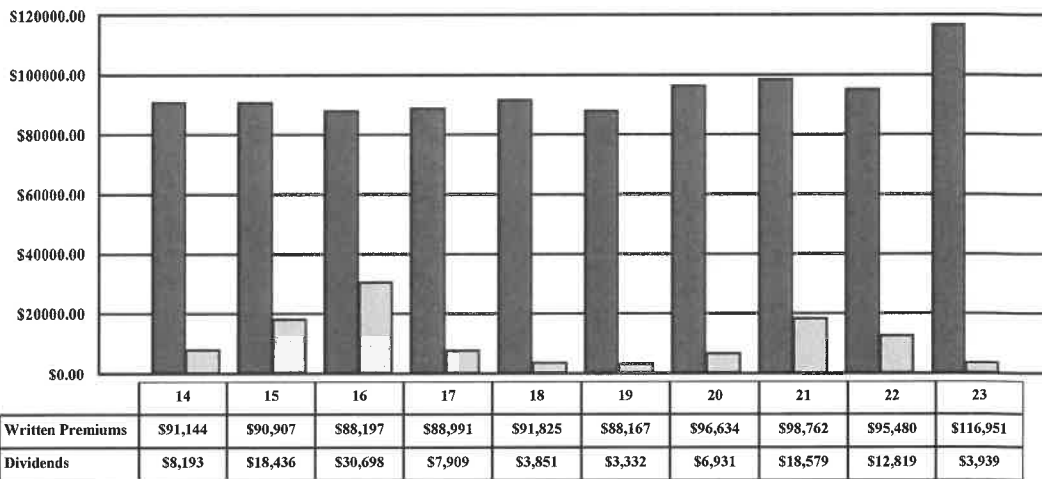
**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2023 DIVIDEND CALCULATION
AT MAY 31, 2023**

Corporate 4 Insurance Agency Inc
7220 Metro Blvd,
Edina MN 554392128

Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 554322116

GROSS EARNED PREMIUM	\$1,709,312
ADJUSTED LOSSES	\$595,600
MEMBERS DIVIDEND PERCENTAGE	0.00131289000
DIVIDEND AMOUNT	\$3,939

Premium and Dividend History



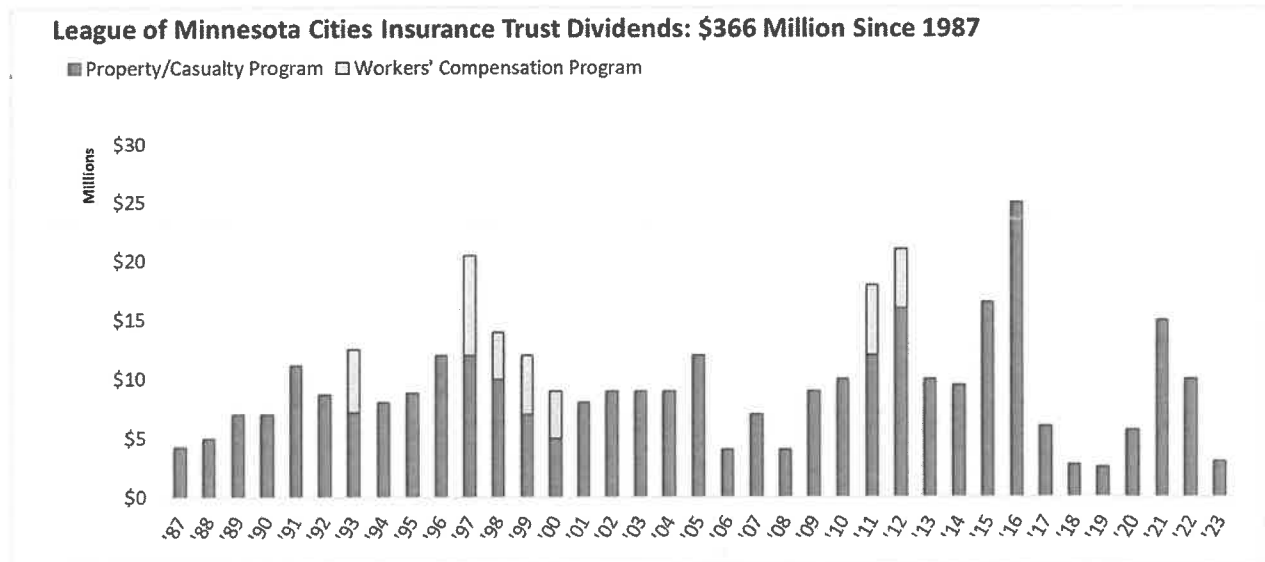
Premiums and Dividends Since 1987



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2023 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2023 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2023 (for most members, only a portion of that 2023 written premium would be earned as of May 31, 2023).

Dear Member,

We are pleased to enclose a check for your share of the \$3 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. We encourage you to share this information with your city council or other governing body.



What is the dividend formula?

Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your insurance agent will receive this information as well. Following are the key elements of the dividend formula.

- Dividends are distributed to cities and other entities that are members as of December 1 in the year the dividend is being returned. Former participants do not share in the dividend distributions.
- Each member's share is proportionate to the difference between the member's total premiums and total losses as of May 31 for the past 20 years.
- Individual losses are capped at the lesser of \$200,000 or 200% of the member's annual premium for the year of the loss.

Why are we receiving a dividend, and should we expect a dividend every year?

Members should not include dividend returns in their yearly budget projections because the amount fluctuates year-to-year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction. The amount of a given year's dividend has no bearing on the amount returned the following year, and it's possible in some years no dividend will be returned.

(over)

Operating an organization like the Trust involves inherent unpredictability regarding the cost of future claims. That's why we, like all insurers and self-insurance pools, maintain a fund balance as a cushion, which has been built and maintained over time through premiums and investment income.

On occasion, that fund balance can grow beyond what's needed to be confident the Trust can pay current and future claims and expenses. When that occurs, we use those excess funds on behalf of the membership.

For many years, a primary use has been to pay dividends to members. More recently, we have discussed whether investments in other programs and services would be more effective ways of meeting member risk management needs. An important part of our evaluation is learning how you view the Trust's current approach and considering your suggestions about how we should move forward.

We encourage members to contact Operations Manager Laura Honeck at lhoneck@lmc.org or (651) 281-1280 to share your thoughts about the Trust's dividend program and whether there are other ways we should consider using excess funds.

