



CITY COUNCIL REGULAR AGENDA

MONDAY, DECEMBER 19, 2022

CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. PRESENTATIONS**
 - [A.](#) Mayor's Proclamation - Honoring Anoka County Attorney Tony Palumbo
 - [B.](#) Police Department Awards
- 7. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - November 21, 2022 City Council Meeting
 - [B.](#) Approval of Minutes - December 5, 2022 Council Meeting
 - [C.](#) Approval of Claims - November 2022 General Disbursements - \$293,264.99
 - [D.](#) Resolution 22-66 Accepting A Donation to the City From the Spring Lake Park Lions
 - [E.](#) Resolution 22-67 Accepting Donation From Barbara Yawn
 - [F.](#) Approval of Safe Assure Annual Contract
 - [G.](#) Contractor's Request for Payment No. 2 - Able Park Building
 - [H.](#) Approval of Able Park Cameras
 - [I.](#) Approval of Funding for Keyless Entry Access Control System at Able Park Shelter
 - [J.](#) Contractor's License
 - [K.](#) Business Licenses
- 8. DEPARTMENT REPORTS**
 - [A.](#) Police Report
 - [B.](#) Recreation Report
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 22-63, Adopting Final 2022 Taxes Collectable in 2023
 - [B.](#) Resolution 22-64, Adopting 2023 General Fund Budget
 - [C.](#) Resolution 22-65, Ordering the Correction of Hazardous Conditions and Further for the Abatement of Public Nuisances, Safety and Health Hazards with Respect to that Real Estate Located at 8064 Garfield Street NE, Spring Lake Park, Minnesota
- 10. NEW BUSINESS**
 - [A.](#) Approval of 2023-2027 Capital Improvement Plan

**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.

- [B.](#) Authorize Preparation of Plans and Bidding - 2023 Seal Coat and Crack Repair Project
- [C.](#) Consideration of BCA Netwirx Quote

11. REPORTS

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

12. OTHER

- A. Recognition of Outgoing Councilmember Brad Delfs
- [B.](#) 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.



MAYOR'S PROCLAMATION HONORING ANOKA COUNTY ATTORNEY TONY PALUMBO

WHEREAS, Tony Palumbo has served the Anoka County Attorney's Office with distinction, first as an Assistant County Attorney from 1979 to 2010 and as County Attorney from 2011 to 2023; and

WHEREAS, Tony Palumbo has been involved in many areas in his time with the County Attorney's Office, including juvenile matters, prosecuting child abuse cases, representing Anoka County in State and Federal litigation and serving as chief legal counsel to the Anoka County Board of Commissioners; and

WHEREAS, under Tony Palumbo's leadership, the Anoka County Attorney's Office created the county's first specialty drug court, expanded a special court program supporting veterans struggling with chemical or mental health issues, and implemented initiatives to combat elder abuse, domestic violence and the opioid epidemic; and

WHEREAS, Tony Palumbo has been honored for his service throughout his career, notably being named Volunteer of the Year in 2006 by the Lawyers Board of Professional Responsibility, the Public Attorney Award of Excellence by the Minnesota State Bar Association in 2010, Attorney of the Year in 2013 by Minnesota Lawyer, and the MCAA Johnson Distinguished Service Award in 2017 by the Minnesota County Attorneys Association; and

WHEREAS, throughout his career, Tony Palumbo has been a great partner with the City of Spring Lake Park and the Spring Lake Park Police Department.

NOW, THEREFORE, BE IT RESOLVED that I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby declare Monday, December 19, 2022 as

TONY PALUMBO DAY

in the City of Spring Lake Park and, on behalf of all our residents, do hereby express our heartfelt appreciation for his decades of service to Anoka County and wish him the very best in all of his future endeavors.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Spring Lake Park to be affixed this 19th day of December, two thousand twenty two.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, City Clerk

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 21, 2022 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

Mayor Bob Nelson
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

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

OTHERS PRESENT

Ed Kusleka, Minnetonka MN
Larry McDonough, Stanchfield MN
Rick Welle, Ham Lake MN

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA

5. DISCUSSION FROM THE FLOOR - None

6. PRESENTATION

A. Administer Oath of Office – Patrol Officer Wyatt McDonough

Administrator Buchholtz administered the Oath of Office to Wyatt McDonough. Officer's McDonough's badge was pinned on by his father, Larry McDonough.

7. CONSENT AGENDA

- A. Approval of Minutes - October 17, 2022 City Council Meeting
- B. Approval of Minutes – November 7, 2022 City Council Meeting
- C. Approval of Minutes – November 14, 2022 Special City Council Meeting
- D. Approval of Claims - October 2022 General Disbursements - \$907,796.53

- E. Approve Request from Landco Investments of SLP, LLC to reduce Surety for Suite Living Project – 525 Osborne Road
- F. Contractor's Request for Payment #3/Final – 2022 Street Improvement Project
- G. Contractor's Licenses

Motion made by Councilmember Wendling to approve the Consent Agenda.

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

8. DEPARTMENT REPORTS

A. Police Report

Police Chief Antoine reported that the Police Department responded to 658 calls for service in October 2022 compared to 731 calls for service for the month of October 2022. He said that School Resource Officer Imig reported handling 7 calls for service in October, as well as handling 17 student contacts, 21 student escorts and 12 follow-up cases. He said that Investigator Bennek reported handling 28 cases for the month of October, 24 of which are felony in nature, 4 misdemeanors.

Police Chief Antoine stated Investigator Bennek worked with the Auto Theft Task Force on stolen vehicle cases. Chief Antoine noted that Officer Johnson attended the Trunk or Treat event which was hosted by the Spring Lake Park Lions.

Chief Antoine thanked the Council and City Administrator for their support in allowing him to attend the International Association of Chiefs of Police Department Conference.

Mayor Nelson inquired about the next Coffee with Cops event. Chief Antoine responded that the next event would be held in January 2023.

B. Recreation Report

Park and Recreation Director Okey reported that staff took part in the Trunk or Treat Event at Sanburnol Park. She commented that Program Supervisors Anne Scanlon and Wesley Goldberg have developed a North Metro Sports League with the cities of New Brighton, Fridley and Mounds View. She noted that as the numbers decrease for the 8 hour Mature Driving Class, the department has entered into a cooperative agreement with Mounds View to offer the class once a quarter.

Director Okey gave an update on the Able Park Building reconstruction project. Councilmember Delfs inquired about the ice rink. Director Okey noted that staff will be flooding the rink; however, the park building will not be available this year.

9. PUBLIC HEARING**A. Public Hearing – Certify Delinquent Utility, Escrow and Administrative Citations**

Administrator Buchholtz provided an overview of the delinquent utility, administrative citations and escrows. He stated that the proposed assessment roll totals \$64,408.63, with \$23,719.22 for outstanding utility bills, \$28,466.99 for unpaid administrative citations and \$988.90 for unpaid planning escrows. He stated that \$14,875.00 is service fees.

Mayor Nelson opened the public hearing at 7:19 pm. Hearing no public comment. Mayor Nelson closed the public hearing at 7:21 pm.

10. ORDINANCES AND/OR RESOLUTIONS**A. Resolution 22-55, Certifying Delinquent Accounts**

Motion made by Councilmember Delfs to approve Resolution 22-55, Certifying Delinquent Accounts.

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

B. Resolution 22-54, In Support of Anoka County Law Enforcement Council's Renewal of Legislation for Future Public Safety Projects

Administrator Buchholtz stated that the City of Spring Lake Park is a member of the Anoka County Joint Law Enforcement Council (JLEC). The council was formed to benefit the public safety for the citizens of Anoka County. He stated that in 2011 the JLEC received special legislative authority to levy a countywide tax to fund the County's Public Safety Data System. He reported that the levy expires in 2023.

Administrator Buchholtz said the JLEC is seeking to renew the special legislative authority thorough 2033 to fund countywide public safety projects.

Chief Antoine noted that the JLEC was brought into existence for large projects, such as the Coutnywide 800 MHz radio system and the Public Safety Data System. He stated that the levy extension needs County Board support prior to making the case. He said that it is the Commissioners responsibility to approach the state for renewal. Chief Antoine mentioned that the levy is only enacted when a large project needs to be funded.

Motion made by Mayor Nelson to approve Resolution 22-54, In Support of Anoka County Law Enforcement Council's Renewal of Legislation for Future Public Safety Projects.

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

11. NEW BUSINESS

A. Authorize Purchase of Code Enforcement Inspector Vehicle

Administrator Buchholtz stated that staff is seeking permission to purchase a 2023 Chevy Equinox to replace the existing Code Enforcement Inspector vehicle. He noted that the current 2017 Dodge Charge has 109,000 miles. Administrator Buchholtz indicated that since the Inspector has been using the vehicle, the car has required a new transmission and a new rack and pinion assembly. The Public Works Department upon inspection has found that additional repairs will be needed in the future.

Administrator Buchholtz confirmed that the State bid for the 2023 Chevy Equinox AWD is \$23,105 plus tax. The vehicle is available through North Country Chevrolet Buick GMC in Hibbing. He noted that the Dodge Charger should receive approximately \$15,000 at auction based on previous sales. He said that would leave a balance of \$9,700 paid through the City's Equipment Fund.

Administrator Buchholtz noted that the vehicle would be available between February and May of 2023. He said staff is recommending approval of the vehicle purchase.

Motion made by Councilmember Wendling to Authorize Purchase of Code Enforcement Inspector Vehicle.

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

12. REPORTS

A. Attorney Report - None

B. Engineer Report – Nothing further to report

C. Administrator Report

Administrator Buchholtz thanked the election judges for their work during the General Election. He also thanked Emmanuel Christina Center for allowing the City the use of their facility. In addition, Administrator Buchholtz thanked the staff of Spring Lake Park, Special Projects Coordinator Haley Morrison, Deputy City Clerk Wanda Brown and the Public Works Staff for setting up and tearing down the polling place at Emmanuel Christian Center.

Administrator Buchholtz stated that the Truth-in-Taxation Hearing would be held at the December 5, 2022 Council Meeting. He reported that he held an orientation with Councilmember Elect April Moran.

13. OTHER

- A. Correspondence
- B. Beyond the Yellow Ribbon

Mayor Nelson gave an update on the Beyond the Yellow Ribbon activities.

14. ADJOURN

Motion made by Councilmember Wendling to adjourn.

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

The meeting adjourned at 7:45 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on December 05, 2022 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

Councilmember Ken Wendling

Councilmember Brad Delfs

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

MEMBERS ABSENT

Mayor Nelson

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director Terry Randall, City Attorney John Thames, Administrator Daniel Buchholtz

OTHERS PRESENT

Charles Davis, 511 Ballantyne Lane NE

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR

A. State Representative Connie Bernardy

Representative Bernardy stated her appreciation to the residents and the Council of Spring Lake Park for their support over the past 16 years. Administrator Buchholtz praised Representative Bernardy for her assistance in projects throughout the City.

Acting Mayor Wendling and Administrator Buchholtz presented Representative Bernardy with a Mayor's Proclamation declaring December 5, 2022 as Representative Connie Bernardy Day.

6. CONSENT AGENDA

A. Approval of Minutes - November 14, 2022 City Council Work Session

- B. Mayor's Proclamation – Honoring State Representative Connie Bernardy
- C. Resolution 22-59, Authorizing Fund Closure of 2017 G.O. Equipment Certificate – SLP Fire Capital Project Fund
- D. Resolution 22-60, Authorizing a Transfer from MSA Maintenance Fund to the Sealcoating Fund
- E. Resolution 22-61, Authorizing Fund Closure of Storm Sewer Rehab Fund and Transferring Assets to Stormwater Utility Fund
- F. Resolution 22-62, Establishing Precinct and Polling Locations for 2023 Election Year
- G. Approval of Application for Exempt Permit – Rescued Pets are Wonderful – Kraus-Hartig VFW
- H. Fourth Quarter Billing for 2032 Payable 2024 Property Tax Assessment - Ken Tolzmann
- I. Business Licenses
- J. Contractor Licenses
- K. Sign Permits

Motion made by Councilmember Delfs to approve the Consent Agenda.

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

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Randall reported that the Public Works Department swept the parks in November and installed the Christmas Lights in the parks. He stated that all leaves collected by the City are composted by Walter's Recycling and Refuse.

Director Randall said that the Public Works staff installed no parking signs on the University Service Drive and on the Northside of Manor Drive. He said that all the fire hydrants have been checked. Director Randall noted that there was a water main break on 78th Circle.

Director Randall reported that the Department set up and took down election equipment at Emmanuel Christian Center.

B. Code Enforcement Report – Report accepted as presented.

8. PUBLIC HEARINGS

A. Truth in Taxation Hearing

Acting Mayor Wendling opened the public hearing at 7:19 PM.

Administrator Buchholtz provided an overview of the proposed 2023 Property Tax Levy and General Fund Budget.

Administrator Buchholtz highlighted the changes in the 2023 Budget as follows:

- Proposed 2023 Levy is \$3,965,047, an increase of 4.99%.
- General Government levy increase is 10.4%.
- Debt service levy decreased by 68.8%.
- General Fund revenues are anticipated to increase by 4.17%.
- Overall General Fund spending is set to increase by 4.17%.
- City's tax rate will decrease from 47.885% in 2022 to 37.253% in 2023

Administrator Buchholtz reported that the changes in the budget include:

- City self-financing capital equipment needs, allowing money previously allocated for bond issuance costs and interest payments to fund equipment needs instead.
- No change in staffing levels.
- 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.

Acting Mayor Wendling asked for public comment. Hearing no comment, Acting Mayor Wendling closed the public hearing at 7:34 PM.

B. Public Hearing on Proposed 2023 Fee Schedule

Acting Mayor Wendling opened the public hearing at 7:35 PM.

Administrator Buchholtz provided an overview of the proposed changes to the 2023 Fee Schedule. He outlined the following changes to the fee schedule:

- Section 9. The application fee for a Conditional Use Permit (CUP) in the R-1 Zoning District has increased from \$100.00 to \$150.00.
- Section 9. Established Interim Use Permit (IUP) fees for R-1 District (\$150.00 plus \$300.00 escrow) and all other districts (\$500.00 plus \$1,500.00 escrow); the same as CUP application fees
- Section 9. Increased variance application fee for R-1 districts from \$150.00 to \$200.00. Escrow fee remains the same.
- Section 9. Increase the Park Dedication Fee from \$2,275 to \$2,472 per unit to match the 8.7% increase in the Construction Cost Index.
- Section 10. Updated Credit Card Transaction Fees to match actual processing costs. The City will likely be changing providers when the new accounting software comes online and the online services are implemented. This change saves the City from making an amendment mid-year.
- Section 13. Added the edible cannabinoid products license fee to the fee schedule.
- Section 15. Increased water availability charge from \$1,350 to \$1,467 per unit to match the 8.7% increase in the Construction Cost Index.

- Section 15. Increased SAC administrative fee from \$300 to \$326 per unit to match the 8.7% increase in the Construction Cost Index.
- Section 15. Increased recycling fee from \$12.96/quarter to \$13.60/quarter to reflect increased costs for new 5- year recycling contract.

Acting Mayor Wendling asked for public comment. Hearing none, Acting Mayor Wendling closed the public hearing at 7:38 PM.

9. ORDINANCES AND/OR RESOLUTIONS

A. Ordinance 484, Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to City Government

Administrator Buchholtz stated that he was tasked with reviewing the Spring Lake Park City Code, including changes in State Law, changes in procedures, and out of date language. Administrator Buchholtz said that staff is proposing the following changes to Chapters 1 and 3 of the Code:

- Section 1.04.010 is updated to express how we now reference the City Code throughout the book as a result of last year's codification.
- Section 1.04.020 is updated to add clarification of and/or conjunction to add flexibility in interpretation of the Code.
- Updated definition of PERSON in the definition section (Section 1.04.050)
- Section 1.04.200 is updated to bring language into conformance with State Law.
- Updated Section 3.04.010 to further define special meetings and add language relating to emergency meetings, update language regarding the minutes as the official record of the city, update order of business on the City Council agenda to match current practice, and updated committees and appointments to match current assignments.
- Section 3.04.030 is updated the change reference to Public Examiner to Office of the State Auditor.
- Repealed Section 3.08.030 of the City Code related to the International Code Board of Appeals. The City Council never established the Board. The City has not had an appeal of a determination made by the Building Official since this language was adopted. Staff proposes referring any appeals to the State's Board of Appeals instead.
- Updated Section 3.12.030 to match current practice as the Emergency Management Director is currently co-held by the Police Chief and the Fire Chief.
- Repealed Section 3.16.010 regarding voter registration as this topic is addressed under M.S. § 201 and M.R. Ch. 8200.
- Updated Section 3.16.020 to match current practice and align process with State Law.
- Repealed Section 3.16.040 regarding Employment Background Checks and replaced with updated language to authorize background information for employment and applicants for City licenses.
- Updated Section 3.16.050 to permit flexibility for the Recreation Department to choose to include credit card processing fees as part of the recreation program fee or as a separate convenience fee.

- Updated Section 3.20.010 to bring the City Code into conformance with current practice of hiring an outside person to serve as the Hearing Officer for administrative penalty appeals. Under current code, hearing officer responsibilities are delegated to the Administrator, Clerk/Treasurer. The current arrangement creates an inherent conflict of interest as the Administrative Offense process is under the direction of the Administrator, Clerk/Treasurer.
- Repeals Section 3.20.020(A) as this is addressed with the appointment of an outside person to serve as the hearing officer.
- Repeal Section 3.24 as they are no longer necessary.
- Repeal Section 11.52 as this was now included in Section 3.16.040 of the City Code.
- Add Section 3.08.030 to add Planning Commission to the Commissions. The proposed code references existing language in SLPC 16.60.010. When we complete the Zoning Code review, we will move the Planning Commission out of Chapter 16 and move it to Chapter 3.