Thank you for being part of our self-insured membership cooperative. We're proud to represent an organization created by Minnesota cities in 1980, and we look forward to continuing to work with you to provide coverages and risk management programs designed to meet your needs.

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, Manager, Plymouth
Luke Fischer, Executive Director, LMC
Clint Gridley, Administrator, Woodbury

Anna Gruber, Administrator, Sartell
Audrey Nelsen, Councilmember, Willmar
Alison Zelms, Administrator, Rochester

NORTH METRO TELECOMMUNICATIONS COMMISSION
AND OPERATIONS COMMITTEE
2024 SCHEDULE OF MEETING DATES

OPERATIONS COMMITTEE MEETINGS

Operations Committee meetings will be held the Tuesday, before the first Wednesday of each month, at the North Metro Community Television facility, at 12520 Polk St. NE, Blaine, MN 55434, beginning at 11:00 a.m.

January 2 nd	July 2 nd
February 6 th	August 6 th
March 5 th	September 3 rd
April 2 nd	October 1 st
April 30 th	November 5 th
June 4 th	December 3 rd

EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings will be held quarterly on the first Wednesday of the month at the North Metro Community Television facility, at 12520 Polk St. NE, Blaine, MN 55434, beginning at 6:00 P.M.

February 7 th	September 4 th
June 5 th	December 4 th

FULL COMMISSION MEETINGS

Full Commission meetings will be held quarterly on the third Wednesday of the month at Spring Lake Park City Hall, 1301 81st Ave. NE, Spring Lake Park, MN 55432, beginning at 6:00 PM.

February 21 st	September 18 th
TBD	December 18 th

Program Production

In November, a total of **66 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **53:45:00 hours of new programming**.

- 29 programs were produced by the public
- 35 programs were produced by NMTV staff
- 2 programs were produced by City staff



Van Shoots

The HD truck was utilized for 28:00:00 hours of production in November. The following events were produced live and/or recorded for additional playback:

- Football: Section Final: Prior Lake vs. Centennial
- Football: 6A State Quarter Final: Rosemount vs. Centennial
- Girls Hockey: Elk River vs. Centennial/Spring Lake Park



vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/stream 1 event. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Centennial Middle School Fall Choir Concert



Most Streamed Sporting Event

Sports Den
557 Views

Live Workshops

Workshop	Instructor	Organization	Students
Internet Basics: Look Out for Scams	Eric Houston	Mary Ann Young Center	20
Camera	Eric Houston	Blaine High School Business Professionals of America Club	4
Studio	Eric Houston	Blaine High School Business Professionals of America Club	4
3 Workshops			28 Students

VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	763	70 hrs
Batman's Greatest Villains	Mini	114	13.25 hrs
Columbo: One More Thing	Mini	1,294	151 hrs
King of the Cowboys 4 – John Wayne	Mini	21	2.5 hrs
King of the Cowboys 3 – Randolph Scott	Mini	63	3.75 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	186	10 hrs
King of the Cowboys 1 – Strong and Silent	Mini	26	1.75 hrs
Great British Game Shows	Mini	40	1.75 hrs
We Love Lucy: The Lucille Ball Story	Full	NA	NA
The Immortal Ingrid Pitt	Mini	401	20 hrs
The Oscars: 90 Years of the Academy Awards	Full	55	10 hrs
Tim Curry Horror Picture Show	Mini	24	1.25 hrs
Back to the Eighties: The Decade's Biggest...	Full	10	1.25 hrs
James Bond: 50 Years of 007	Full	19	2 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	211	14 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	6	1.5 hrs
TV's Greatest Christmas Specials	Full	20	1.5 hrs
Chicago Christmas Classics	Mini	2,386	119.25 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	20	.5 hrs
Monster Movies of the 40s and 50s	Full	263	26.25 hrs
Monster Movies of the 20s and 30s	Full	7	.5 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	5	.5 hrs
The Cult of Caroline Munro	Mini	1,895	63 hrs
The Marilyn Monroe Story	Full	6	.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	10	.5 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	5	1 hrs
Hollywood Goes to War: World War II	Full	96	17.5 hrs
Come on Down: Game Shows of the 70s and 80s	Full	26	4.5 hrs
The Quiz Show Scandals and Other Game Shows...	Full	282	78.75 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	67	5 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	NA	NA
37 VOD Workshops		7,161 Total Views	623 Hours Viewed



Most Viewed YouTube Workshop

Chicago Christmas Classics
2,386 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	26,847	33,656	2,176.25	64	375,076
February	39,350	51,758	5,263	201	1,169,051
March	58,859	74,726	7,070	237	1,833,467
April	53,014	97,942	3,445	58	421,789
May	39,135	61,084	2,771	92	380,115
June	34,746	58,907	3,659	138	344,775
July	34,807	57,811	2,395.5	60	294,888
August	32,600	50,353	2,658	67	272,782
September	31,144	47,246	2,019	88	331,782
October	22,300	30,820	1,783	107	352,457
November	25,236	37,564	1,821	78	359,437
TOTAL:	396,038	601,867	35,061.75	1,190	6,135,619

NMTV Website Stats

Month	Number of Users	Number of Views	Ch. 15 Live Stream Views
January	5,568	10,793	1,625
February	5,229	10,091	1,040
March	6,404	11,943	868
April	6,626	11,569	799
May	7,224	8,717	1,564
June	7,305	12,398	1,192
July	4,600	26,000	595
August	10,000	27,000	1,563
September	7,700	20,000	4,746
October	2,700	26,000	3,196
November	NA	NA	3,812
TOTAL:	63,356	164,511	21,000

Home Movie Transfers

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

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	225	51	59	0	0	\$764.92
February	180.75	35	43	0	0	\$234.52
March	284.75	82	62	0	0	\$1,046.56
April	564	149	161	27	236	\$1,871.45
May	514.5	131	69	10	164	\$4,336.45
June	175	25	49	22	0	\$1,102.67
July	523.25	138	103	9	170	\$1,150.54
August	189	55	13	9	30	\$2,520.65
September	298.25	84	56	46	349	\$1,295.16
October	263.75	92	28	36	1,385	\$894.17
November	418.75	71	125	184	5,172	\$736.32
TOTAL:	3,637	913	768	343	7,506	\$15,953.41

Production Highlights

NMTV News Highlights

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

- North Metro Prep Hockey Star Part of New PWHL
- Local Decision 2023: Election Results
- Recount Confirms AH School Board Win for Zach Arco
- Anoka Hennepin Teachers Join together for Walkout Wednesday to Protest Contract Negotiations
- Blaine Senior Center Needs More Volunteers Behind the Wheel
- New North Metro Facility Adds to Minnesota's Reputation as a Med-Tech Hub
- Circle Pines City Councilmember on Times Square Billboard



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,282 local stories** archived for viewers on the **NMTV YouTube channel**. The channel can be accessed through the northmetrotv.com website.