Acting Mayor Wendling inquired of Administrator Buchholtz who would preside as the hearing officer. Administrator Buchholtz stated the City has hired a separate law office to handle any administrative hearings.

Motion made by Councilmember Delfs to approve Ordinance 484, Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to City Government.

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

B. Resolution 22-56, Authorizing Summary Publication of Ordinance 484, An Ordinance Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to Administration, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Delfs to approve Resolution 22-56, Authorizing Summary Publication of Ordinance 484, An Ordinance Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to Administration, Authorizing Summary Publication of Ordinance 478, An Ordinance Adopting the Fee Schedule for the City of Spring Lake Park.

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

C. Ordinance 485, Adopting the 2023 Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Delfs to adopt Ordinance 485, Adopting the 2023 Fee Schedule for the City of Spring Lake Park.

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

D. Resolution 22-57, Authorizing Summary Publication of Ordinance 485, An Ordinance Adopting the 2023 Fee Schedule for the City of Spring Lake Park

Motion made by Councilmember Delfs to approve Resolution 22-57, Authorizing Summary Publication of Ordinance 485, An Ordinance Adopting the 2023 Fee Schedule for the City of Spring Lake Park.

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

E. Resolution 22-58, Approving Variance from the Accessory Building Setback to Allow Construction of a Shed at 511 Ballantyne Lane NE

Administrator Buchholtz reviewed the staff memo. He stated that Charles Davis submitted a variance request to permit a shed to be placed closer than 8 feet to the garage. He noted that the shed is already constructed, so the applicant is seeking an after the fact variance.

Administrator Buchholtz said that Mr. Davis is seeking a variance from the 8-foot setback requirement for a detached building to the principal building. He said that the Planning Commission has considered the application against the practical difficulties test as outlined in Section 16.60.040 of the Spring Lake Park Zoning Code. He stated that the Planning Commission has recommended approval subject to the following:

- The proposed setback encroachment will not alter the character of the neighborhood.
- The property is being put to a reasonable use as the construction of the shed will provide additional interior storage to the property owner.
- Applicant must apply for a building permit for the shed to ensure that construction complies with Section 705.5 of the Minnesota State Building Code.

Mr. Davis stated that he is willing to comply with all stipulations to conform to the City Code.

Councilmember Goodboe-Bisschoff asked where the shed was located on the property. Mr. Davis informed the Council that the shed is 3 feet from the garage, and it is supposed to be 8 feet. Administrator Buchholtz stated that it is required to be 8 feet from the garage.

Councilmember Goodboe-Bisschoff if there was a penalty for building without a permit. Administrator Buchholtz said that the penalty would be withdrawn if the Council approves the variance.

Motion made by Councilmember Dircks to approve Resolution 22-58, Approving Variance from the Accessory Building Setback to Allow Construction of a Shed at 511 Ballantyne Lane NE.

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

10. NEW BUSINESS

A. Approval of 2023 Public Utilities Budget and Utility Rates

Administrator Buchholtz provided an overview of the proposed 2023 Public Utilities Budget. He stated that revenues and expenditures were increasing by 9.7% over 2022. He said the significant revenue increase is due to the incorporation of the Treatment Plant Debt Service rate into the Water Conservation Rate scale and the offsetting transfer to the Building Maintenance Fund. He stated that expenditures were driven by wages/benefits, utilities, insurance and transfer out.

Administrator Buchholtz stated that water and sanitary sewer rates will remain unchanged from 2022, representing six years in a row of no rate increases.

Administrator Buchholtz stated that the storm water utility budget is anticipating \$98,900 in revenues, which is collected from the storm water utility fee. The storm water utility fee will remain at \$2.00/month.

Motion made by Councilmember Delfs to approve the 2023 Public Utilities Budget.

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

B. Approval of 2023 Recycling Budget

Administrator Buchholtz presented the 2023 recycling budget for approval.

Motion made by Councilmember Dircks Approve the 2023 Recycling Budget.

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

11. REPORTS

A. Attorney Report – None

B. Engineer Report – No further report presented.

C. Administrator Report - None

12. OTHER

A. Correspondence - None

13. ADJOURN

Motion made by Acting Mayor Wendling to adjourn.

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

Meeting adjourned at 8:06pm.

Ken Wendling, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: November 2022
Page: 1
Claim Res. #22-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
72887	AMERITAS	PAYROLL	\$ 34.36
72888	CENTRAL PENSION FUND	PAYROLL	\$ 866.70
72889	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$ 140.06
72890	DELTA DENTAL	PAYROLL	\$ 984.88
72891	L.E.L.S.	PAYROLL	\$ 292.50
72892	LOCAL 49	PAYROLL	\$ 87.50
72893	MN CHILD SUPPORT PMNT CENTER	PAYROLL	\$ 235.50
72894	NCPERS GROUP LIFE INS	PAYROLL	\$ 16.00
72895	PREFERRED ONE INSURANCE COMPANY	PAYROLL	\$ 13,025.99
72896	1ST CHOICE DOCUMENT DESTRUCTION	10/29 RECYCLING EVENT	\$ 800.00
72897	AMERICAN MESSAGING	PW PAGER	\$ 5.03
72898	ANOKA COUNTY	RECORDING OF LEASE AMEND. 8466 CENTRAL	\$ 138.00
72899	JOSH ANTIONE	CELL PHONE REIMBURSEMENT	\$ 50.00
72900	BEISSWENGER'S	FUEL FILLER CAP	\$ 34.19
72901	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 464.59
72902	CINTAS	FLOOR MATS	\$ 204.28
72903	COTTENS INC	PARTS	\$ 76.61
72904	CTW GROUP, INC.	UTILITY OVERPMNT REFUND	\$ 220.73
72905	DELEGARD TOOL CO	SUPPLIES	\$ 1,282.04
72907	FASTENAL COMPANY	SUPPLIES	\$ 562.04
72908	FERGUSON WATERWORKS #2516	SUPPLEIS	\$ 255.48
72909	FLEETPRIDE	PARTS	\$ 472.17
72910	GOPHER STATE ONE-CALL INC	LOCATES	\$ 98.55
72911	HYDRAULIC SPECIALTY INC	FITTINGS	\$ 90.63
72912	J.P. COOKE CO.	DOG LICENSE TAGS	\$ 81.95
72913	MIKE LYNCH	STARWATCH PROGRAM 10/25/22	\$ 300.00
72914	MANSFIELD OIL COMPANY	DIESEL & UNLEADED FUEL	\$ 1,920.95
72915	JILL MASON	MIXED MEDIA CLASSES SEPT/OCT	\$ 180.00
72916	MELISSA BARKER	2023-2024 CALENDAR	\$ 21.46
72917	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$ 167.43
72918	MINNEAPOLIS SAW	HELMENTS & CHAINSAW SUPPLIES	\$ 430.66
72919	MTI DISTRIBUTING INC	SUPPLIES	\$ 1,091.51
72920	NORTHERN TOOL & EQUIPMENT	SUPPLIES	\$ 339.97
72921	SCHMITTY & SONS TRANSPORTATION	HISTORIC CHURCH TOUR/MN ABORETUM	\$ 1,640.10
72922	SHRED-IT USA	SHREDDING SERVICE	\$ 149.36
72923	STANTEC	CONSULTING SERVICES	\$ 12,499.01
72924	STREICHER'S	UNIFORM ALLOW-VARIOUS OFFICERS	\$ 2,787.94
72925	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$ 462.31
72926	TOLL GAS & WELDING SUPPLY	SUPPLIES	\$ 104.42
72927	TOWMASTER	VALLITE H.W. FAB WING BLADE 3' X6	\$ 1,631.57
72928	WENDEL	ABLE PARK SHELTER PROJECT	\$ 11,450.00
72929	AID ELECTRIC SERVICE, INC	ARTHUR ST WELL HEATER / LIONS GARAGE	\$ 2,348.59
72930	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$ 52.74
72931	ASPEN MILLS	UNIFORM ALLOWANCE-JOHNSON	\$ 36.00
72932	AT & T MOBILITY	CELL PHONE SERVICES	\$ 647.85
72933	AT & T MOBILITY	CELL PHONE SERVICES	\$ 387.46
72934	BEISSWENGER'S	CARBORATOR	\$ 64.55
72935	CITY OF BLAINE	2018 SBM EQUIPMENT BOND CERT CLOSE OUT	\$ 7,275.56
72936	CITY OF BLAINE	BLAINE WATER USED BY SLP	\$ 1,250.87
72937	CARSON, CLELLAND, & SCHREDER	ATTORNEY SERVICES	\$ 9,051.40
72938	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 578.18

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
72939	CITY OF ROSEVILLE	DATA SERVICES	\$	150.13
72940	CORE & MAIN LP	4 FLG CHK VALVES	\$	1,690.76
72941	COTTENS INC	2018 CHEVY TIRE PRESSURE MONITOR	\$	67.97
72942	CRAIG RAPP, LLC	PRIMARY MEMBERSHIP	\$	1,600.00
72943	DAVIS & STANTON	UNIFORM POLICE BARS	\$	94.50
72944	DEARBORN LIFE INSURANCE COMPANY	COBRA PMNT	\$	192.25
72945	DELTA DENTAL	COBRA PMNT	\$	79.71
72946	DERING PIERSON GROUP	PROGRESS BILLING APP NO. 1-ABLE PARK	\$	18,159.27
72947	ECM PUBLISHERS, INC	NOT. ELECTION/RES 22-45/BALLOT/ DELIN UTL	\$	460.74
72948	FASTENAL COMPANY	PARTS	\$	43.67
72949	FLEETPRIDE	LUBE ELEMENT & PARTS	\$	34.85
72950	GREEN & CLEAN RECYCLING	MATTRESSES	\$	1,323.95
72951	INNOVATIVE OFFICE SOLUTIONS, LLC	OFFICE SUPPLIES	\$	394.61
72952	MALMBORG'S GARDEN CENTER	SPRUCE TOP CLASS 11/19/22	\$	979.86
72953	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$	350.00
72954	MARTIN-MCALLISTER	MEDICAL EXPENSES-MCDONOUGH	\$	600.00
72955	MED COMPASS	CONFERENCES & SCHOOLS	\$	1,068.50
72956	METROPOLITAN COUNCIL	PERMIT FEE / WASTE WATER SERV. DEF. REV	\$	49,397.81
72957	NOVACARE REHABILITATION	MEDICAL EXPENSES-ALVARADO	\$	185.00
72958	SLP FIRE DEPARTMENT	FIRE PROTECTION SERVICES NOV 2022	\$	21,260.00
72959	TRUST IN US, LLC	PW RANDOMS	\$	80.00
72960	VOIGT'S BUS COMPANIES	FALL OUTING BUS SERVICE	\$	326.43
72961	WALTER'S RECYCLING REFUSE SERV	MONTHLY RECYCLING SERVICES	\$	10,137.27
72962	ANTIONETTE MORTENSEN	11/08 GENERAL ELECTION JUDGE	\$	210.19
72963	BARBARA GOODBOE-BISSCHOFF	POST-PRIMARY HEAD JUDGE DEBRIEF SESSION	\$	22.50
72964	DARRELL RITZEMA	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	242.25
72965	DAVID NOVAK	11/08 GENERAL ELECTION JUDGE	\$	213.75
72966	KAREN HOKENSON	11/08 GENERAL ELECTION JUDGE	\$	213.75
72967	HERB HOPPENSTEDT	11/08 GENERAL ELECTION JUDGE	\$	210.19
72968	JOANN HYDEMAN	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	270.00
72969	JENNIFER WALKER	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	240.00
72970	JOHN FAIRBAIRN	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	270.75
72971	JULIUS COSTANZA	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	242.25
72972	NORM KELZENBERG	11/08 GENERAL ELECTION JUDGE	\$	210.19
72973	KIRSTEN STRAND	11/08 GENERAL ELECTION JUDGE	\$	213.75
72974	LAURANE ELY	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	242.25
72975	LINDA HANSEN	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	240.00
72976	MICHAEL MOREHOUSE	11/08 GENERAL ELECTION JUDGE	\$	210.19
72977	LISA MONSON-HOKENSON	11/08 GENERAL ELECTION JUDGE	\$	225.00
72978	MARY KAY PILTZ	11/08 GENERAL ELECTION JUDGE	\$	210.19
72979	ELEANOR PUUMALA	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	255.00
72980	JUDY ANN ROGGE	11/08 GENERAL ELECTION JUDGE	\$	213.75
72981	KATHY ROTHAM	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	273.75
72982	NANCY ROSE-BALAMUT	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	273.75
72983	SHARON DEINKEN	11/08 GENERAL ELECTION JUDGE	\$	210.19
72984	STACEY HENDREN	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	242.25
72985	SHIRLEY STEVERMER	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	242.25
72986	TERRY CRONIN	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	242.25
72987	ERNA THOMLEY	11/08 GENERAL ELECTION JUDGE & TRAINING	\$	238.69
72988	MARILYN TROOP	11/08 GENERAL ELECTION JUDGE	\$	210.19
72989	AMERITAS	PAYROLL	\$	34.36

CITY OF SPRING LAKE PARK
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VOUCHER	VENDOR	DESCRIPTION	AMOUNT
72990	CENTRAL PENSION FUND	PAYROLL	\$ 866.70
72991	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$ 140.06
72992	DELTA DENTAL	PAYROLL	\$ 984.88
72993	L.E.L.S.	PAYROLL	\$ 292.50
72994	LOCAL 49	PAYROLL	\$ 87.50
72995	MN CHILD SUPPORT PMNT CENTER	PAYROLL	\$ 235.50
72996	NCPERS GROUP LIFE INS	PAYROLL	\$ 16.00
72997	PREFERRED ONE INSURANCE COMPANY	PAYROLL	\$ 13,025.99
72998	ALLISON CURTIS	RED CROSS BABYSITTERS COURSE	\$ 800.00
72999	ANOKA COUNTY TREASURY	LANGUAGE LINE / MOBILE DATA FEE	\$ 1,829.87
73000	CARL & KATIE TURNER	UTILITY OVERPMNT REFUND	\$ 129.76
73001	CINTAS	FLOOR MATS	\$ 204.28
73002	COMCAST	8251 ARTHUR ST	\$ 107.92
73003	COMPUTER INTEGRATION TECHNOLOGIES	25FT PATCH CORD	\$ 39.00
73004	CONNEXUS ENERGY	MONTHLY UTILITIES	\$ 305.83
73005	DAVE PERKINS CONTRACTING INC	CK VALVE REPLACEMENT	\$ 2,226.00
73006	ECM PUBLISHERS, INC	DEC 1C AERATION	\$ 64.50
73007	EVIDENT CRIE SCENE PRODUCTS	OFFICE SUPPLIES	\$ 36.00
73008	FASTENAL COMPANY	PARTS	\$ 10.77
73009	INSTRUMENTAL RESEARCH INC	OCTOBER WATER TESTING	\$ 80.00
73010	J.R.'S APPLIANCE DISPOSAL	10/29 RECYCLING EVENT	\$ 5,429.10
73011	LEADSONLINE	RENEWAL OF POWERPLUS INVEST. SYSTEM	\$ 2,345.00
73012	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$ 368.72
73013	MINNESOTA-WIS PLAYGROUND INC	COVER PLATES & HARDWR, PLAYCURB BORDR	\$ 2,027.40
73014	CAR WASH PARTNERS, INC (DBA MISTER CAR WASH)	CAR WASHES	\$ 72.00
73015	NELCO	TAX FORMS	\$ 807.47
73016	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$ 44.60
73017	OSI ENVIRONMENTAL INC	FILTERS-UNCRUSHED	\$ 50.00
73018	PROFESSIONAL MECHANICAL SERVICES	PERMIT #2022-00476	\$ 49.20
73019	REVOLUTIONARY SPORTS, LLC	FALL 2022 SESSION 1 CLASSES	\$ 1,040.61
73020	STANTEC	CONSULTING SERVICES	\$ 8,116.38
73021	STREICHER'S	UNIFORM ALLOW-IMIG&KRAMER / VESTS	\$ 2,233.98
73022	SUMIT FIRE PROTECTION	SPRINKLER SYSTEM & FIRE INSPECTIONS	\$ 3,678.93
73023	TASC	COBRA ADMIN FEE	\$ 31.04
73024	THE GOOD YEAR TIRE & SERVICE	2008 CHEVY_6751	\$ 585.44
73025	TIM & JULIE SENARIGHI	UTILITY OVERPMNT REFUND	\$ 41.96
73026	USS MINNESOTA ONE MT LLC	SOLAR	\$ 8,395.20
73027	XCEL ENERGY	MONTLY UTILITIES	\$ 225.31
73028	AMERICAN ENGINEERING TESTING	ABLE PARK SHELTER IMPROVEMENTS	\$ 1,669.00
73029	ANOKA COUNTY	RESOLUTION 22-46	\$ 46.00
73030	BATTERIES PLUS BULBS	BATTERY	\$ 229.50
73031	CINTAS	FLOOR MATS	\$ 102.14
73032	COMPUTER INTEGRATION TECHNOLOGIES	AGREEMENTS	\$ 3,344.00
73033	COTTENS INC	O RING	\$ 1.76
73034	ECM PUBLISHERS, INC	NOV 28 PH-CHARLES DAVIS	\$ 69.87
73035	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$ 140.00
73036	MICHAEL LEDMAN	ADULT YOGA-NOVEMBER SESSION	\$ 324.00
73037	MANSFIELD OIL COMPANY	UNLEADED FUEL / DRY RUN	\$ 2,360.73
73038	MHSRC/RANGE	MATURE DRIVER COURSES	\$ 892.00
73039	MIKE MCPHILLIPS INC	STREET SWEEPING	\$ 7,727.50
73040	OLD LOG THEATRE	ONCE UPON A MATTRESS	\$ 1,571.52