Most Viewed YouTube News Story

Anoka Hennepin Teachers Join Together for Walkout Wednesday
295 Views

Internet Literacy Classes Remain Popular

Facility Manager, Eric Houston, taught his third internet literacy class at the Mary Ann Young Center. During the class, Look Out for Scams, students were taught how to avoid scams on their phones and in emails and text messages. Twenty students attended the workshop.



NSPN.TV Streaming Update

NMTV has received preliminary numbers from NSPN.TV for the fall sports season streaming service. According to their accounting, between subscriptions, downloads, and production services we will receive \$2,511 at a minimum. Final numbers and payment will be provided in December. In addition to receiving compensation for viewers streaming NMTV games, we also gained the ability to record a state tournament game, which would not have been allowed previously. The relationship with NSPN.TV and the National Sports Center also helped us to get an \$11,000 streaming contract for a weekend event at the Sports Center. The relationship between our organizations has been good, so the decision has been made to continue streaming NMTV high school sports on NSPN.TV through the winter season.

Blaine High School Business Professionals of America Club

Studio Manager, Eric Houston, is once again working with students participating in the Blaine High School Business Professionals of America club. The students learn how to operate the studio and then produce a short mock news show as part of a national competition. The students have done very well with these productions in the past, and we are happy to provide the resources they need to continue to succeed.



City Meeting Podcasts

Podcasts continue to surprise with their popularity. With six of our seven member cities participating, and for select meetings only, October through November saw 157 downloads of city meetings. There were an additional 66 downloads of other NMTV programming.

Veterans Day Program

As we do every year, NMTV worked with organizers to cover the annual Veterans Day program at Blaine High School. T.J. Tronson, with assistance from Trevor Scholl, utilized our Sling studio and vMix systems to live stream the event. The program was also recorded and is currently available on all NMTV playback platforms.



City Productions

In November, Municipal Producer, Trevor Scholl, completed three productions. They include a stories on an ice fishing expo, a Turkey Trot, and a police officer profile. He also put in a lot of work shooting and editing Blaine PD community outreach, Blaine on-boarding, and Lino Lakes fire and police recruitment videos. Completed programs include:

- Turkey Trot 5K
- Hard Water Ice Fishing Expo
- Meet the Staff: SLP PD Officer Drinkwine



New and ongoing projects include:

- Blaine on-boarding videos
- Blaine community outreach video
- Lino Lakes police and fire recruitment videos
- Meet the staff videos
- Business profiles

- Blaine Facebook live town halls

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.

Public Access Programs

Title	Producer	Runtime
Bad Movie Bros	Eric Houston	00:29:27
Rice Creek Watershed District Meeting	Theresa Stasica	01:19:31
Christ Lutheran Church Worship (5 episodes)	Chance Amundson	05:11:58
Christ Lutheran Church Worship Message (5 episodes)	Chance Amundson	02:23:18
Lovepower (6 episodes)	Rick Larson	06:00:00
The Power of Love (6 episodes)	Rick Larson	03:00:00
Oak Park Community Church (5 episodes)	David Turnidge	03:00:47
23 New Programs		17:04:43 New Hours

NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (11/14/23)	T.J. Tronson	01:09:01
Blaine High School Veterans Day Program	T.J. Tronson	00:44:32
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	00:37:47
Conversations: Senator Mary Kunesh – State Emblems Redesign Committee	Danika Peterson/Eric Nelson	00:21:02
Turkey Trot 5K	Trevor Scholl	00:03:14
Meet the Staff: SLP PD Officer Drinkwine	Trevor Scholl	00:04:19
Hard Water Ice Fishing Expo	Trevor Scholl	00:03:30
Football: Section Finals: Prior Lake/Centennial	Kenton Kipp/Ted Leroux	01:53:04
Football: 6A State QF: Rosemount/Centennial	Kenton Kipp/Ted Leroux	02:00:06
Girls Hockey: Elk River/Centennial-Spring Lake Park	Kenton Kipp/Ted Leroux	01:29:38
Centennial Middle School Fall Choir Concert	Kenton Kipp/Ted Leroux	01:31:41
Sports Den (2 episodes)	Kenton Kipp/Ted Leroux	00:51:58
14 New Programs		10:48:52 New Hours

City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (11/6/23)	T.J. Tronson	01:33:01
Blaine Planning Commission Meeting (11/14/23)	T.J. Tronson	00:29:35
Blaine City Council Meeting (11/20/23)	Trevor Scholl	02:16:31
Blaine Park Board Meeting (11/28/23)	Trevor Scholl	00:21:21
Centerville Park & Rec Meeting (11/1/23)	John Murphy	01:24:06
Centerville City Council Meeting (11/8/23)	John Murphy	01:04:09
Centerville EDA Meeting (11/15/23)	John Murphy	02:02:23

Circle Pines Park Board Meeting (11/14/23)	Ray Flint	00:20:47
Circle Pines City Council Meeting (11/14/23)	Ray Flint	00:25:32
Circle Pines Utility Commission Meeting (11/15/23)	Ray Flint	00:03:55
Circle Pines City Council Meeting (11/28/23)	Eric Houston	01:30:32
Ham Lake City Council Meeting (11/6/23)	Payton Nelson	00:17:30
Ham Lake Lake Planning Commission Meeting (11/13/23)	Payton Nelson	00:12:46
Ham Lake City Council Meeting (11/20/23)	Payton Nelson	00:09:00
Lexington City Council Meeting (11/2/23)	Lexington Staff	00:31:28
Lexington City Council Meeting (11/16/23)	Lexington Staff	0:05:27
Lino Lakes Park Board Meeting (11/1/23)	Anne Serwe	01:27:28
Lino Lakes Planning & Zoning Meeting (11/8/23)	Anne Serwe	03:02:24
Lino Lakes City Council Meeting (11/13/23)	Anne Serwe	00:50:23
Lino Lakes City Council Meeting (11/27/23)	Anne Serwe	00:15:22
Lino Lakes Environmental Board Meeting (11/29/23)	Anne Serwe	01:19:38
Spring Lake Park City Council Meeting (11/6/23)	Trevor Scholl	00:55:44
Spring Lake Park City Council Meeting (11/20/23)	Ray Flint	01:23:22
23 New Programs		22:02:24 New Hours

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

Video Production



Municipal Producer, Trevor Scholl, completed three productions in November. Programs include stories on an ice fishing expo, a Turkey Trot and a police officer profile. Trevor also assisted with the production of the annual Veterans Day program and continued his work on the Lino Lakes fire and police recruitment videos. Programs were also produced by Danika Peterson, Eric Nelson, and T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with ideas or requests for programming.