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
73041	RECYCLE TECHNOLOGIES	11/12/22 RECYCLING EVENT	\$	2,039.50
73042	SCHMITTY & SONS TRANSPORTATION	OLD LOG THEATRE TRANSPORTATION	\$	1,006.50
73043	SHRED-IT USA	SHREDDING SERVICE	\$	288.62
73044	THE GOOD YEAR TIRE & SERVICE	TIRES	\$	322.76
73045	TRUST IN US, LLC	PRE-EMPLOYMENT DRUG TESTING-B. BROWN	\$	55.00
73046	WESLEY GOLDBERG	MILEAGE REIMBURSEMENT 09/01-11/15/22	\$	327.75
73047	ALLEGRA PRINT & IMAGING	PARKING PERMIT REAR MIRROR HANGER	\$	372.19
73048	JOSH ANTONE	CELL PHONE REIMBURSEMENT	\$	50.00
73049	COMM-WORKS,LLC	PARK CAMERAS	\$	125.00
73050	FASTENAL COMPANY	COTTER PINS	\$	7.01
73051	FLEETPRIDE	FILTERS	\$	14.92
73052	JP BROOKS INC	PARTIAL RELEASE OF ESCROW FUND	\$	5,433.62
73053	JSB SURVEILLANCE	EQUIPMENT REPAIR	\$	240.00
73054	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	965.66
73055	MARCO	COPIER	\$	766.20
73056	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$	177.76
73057	MINNESOTA DEPT OF HEALTH	QTR WATER CONNECTION FEE	\$	5,373.00
73058	MUNICIPAL PAVING PLANT	ASPHALT MIX	\$	97.71
73059	NEW BRIGHTON PARKS & RECREATION	SUMMER 2022 SAND VOLLEYBALL	\$	155.25
73060	RDO EQUIPMENT CO	ELEMENT-PRIMARY	\$	133.17
73061	SHERBURNE COUNTY SHERIFF'S OFFICE	RANGE EQUIPMENT & SUPPLIES	\$	30.00
73062	SYMBOL ARTS	BADGE & BADGE TIN / UNIFORM ALLOW-FISKE	\$	200.00
73063	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	183.80
73064	TRUAX PATIENT SERVICES, LLC	NARCAN PURCHASE	\$	665.00
73065	WENDEL	ABLE PARK SHELTER	\$	2,900.00
73066	XCEL ENERGY	MONTHLY UTILITIES	\$	3,640.57
TOTAL DISBURSEMENTS			\$	293,264.99

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

RESOLUTION NO. 22-66

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, the Spring Lake Park Lions Club has graciously offered to contribute \$5000 to the city; and

WHEREAS, the Spring Lake Park Lions Club's donation is to be applied toward the purchase of the Able Park Activity Building 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 donations 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 each donor acknowledging the city's receipt of the donor's donation.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 19th day of December, 2022.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 22-66, A Resolution Accepting a Donation to the City, adopted by the Spring Lake Park City Council at their regular meeting on the 19h day of December 2022.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

RESOLUTION NO. 22-67

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 \$140.00 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 Mayor declared said resolution duly passed and adopted this 19th day of December, 2022.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 22-67 A Resolution Accepting a Donation to the City, adopted by the Spring Lake Park City Council at their regular meeting on the 19h day of December 2022.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Memorandum

To: Mayor Nelson and Members of the City Council

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Accounting Clerk/Special Projects Coordinator

Date: December 12, 2022

Subject: SafeAssure Annual Contract

Attached you will find the proposed 2023 Safety Consultant Contract with SafeAssure. The contract cost is \$7,413.81, and includes a Full-Service Agreement and the MSDS/SDS On-line Services.

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

I am recommending that we renew our contract with SafeAssure.

Thank you.



WHAT SAFEASSURE WILL DO FOR THE CITY OF SPRING LAKE PARK

**INFORMATION
PACKET/PROPOSAL**

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

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

A.W.A.I.R.

MN Statute 182.653

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

BLOODBORNE PATHOGENS

29 CFR 1910.1030

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

CONFINED SPACE

29 CFR 1910.146

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

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

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

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

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

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

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

EXCAVATIONS/TRENCHING 1926.651 (k)(1)

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

GENERAL DUTY CLAUSE

PL91-596

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

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

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

LOGGING OPERATIONS 1910.266 (i)(1)

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

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

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

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

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

OVERHEAD CRANES

1910.179(j)(3)

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

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

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

RESPIRATORY PROTECTION

29 CFR 1910.134

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

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

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

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

1910 Subparts

Subpart D - Walking - Working Surfaces
Subpart E - Means of Egress
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
Subpart G - Occupational Health and Environmental Control
Subpart H - Hazardous Materials
Subpart I - Personal Protective Equipment
Subpart J - General Environmental Controls
Subpart K - Medical and First Aid
Subpart L - Fire Protection
Subpart M - Compressed Gas and Compressed Air Equipment
Subpart N - Materials Handling and Storage
Subpart O - Machinery and Machine Guarding
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
Subpart Q - Welding, Cutting, and Brazing.
Subpart S - Electrical
Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions
Subpart D - Occupational Health and Environmental Controls
Subpart E - Personal Protective and Life Saving Equipment
Subpart F - Fire Protection and Prevention
Subpart G - Signs, Signals, and Barricades
Subpart H - Materials Handling, Storage, Use, and Disposal
Subpart I - Tools - Hand and Power
Subpart J - Welding and Cutting
Subpart K - Electrical
Subpart L - Scaffolds
Subpart M - Fall Protection
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P - Excavations
Subpart V - Power Transmission and Distribution
Subpart W - Rollover Protective Structures; Overhead Protection
Subpart X - Stairways and Ladders
Subpart Z - Toxic and Hazardous Substances
Applicable MN OSHA 5205 Rules
Applicable MN OSHA 5207 Rules
Applicable MN OSHA 5206 Rules (Employee Right to Know)

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

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

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

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

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

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

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

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

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Spring Lake Park

Written Programs & Training

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

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

Bloodborne Pathogens

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

Chainsaw/Tree Trimming

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

Confined Space

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

Contractors Safety Program

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

Cranes-Chains-Slings

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

Emergency Action Plan

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

Employee Right to Know/Hazard Communication

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

Ergonomics/Proper Lifting

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

Fleet Safety/Defensive Driving

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

General Safety Requirements (other as required)

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

Hearing Conservation (Occupational Noise Exposure)

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

Lock Out/Tag Out (Control of Hazardous Energy)

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

Mobile Earthmoving Equipment

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

Personal Protective Equipment

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

Recordkeeping

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

Respiratory Protection

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

Trenching/Excavation

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

The “SafeAssure Advantage”

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

Service Agreement

THIS AGREEMENT is made this first day of January 2023 between The City of Spring Lake Park, Spring Lake Park, Minnesota, herein referred to as The City of Spring Lake Park and SafeAssure Consultants, Inc. 7505 93rd AVE NE, Spicer, Minnesota, herein referred to as SafeAssure.

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

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

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

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

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

ANNUAL SERVICE AGREEMENT (FULL SERVICE)

\$7,413.81

MSDS/SDS ON-LINE SERVICES

(included)

TOTAL ANNUAL \$ \$7,413.81

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

X _____
The City of Spring Lake Park Date

X _____
The City of Spring Lake Park Date

X 

President-SafeAssure

120122

Date



22401 Industrial Blvd
Rogers, MN 55374
Phone: 612-213-2210
Fax: 612-392-7944

Invoice

Date	Invoice #
Nov 30, 2022	1998

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

Ship To
8200 Able Park Spring Lake Park, MN 55432

P.O. No.	Terms	Due Date	Job
	30	Dec 30, 2022	22036-Able Park Shelter

Description	Qty	Unit Price	Amount
Progress Billing Application No. 2			154,612.32
		Retainage	7,730.62
		Tax	0.00
		Total	\$146,881.70

Tax No.	80-0696128
---------	------------

APPLICATION AND CERTIFICATE FOR PAYMENT

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

Project: Able Park Shelter
8200 Able Park
Spring Lake Park, MN
55432

Application No: 2.0
App. Date: Nov 1, 2022
Period to: Nov 30, 2022
Project No: 22036
Contract Date: Oct 21, 2022

Distribution to:
☐ Owner
☐ Architect
☐ Contractor
☐ Field
☐ Other

From: Dering Pierson Group

Contract For:

Via Architect:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	610,600.00
2. NET CHANGE BY CHANGE ORDERS	0
3. CONTRACT SUM TO DATE	610,600.00
4. TOTAL COMPLETED AND STORED TO DATE	173,727.34
5. RETAINAGE:	
a. 5.00% of Completed work	8,686.37
b. 0.00% of Stored Material	0
TOTAL RETAINAGE	8,686.37
6. TOTAL EARNED LESS RETAINAGE	165,040.97
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	18,159.27
8. CURRENT PAYMENT DUE	146,881.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE	445,559.03

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Dering Pierson Group

By: [Signature] Date: 11/30/2022

Subscribed and sworn before me this 30 day of Nov, 2022



JOYCE LUCINDA DERING
Notary Public
Minnesota
My Commission Expires
Jan 31, 2028

My Commission expires: 1/31/2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$146,881.70

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: [Signature] Date: 12.12.2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changed approved in previous months by owner	0	0
Total approval this month	0	0
TOTALS	\$0	\$0
NET CHANGES by Change Order	\$0	

Dering Pierson Group
22401 Industrial Blvd
Rogers, MN 55374
612-213-2210
612-392-7944

City of Spring Lake Park
APPLICATION AND CERTIFICATE FOR PAYMENT

Job No.: 22036
Job: Able Park Shelter
Application No: 2.0
Application Date: Nov 1, 2022
Period To: Nov 30, 2022

CONTRACT

A	B	C	D	E	F	G		H	I
Item #	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored	Total Completed and Stored To Date	%	Balance to Finish	Retainage (If Variable Rate)
			From Previous Application(s)	This Period					
01	General Conditions	64,124.01	6,412.40	11,542.32	0	17,954.72	28	46,169.29	897.74
02	Winter Conditions	840.00	0	840.00	0	840.00	100	0	42.00
03	Demolition	9,500.00	7,125.00	1,425.00	0	8,550.00	90	950.00	427.50
04	Site Work	17,415.00	0	16,544.25	0	16,544.25	95	870.75	827.21
05	Concrete	27,475.00	0	24,727.50	0	24,727.50	90	2,747.50	1,236.38
06	Carpentry	71,213.56	0	56,970.85	0	56,970.85	80	14,242.71	2,848.54
07	Thermal and Moisture Protection	67,130.00	0	0	0	0	0	67,130.00	0
08	Doors & Frames	8,410.91	0	5,046.55	0	5,046.55	60	3,364.36	252.33
09	Joint Sealants	750.00	0	0	0	0	0	750.00	0
10	Glass and Glazing	49,613.85	0	0	0	0	0	49,613.85	0
11	Gyp Board Walls	7,410.00	0	0	0	0	0	7,410.00	0
12	Flooring	26,694.25	0	0	0	0	0	26,694.25	0
13	Painting	10,140.00	0	0	0	0	0	10,140.00	0
14	Specialties	3,999.00	0	0	0	0	0	3,999.00	0
15	Equipment	325.00	0	0	0	0	0	325.00	0
16	Sprinkler System	17,629.00	0	881.45	0	881.45	5	16,747.55	44.07
17	Plumbing	39,800.00	0	11,940.00	0	11,940.00	30	27,860.00	597.00
18	HVAC	65,490.00	0	6,549.00	0	6,549.00	10	58,941.00	327.45
19	Electrical	57,782.00	2,889.10	5,778.20	0	8,667.30	15	49,114.70	433.37
20	OH&P	53,770.42	2,688.52	12,367.20	0	15,055.72	28	38,714.70	752.79
21	ALT 1 - Metal Roofing	11,088.00	0	0	0	0	0	11,088.00	0
		610,600.00	19,115.02	154,612.32	0	173,727.34	28	436,872.66	8,686.37

ADDITIONS TO CONTRACT

	0	0	0	0	0	0	0	0
Grand TOTAL:	610,600.00	19,115.02	154,612.32	0	173,727.34	28	436,872.66	8,686.37

JSB Surveillance
11571 Cedar Pass
Minnetonka MN 55305

Phone# 952-545-0115
Fax# 866-681-8195

Invoice

Date
12/8/2022

Invoice #
6758

Bill To
ABLE PARK 8200 ABLE STREET NE SPRING LAKE PARK, MN 55432

Via	P.O. Number	NET

Quantity	Item Code	Description	Price ...	Amount
1	AVY-NSV16P16	(NDAA) H.265 16CH 4K NVR 16CH POE BUILT-IN, 1, ONVIF, 1 HDMI, NDAA COMPLIANT	1,650.00	1,650.00T
1	AVC-NPB51M50	5 MEGAPIXEL OUTDOOR IR BULLET NETWORK CAMERA WITH LONG RANGE 5-50MM LENS	880.00	880.00T
8	AVY-NPV51M	5MP (2592X1944), H.265 VANDAL DOME IP CAMERA, INFINITESTAR , TRUE WDR, AI, 5MP@30FPS, TRIPLE STREAM, 2.7-13.5MM MOTORIZED A/F LENS, 147FT SMART IR'S, AUDIOIN/OUT, ALARM IN/OUT, MICROSD, ONVIF S/G, DC12V / POE, IP67, WHITE, NDAA COMPLIANT	349.00	2,792.00T
1	MATERIALS	CONNECTORS, CABLE SUPPORT HARDWARE, MOUNTING HARDWARE	760.00	760.00T
1	CAT 6 CABLE	CATEGORY 6 CABLE	540.00	540.00T
1	INSTALLATION	PROVIDE ALL NECESSARY LABOR FOR THE REMOVAL OF EXISTING CAMERA SYSTEM AND INSTALLATION OF NEW AVYCON NVR AND CAMERAS INCLUDES LABOR TO INSTALL, TERMINATE, TEST AND LABEL ALL CABLING AND COMPONENTS. (9) Outdoor Camera Locations - Notes on Quote: Any work done outside of above Scope of Work will be billed as a Change Order Does NOT include Lift Rental Does NOT include Conduit or Raceway Sales Tax Exempt	3,975.00	3,975.00
			0.00%	0.00

All sales are final unless noted differently on Invoice. All products include a 1-year warranty unless noted differently on Invoice. Products may be exchanged or refunded within 20 days from date of purchase. Refunds are subject to a 15% restocking fee. Shipping and return costs are non-refundable. Prior to return shipment, products must be issued a Return Merchandise Authorization (RMA) number. To be accepted by JSB Surveillance LLC., all returned products must be conspicuously labeled with the assigned RMA number and accompanied with a copy of the sales order or invoice. JSB Surveillance LLC. will not be responsible for incidental or consequential damages arising from the use of any of its products.

Total	\$10,597.00
Payments/Credits	\$0.00
Balance Due	\$10,597.00



Memorandum

Date: December 19, 2022

To: Mayor and City Council

Re: Able Park Camera System

Mayor and City Council Members,

With the Able Park project in full swing I have spoken with Director Okey and Administrator Buchholtz about the need for the current camera system at Able Park to be replaced. The cameras at Able Park have been in use for a little over 6 years and are near end of life.

When we replaced the old cameras with our current camera system we continued to use the old analog wiring system in an attempt to keep replacement costs down. Most new camera systems use a new wiring called Power over Ethernet. This is a much better power source and the cameras and recordings are of a much higher quality.

I have been working with two companies to get quotes for a new camera system at Able Park. One company JSB Surveillance is our current camera provider and the other is a company out of California that I have been researching for a year. After receiving both quotes and discussing them with Director Okey and Administrator Buchholtz I am recommending purchasing the camera system from JSB Surveillance. The quote is attached for your review. The quote includes a nine-camera system with an NVR (Network video recording) system, labor and parts. This quote is approximately \$9,000.00 less than the other quote.

Since the Able Park building is still being remodeled this is the perfect time to move forward with this project. JSB Surveillance will install the wiring prior to the building being finished making the final installation of the cameras much less intrusive.

Myself and Director Okey are requesting that the city council approve the purchase of new cameras for the Able Park project from JSB Surveillance for \$10,597.00.

Thank you,

If you have any questions I can take those now?

Chief Josh Antoine



Memorandum

To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Josh Antoine, Chief of Police
Date: 11-13-22
Subject: **Approve funding for keyless entry access control system at Able Park Shelter**

Able Park Shelter Building plans call for keyless entry pads for each outside door (2) and 2 internal. An outside vendor is required for the installation of the readers along with the purchase of key fobs and subscription service.

Working with our City Hall vendor, Twin City Hardware, staff have reviewed the Vanderbilt ACT365 platform, a cloud-based access control and video management solution. This system does not need a local server or a PC to run the software and includes a free app which enables staff to watch video footage, disable a user or open a door remotely.