- November Completed Videos/Playing on City Channels & Streaming

Title	Producer	Runtime
Turkey Trot 5K	Trevor Scholl	00:03:14
Meet the Staff: SLP PD Officer Drinkwine	Trevor Scholl	00:04:19
Hard Water Ice Fishing Expo	Trevor Scholl	00:03:30
Conversations: Senator Mary Kunesh – State Emblems Redesign Committee	Danika Peterson/Eric Nelson	00:21:02
Blaine High School Veterans Day Program	T.J. Tronson	00:44:32
Anoka County Board Meeting (11/14/23)	T.J. Tronson	01:09:01

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

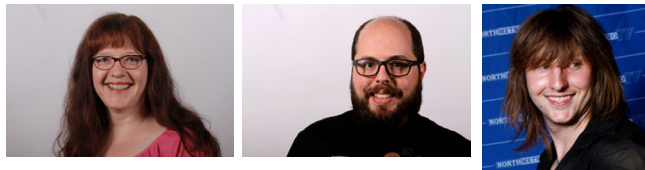
- Blaine on-boarding videos
- Blaine community outreach video
- Lino Lakes police and fire recruitment videos
- Meet the staff videos
- Business profiles
- Blaine Facebook live town halls

Equipment Consulting/Technical Support



- **Blaine**
No assistance required.
- **Centerville**
No assistance required.
- **Circle Pines**
No assistance required.
- **Ham Lake**
No assistance required.
- **Lexington**
No assistance required.
- **Lino Lakes**
11.16.23: Staff reported a podium microphone problem. Tested levels. Feedback a real problem because of location. Activated the mic gate so it will turn the mic off as soon as someone is done talking into it. Tested the mic and volume. Levels are good and there is no feedback. Updated all concerned of change and how to adjust if something comes up during a meeting.
- **Spring Lake Park**
No assistance required.
- **All Cities**
No assistance required.

Channel Management



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

Title	Producer	Runtime
Blaine City Council Meeting (11/6/23)	T.J. Tronson	01:33:01
Blaine Planning Commission Meeting (11/14/23)	T.J. Tronson	00:29:35
Blaine City Council Meeting (11/20/23)	Trevor Scholl	02:16:31
Blaine Park Board Meeting (11/28/23)	Trevor Scholl	00:21:21
Centerville Park & Rec Meeting (11/1/23)	John Murphy	01:24:06
Centerville City Council Meeting (11/8/23)	John Murphy	01:04:09
Centerville EDA Meeting (11/15/23)	John Murphy	02:02:23
Circle Pines Park Board Meeting (11/14/23)	Ray Flint	00:20:47

Circle Pines City Council Meeting (11/14/23)	Ray Flint	00:25:32
Circle Pines Utility Commission Meeting (11/15/23)	Ray Flint	00:03:55
Circle Pines City Council Meeting (11/28/23)	Eric Houston	01:30:32
Ham Lake City Council Meeting (11/6/23)	Payton Nelson	00:17:30
Ham Lake Lake Planning Commission Meeting (11/13/23)	Payton Nelson	00:12:46
Ham Lake City Council Meeting (11/20/23)	Payton Nelson	00:09:00
Lexington City Council Meeting (11/2/23)	Lexington Staff	00:31:28
Lexington City Council Meeting (11/16/23)	Lexington Staff	0:05:27
Lino Lakes Park Board Meeting (11/1/23)	Anne Serwe	01:27:28
Lino Lakes Planning & Zoning Meeting (11/8/23)	Anne Serwe	03:02:24
Lino Lakes City Council Meeting (11/13/23)	Anne Serwe	00:50:23
Lino Lakes City Council Meeting (11/27/23)	Anne Serwe	00:15:22
Lino Lakes Environmental Board Meeting (11/29/23)	Anne Serwe	01:19:38
Spring Lake Park City Council Meeting (11/6/23)	Trevor Scholl	00:55:44
Spring Lake Park City Council Meeting (11/20/23)	Ray Flint	01:23:22
23 New Programs		22:02:24 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tigtrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	177	228:46:39
Centerville	46	62:39:21
Circle Pines	247	11:54:58
Ham Lake	56	21:06:48
Lexington	90	28:30:42
Lino Lakes	97	78:52:10
Spring Lake Park	84	85:00:19
Totals:	791 Program Playbacks	611:08:57 Hours of Video Programming on Channels

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

- **Blaine**
Transcoded and uploaded 2 videos to Carousel.
- **Centerville**
Transcoded and uploaded 2 videos to Carousel.
- **Circle Pines**
Transcoded and uploaded 2 videos to Carousel.
- **Ham Lake**
Transcoded and uploaded 2 videos to Carousel.
- **Lexington**
Transcoded and uploaded 2 videos to Carousel.
- **Lino Lakes**
Transcoded and uploaded 2 videos to Carousel.
- **Spring Lake Park**
Transcoded and uploaded 3 videos to Carousel.
Created 7 new Carousel graphics.

Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned during the live presentation via our Tightrope system. That process is assigned a per-minute price. Once the meeting is recorded on our servers, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided each city for the month of November.

City	Minutes of Live Closed Captioning	Minutes of Post Closed Captioning
Blaine	281	281
Centerville	271	271
Circle Pines	141	141
Ham Lake	40	40
Lexington	37	37
Lino Lakes	416	416
Spring Lake Park	104	104
Totals:	1,290 Minutes	1,290 Minutes

Meeting Podcasts



NMTV is now providing a city meeting podcast service. Depending on each city's wishes, any or all meetings can be converted. All podcasts are available across six platforms: Apple Podcasts, Spotify, Podbean, Amazon Music/Audible, iHeart Radio, and Pocketcasts. Links to each platform are available on each individual channel's website and all of those sites can be found at northmetrotv.com/podcasts.

Blaine

- Uploaded 5 city meeting podcasts.
- 30 total downloads

Centerville

- Uploaded 3 city meeting podcasts.
- 14 total downloads

Circle Pines

- Uploaded 3 city meeting podcast.
- 13 total downloads

Ham Lake

- Uploaded 2 city meeting podcasts.
- 16 total downloads

Lexington

- Uploaded 2 city meeting podcasts.
- 20 total downloads

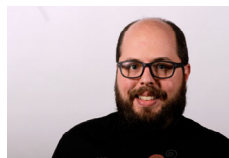
Lino Lakes

- Has decided not to convert city meetings to podcasts.

Spring Lake Park

- Uploaded 2 city meeting podcasts.
- 15 total downloads

Meeting Transcripts



NMTV is now providing a city meeting transcript service. Depending on each city's wishes, any or all meetings can be converted. The transcripts are generated using an online platform called Otter.ai, which creates an interactive transcript that is broken down by speaker. Anyone using the transcript can click on any word to hear the meeting audio.

Blaine

- Not participating

Centerville

- Created 3 meeting transcripts.

Circle Pines

- Created 4 meeting transcripts.

Ham Lake

- Created 3 meeting transcripts.

Lexington

- Not participating
Lino Lakes
- Created 4 meeting transcripts
Spring Lake Park
- Created 3 meeting transcripts.

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in November:

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

Administrative

Issues dealt with in November include providing information for the Blaine City Council Workshop, creating Co-ED job descriptions and compensation level, and continuing to prepare Eric and Danika for the Co-Ed job.



- **Blaine City Council Workshop: CCX Inquiry**
- Sent budget information to Michelle Wolfe.
- Sent services document to Michelle Wolfe.
- Reviewed M. Wolfe's report and made suggestions.
- Answered questions regarding both documents.
- Attended November 6th Blaine City Council Workshop.

- **Co-ED Job Descriptions and Compensation**
- Created separate job descriptions for each Co-ED.
- Worked to assign responsibilities tied most closely with current job responsibilities for work efficiencies.

- Recommended compensation for Co-EDs.
- Reviewed job descriptions with Eric and Danika.

Meeting Transcripts Added to Report

- Five of seven cities have requested meeting transcripts.
- Added number transcript data to monthly report.

Preparing for Retirement

- Wrote letter of resignation.
- Had Eric and Danika assist with Operations Committee and Executive Committee agendas and packets.
- Added Eric and Danika as primary contacts for MACTA.
- Encouraged Eric and Danika to participate in MACTA activities.
- Continued to organize and clean out office and files.

Miscellaneous

- Reviewed Fridley's RFP and forwarded to Danika and Eric.
- Sent Operations Committee minutes to D. Webster per request.
- Assisted Blaine resident with subscriber complaint
- Assisted Lino Lakes resident with subscriber complaint.
- Created 2024 meeting calendar.
- Monitored and bookmarked all city meetings.
- Read November Legal Report.
- Read industry articles.

Positive Expected Returns in 2024

As we put the finishing touches on another wild year for the global capital markets, we expect positive returns to continue in 2024, despite our expectations for a slowing economy. We find ourselves in a market shaped by both challenges and opportunities. The economic recovery from COVID has been nothing short of amazing, bolstered by innovative solutions and the adaptability of industry and businesses within every segment of the economy. Despite significant monetary policy tightening and the associated move higher in interest rates, the market has performed much better than people expected coming into this year. While equity performance has been particularly strong, the fixed income markets have performed admirably as well, especially the past several months as sentiment turned. While numerous headwinds exist, including geopolitical tensions and continued inflationary pressures, economic growth and expected returns across the capital markets, should remain positive in 2024, albeit at a much slower pace in general.

Market Indicator	QTD	YTD	1YR
US Fixed Income			
Treasury Bills	1.03%	4.72%	5.02%
Aggregate Fixed Income	4.43%	3.17%	1.74%
Investment Grade Corporate	5.72%	5.74%	3.76%
Corporate High Yield	4.10%	10.20%	9.08%
Equities			
S&P 500	6.42%	20.32%	17.33%
NASDAQ Composite	7.19%	36.25%	29.55%
Russell 2000	4.02%	6.63%	3.76%
FTSE Global ex US All Cap	4.55%	10.28%	8.95%

Thru 12/6/23 Source: Bloomberg Utilized Bloomberg FI Indices Equity Indices as referenced above

Figure 1. Source: Bloomberg

Surprises will undoubtedly occur that we will not and cannot anticipate. Optimism over the soft-landing scenario has become deeply conventional. This cycle has certainly not been normal, not that they ever really are. The probability for an economic air pocket is elevated with the current economic, policy and market backdrop in our estimation. While our base case is for the US to avoid a recession once again next year with GDP slightly below 1%, there is a higher probability that the economic pullback is harder than the market currently expects. With inflation and consumption moderating, we believe the risk of stagflation and even higher rates is less likely, although such a surprise would prove significantly more painful and costly. Liquidity in the system remains a challenge and often doesn't get enough attention given its tough to measure. Supply and demand remain in flux in the rates market and dealer balance sheets and capital remain constrained. The continued reduction in the Fed balance sheet does not get much attention, but it is an increasingly important constraint. We wouldn't be completely surprised if the financial plumbing struggles to keep up next year, volatility continues, and something unexpectedly breaks in the rates market. The intraday and weekly realized volatility in the Treasury market has been unlike anything we've collectively experienced in the past four decades.

While there are long and variable lags to monetary policy, the good news is the impact of significantly tighter policy, and corresponding higher rates, is having the desired impact. The hard part is mostly over, and the medicine appears to be working. We have been able to bring down inflation and rebalance labor market without crushing the economy. We've seen this both in the United States and globally. Payroll growth has remained relatively strong, although we've seen this measure slowing the past few months.