Staff compared platforms from Simple Access and Assured Control and both companies came in at a higher cost and a longer lead time for installation.

Able Park building construction is at a point where installation of any wires needs to occur in a timely manner to avoid added costs at a later date. In addition, this system and vendor are a company we would recommend for any future remodeling projects.

After discussing with Chief Antoine, I recommend purchasing the Vanderbilt ACT365 system for \$9,422.77 which includes the first year software subscription for all four (4) card readers.

Respectfully submitted,

Kay Okey

Director of Parks and Recreation



(800) 747-1980

www.tchco.com

Sell CU104721

To: City Of Spring Lake Park
1301 81st Ave N.e.
SPRING LAKE PARK, MN 55432
USA

Order TCH - Oakdale
Initiated 723 Hadley Ave N
From: Oakdale, MN 55128
(651) 735-2200

Ship City Of Spring Lake Park
To: 1301 81st Ave N.e.
SPRING LAKE PARK, MN 55432
USA

Page: 1

SALES QUOTE

Quote No. **SQ1046758**

Quote Date: 12/14/2022

Expiration Date: 1/12/2023

Payment Terms: NET 30

Salesperson: Dan Siroin

Sls Phone: (651) 731-7191

Sls Email: dsiroin@tchco.com

Cust PO No: REVISED WITH 4 DOORS

Ship Method:

Ship Via: IAS Installation

Item No.	Description	Unit	Quantity	Unit Price	Total Price
236962	ACT365-ACU SNG DOOR IP CLOUD CONTROL 7AMP	Each	4	544.55	2,178.18
459011	AL600ULX POWER SUPPLY 12/24 6 AMP	Each	1	375.84	375.84
458984	BAT127 (11061) BATTERY,BACKUP,7AMP/12V HR	Each	2	31.02	62.03
236978	R11320-05TB-NB READER,STANDARD,WALL MOUNT,"NB"	Each	4	387.93	1,551.72
NS899	3349-3M SMART FOBS	Each	50	5.00	250.00
50	PLENUM DATA, POWER CABLE AND MISC MATERIAL	Each	1	750.00	750.00
281000	SERVICE LABOR-IAS SERV	Each	1	3,535.00	3,535.00

Subtotal: **8,702.77**

Estimated Sales Tax: 0.00

Total: **8,702.77**

Warranty at www.tchco.com/warranty

VANDERBILT

ACT365

ACT365

Complete security, anytime, anywhere from Vanderbilt



Scan the code with your smartphone camera to watch the **AT365** video on YouTube!



vanderbiltindustries.com

ACT365 Typical Applications



Multiple Sites – Retail/Restaurants

Your Need:

- Reduce shrinkage and theft
- Reduce fraudulent claims by customers or staff
- Replicate solution across multiple sites

Your ACT365 Solution:

- Complete access control and video solution (protect stock, cash and employees)
- Video playback, event reporting and alarms
- Deployable across multiple sites, report centrally, manage remotely



SME's with limited IT Support

Your Need:

- Protect your building, assets and employees
- Avoid the cost of PCs or servers
- Avoid IT costs associated with configuration, maintenance and back-ups
- Stay connected to your business

Your ACT365 Solution:

- Complete access control and video solution (protect buildings, assets, employees)
- No need to purchase servers or PC's
- Automatic back-ups and redundancy
- Access ACT365 from anywhere, at any time, from any device
- Generate fire muster report. (PC, Smart Phone and Tablet)



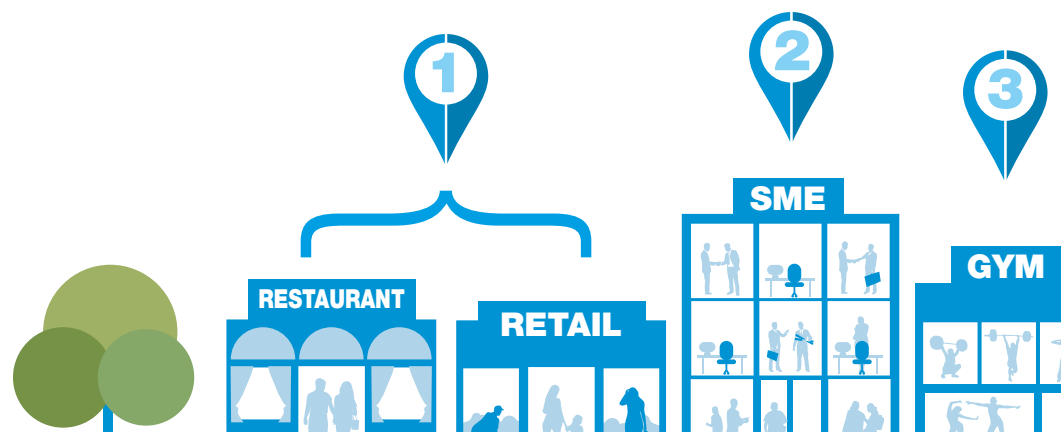
Gym

Your Need:

- Restrict access to only paying members
- Reduce fraudulent claims by members or staff
- Utilize mobile phones, cards or fobs as credentials

Your ACT365 Solution:

- ACT365 integrates with club membership software
- Ensure only paid up members have access to facilities
- Video playback, event reporting and alarms
- Use pin codes, fobs or cards for access





Construction Sites

Your Need:

- Secure your construction site and its equipment
- Comply with Health & Safety Regulations
- Limited IT infrastructure local to the site

Your ACT365 Solution:

- Complete access control and video solution (protect site, equipment and employees)
- Generate an accurate fire muster report (PC, Smart Phone & Tablet)
- Use GSM to enable communication



Property Management/Rental Companies

Your Need:

- Protect your building and tenants
- A security system that you can view centrally but manage remotely
- Easily administer and revoke credentials for tenants gates, car parks and doors

Your ACT365 Solution:

- Complete access control and video solution
- Access all your ACT365 sites from anywhere, at any time, from any device
- Use pin codes, fobs or cards for access



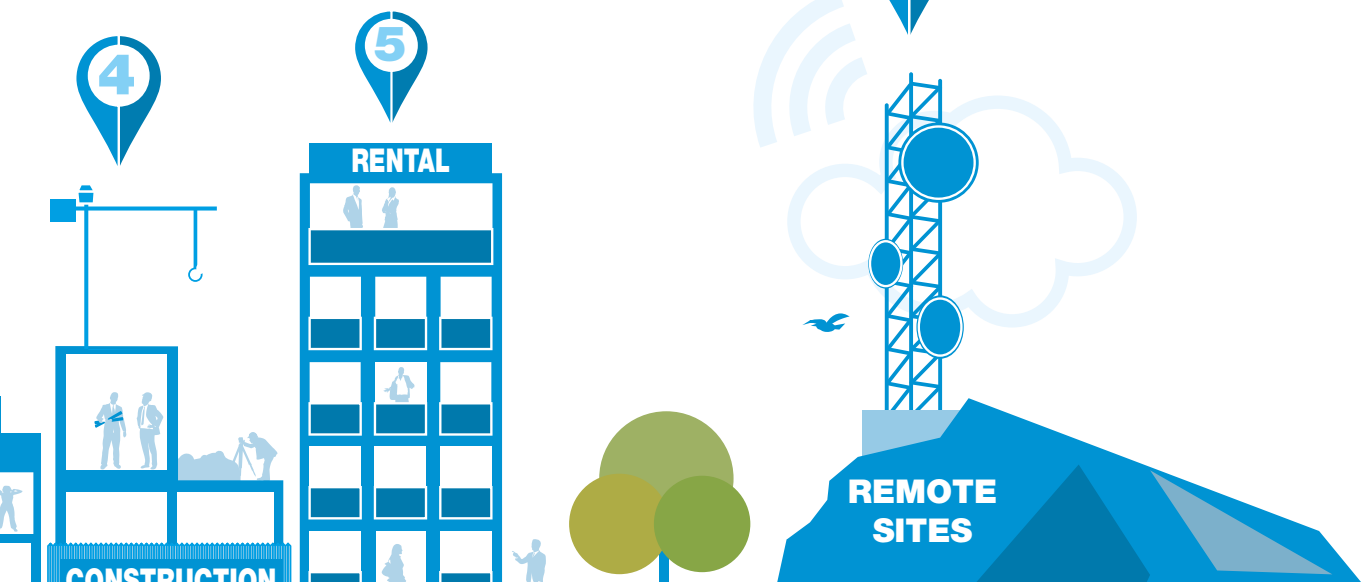
Remote Sites

Your Need:

- To secure a remote site such as telecoms tower, water tower, or electrical substation
- Limited IT infrastructure local to the site
- Burden of administering cards, fobs or keys

Your ACT365 Solution:

- Complete access control and video solution
- Use GSM to enable communication
- Use pin codes, fobs or cards for access
- Deployable across multiple sites
- Reports centrally, manage remotely



ACT365 is a complete cloud based access control and video management solution that enables you to manage your security system from anywhere, at anytime.



Access from Anywhere, Anytime and on any Device

ACT365 enables you to watch video footage, disable a user or open a door from any device at any time (PC, Laptop or Smart Phone), meaning that you can truly stay connected to your business wherever you are.



Cloud Based Muster Reporting (Health & Safety)

Using the **FREE** ACT365 App you can take advantage of real time muster reporting on any tablet or Smart Phone, and no need to wait for an emergency list to print.



Want to test ACT365 yourself?

Simply scan this code with your smartphone camera to download the app for **free**, or go directly to the web app at **www.ACT365.net**!

Login using Username: **ACT365@act365.net** Password: **Demo@365**

Benefits at a glance

- ✓ Associate recorded video footage with access control events in a single system
- ✓ Always get video verification of cardholder with live views of doors
- ✓ Access from anywhere, at anytime and on any device
- ✓ Compatible with leading browsers (Internet Explorer, Google Chrome, Firefox)
- ✓ Smart Phone App for iOS and Android



No IT Investment or Headaches

You don't need a Local Server or a PC to run the software, as everything is accessed and managed via the internet. The system benefits from automatic updates, so you can rest assured you are always using the most up-to-date version.



Multiple Sites

If you have a multi-site business ACT365 helps you to manage all your sites and users from a single, unified friendly interface. PLUS deploying ACT365 across multiple sites is extremely cost effective as there is no need to purchase a local PC for each site.

VANDERBILT

vanderbiltindustries.com

@VanderbiltInd

Vanderbilt Industries

Vanderbilt

2 Cranberry Road
Parsippany, NJ USA

855 316 3900

7 Reasons Why Your Business Should Adopt ACT365

By **David Moran**

Business Development Manager, Vanderbilt

Introduction

The past ten years have seen companies moving online for services like email, payroll, accounting and more. The trend has continued to now include cloud-based physical security such as access control and video management (CCTV).

As we become more familiar and comfortable with cloud technology and services, the benefits of deploying cloud solutions for physical security have become more apparent. The data security concerns customers previously had have now been eliminated through the realisation that our everyday activities such as verifying a bank balance, booking a flight or checking our emails are all cloud-based.

We trust the cloud with our money so it's a logical step to trust the cloud with our physical security management.

ACT365 is a cloud-based integrated access control and video management solution that is set to make people rethink what to expect from their security system.

1 Integrated Security System – Protect Your Business, Employees and Assets

Integration has become a sort of marketing buzzword however, when practically used in the right situation, an integrated security system will help protect your people, premises and assets.

For example, ACT365 integrates access control and video surveillance into one unified interface. If there is somebody at your site entrance, you can verify the person and open the door with a click of a button - all from your smart phone.

When incidents occur at a door (as they often do) - for example, the cash office is broken into - you can simply click on the access control event "Door Forced" to locate and review recorded footage of the incident occurring.

The existing alternatives involve trying to match up times on disparate security systems and sifting through reams of footage in order to locate the incident.





ACT365 is particularly well suited to a club or gym where members are passing their access fobs to friends who are not members. With ACT365 you can quickly match up access control events with relevant camera footage and email the clips to those members who are allowing their fobs to be misused. This is an effective (and graphic) way of ensuring the practice does not continue.

Access control and CCTV are both powerful systems. Integrated with our customers in mind, they become tools that offer business owners more visibility and control of their premises than ever before.

2 365 Days a Year, Anytime, Anywhere – Stay Truly Connected to Your Business

A traditional security system can only be accessed from a PC in a security office or when a laptop is plugged into a controller or a monitor into an NVR to retrieve important data. This is at best a reactive approach to security management and usually culminates in important events being missed and the same security breaches happening time and time again.

With ACT365, a business owner or security manager can access the system 365 days a year from any device, smartphone, tablet, laptop or PC. This allows stakeholders to stay truly connected to their business by accessing

video footage on their tablet or receiving important push notifications to their smart phone.

Additionally, it allows managers to share best practices or ways to prevent fraud across the company. Take the example of a manager of a retail multiple in Dublin who spots an incident of till fraud. With ACT365, the methods used by the offending employee can easily be shared with the managers of the London, Paris and Belfast branches so as to assist in sharing of knowledge throughout the company.

3 IT Infrastructure - No Unnecessary IT Headaches or Costs

Many people still think of system costs in terms of one-time up-front server and software expenses. However, it has become a well-established fact that the largest part of IT ownership actually lies in ongoing operational expenses, support and licensing agreements as well as hardware replacement.

Failure to invest in ongoing support and maintenance of your IT infrastructure will result in loss of back-ups, corrupted files and databases lacking any meaningful data exactly when you need them.



With ACT365 you outsource the hosting of your access control and video management solution. This ensures that the IT headaches of creating backups, VPN's and port forwarding are things of the past.

Additionally, for companies with multiple sites, using ACT365 eliminates the need to invest in an expensive server or a local PC at each site. Also, using the ACT365 multi-site architecture you will be much better able to manage all of your locations from one single unified interface.

4 Security Installer Service - Allow the Installer to give you their best level of service

A cloud solution allows you to decide what level of service you require from your security installer.

The main three types of service are:

✓ **Fully Managed Security:** Give your trusted and certified ACT365 installer full access to your security system. Send them an email/SMS anytime you need a system change, fob added or report analysed. The security installer can log into your system securely and make the necessary changes and let you know when those changes have been made successfully.

✓ **System Health Access:** Allow your installer to see that your access controllers and cameras are online, there are no mains or voltage issues and no issues with break glass units. They will not be able to view cameras or see access control events but they will get notifications if there is a technical fault with your system to ensure your system is always at optimum performance.

✓ **On Demand Access:** ACT365 is hosted in secure Microsoft Azure Data Centres. However, only allow your installer to have system access by invitation only, otherwise, you look after and manage your own system.

This gives a much clearer understanding of the level of support – remote or otherwise – that you can expect from your security installer. ACT365 has provided the installer with the tools to provide timely, efficient and cost-effective remote support to you (their customer).

5 Health & Safety - Real Time Fire Muster Reporting

A powerful ACT365 tool for the Health & Safety Officers and Fire Wardens is the Muster Report. The Muster Report is a report that identifies all employees who are in the building at the time of a fire or an emergency.



In traditional access control systems a muster report can be scheduled to be emailed to a number of people or print off automatically to designated printers. While useful, it only tells you who is in the building at the exact time the fire alarm goes off. In order to get an updated report, the muster report will have to be re-run and printed which is not always possible in the event of a fire.

The ACT365 muster report provides the fire officer with a real time App for muster reporting. As people swipe at the exit reader on their way out they will be automatically removed from the dynamic muster report. If they forget to swipe, a secondary reader can be setup at a muster point and if they forget their fob the fire officer can manually tick them off so marking them as being safe. If a person cannot be located they can be contacted directly by the fire warden using the App.

6 HR Functionality – Automate Time & Attendance and Track Absenteeism

“HR is the driving force behind what makes a winning team. In any sphere, the team that fields the best players wins. It’s no different when it comes to business.” – Jack Welch, Former CEO of General Electric

Clearly Jack Welch doesn’t believe the HR department should spend their time performing administrative tasks and neither do we.

ACT365 brings more to your company than security and peace of mind. With ACT365’s time & attendance and absenteeism report we will help you cut costs, reduce administrative tasks and track absenteeism. With ACT365, employees clock in automatically as they enter the building by swiping their card/fob on access control readers.

The HR team, managers and business owners can run reports on absenteeism and time & attendance, calculating individual or group employee hours spent at work yesterday, last week or last month. Reports can be exported to Microsoft Excel for easy manipulation and importing into your payroll system.

7 Cloud Video Surveillance – Ease of Use, Management and Updates

✓ **Ease of Use:** At present, a manager who needs to access recorded or live video needs to be in the office at the security PC/NVR to review the footage. In addition, they will have had to get client software installed or some sort of plugin. This complexity causes needless frustration for the manager.

With ACT365, managers can access their video footage from all common browsers (Chrome, Internet Explorer, Safari and Firefox), in addition, they can access their video footage from iOS or Android devices alike. ACT365,

This ACT Reader and Mini Dome Camera were launched spaceward in March 2016 to show the concept of ACT365's remote capabilities and cloud based software.

To view the full video go to:

<https://youtu.be/ydcyS78FJyE>



combines this accessibility with a simple to use, friendly interface and a sleek smart phone App ensuring the highest level of usability and accessibility.

- ✓ **Management:** Cloud technology has enabled us to bring access control and video management to many locations, located hundreds of miles away, some with no network infrastructure. These locations can all be viewed through ACT365's web platform and smart phone on a unified interface.

This makes management of these locations centrally not only possible but simple and intuitive. Managers can use ACT365 to administer cards and fobs, view live and recorded camera footage, receive instant notifications of security breaches and run attendance and absentee reports – all across multiple locations in real time.