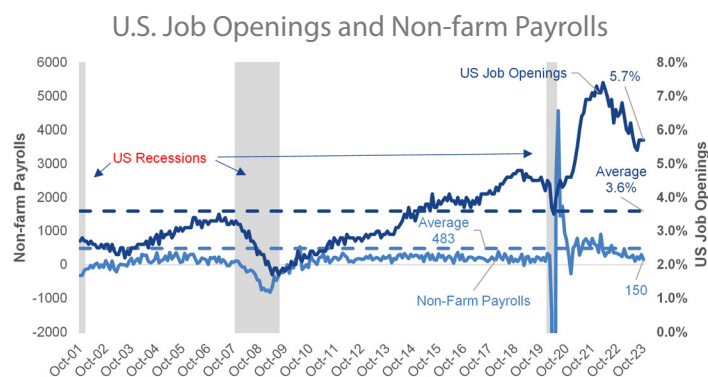


Figure 2. Sources: Bloomberg, Bureau of Labor Statistics, PMA Asset Management. Data as of 10/31/2023

Similarly, other labor market indicators, such as job openings, initial jobless claims and manufacturing employment surveys have remained firm, although weakening slightly here in November data. This labor market resilience is inconsistent with prior recessions. Should recent softening continue or accelerate, such as declines in payroll growth below the replacement rate of around 50k and an increase in the unemployment rate, this would allow the Fed to move rates lower at some point next year. We expect inflation to continue to come down with Core PCE starting to approach the Fed 2% target. There are a few areas of disinflation we are closely watching. The housing market will contribute to slow inflation as rents decline and represent a large component of both the CPI and Core PCE measures through owners' equivalent rent. In addition, as the labor market has started to rebalance, the quit rate has returned to 2020 levels, which should ultimately feed into softer wage growth. Finally, core good prices continue to come down and is expected to continue into next year.

Consumption still holds the keys to how the economic growth unfolds next year. People are still struggling with inflation, yet consumer spending keeps going. Stock of excess savings has diminished. Real disposable income is growing at very fast 4% growth rate, higher than real inflation levels. Consumer spending has remained very resilient this year. In 2022 we had a huge decline in real disposable income, but households were able to spend through it, due primarily to excess savings. That has now diminished.

Retail Sales (xAutos)



Figure 3. Sources: Bloomberg, U.S. Census Bureau, PMA Asset Management. Data as of 10/31/2023

Interest income is rising largely offsetting higher mortgage rates thus far, but each affects different segments of consumers. Consumer spending continues at around a 2% rate although retail sales have been softening somewhat. We expect consumption to soften next year.

That said, the Fed won't be in a hurry to cut rates, with nothing expected until summer or fall of next year here at PMA. The risk to the path of interest rates is to the downside from a yield perspective, as bond prices could pop if the economy falters. This environment sets up particularly well for bonds, as expected returns have increased with the higher rate environment. As a rule, we always tell our clients; invest with purpose; invest with a plan and stay invested. The past few weeks are a great example of how quickly things can change. Yields were galloping higher in September and October and then everything suddenly changed. Timing the market is dangerous for an investor's financial health. We've likely seen the peak in rates for this cycle in our view.

Equity Outlook

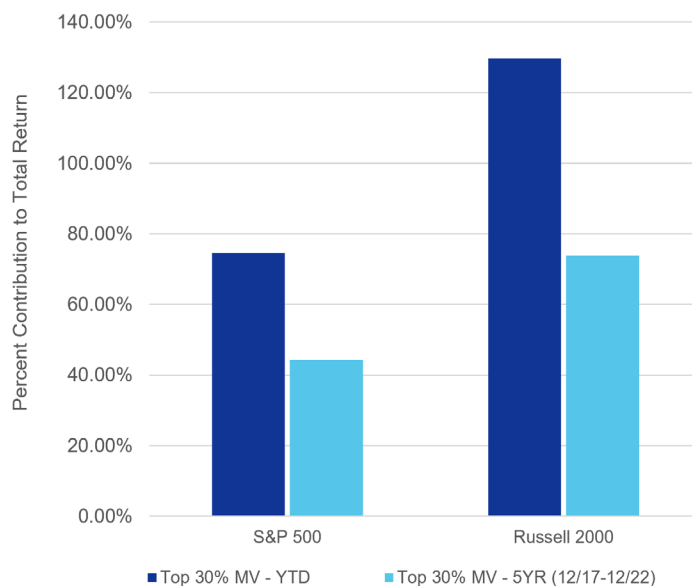
With less than a month left in 2023, equity market volatility has been driven largely by two factors: expectations for rates and economic growth. This spring it appeared that the Federal Reserve's tightening campaign had finally broken investors will, but it did not. The equity market spent the following months attempting to decipher when a dovish pivot by the Federal Reserve would occur. The seesaw pattern of equity prices as the market digested diverging economic data and Fed official commentary. A lather, rinse, repeat cycle. Ultimately, equities have been able to push higher the past several months as economic data has slowed furthering the markets anticipation for the Fed to pivot earlier in 2024.

In many ways, we find the market in a strikingly similar situation when we authored our mid-year outlook. Through November, the biggest companies still account for the lion's share of gains. The Magnificent 7 has accounted for 74.5% of the S&P 500's year to date gain. That trend extends to smaller capitalization stocks as well. The top 30% of the Russell 2000, just 148 of the 2000 names, has accounted for 130% of its total return. The remaining 1,850 stocks have cut the index's potential total return in half.

Looking ahead, we believe that there is a wider range of possibilities and potential volatility given recession uncertainty. Should the US economy avoid a recession, we expect gains for the S&P 500 to be in the 6-8% range.

We believe 2024 EPS growth estimates of 11.7% will fall over the next year given demand concerns, poor 4Q24 EPS guidance trends, inventory destocking, and wage growth. Headwinds aside, we believe earnings growth should be solid as we emerge from an earnings recession. In our view, 2024 returns will be driven by EPS growth while valuation multiples should remain relatively stable.

Concentration of Equity Returns is Extremely High



* Top 30% - The largest names that make up 30% of index market cap

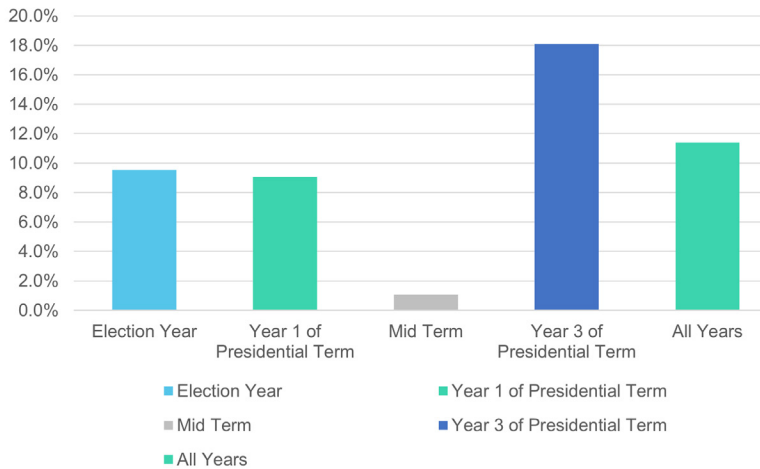
Figure 4. Sources: Bloomberg, PMA Asset Management.

On the surface, equity valuations appear to be trading at a solid premium relative to history. The current S&P 500 forward price earnings ratio sits at 21X, three turns above its historical norm. However, it is important to note that the construction of the S&P 500 has changed significantly over the last 20 years. The largest companies now consist of high growth, strong balance sheet technology companies compared to long-time leaders, like GE, AT&T, and Exxon, that historically experienced much slower growth. We do not expect a catalyst for this to change in the coming year and expect the biggest names to continue to carry the index. The Magnificent 7 should continue to benefit from higher expected sales growth, stronger management teams, and better margins than their peers. A decrease in interest rates should also act as support for higher multiples.

If a recession were to occur, our base case expectations are for it to be mild and short. Given the size and flexibility of big tech and the Magnificent 7 to manage through slower growth, we do not see significant losses for equities in this scenario. We would expect a sell-off early in the year, to be mostly recouped in 2H24 as markets turn their attention to a growth rebound. We would expect S&P 500 returns to be flat to modestly lower if a mild recession ultimately did occur.

Finally, we assume that there will be no significant impact on equity market returns driven by the election year. In the four-year election cycle, the election year exhibits the second-best median return trailing only the year before an election. Since 1948, the S&P 500 has had a median return of 9.5% during election years.

Election Cycle Returns



*Data since 1948 (first full election cycle post WWII)
Figure 5. Sources: Bloomberg, PMA Asset Management.

We continue to prefer US equities to both developed and emerging market equities. The lower quality and slower-growth nature of foreign equities underpins our long-term preference for US equities. We also view an economic contraction more likely outside of the US, as some European countries are already flirting with recessions. Heightened geopolitical issues are more likely to cause growth headwinds and volatility for emerging markets dependent on commodities. On the other hand, with US rates appearing to have peaked – it is possible that a downtrend in the US dollar is established, a relative benefit for foreign equities.

We are also overweight large capitalization stocks, preferring them to small capitalization stocks. Aside from the benefits of the Magnificent 7 discussed earlier, the large capitalization group is higher quality, more likely to withstand a recession and are likely to draw money from small capitalization stocks in an economic slowdown. The expectation for decreasing interest rates will be a benefit for large growth and small alike. However, the benefit will be slightly greater for large growth companies as smaller capitalized companies cost of debt will not decline as rapidly.

Small Caps Near Biggest Discount Relative to Large Caps in a Decade

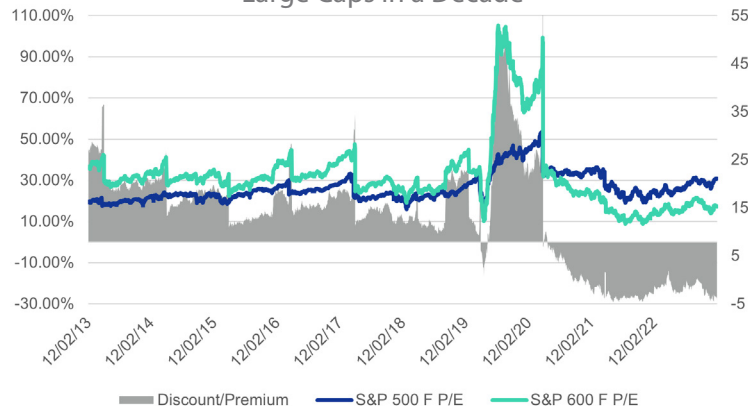


Figure 6. Sources: Bloomberg, PMA Asset Management.

That said, a 28% discount for small stocks relative to large should eventually give the group some relative performance in the medium to long term. However, we don't expect small caps to outperform in the next year given recession risk, higher interest expense, and less growth potential than larger peers.

We prefer growth to value, as we believe the primary factors propelling large capitalization stocks should also drive growth stock relative performance. Dividend stocks are wrapping up a difficult year as high dividend payers in the S&P 500 trail by 23.5%. As interest rates rose, capital fled dividend stocks for similar yielding, lower risk investments. We expect this trend should reverse itself somewhat in 2024. We remain encouraged by significant opportunities for active management. Today 73% and 81% of constituents are cheaper than the forward price/earnings of the market-weighted S&P 500 and Magnificent 7, respectively. The concentration of equity returns in 2023 that caused these valuation dislocations should normalize through time. Active management and stock selection will prove critical once again in the year ahead.

Fixed Income Outlook

With the Fed on hold and the tightening cycle likely complete, the forward-looking return outlook for the bond market has improved. Yields, while well off recent cycle highs, remain attractive relative to history and forward-looking economic indicators. The yield curve has made significant progress towards normalization following the recent underperformance of long-term rates versus short-term rates, further improving market prospects across the curve.

Bloomberg U.S. Aggregate Quarterly Return vs. 10 Year Yield Since 1990

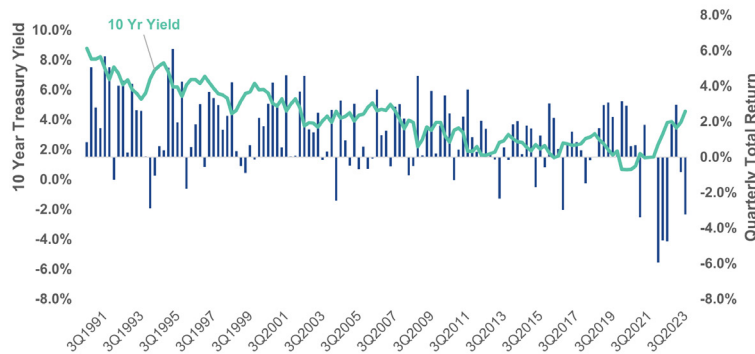


Figure 7. Source: Bloomberg. Data as of 09/29/2023

Although the Fed remains cautious about inflation progress and is still leaning hawkish, the market will continue to attempt to move ahead of the Fed, thus forward pricing can be volatile and may overshoot the path of policy rates. This is very typical for this part of the Fed cycle and highlights the importance for investors to remain focused on objectives and proper time horizons. Although the yield curve is still relatively flat to inverted, high real and nominal yields offer attractive opportunities to position for longer liabilities. As we emphasized this summer, history in the bond market has shown many times that an inverted yield curve can be a false inducement to invest shorter than appropriate late in the cycle, setting up significant reinvestment risk misalignment. Market adjustments could continue to be sharp, as we have recently witnessed.