- ✓ **Updates:** Your ACT365 will always have the latest version with the most up to date feature set. You will not have to pay for hidden costs such as updates and patches as you will receive system updates, new features and bug fixes overnight with no disruption to the service.

For more information on ACT365 contact:

VANDERBILT

www.vanderbiltindustries.com

📞 @VanderbiltInd

🌐 Vanderbilt Industries

Vanderbilt Industries

2 Cranberry Road

Parsippany, NJ 07054

📞 855 316 3900

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

Contractor's Licenses

December 19, 2022

Mechanical Contractor

KB Mechanical, Inc.

Plumbing Contractor

Farr Plumbing & Heating, LLC.

Modern Plumbing, LLC.

Sign Contractor

Albrecht Sign Company

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

**Business License – Liquor License
December 19, 2022**

Intoxicating On-Sale

Dala 1, Inc.
8407 Plaza Blvd NE

Main License

OS – 23 – 1

Sunday License

OSS - 23 - 1

Don Goyo Bar & Grill
8492 Central Avenue NE

OS – 23 – 2

OSS - 23 - 2

Hy-Vee Market Grille
8155 Hwy 65 NE #3

OS – 23 – 3

OSS – 23 - 3

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

OS – 23 – 4

OSS – 23 - 4

RS Properties dba The Sunset Grill
8466 Hwy 65 NE

OS – 23 – 5

OSS – 23 - 5

Club

Kraus Hartig VFW
8100 Pleasant View Drive NE

C – 23 - 1

Off-Sale Intoxicating

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

OFFSL – 23 - 1

3.2 Off-Sale

Hy-Vee
8155 Hwy 65 NE

3.2 OFFSL – 23 - 1

Tap Room

Torg Brewey
8421 University Avenue NE

TRONSL – 23- 01

TRONSS – 23 - 01

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

**Business License – Used Car License
December 19, 2022**

**Central Bargain Lot
CD -23-1**

**Citi Group Auto, Inc dba Motomaxx, Inc.
CD – 23 – 2**

**Enterprise Leasing Co if MN LLC
CD-23-3**

**Fridley Motor Company dba Friendly Chevrolet
CD-23-4**

**Northtown Auto Sales & Service, Inc
CD-23-5**

**Perfect 10 Auto, Inc.
CD-23-6**

**Spring Lake Park Auto
CD-23-7**

**Rent – N – Travel
CD-23-9**

**Contingent Upon Receiving Dealers License By December 31, 2022
Platinum Auto Group
CD-23-8**

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

**Business License – Massage
December 19, 2022**

Hair By Hughes

913 Manor Drive NE

Enterprise License – Carlene Bayer MTE-23-01

Individual Tech – Holly Rosa MT-23-01

Acupressure Massage

8189 University Ave NE

Enterprise License – Jian Shi MTE-23-02

Individual Tech – Jian Shi MT-23-02

Individual Tech – Jianyan Shi MT-23-03

(Contingent upon Background Check)

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

**Business License
Tobacco License - Edible Cannabinoid License
December 19, 2022**

**Dick's Vape Shop
T-23-1 & C-22-1**

**Hy-Vee, Inc
T-23-2**

**Hy-Vee, Inc dba Wine & Spirits
T-23-3**

**Hy-Vee dba Fast & Fresh
T-23-4**

**HK Corporation dba Speedway #4828
T-23-5**

**Spring Lake Tobacco Plus, Inc
T-23-6 & C-23-2**

**Super Tobacco 4 LLC
T-23-7**

Contingent Upon Receiving Payment By December 31, 2022

**Holiday Stationstores, LLC dba Holiday Stationstore #334
T-23-8**

Contingent Upon Receiving MN Dept of Revenue Appl. By December 31, 2022

**Mazaj 369 Inc
T-23-9 & C-23-3**



Police Report

November 2022

Submitted for Council Meeting December 19, 2022

The Spring Lake Park Police Department responded to six-hundred ninety-three calls for service for the month of November 2022. This is compared to responding to seven hundred and thirteen calls for service for November 2021.

Investigator Bennek reports handling twenty-three cases for the month of November. Twenty-one felony cases and two misdemeanor cases. Investigator Bennek also reports monitoring six forfeiture cases in November. For further details, see Investigator Bennek's attached report.

Our School Resource Officer, Officer Imig reports handling seven calls for service for the month of November at our local schools, as well as handling seventeen student contact, thirty-four student escorts and thirteen follow up investigations into school related incidents. For further details, see School Resource Officer Imig's attached report.

The Spring Lake Park Police Department Administrative Office Staff continued to adjust to the new office work flow with the retirement of Lori Brahs on November 30, 2022. We will miss Lori and wish her the best in retirement.

We were excited to have Officer McDonough come on board November 14th, 2022 bringing us back up to full staff. Officer McDonough is currently in training on the night side of the schedule and I am told he is doing very well.

The month of November has been a busy month for myself as well. Along with the day to day operations I continued to represent the City of Spring Lake Park at several meetings throughout the month of November. I was able to attend a Veterans breakfast at HyVee on November 11th, 2022. We thanks HyVee for the invite and for the opportunity to interact with some of our military hero's.

This will conclude my report for the month of November 2022.

Are there any questions?



Investigator

Tony Bennek

Spring Lake Park Police Department

Monthly Report

November 2022

Total Case Load

Case Load by Level of Offense: 23

Felony	21
Gross Misdemeanor	0
Misdemeanor	2

Case Dispositions:

County Attorney	20
Juvenile County Attorney	0
City Attorney	3
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

Forfeitures:

Active Forfeitures	6
Forfeitures Closed	1

Spring Lake Park Police/ School Resource Officer Report

November 2022

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	5	17	34	13
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related	2			
Miscellaneous Locations				
Totals:	7	17	34	13

*refers to consultations with students not requiring a police report

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	1
Students charged with other crimes	1
Non-students Charged	
Warrant Arrests	1
Miscellaneous reports	4

Parks and Recreation Department

November 2022 Report

Recreation Programs

- Youth recreational activities offered during the month included:
 - Dance Classes- 6 separate offerings
 - Red Cross Babysitting Course
 - Basketball Programs for young people ages 3-5, 4-6, 6-9
 - Youth Basketball Clinic with SLP High School Teams
 - Karate
 - Dungeons & Dragons
 - Grandparent and Me art class
 - Turkey Shoot
- Adult recreational activities held during the month included:
 - Cord Rug Class
 - Indoor Pickleball
 - Art painting classes
 - Yoga
 - Zumba
 - Crocheting class
 - Mature Drivers Courses
 - Spruce Tip Pot Class
 - Adult women's and coed volleyball leagues.
 - Book, Bingo and Card Clubs
 - Indoor Volleyball League
 - Indoor Walking
 - Extended tour to Ireland
 - Day Trip to the Old Log Theater

Parks

- Able Park Building reconstruction project – 28% completed. Work continues on the doors and frames, walls, insulation, lighting, HVAC and carpentry. The Staff is working closely with the architects on finalizing colors and style for carpet tile, bathroom flooring, wall tile, cabinets and countertop.

- Chief Antoine is spearheading the security camera upgrades for Able Park
- Holiday lights installed at parks
- Rinks being flooded by Public Works
- Spring Lake aeration system up and running. Thin ice signs posted since early November.

Tower Days - June 8-11, 2023

- The Committee met on November 29, 2023. Discussion included evaluating past events, the decision to stay with the additional Saturday music and fireworks events and continuing with the family events on Sunday.
- The Committee's next meeting will be held on Tuesday, January 31 at 6:30pm City Hall

Department Activity

- Wesley Goldberg completed an Emerging Recreation Leaders Institute with Minnesota Parks and Recreation Association. Wesley participated in five separate days of training during the fall of 2022. This professional development program is designed to provide a curriculum centered on the five Ps - Personal Leadership, People, Process, Project Management, and Presentation
- The Winter catalog will be mailed to homes the week of December 19. Also, available on our website slprec.org Registration is open now.
- Director Okey attended the following meetings and events during the month:
 - City Council session
 - Turkey Shoot Program
 - Security camera meetings with Chief Antione, CIT and vendors
 - Construction meetings on Able Park Building

Upcoming Activities

- Winter school break activities are now available for registration. These include Conquer Ninja Gym, Shoreview Waterpark, Wargo Nature Center, and art classes.
- Registration open for the following extended tours:
 - oHio And Then Some - March 13-18, 2023
 - Mystery Tour – May 5-7, 2023
 - Lake Superior Loop – Waitlist Only
 - Branson Holiday – November 2023



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 7, 2022

Subject: 2023 Property Tax Levy Adoption

Resolution 22-63 would adopt the final 2022 property tax levy for collection in 2023. The establishes general revenue of \$3,885,625 and debt service of \$80,000 for a total levy of \$3,965,625. This represents an increase of 4.99% over the current fiscal year tax levy.

Of the \$3,885,625 for General Revenue, \$3,685,047 will be used to fund general operations of the City, \$176,500 will fund the City's equipment fund (replacing the 5 year equipment certificate) and \$24,078 will reimburse the Revolving Construction fund for the City's portion of the 2022 Street Improvement project. The \$80,000 debt service levy covers the repayment of the 2021A G.O. Improvement Refunding Bonds.

Due to the significant increase in property values in the City, the City's proposed property tax rate dropped from 47.885% to 37.253%.

The City held the annual Truth in Taxation public hearing on December 5, 2022. Notice of the hearing was given to every property owner (minus tax exempt properties) through the Parcel Specific Notice issued by Anoka and Ramsey Counties. The City received no comments from the general public at the hearing.

I would like to thank the City Council, Department Heads and City staff for their work on the proposed 2023 property tax levy and the 2023 budget. It is through their efforts that we find ways to fund the City's operations in a cost effective manner.

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

RESOLUTION NO. 22-63

RESOLUTION ADOPTING FINAL 2022 TAXES COLLECTABLE IN 2023

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2023, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$3,885,625
2021A G.O. Improvement Bonds	<u>\$ 80,000</u>
TOTAL LEVY:	\$3,965,625

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

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 19th day of December, 2022.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 22-63, A Resolution Adopting Final 2022 Taxes Collectable in 2023, adopted by the Spring Lake Park City Council at their regular meeting on the 19th day of December 2021.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 7, 2022

Subject: 2023 Budget

Included in the packet is the final proposed 2023 General Fund Budget.

Projected revenues for the General Fund are \$5,039,507. Proposed expenditures are \$5,039,507. This results in a balanced budget for 2023.

A copy of Resolution 2022-64 and a copy of the proposed 2023 budget are included in the packet for your review and consideration.

Staff recommends approval of the 2023 General Fund budget.

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

RESOLUTION NO. 2022-64

RESOLUTION ADOPTING 2023 GENERAL FUND BUDGET

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the City Council adopts the 2023 General Fund budget and establishes revenues and appropriates the following amounts for each Department:

Revenues

Tax Levy	\$3,685,047
Intergovernmental Revenue	\$ 725,157
Permit and Licenses	\$ 154,422
Charges for Current Services	\$ 193,924
Miscellaneous Revenues	\$ 131,615
Interfund Transfers	\$ 149,342
TOTAL	\$5,039,507

Expenditures

City Council	\$ 73,210
Administration	\$ 490,434
Assessor	\$ 38,000
Auditor	\$ 12,425
I.T.	\$ 62,689
Legal Fees	\$ 122,500
Engineer	\$ 6,500
P&Z	\$ 2,000
Government Buildings	\$ 129,224
Fire Protection	\$ 310,505
Code Enforcement	\$ 296,962
Street Department	\$ 307,372
Recreation	\$ 424,704
Police Department	\$2,132,741
Parks Department	\$ 382,940
Miscellaneous	\$ 290,500
TOTAL	\$5,039,507

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

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 19th day of December, 2022.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 22-64, A Resolution Adopting 2023 General Fund Budget, adopted by the Spring Lake Park City Council at their regular meeting on the 19th day of December 2022.

Daniel R. Buchholtz, Administrator

(SEAL)

Dated: _____

CITY OF SPRING LAKE PARK

2023 BUDGET BREAKDOWN OF REVENUES:

		2021 ACTUAL	2022 BUDGET	2023 BUDGET
<u>TAX LEVY:</u>				
31010	Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 3,368,623.75	\$ 3,520,702	\$ 3,685,047
31020	Delinquent Taxes Received	\$ 20,362.60		
31910	Penalties & Interest	\$ 4,639.46		

INTERGOVERNMENTAL REVENUE:

STATE:

33401	Local Government Aid	\$ 546,048.00	\$ 551,424	\$ 565,157
33404	PERA Increase Aid (phased out 6/30/20)	\$ -	\$ -	\$ -
33416	Police Training Reimbursement	\$ 9,856.00	\$ 8,000	\$ 25,000
33421	Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 98,820.12	\$ 95,000	\$ 95,000
35101	Court Fines (Anoka Co-State disburses funds)	\$ 32,748.59	\$ 40,000	\$ 40,000

PERMIT AND LICENSES:

32110	Liquor,Wine,Non-Intox & Club Lic	\$ 35,260.00	\$ 26,500	\$ 25,960
32111	Off-Sale Liquor	\$ -	\$ 310	\$ 310
32179	Pawn Shop Licenses & Investigation Fee	\$ 6,252.00	\$ 6,252	\$ 6,252
32180	Cigarette,Dance,Used Car & Misc	\$ 6,800.00	\$ 6,000	\$ 6,000
32181	Sign Permits	\$ 6,027.50	\$ 5,500	\$ 5,500
32208	Contractors Licenses	\$ 11,775.00	\$ 8,500	\$ 8,500
32210	Building Permits	\$ 82,280.72	\$ 75,000	\$ 75,000
32211	Building Permit Surcharges	\$ 3,342.46	\$ 5,000	\$ 5,000
32215	Demolition Permit	\$ -	\$ -	\$ -
32230	Plumbing Permits	\$ 7,941.70	\$ 5,000	\$ 5,000
32231	Plumbing Permit Surcharges	\$ 82.95	\$ 1,000	\$ 500
32232	Heating & A/C Permits	\$ 15,081.38	\$ 10,000	\$ 10,000
32233	Heating & A/C Surcharges	\$ 298.69	\$ 1,000	\$ 1,000
32240	Dog and Cat Registrations	\$ 640.00	\$ 400	\$ 400
32260	Certificates of Occupancy	\$ 5,200.00	\$ 3,000	\$ 3,000
32261	Vacant Property Registration	\$ 800.00	\$ 2,000	\$ 2,000
32262	Solicitors Licenses	\$ -	\$ -	

2023 BUDGET BREAKDOWN OF REVENUES:

		2021 ACTUAL	2022 BUDGET	2023 BUDGET
<u>CHARGES FOR CURRENT SERVICES:</u>				
34102	Zoning Letters	\$ 200.00	\$ 200	\$ 200
34103	SUP, Zoning, Var. & Subd.	\$ 9,012.50	\$ 5,000	\$ 5,500
34104	Plan Review Fees	\$ 33,166.29	\$ 40,000	\$ 40,000
34105	Sale of Maps, Documents, Copies	\$ 69.50	\$ 300	\$ 300
34107	Assessment Searches	\$ -	\$ 100	\$ 100
34108	Admin. SAC Charges	\$ 720.00	\$ 100	\$ 100
34109	Filing Fees	\$ -	\$ 45	\$ -
34111	Adm. Gambling Fees	\$ 37,188.00	\$ 38,300	\$ 39,449
34115	Gun Range Facility Use	\$ 285.00	\$ 375	\$ 375
34117	Facility Room Rental	\$ -	\$ 500	\$ 500
34201	Police & Fire Alarms	\$ 3,300.00	\$ 2,000	\$ 2,000
34202	Police Reports	\$ 860.70	\$ -	\$ 500
34204	Rental Housing Registration	\$ 89,567.50	\$ 103,300	\$ 102,900
34205	Right Of Way Applications	\$ 1,554.30	\$ 2,000	\$ 2,000

MISCELLANEOUS REVENUES:

34801	Insurance Dividends	\$ 18,579.00	\$ 6,000	\$ 10,000
34949	Restitution	\$ 1,782.19	\$ -	\$ -
34950	Refund and Reim	\$ 12,894.17	\$ 5,000	\$ 5,000
35102	Adm. Offense Fines	\$ 23,295.28	\$ 18,500	\$ 25,000
35347	Traffic Education Program-GF share	\$ -	\$ -	\$ -
35348	Property Room Revenue	\$ 6.24	\$ 500	\$ 500
35349	MN Driving Diversion Program	\$ 1,200.00	\$ 750	\$ 750
35350	Detox Transportation Reim	\$ 30.00	\$ 200	\$ 200
36200	Misc Revenues	\$ -	\$ -	\$ -
36210	Interest Earned	\$ (20,796.06)	\$ 12,500	\$ 10,000
36901	ISD 16 - Liaison Officer	\$ 75,563.17	\$ 84,584	\$ 80,165
39100	Reimbursement for Admin Services	\$ -	\$ -	\$ -
39101	Recycle Park Program	\$ -	\$ -	\$ -

INTERFUND TRANSFERS:

39200	Other Transfers	\$ -	\$ -	\$ -
39201	Transfer from Other Funds	\$ -	\$ -	\$ -
39202	Transfer from Public Utilities	\$ 52,166.00	\$ 53,730	\$ 55,342
39203	Transfer from Liquor Fund	\$ 25,000.00	\$ 25,000	\$ 25,000
39205	Transfer from TIF #6-1 (begin taxes payable 2020)	\$ 3,000.00	\$ 3,000	\$ 3,000
39206	Transfer from Recycling Fund	\$ 3,000.00	\$ 3,000	\$ 3,500
39207	Transfer from Recreation	\$ 62,500.00	\$ 62,500	\$ 62,500

TOTAL 2022 REVENUES

\$ 4,697,024.70	\$ 4,838,072	\$ 5,039,507
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CITY OF SPRING LAKE PARK

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2023 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CITY COUNCIL-41110</u>				2021 ACTUAL	2022 BUDGET	2023 BUDGET
1030	SALARIES			\$ 31,294.56	\$ 31,297	\$ 31,297
	a) Mayor	\$	7,453			
	b) Councilmembers	\$	23,844			
1211	PERA			\$ 966.84	\$ 1,565	\$ 1,565
	a) Defined Contribution Plan					
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 2,394.00	\$ 2,395	\$ 2,394
	a) FICA (6.2% x \$31,297)	\$	1,940			
	b) Medicare (1.45% x \$31,297)	\$	454			
1510	WORKER'S COMPENSATION			\$ 6.84	\$ 77	\$ 70
2100	OPERATING SUPPLIES			\$ -	\$ 500	\$ 500
	a) Budget Notebooks & Dividers	\$	250			
	b) Business Cards & I.D. Badges	\$	150			
	c) Miscellaneous	\$	100			
3310	TRAVEL EXPENSE			\$ 51.74	\$ 500	\$ 500
3500	PRINTING & PUBLISHING			\$ 2,042.55	\$ 1,000	\$ 1,950
	a) Ordinances & Resolutions	\$	750			
	b) Special Meetings, etc.	\$	100			
	c) Assessment Notices	\$	300			
	d) Legal Notices	\$	800			
4300	CONFERENCES & SCHOOLS			\$ 95.00	\$ 2,805	\$ 3,000
	a) LMC Conferences/Schools/Webinars	\$	2,500			
	b) Municipals	\$	60			
	c) MN Mayor's Association Conference	\$	300			
	d) Anoka County Local Officials Meeting	\$	140			
4330	DUES & SUBSCRIPTIONS			\$ 14,755.00	\$ 14,487	\$ 15,344
	a) LMC Dues	\$	7,945			
	b) North Metro Mayor's Assn	\$	2,718			
	c) MN Mayors Assn	\$	30			
	d) Metro Cities	\$	3,093			
	e) Anoka Co. Econ Dev. Initiative	\$	350			
	f) Suburban Rate Authority	\$	958			
	g) North Trunk Hwy 65 Coalition	\$	250			

2023 BUDGET BREAKDOWN OF EXPENDITURES:**CITY COUNCIL-41110 (CON'T)****4000 CONTRACTUAL SERVICES**

a) Board/Commission Stipends (\$30/mtg)

	2021 ACTUAL	2022 BUDGET	2023 BUDGET
\$	2,700.00	\$ 5,460	\$ 5,040

4955 DISCRETIONARY FUNDS

a) Memorials	\$ 250
b) Retreat/Workshop Expenses	\$ 500
c) Parade Candy/Parade Banner	\$ 800
d) Council Discretionary	\$ 10,000

\$ 925.00	\$ 11,550	\$ 11,550
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TOTAL CITY COUNCIL

\$ 55,231.53	\$ 71,636	73,210
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2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021	2022	2023
<u>ADMINISTRATION-41400</u>				ACTUAL	BUDGET	BUDGET
1010	SALARIES *2023 Salaries			\$ 259,583.07	314,895	330,493
	a) Full time Salaries	\$	329,293			
	b) Administrator's Deferred Comp. Contrib.	\$	1,200			
1050	VACATION BUY BACK			\$ 5,203.14	5,000	5,000
1210	PERA EMPLOYER CONTRIBUTION			\$ 19,151.09	23,618	24,787
	a) Coordinated 7.5%	\$	330,493			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 19,020.32	24,473	25,666
	a) FICA 6.2%	\$	335,493	\$	20,801	
	b) Medicare 1.45%	\$	335,493	\$	4,865	
1300	HEALTH & DENTAL INSURANCE/H.S.A			\$ 42,063.89	58,278	57,506
1313	PRUDENTIAL LIFE INSURANCE			\$ 163.28	200	200
1510	WORKER'S COMPENSATION			\$ 1,349.24	2,951	2,980
	a) Premium	\$	1,980			
	b) Deductible	\$	1,000			
2000	OFFICE SUPPLIES			\$ 2,414.33	2,875	2,800
	a) Paper	\$	625			
	b) Office Supplies	\$	925			
	c) Toner (B&W, Color)	\$	1,250			
2030	PRINTED FORMS			\$ 1,293.92	2,025	2,025
	a) Checks/Envelopes	\$	400			
	b) Minute Books (2)	\$	225			
	c) Stationery/Envelopes	\$	800			
	d) Business Cards	\$	200			
	e) Misc. Printing	\$	400			
2100	OPERATING SUPPLIES			\$ 1,069.01	640	1,090
	a) Dog/Cat Receipt Books & Tags	\$	90			
	b) Reverse Directory	\$	500			
	c) Miscellaneous	\$	500			
2220	POSTAGE			\$ 3,703.35	2,956	3,056
	a) Postage	\$	2,150			
	b) Monthly Meter Rental	\$	538			
	(\$44.84 x 12)					
	c) Maintenance Agreement	\$	368			

2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021	2022	2023
<u>ADMINISTRATION-41400 (CON'T)</u>				ACTUAL	BUDGET	BUDGET
3210	CELL PHONE			\$ 1,694.07	650	650
3310	TRAVEL EXPENSE			\$ 3,195.76	3,400	3,500
	a) Staff Mileage	\$	500			
	b) Administrator's Car Allowance \$250/mo	\$	3,000			
3410	EMPLOYMENT ADVERTISING			\$ -		
3500	PRINTING & PUBLISHING			\$ 53.75	300	250
3550	COUNTY FEE FOR SERVICE			\$ 1,435.01	1,550	1,550
	a) Special Assessment & TNT Charges					
	1) Anoka County	\$	1,500			
	2) Ramsey County	\$	50			
4050	MAINTENANCE AGREEMENTS			\$ 11,044.64	7,786	10,456
	a) Copy Machine Maintenance	\$	2,856			
	b) Accounting - Software Support	\$	4,000			
	c) Document Imaging (Laser Fiche)	\$	3,100			
	d) Copy-overage	\$	500			
4300	CONFERENCES & SCHOOLS			\$ 2,272.42	5,325	6,335
	a) MCMA Annual Conference	\$	720			
	b) MCMA Winter Workshop	\$	155			
	c) MCFOA Annual Conference	\$	765			
	d) LMC Annual Conference	\$	700			
	e) MCFOA Clerk's Institute	\$	675			
	f) Municipals Banquets	\$	250			
	g) LMC Loss Control Workshop	\$	120			
	h) MN GFOA Conference	\$	700			
	i) Miscellaneous	\$	2,250			
4330	DUES & SUBSCRIPTIONS			\$ 1,708.58	1,625	1,600
	a) ICMA	\$	1,015			
	b) Municipals	\$	25			
	c) Sam's Club	\$	45			
	d) MCFOA	\$	110			
	e) MN GFOA	\$	70			
	f) LMC City Official Directory	\$	65			
	g) MCMA	\$	150			
	h) Notary Renewal	\$	120			

2023 BUDGET BREAKDOWN OF EXPENDITURES:**ADMINISTRATION-41400 (CON'T)**

		2021 ACTUAL	2022 BUDGET	2023 BUDGET
4350	BANK FEES	\$ 1,658.72	2,000	1,700
4390	US BANK CREDIT CARD REBATE	\$ (476.98)		
4500	CONTRACTUAL SERVICES	\$ 5,247.95	5,055	8,790
	a) Shredding Service	\$ 710		
	b) Northland Securities	\$ 645		
	Continuing Disclosure Reports			
	c) City Code Self-Publication License	\$ 2,200		
	d) Strategic Insights - CIP Software	\$ 775		
	e) Agenda Management Software	\$ 3,800		
	f) Zoom Professional	\$ 160		
	g) Contingency	\$ 500		
5000	CAPITAL OUTLAY	\$ -		
<u>TOTAL ADMINISTRATION</u>		\$ 382,848.56	\$465,602	490,434

2023 BUDGET BREAKDOWN OF EXPENDITURES:**ASSESSOR-41500**

4000 CONTRACTUAL SERVICES
a) Kenneth A. Tolzmann Contract

2021 ACTUAL	2022 BUDGET	2023 BUDGET
\$ 37,615.00	\$ 37,500	\$ 38,000

2023 BUDGET BREAKDOWN OF EXPENDITURES:**AUDIT & FINANCIAL-41540****3010 AUDIT EXPENSE**

a) Expense breakdown

General Fund - 50%

Public Utilities - 50%

	2021 ACTUAL	2022 BUDGET	2023 BUDGET
	\$ 11,425.00	\$ 11,950	\$ 12,425

2023 BUDGET BREAKDOWN OF EXPENDITURES:**I T DEPARTMENT-41600****4000 CONTRACTUAL SERVICES**

a) IT Services (Computer Integration Technologies)	\$38,304
b) High Speed Internet - Comcast (\$245/month)	\$2,940
c) Constant Contact (\$45/month)	\$540
d) Website Hosting/Domains	\$2,000
e) Exchange Subscription (\$10/mo/user @ 40 users)	\$4,800
f) Zix encrypted e-mail (\$89/yr/user @ 29 users)	\$2,465
g) Off-site backup (City)	\$600
h) Datto off-site backup (PD)	\$8,640
i) Anoka County Connect (\$75/month)	\$900
j) Miscellaneous	\$1,500

2021 ACTUAL	2022 BUDGET	2023 BUDGET
\$ 65,225.63	\$ 61,305	\$ 62,689

2023 BUDGET BREAKDOWN OF EXPENDITURES:**LEGAL FEES-41610****3040 ATTORNEY FEES**

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

2021 ACTUAL	2022 BUDGET	2023 BUDGET
\$ 103,123.34	\$ 122,500	\$ 122,500

2023 BUDGET BREAKDOWN OF EXPENDITURES:

ENGINEERING FEES-41710

3030 ENGINEERING FEES

2021		2022		2023
ACTUAL		BUDGET		BUDGET
\$	2,716.50	\$	7,500	\$ 6,500

2023 BUDGET BREAKDOWN OF EXPENDITURES:**PLANNING & ZONING-41720****2100 OPERATING SUPPLIES**

a) Name Plates

b) Letterhead/Envelopes

2220 POSTAGE**3500 PRINTING & PUBLISHING**

a) Public Notices (Property Owners)

b) Official Notices (Newspapers)

4000 PLANNER FEES**TOTAL PLANNING & ZONING**

	2021 ACTUAL	2022 BUDGET	2023 BUDGET
	\$ -	\$ 125	\$ 100
	\$ 40.28	\$ 100	\$ 100
	\$ 37.63	\$ 300	\$ 300
	\$ 3,511.75	\$ 500	\$ 1,500
	\$ 3,589.66	\$ 1,025	\$ 2,000

2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021 ACTUAL	2022 BUDGET	2023 BUDGET
<u>GOVERNMENT BUILDINGS-41940</u>						
1010	SALARIES *2023 Salaries			\$ 16,933.64	17,128	17,557
	a) 1 - 25%					
1013	OVERTIME			\$ 442.39		0
1020	ON CALL SALARIES			\$ 421.51		0
1050	VACATION BUY BACK			\$ 319.64	400	400
1210	PERA EMPLOYER CONTRIBUTION			\$ 1,305.13	1,285	1,317
	a) Coordinated 7.5%	\$ 17,557				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 1,328.81	1,342	1,375
	a) FICA 6.2%	\$ 17,957	\$ 1,114			
	b) Medicare 1.45%	\$ 17,957	\$ 261			
1300	HEALTH & DENTAL INSURANCE/H.S.A			\$ 2,101.86	2,966	2,947
1313	PRUDENTIAL LIFE INSURANCE			\$ 12.48	13	13
1510	WORKER'S COMPENSATION			\$ 113.13	1,017	1,052
	a) Premium	\$ 1,052				
	b) Deductible	\$ -				
2100	OPERATING SUPPLIES			\$ 10,613.17	9,500	10,000
	a) Paper Products					
	b) Cleaning Supplies					
	c) Biohazard Clean Up Kits					
	d) Mat Cleaning Service					
2200	REPAIR & MAINTENANCE			\$ 10,662.77	12,000	12,000
	a) Irrigation System	\$ 538				
	b) Plbg./Electrical	\$ 2,322				
	c) General Bldg. Repair/Maint.	\$ 6,890				
	d) Annual Fire Ext. Maint.	\$ 750				
	e) Test Fire Sprinklers in North Garage	\$ 500				
	f) Gun Range-Service Calls (furnace etc)	\$ 1,000				
2225	LANDSCAPE MATERIALS			\$ -		
2280	UNIFORMS			\$ 143.74	750	750
	a) Uniforms Allowance per contract	\$ 700				
	b) T-Shirts	\$ 50				

2023 BUDGET BREAKDOWN OF EXPENDITURES:**GOVERNMENT BUILDING-41940 (CON'T)**

			2021 ACTUAL	2022 BUDGET	2023 BUDGET
3210	LANDLINE TELEPHONE		\$ 7,101.38	7,465	9,300
	a) Cloud Phone System	\$ 9,300			
3810	ELECTRIC SERVICE		\$ 25,251.85	23,000	23,000
	a) Bulletin Board				
	b) Security Lighting				
	c) City Offices				
	d) Public Works Building				
3830	GAS UTILITIES		\$ 14,445.94	15,500	24,000
	a) Public Works Building				
	b) City Hall				
3841	RUBBISH REMOVAL		\$ 4,449.24	4,300	4,300
	a) Rubbish Removal	\$ 3,450			
	b) Anoka County Solid Waste Mgmt Fee	\$ 850			
4000	CONTRACTUAL SERVICES		\$ 18,873.88	30,000	9,465
	a) Pest Control	\$ 535			
	b) Safety Consultant	\$ 640			
	c) Security Camera Maintenance	\$ 3,825			
5000	CAPITAL OUTLAY		\$ -		
7000	GOVERNMENT BUILDING REPLACEMENT FUND		\$ 11,688.00	12,667	11,748
		\$ 117,476			
<u>TOTAL GOVERNMENT BUILDINGS</u>			\$ 126,208.56	\$ 139,333	129,224

2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021	2022	2023
<u>POLICE PROTECTION-42100</u>				ACTUAL	BUDGET	BUDGET
1010	SALARIES	*2023 Salaries		\$ 1,181,556.79	\$ 1,149,958	\$ 1,198,674
	a) Officers, Chief & Sergeants		\$ 1,006,083			
	b) Record Management Technicians		\$ 191,151			
	c) Terminal Agency Coord (TAC)		\$ 1,440			
	Special Pay - \$120/month					
1013	OVERTIME			\$ 100,505.83	\$ 97,000	\$ 97,000
	a) Officers		\$ 82,000			
	b) Record Management Technicians		\$ 6,000			
	c) City SITE		\$ 9,000			
	<i>(Holiday Pay, **Revenue Generating: Safe & Sober Grant, SITE; Non Generating Revenue: Night to Unite)</i>					
1050	VACATION BUY BACK			\$ 5,509.13	\$ 10,000	\$ 10,000
1210	PERA EMPLOYER CONTRIBUTION			\$ 199,707.42	\$ 201,129	\$ 209,079
	a) PNF 17.70%	\$ 1,097,083	\$ 194,184			
	b) Coordinated 7.5%	\$ 198,591	\$ 14,895			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 28,124.67	\$ 30,751	\$ 31,866
	a) FICA 6.2%	\$ 208,591	\$ 12,933			
	b) Medicare 1.45%	\$ 1,305,674	\$ 18,933			
1300	HEALTH & DENTAL INSURANCE/H.S.A			\$ 184,560.79	\$ 210,058	\$ 202,459
1313	PRUDENTIAL LIFE INSURANCE			\$ 721.66	\$ 722	\$ 723
1510	WORKER'S COMPENSATION			\$ 57,483.40	\$ 51,017	\$ 84,476
	a) Premium		\$ 81,476			
	b) Deductible		\$ 3,000			
2000	OFFICE SUPPLIES			\$ 2,331.98	\$ 3,600	\$ 3,600
	a) Ticket Writer Paper					
	b) Ink Cartridges					
	c) Printer Paper					
2030	PRINTED FORMS			\$ 1,266.96	\$ 1,200	\$ 2,200
	a) Mandate Property Receipts					
	b) Notice of Seizure/Intent to Forfeit					
	c) Business Cards & Letterhead					
	d) Police Department Recruitment					