Carry will continue to be an important contributor to expected returns as most sector spreads are fair to modestly cheap, given the economic and financial market backdrop. We expect income from spread sectors to drive outperformance and see the potential for a total return tailwind from a modest tightening in spreads on a 1-year horizon. Tightening potential will be governed by expectations for relaxation of credit tightening by the Fed played off against expectations for economic prospects. Indications that the economy is tipping toward a hard-landing scenario presents a risk to spread sectors moving wider, particularly corporates. We view this outcome as relatively unlikely, but we remain alert to these risks. Quality is a key consideration at this point in the credit cycle as continued tight financial conditions impact credits and sectors, some more than others, including commercial real estate and banking. As a result, our bias is for an overweight to quality and liquidity across our portfolios.

Yields Well Above Cycle Averages

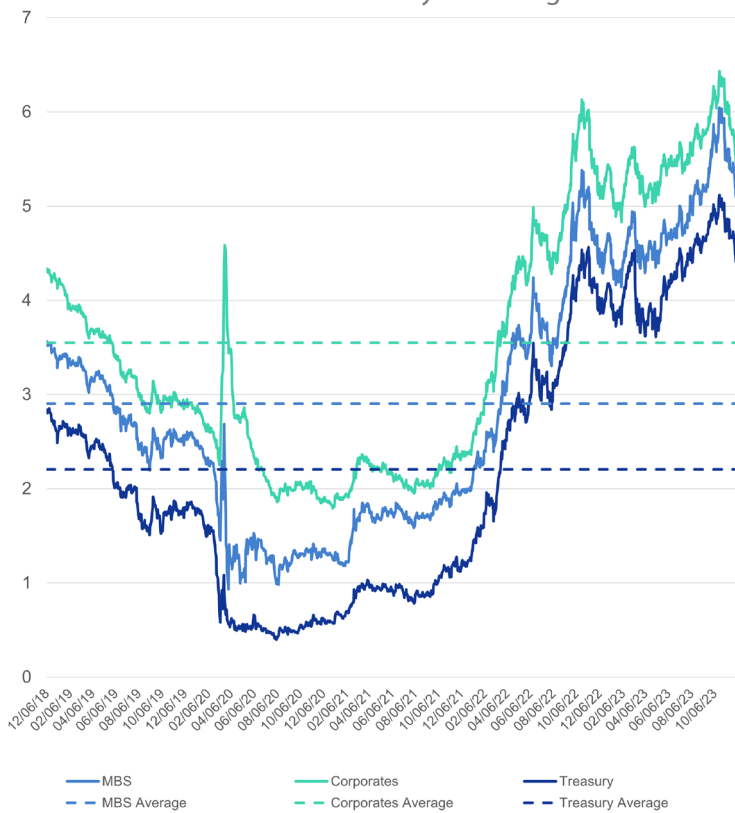


Figure 8. Sources: Bloomberg, PMA Asset Management.

Among securitized and government sectors, we see the best value in high quality ABS and Agency MBS passthroughs. After a very difficult start to the year, mortgages have performed very well recently. The turn in interest rates, the reshaping of the yield curve, and a decline in implied bond market volatility have all aided the sector. Despite this recent move, current valuations remain attractive versus high quality corporates and other spread sectors, particularly given our outlook for interest rates. Technicals in the sector have also improved, having recovered from the withdrawal of the Fed from the MBS market and clearing from heavy bank liquidation earlier this year. High quality ABS is very attractive in absolute spread terms as well as versus AA corporates. We target significant over weights to high quality auto and credit card ABS in applicable portfolios. Given relative valuations and diminishing supply, we view agency bonds as less attractive than other government sectors.

Corporate credit spreads have tightened meaningfully since mid-year, with investment grade spreads testing levels set early in the Fed tightening cycle. Long corporates have performed particularly well, amid solid credit fundamentals and demand for high quality long duration assets. At current levels, the market remains fair and has modest tightening potential due to fundamentals and the turn in the credit cycle. Nonetheless, we see the best value in the corporate market in short to intermediate maturities and in financial issuers. Credit spread curves are relatively flat and the risk tradeoff is more favorable in these areas. High yield spreads have continued to tighten this year and remain at the tighter end of their range during this Fed tightening. These valuations reflect the fact that this cycle has been driven by rate moves and general economic and financial pressure, rather than fundamental credit overextension and deterioration. Stressed industries or credits have underperformed broader corporates but have not been a source of systemic instability. Credit fundamentals continue to support an overweight to corporates and high yield, with an emphasis on credit selection as the cycle matures and rate pressures work through the system. Across all sectors, we are paying close attention to the impact of tighter conditions on individual companies and industry segments.

Municipal credit fundamentals are stable and spreads have recovered somewhat from this year's wides, although they have not kept up with the performance of other spread sectors. Refunding and new money issuance have remained low, supporting valuations. While costs and expenditure needs may pressure some borrowers, most sub-sectors are well-positioned. While we favor other sectors, our outlook for municipals is neutral, with modest exposure to the municipals contributing to portfolio income and diversification.



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Dear Anne

I had a wonderful week traveling with you.

Thank you for all the fun + laughter!

Keep up the great work! Perhaps I will travel again with you to new adventures + fun travels.

Sincerely
Kathy Chapman

Ann

Thank you for all the hard work you put into making this trip so enjoyable. Looking forward to taking another trip in "2024". Thank you again,

Always
Brenda Lakso



LAKE Superior TOW

Hi Anne,

Just wanted to say
thank you for a great
trip. You made it so
much fun. I can't
believe the great
seeds you were able
to get for us.

Thanks again.

Mike & Maureen
Richardson

Branson Tour