2023 BUDGET BREAKDOWN OF EXPENDITURES:

<u>POLICE PROTECTION-42100 (CON'T)</u>		2021 ACTUAL	2022 BUDGET	2023 BUDGET
2040	RANGE EQUIPMENT & SUPPLIES	\$ 9,212.93	\$ 9,750	\$ 9,400
	a) Range Rental	\$ 500		
	b) Ammo (Mandated to use duty ammo)	\$ 5,000		
	c) Targets	\$ 300		
	d) Range Filter	\$ 700		
	e) Gun Cleaning Supplies	\$ 300		
	f) Range Cleaning-Contractor	\$ 1,800		
	g) Range Service Calls-routine maintenance	\$ 800		
2100	OPERATING SUPPLIES	\$ 3,259.46	\$ 5,382	\$ 6,330
	a) First Aid Supplies	\$ 200		
	b) Tobacco compliance checks	\$ 100		
	c) Vehicle Registrations	\$ 200		
	d) Vehicle Title Transfers	\$ 60		
	e) Mouth Pieces	\$ 350		
	f) Defib Electrodes \$170x10	\$ 1,700		
	g) Biohazard Clean-Up Kits	\$ 250		
	h) Eyeglasses (Contractual)	\$ 600		
	i) Annual Fire Ext Inspections	\$ 420		
	j) Narcan	\$ 1,050		
	k) Crime Prevention	\$ 1,000		
	l) Miscellaneous	\$ 400		
2120	MOTOR FUELS & LUBRICANTS	\$ 19,573.15	\$ 27,200	\$ 30,000
2220	POSTAGE	\$ 267.03	\$ 1,900	\$ 1,900
3050	MEDICAL EXPENSES	\$ 10,263.00	\$ 2,000	\$ 2,000
	a) Hiring Process-Employee Physical & Psych Evaluation			
3210	CELL PHONES & AIR CARDS	\$ 2,671.23	\$ 3,900	\$ 3,425
	(Aircards-Laptops-Unlimited Data.			
3211	DATA SERVICES	\$ 28,308.31	\$ 37,668	\$ 37,665
	a) Mobile Data Quarterly Fee \$450x4	\$ 1,800		
	b) Monthly Mobile Access \$268x12	\$ 3,211		
	c) CJDN Quarterly Fee \$390x4	\$ 1,560		
	d) Netmotion Mobility	\$ 2,500		
	e) Evidence.com/Officer Safety (BWL/Tasers)	\$ 20,824		
	f) Evidence.com/Squad Video Fleet System	\$ 7,770		

2023 BUDGET BREAKDOWN OF EXPENDITURES:

		2021	2022	2023
<u>POLICE PROTECTION-42100 (CON'T)</u>		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3300	CLOTHING & PERSONAL EQUIPMENT	\$ 11,817.60	\$ 10,960	\$ 11,730
	a) \$930 x 11	\$ 10,230		
	b) Office Staff \$350 x 3	\$ 1,200		
	c) Service Awards	\$ 300		
3310	TRAVEL EXPENSE	\$ 943.26	\$ 1,200	\$ 1,200
3421	800 MHZ RADIO	\$ 106.50	\$ 2,006	\$ 2,000
	a) Annual MESB Fee	\$ 1,000		
	b) Radio Extended Warranty	\$ 1,000		
4000	CONTRACTUAL SERVICE	\$ 24,141.42	\$ 40,345	\$ 50,083
	a) Shredding Service	\$ 600		
	b) Radar Calibration	\$ 400		
	c) Public Safety Data System (PSDS)	\$ 16,863		
	d) Detox transportation	\$ 335		
	e) MN IT	\$ 600		
	f) Certified Crime Fighter	\$ 1,000		
	g) VCS (P.D. Work Schedule Software-Annual)	\$ 1,802		
	h) Interpretative Services	\$ 1,500		
	i) SLP Power Program	\$ 17,500		
	j) LEXIPOL Policy and Training	\$ 9,483		
4050	MAINTENANCE AGREEMENTS	\$ 6,327.41	\$ 7,300	\$ 8,169
	a) Copier & Overages	\$ 2,500		
	b) Imaging, Scanner Service Plan & Support (Marco/OPG-3)	\$ 1,600		
	c) Speed Trailer-Annual Traffic Suite	\$ 4,069		
4060	AUTO EQUIPMENT & REPAIR	\$ 13,946.91	\$ 20,000	\$ 20,000
4070	OTHER EQUIPMENT REPAIR	\$ 1,968.40	\$ 2,500	\$ 2,500
4300	CONFERENCES & SCHOOLS	\$ 9,928.49	\$ 22,305	\$ 30,000
	a) Law Enforcement Training	\$ 17,000		
	b) IACP Conference	\$ 3,000		
	c) Training per Contract (\$500 x 11)	\$ 6,000		
	d) BCA PTT	\$ 1,000		
	e) Records Management Training	\$ 1,000		
	f) MN Chief of Police ETI (Sgt's/Chief)	\$ 2,000		

2023 BUDGET BREAKDOWN OF EXPENDITURES:**POLICE PROTECTION-42100 (CON'T)**

		2021 ACTUAL	2022 BUDGET	2023 BUDGET
4330	DUES & SUBSCRIPTIONS	\$ 1,047.68	\$ 1,630	\$ 1,605
	a) Anoka County Chiefs	\$ 145		
	b) MN Chiefs of Police	\$ 305		
	c) IACP	\$ 190		
	d) Post Board Renewals (\$90x1)	\$ 360		
	e) MN Crime Prevention	\$ 60		
	f) Assn. Of Training Officers	\$ 15		
	g) Sam's Club	\$ 35		
	h) Tri Co Investigation Assoc.	\$ 75		
	i) MOCIC	\$ 250		
	j) PLEAA - Police Tech Membership	\$ 105		
	k) IAPE (Evidence Room)	\$ 65		
5000	CAPITAL OUTLAY	\$ 64,604.13	\$ 39,752	\$ 49,500
	a) 2023 Squad	\$ 36,500		
	b) Tear Down & Rebuild 2021	\$ 12,000		
	c) Squad Graphic's Stripping	\$ 1,000		
7000	TRANSFER OUT	\$ 19,056.50	\$ 17,157	\$ 25,157
	a) Radio Replacement (Fund 243)	\$ 10,000		
	b) Emergency Management (Fund 249)	\$ 3,157		
	1) Repair & Maintenance	\$ 1,450.00		
	2) Electric	\$ 100.00		
	3) Maintenance Agreement	\$ 1,107.00		
	4) Capital Outlay	\$ 500.00		
	i) Masks Gloves			
	ii) Storage Bins			
	iii) Barrier Tape			
	c) Animal Control (Fund 250)	\$ 1,000		
	d) Reserves (Fund 103)	\$ 2,500		
	e) Chaplain Program (Fund 103)	\$ 500		
	f) 800 MHZ Radio	\$ 2,000		
	g) Contractual Service	\$ 6,000		
<u>TOTAL POLICE PROTECTION</u>		\$ 1,989,212.04	\$ 2,008,390	2,132,741

2023 BUDGET BREAKDOWN OF EXPENDITURES:

		2021 ACTUAL	2022 BUDGET	2023 BUDGET
<u>FIRE PROTECTION-42200</u>				
4000	FIRE DEPARTMENT CONTRACT	\$ 246,252.00	\$ 255,125	\$ 264,095
5000	CAPITAL OUTLAY	\$ 45,457.00	\$ 46,410	\$ 46,410
<u>TOTAL FIRE PROTECTION</u>		\$ 291,709.00	\$ 301,535	\$ 310,505

Fire Department Formula Distribution

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

2023 BUDGET BREAKDOWN OF EXPENDITURES:

<u>CODE ENFORCEMENT-42300</u>		2021 ACTUAL	2022 BUDGET	2023 BUDGET
1010	SALARIES *2023 Salaries	\$ 128,400.59	\$ 189,819	\$ 199,936
	a) 100% Building Official & Code Enforcement Of	\$ 99,616		
	b) 100% Code Enforcement Inspector	\$ 71,162		
	b) 50% Receptionist	\$ 29,158		
1040	TEMPORARY SALARY	\$ 18,096.00	\$ -	\$ -
	Seasonal - NA	\$ -		
1050	VACATION BUY BACK	\$ 141.64	\$ 3,300	\$ 3,300
1210	PERA EMPLOYER CONTRIBUTION	\$ 5,888.93	\$ 14,237	\$ 22,255
	a) PNF 17.70%	\$ 71,162		
		\$ 12,596		
	b) Coordinated 7.5%	\$ 128,774		
		\$ 9,659		
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ 8,993.64	\$ 14,775	\$ 11,136
	a) FICA 6.2%	\$ 132,074		
		\$ 8,189		
	b) Medicare 1.45%	\$ 203,236		
		\$ 2,947		
1300	HEALTH & DENTAL INSURANCE/H.S.A	\$ 23,081.87	\$ 38,631	\$ 37,990
1313	PRUDENTIAL LIFE INSURANCE	\$ 97.90	\$ 129	\$ 130
1510	WORKER'S COMPENSATION	\$ -	\$ 1,713	\$ 1,930
	a) Premium	\$ 930		
	b) Deductible	\$ 1,000		
2000	OFFICE SUPPLIES	\$ 213.01	\$ 600	\$ 600
2100	OPERATING SUPPLIES	\$ 570.97	\$ 2,200	\$ 2,200
	a) Printed Forms - Permits	\$ 300		
	b) Business Cards	\$ 400		
	c) Identification Attire	\$ 800		
	d) Code Books & Publications	\$ 400		
	e) Annual Charge for Color Copies	\$ 300		
2120	MOTOR FUELS	\$ 1,397.83	\$ 1,900	\$ 2,500
2200	REPAIR & MAINTENANCE	\$ 107.49	\$ 1,000	\$ 2,000
	a) Vehicle Repair & Maint.			
3210	CELL PHONE	\$ 588.07	\$ 2,000	\$ 2,000
3310	TRAVEL EXPENSES	\$ -	\$ 300	\$ 300
4000	CONTRACTUAL SERVICES	\$ -	\$ 3,000	\$ 3,000
	a) City of Mounds View			

2023 BUDGET BREAKDOWN OF EXPENDITURES:**CODE ENFORCEMENT-42300 (CON'T)**

		2021 ACTUAL	2022 BUDGET	2023 BUDGET
4300	CONFERENCES & SCHOOLS	\$ 1,550.00	\$ 2,600	\$ 2,600
	a) Annual Bldg. Offical State Conference	\$ 2,200		
	b) Fire Marshall Training	\$ 100		
	c) M.A.H.C.O.	\$ 100		
	d) M.B.P.T.A.	\$ 200		
4330	DUES & SUBSCRIPTIONS	\$ 2,500.00	\$ 5,000	\$ 5,085
	a) ICC Membership	\$ 160		
	b) 10,000 Lakes Membership	\$ 150		
	c) Fire Marshalls Assn	\$ 200		
	d) M.A.H.C.O.	\$ 100		
	e) BS&A Annual Subscription	\$ 4,325		
	f) M.B.P.T.A.	\$ 150		
<u>TOTAL CODE ENFORCEMENT</u>		\$ 191,627.94	\$ 281,204	296,962

2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021 ACTUAL	2022 BUDGET	2023 BUDGET
<u>STREETS-43000</u>						
1010	SALARIES	<i>*2023 Salaries</i>		\$ 139,830.50	150,438	156,116
	a) 1 - 100%		\$ 70,226			
	b) 3 - 25%		\$ 52,669			
	c) 28% of Director		\$ 33,221			
1013	OVERTIME			\$ 2,802.33	8,824	8,862
	a) 175 hrs					
1020	ON-CALL SALARIES			\$ 1,396.46	4,034	4,052
	a) 80 hrs					
1050	VACATION BUY BACK			\$ 1,654.21	1,900	1,900
1210	PERA EMPLOYER CONTRIBUTION			\$ 11,499.36	12,248	12,678
	a) Coordinated 7.5%	\$ 169,030				
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 11,547.19	12,638	13,077
	a) FICA 6.2%	\$ 170,930	\$ 10,598			
	b) Medicare 1.45%	\$ 170,930	\$ 2,478			
1300	HEALTH & DENTAL INSURANCE/H.S.A			\$ 24,816.40	24,224	24,039
1313	PRUDENTIAL LIFE INSURANCE			\$ 106.32	105	105
1510	WORKER'S COMPENSATION			\$ 8,288.27	14,862	13,813
	a) Premium	\$ 12,813				
	b) Deductible	\$ 1,000				
2100	OPERATING SUPPLIES			\$ 203.73	0	0
2120	MOTOR FUELS & LUBRICANTS			\$ 13,202.78	16,000	18,000
2150	SHOP MATERIALS			\$ 1,277.70	3,500	3,500
2200	REPAIR, MAINTENANCE & SUPPLIES			\$ 12,828.87	7,000	7,500
2210	EQUIPMENT PARTS			\$ 8,026.19	8,500	8,500
2221	TIRES			\$ 10,797.97	1,000	1,000
2224	STREET MAINTENANCE MATERIALS			\$ -	2,000	3,000
	a) Asphalt					
2226	SIGNS & STRIPING			\$ 5,861.75	6,500	7,500
	a) Crosswalks					
	b) Curbs					

2023 BUDGET BREAKDOWN OF EXPENDITURES:

			2021	2022	2023
<u>STREETS-43000 (CON'T)</u>			ACTUAL	BUDGET	BUDGET
2280	UNIFORMS		\$ 1,196.00	1,300	1,300
	a) Uniforms Allowance per contract	\$ 1,200			
	b) T-Shirts	\$ 100			
3210	CELL PHONE		\$ 189.67	370	370
4000	CONTRACTUAL SERVICES		\$ 26.40	1,040	1,040
	a) Safety Consultant	\$ 640			
	b) Random Drug Testing & Annual Fee	\$ 400			
	c) Street Sweeping				
	(<i>\$9,000 - Storm Water Fund</i>)	\$ -			
4300	CONFERENCES & SCHOOLS		\$ 989.02	800	800
	a) Safety Training	\$ 500			
	b) A.P.W.A. St. Cloud	\$ 300			
4330	DUES & SUBSCRIPTIONS		\$ 67.18	220	220
	a) American Public Works Assn.	\$ 200			
	b) Regional Mutual Aid Dues	\$ 10			
	c) Wells Fargo Credit Card	\$ 10			
5000	CAPITAL OUTLAY		\$ 43.57	0	0
7000	TRANSFER OUT		\$ 2,000.00	3,000	20,000
	a) Forestry (Fund 251)	\$ 20,000			
	Tree removal E A B - \$20,000				
<u>TOTAL STREETS DEPARTMENT</u>			\$ 258,651.87	\$ 280,503	307,372

2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021	2022	2023
<u>RECREATION-45100</u>				ACTUAL	BUDGET	BUDGET
1010	SALARIES *2023 Salaries			\$ 200,203.72	\$ 247,780	\$ 262,402
1040	TEMPORARY SALARIES	(Salary Range \$14-\$18)		\$ 20,535.23	\$ 21,913	\$ 26,590
	a) 3 Playground Leaders	\$17 x 320 hrs x 4 = \$21,760				
	b) Rink Attendants	\$11.50 x 200 hrs = \$2,300				
	c) Field Attendants	\$13.00 x 110 hrs = \$1,430				
	d) Softball Umpires	\$27.50 x 40 hrs = \$1,100				
1050	VACATION BUY BACK			\$ 1,617.34	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION			\$ 14,703.43	\$ 18,584	\$ 19,681
	a) Coordinated 7.5%	\$ 262,402	\$ 19,680			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 15,789.65	\$ 20,862	\$ 22,338
	a) FICA 6.2%	\$ 291,992	\$ 18,104			
	b) Medicare 1.45%	\$ 291,992	\$ 4,234			
1300	HEALTH & DENTAL INSURANCE/H.S.A			\$ 34,981.84	\$ 41,570	\$ 41,041
1313	PRUDENTIAL LIFE INSURANCE			\$ 150.34	\$ 155	\$ 155
1510	WORKER'S COMPENSATION			\$ 14.66	\$ 3,778	\$ 5,075
	a) Premium	\$ 4,075				
	b) Deductible	\$ 1,000				
2000	OFFICE SUPPLIES			\$ 2,157.00	\$ 2,161	\$ 2,161
	a) Office Supplies	\$ 789				
	b) Woven Envelopes/Stationary Shells	\$ 372				
	c) Ink Cartridges, Toner	\$ 1,000				
2220	POSTAGE			\$ 11,955.56	\$ 9,521	\$ 13,581
	a) Recreation Brochure Mailing (2,300x3)	\$ 10,960				
	b) Miscellaneous Mailings	\$ 2,621				
2290	EQUIPMENT SUPPLIES			\$ 2,403.47	\$ 2,900	\$ 2,900
	a) Playground Supplies (Bats,Balls,Games)	\$ 464				
	b) Youth Program Supplies	\$ 836				
	c) Seniors Program	\$ 1,200				
3310	TRAVEL EXPENSE			\$ 653.71	\$ 1,000	\$ 1,000
3410	EMPLOYMENT ADVERTISING			\$ -	\$ -	\$ 50

2023 BUDGET BREAKDOWN OF EXPENDITURES:**RECREATION-45100 (CON'T)**

			2021	2022	2023
			ACTUAL	BUDGET	BUDGET
3500	PRINTING & PUBLISHING		\$ 14,646.46	\$ 16,277	\$ 22,700
	a) Winter Program Brochure	\$ 6,425			
	b) Fall Program Brochure	\$ 4,422			
	c) 8 page mid fall early winter	\$ 2,878			
	d) Spring/Summer Brochure (8 page)	\$ 2,878			
	e) Paper, ink & stencils for all flyers	\$ 1,857			
	f) New Journeys quarterly newsletter	\$ 4,240			
4300	CONFERENCES & SCHOOLS		\$ 960.00	\$ 1,400	\$ 1,400
	a) M.R.P.A. Annual Conference	\$ 1,300			
	b) Municipals Banquet	\$ -			
	c) M.R.P.A., LMC Workshops	\$ 100			
4330	DUES & SUBSCRIPTIONS		\$ 404.93	\$ 930	\$ 630
	a) M.R.P.A.	\$ 300			
	b) Sam's Club	\$ 120			
	c) Wells Fargo Credit Card	\$ 20			
	d) M.A.S.S.	\$ 15			
	e) National P.P.A.	\$ 175			
5000	CAPITAL OUTLAY		\$ -	\$ -	
<u>TOTAL RECREATION DEPARTMENT</u>			\$ 321,177.34	\$ 391,831	424,704

2023 BUDGET BREAKDOWN OF EXPENDITURES:

				2021 ACTUAL	2022 BUDGET	2023 BUDGET
<u>PARKS-45200</u>						
1010	SALARIES *2023 Salaries			\$ 163,505.48	\$ 158,906	\$ 164,796
	a) 1 - 100% (Lead Worker)	\$	78,906			
	b) 3 - 25%	\$	52,669			
	c) 28% of Director	\$	33,221			
1013	OVERTIME			\$ 1,084.96	\$ 8,826	\$ 8,862
	a) 175 hrs					
1020	ON-CALL SALARIES			\$ 421.54	\$ 4,035	\$ 4,052
	a) 80 hrs					
1040	TEMPORARY SALARIES	(Salary range \$15 - \$20)		\$ 30,416.25	\$ 35,000	\$ 35,000
1050	VACATION BUY BACK			\$ 3,072.01	\$ 3,000	\$ 3,000
1210	PERA EMPLOYER CONTRIBUTION			\$ 12,022.46	\$ 12,883	\$ 13,329
	a) Coordinated 7.5%	\$	177,710			
1220	FICA & MEDICARE EMPLOYER CONTRIBUTION			\$ 14,585.87	\$ 16,048	\$ 16,503
	a) FICA 6.2%	\$	215,710			
	b) Medicare 1.45%	\$	215,710			
1300	HEALTH & DENTAL INSURANCE/H.S.A			\$ 24,595.82	\$ 24,796	\$ 24,497
1313	PRUDENTIAL LIFE INSURANCE			\$ 107.04	\$ 105	\$ 105
1510	WORKER'S COMPENSATION			\$ 7,858.80	\$ 10,781	\$ 14,253
	a) Premium	\$	13,253			
	b) Deductible	\$	1,000			
2100	OPERATING SUPPLIES			\$ 246.91	\$ 1,000	\$ 1,000
	a) Park Building Supplies					
	1) Rags					
	2) Cleaning Supplies					
	3) Paper Products					
	4) Shovels/Rakes					
2120	MOTOR FUELS & LUBRICANTS			\$ 12,328.18	\$ 14,500	\$ 16,500

2023 BUDGET BREAKDOWN OF EXPENDITURES:

2021 ACTUAL	2022 BUDGET	2023 BUDGET
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PARKS-45200 (CON'T)

2200	REPAIRS & MAINTENANCE		\$ 16,979.82	\$ 26,800	\$ 25,300
	a) Paint	\$ 800			
	b) Hardware	\$ 1,300			
	c) Lumber	\$ 1,300			
	d) Electrical	\$ 700			
	e) Irrigation System	\$ -			
	f) Triangle Park Fountain	\$ 1,000			
	g) Auto Repairs	\$ 1,000			
	h) Terrace Park Court Rehab	\$ 18,500			
	i) Miscellaneous	\$ 700			
2210	EQUIPMENT PARTS		\$ 6,172.97	\$ 5,500	\$ 5,500
2221	TIRES		\$ 719.02	\$ 800	\$ 800
2225	LANDSCAPE MATERIALS		\$ 8,827.01	\$ 11,692	\$ 15,852
	a) Fertilizer & Seed	\$ 3,000			
	b) Agriculture Lime	\$ 1,970			
	c) Line White Field Marking Paint	\$ 500			
	d) Safe Line for Lining Fields	\$ 400			
	e) Fibre for Playgrounds	\$ 3,982			
	f) Broadleaf Control	\$ 6,000			
2280	UNIFORMS				
	a) Uniform Allowance per contract	\$ 1,000	\$ 1,196.00	\$ 1,300	\$ 1,200
	b) T-Shirts	\$ 200			
2290	RECREATION EQUIPMENT SUPPLIES				
	a) Replacement parts for Bleachers/ Benches/Tables	\$ 250	\$ 503.84	\$ 4,300	\$ 4,300
	b) Volleyball, Hockey & Tennis Nets	\$ 250			
	c) Backstop Fencing	\$ 1,100			
	d) Playground Parts	\$ 2,700			
3210	LEAD WORKER'S CELL PHONE		\$ 518.77	\$ 500	\$ 500
3810	ELECTRIC SERVICE				
	a) Warming House (Able Park) Skating Lights		\$ 4,375.75	\$ 4,500	\$ 5,000
	b) Tennis & Ballfield Lights at Terrace Park				
	c) Triangle Park Water Fountain				
	d) 8463 Terrace Road				

2023 BUDGET BREAKDOWN OF EXPENDITURES:

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PARKS-45200 (CON'T)

			2021 ACTUAL	2022 BUDGET	2023 BUDGET
3830	GAS SERVICE				
	a) Able Park Building		\$ 3,102.97	\$ 3,500	\$ 4,200
	b) Terrace Park Building				
	c) Sanburnol Building (heat left on low to prevent damage)				
	d) 8463 Terrace Road				
3841	RUBBISH REMOVAL				
	a) Removal	\$ 300	\$ 263.90	\$ 500	\$ 500
	b) Solid Waste Mgmt Charge-Anoka Co	\$ 100			
4190	SATELLITE RENTAL				
	a) 3 units @ \$72 x 4/mo.	\$ 536	\$ 1,850.00	\$ 1,610	\$ 1,944
	b) 2 units @ \$72 x 6/mo.	\$ 804			
	c) 3 units @ \$72	\$ 150			
4300	CONFERENCES & SCHOOLS				
	a) Public Works Annual Conference	\$ 325	\$ (610.00)	\$ 2,500	\$ 2,500
	b) Ballfield Maintenance	\$ 100			
	c) Playground School	\$ 1,975			
	d) Minnesota Green Conference	\$ 100			
4330	DUES & SUBSCRIPTIONS		\$ 67.19		\$ 67
4500	CONTRACTUAL SERVICES				
	a) Safety Consultant	\$ 640	\$ 721.40	\$ 880	\$ 880
	b) Random Drug Testing	\$ 240			
4901	LAKESIDE PARK EXPENSE		\$ 6,224.00	\$ 11,500	\$ 12,500
5000	CAPITAL OUTLAY		\$ -	\$ -	\$ -
	Lakeside Pk Exp to be reimb		\$ (4,215.00)		

TOTAL PARKS DEPARTMENT

\$ 316,942.96	\$ 365,762	382,940
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2023 BUDGET BREAKDOWN OF EXPENDITURES:**101.45200.4901 LAKESIDE PARK**

	2021 ACTUAL	2022 BUDGET	2023 BUDGET
Salaries:		\$ 3,680	\$ 5,120
a) Maintenance Person:			
4 hrs/day x 80 days x \$16.00/hr	\$ 5,120		
FICA/Medicare		\$ 282	\$ 392
(.0765 x \$5,120)			
Worker's Compensation		\$ 253	\$ 253
Operating Supplies:		\$ 2,500	\$ 2,500
a) Soap, toilet paper, garbage bags	\$ 240		
b) Ag lime for ballfield	\$ 200		
c) Aeration notice	\$ 60		
d) Volleyball net	\$ 90		
e) Broadleaf/Veg Control	\$ 500		
f) Fertilizer (50 bags) & seed	\$ 560		
g) Playground surface	\$ 850		
Electricity (Vandal lights, irrigation system & buildings)		\$ 1,300	\$ 1,300
Water/Sewer Service		\$ 2,400	\$ 2,400
Refuse Collection		\$ 75	\$ 75
Portable Restrooms		\$ 550	\$ 550
Maintenance Equipment Rental/Usage		\$ 5,276	\$ 5,276
Insurance		\$ 5,504	\$ 6,055
Equipment Repairs		\$ 1,705	\$ 1,154
 <u>TOTAL LAKESIDE PARK BUDGET</u>		 \$ 23,525	 \$ 25,075
<i>Less Park Rental Income & Investment Income</i>		\$ (710)	
		\$ 22,815	\$ 25,075
 <u>Spring Lake Park Share</u>	 \$ 6,224.00	 \$ 11,407.50	 \$ 12,537

\$ 12,500 per Mark Beer @ Mounds View

2023 BUDGET BREAKDOWN OF EXPENDITURES:

<u>MISCELLANEOUS-49000</u>		2021 ACTUAL	2022 BUDGET	2023 BUDGET
1300	HEALTH INSURANCE	\$ 680.88	\$ 1,500	\$ 800
1313	COBRA & H.S.A. ACCOUNT MANAGEMENT COST	\$ 30.08	\$ 8,400	\$ 8,400
	a) \$688/month			
3600	INSURANCE	\$ 55,416.37	\$ 50,000	\$ 60,000
	a) General Liability			
	b) Accident			
	c) Boards & Commissions			
	d) Auto			
4000	CONTRACTUAL SERVICE	\$ 19,989.66	\$ 10,000	\$ 10,000
4389	CONTINGENCY	\$ -	\$ 50,000	\$ 25,000
4390	MISCELLANEOUS	\$ 835.56	\$ 10,000	\$ 10,000
4420	PLUMBING SURCHARGE	\$ -	\$ 200	\$ 200
4430	HEATING & AIR CONDITIONING SURCHARGES	\$ -	\$ 400	\$ 400
4440	BUILDING SURCHARGES	\$ -	\$ 5,000	\$ 5,000
7000	PERMANENT TRANSFERS	\$ 170,000.00	\$ 155,000	\$ 127,500
	a) Election Fund transfer	\$ 15,000		
	b) Severance Liability	\$ 25,000		
	(2019-\$15,000)			
	(2020-\$20,000)			
	(2021-\$20,000)			
	(2022-\$25,000)			
	c) Transfer (FD Debt - Station #3)	\$ 47,500		
	d) Transfer (PW Debt Service Fund)	\$ 40,000	(remainder-PU)	
<u>TOTAL MISCELLANEOUS</u>		\$ 246,952.55	\$ 290,500	247,300
<u>TOTAL 2023 EXPENDITURES</u>		\$ 4,404,257.48	\$ 4,838,076	5,039,507



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 15, 2022

Subject: Abatement of 8064 Garfield Street

Included with the packet is Resolution 22-65, which orders correction of hazardous conditions and abatement of public nuisances and safety and health hazards at 8064 Garfield Street NE.

Staff has been working to address complaints with this property since 2012. There has been no water usage on the property since 2012. Code Enforcement revoked the certificate of occupancy in 2012. After numerous unsuccessful attempts by Public Works to access the property to determine the status/condition of the water meter, water service was disconnected in 2021. The property was posted "Do Not Occupy" once water was disconnected.

The exterior of the property is in significant disrepair. Code Enforcement has identified multiple holes in the siding, soffit and fascia, some of which are large enough for a raccoon to gain entry. The roof has deteriorating shingles. In multiple locations, spray foam was used to fill gaps where the roof meets the fascia to keep animals out of the soffits. At the back of the home, water is running into the exterior walls, causing the exterior walls to rot from the inside out and weakening the loadbearing walls to create a situation of possible collapse.

After numerous attempts to contact the property owner, staff requested the City Attorney obtain an administrative search warrant to enter the property to inspect the property in connection with City ordinances, the International Property Maintenance Code and the Minnesota State Fire Code. Anoka County District Court Judge Logering issued the administrative search warrant on September 6, 2022 and Code Enforcement, with the assistance of the Spring Lake Park Police Department and SBM Fire, executed the warrant on September 12. The outcome of that inspection forms Exhibit A of the Resolution.

The Resolution orders the property owner to correct and abate the hazardous condition of 8064 Garfield Street, which could be to either raze and remove the dwelling or repair and rebuild the dwelling in accordance with law. The Resolution gives the property owner 30 days from the date of service of the order to comply. If the property owner does not comply, a motion for summary enforcement of the resolution shall be made to Anoka County District Court.

Staff recommends approval of the Resolution to protect the health, safety and welfare of not only this property but the neighborhood as a whole.

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

RESOLUTION NO. 22-65

A RESOLUTION ORDERING THE CORRECTION OF HAZARDOUS CONDITIONS AND FURTHER FOR THE ABATEMENT OF PUBLIC NUISANCES, SAFETY AND HEALTH HAZARDS WITH RESPECT TO THAT REAL ESTATE LOCATED AT 8064 GARFIELD STREET NE, SPRING LAKE PARK, MINNESOTA

WHEREAS, Minnesota Statutes §463.15 et seq defines a hazardous building or hazardous property as any building or property which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition or abandonment constitutes a fire hazard or hazard to the public safety or health; and

WHEREAS, the correction of hazardous conditions and the abatement of public nuisances is necessary to protect the health, safety and welfare of the public by elimination of dangerous conditions, attractive nuisances and for the elimination of harborage for vermin, rats and other animals that may pose a danger to the public safety and health thereby providing for more sanitary and safe conditions and to further protect the integrity and desirability of neighborhoods; and

WHEREAS, the City of Spring Lake Park has adopted the State Building Code and International Property Maintenance Code and has nominated its Building Official to oversee local property compliance with the same; and

WHEREAS, Minnesota Statute §463.16 empowers the governing body of the City to order the owner of any hazardous building or property within the City to correct or remove the hazardous condition of the building or property or to raze or remove the building; and

WHEREAS, the City Building Official has learned of hazardous conditions on the property located at 8064 Garfield Street NE, legally described as:

Lot 26, Block 2, Spring Lake Estates, Anoka County, Minnesota, according to the recorded plat thereof

(the “Property”); and

WHEREAS, the fee owner of record of the Property is Peter Borowitz; and

WHEREAS, the residential home and garage on the Property and the premises are hazardous by reason of the following:

A thorough inspection of the interior and exterior of the home was completed on September 12, 2022 and the structure was determined to be a hazardous building. Water has been entering the dwelling through the failing roof and exterior wall system for a significant amount of time and has flooded the home. This has resulted in compromised floor surfaces that

are subject to collapse and visible mold. The dwelling has major damage from the elements. The garage and home are also open to entry of pests. The structural integrity of both structures has been compromised where there is a risk of collapse. The house and garage are not habitable and are structurally unsound. The home is without heat or plumbing. Rodent and insect infestation is evident. Human and animal waste accumulations are present. Excessive indoor storage and compromised points of ingress and egress pose a fire hazard; and

WHEREAS, the City has notified the owner of record that the Property is a hazardous building within the meaning of Minnesota Statutes §463.15 et seq and has ordered him to raze and remove the home and garage or otherwise abate the violations and remove all hazardous conditions on the Property; and

WHEREAS, the owner has not complied with said order; and

WHEREAS, the City Council of the City of Spring Lake Park adopts the findings of the Building Official in the reports attached hereto as Exhibit A and incorporated herein, as to the hazardous nature of the structure and the public nuisances existing thereon.

NOW, THEREFORE, the City of Spring Lake Park hereby **RESOLVES** as follows:

1. The foregoing recitals are adopted and incorporated herein as though set out in full.
2. The City Council finds that the single family home and garage at 8064 Garfield Street NE, Spring Lake Park, Minnesota are hazardous buildings because of the extensive damage caused by water intrusion, deferred maintenance, and unsanitary use. The structural integrity of both structures have been compromised where there is a risk of collapse. The home is not habitable and the premises contain an accumulation of debris and junk and the conditions thereon constitute a fire hazard and a public nuisance.
3. The abatement of the public nuisances and hazardous conditions at said premises is hereby ordered by the City Council of the City of Spring Lake Park as follows:
 - A. Immediate razing and removal of said dwelling (including the house and garage) or satisfactory and code-compliant repair of the dwelling and garage and further removal of all debris therefrom, within 30 days of the date of service of the Council's Order upon the owner.
 - B. Should the owner fail to satisfactorily raze and remove or satisfactorily repair the hazardous building and abate the conditions as laid out above, the City Administrator, Clerk/Treasurer is hereby authorized, upon an appropriate court order, to cause and carry out the abatement described herein and to perform all other tasks and functions reasonably incident thereto and to keep an accurate record of the cost of all actions and proceedings herein including administrative time, attorneys' fees, costs and disbursements, and all other costs of the enforcement of this Order; and to send a statement of such costs to the owner

- who are directed herewith to pay the same.
- C. The Council hereby approves the Order, attached as Exhibit B, and directs City staff to serve notice to the Property owner.

The foregoing Resolution was moved for adoption by Councilmember _____.

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

And the following voted against the same: _____.

Whereupon the Mayor declared said Resolution duly passed and adopted this the _____ day of _____, 2022.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, Administrator, Clerk/Treasurer

EXHIBIT A

Building Official Report

EXHIBIT B

ORDER

FOR THE CORRECTION AND ABATEMENT OF HAZARDOUS CONDITIONS AND FURTHER FOR THE ABATEMENT OF PUBLIC NUISANCES, SAFETY AND HEALTH HAZARDS WITH RESPECT TO THAT REAL ESTATE LOCATED AT 8064 GARFIELD STREET NE, SPRING LAKE PARK, MINNESOTA

The City Council of the City of Spring Lake Park, Minnesota, pursuant to Resolution No. 22-65 , a copy of which is available for review, upon request, at Spring Lake Park City Hall, hereby orders Peter Borowitz, within 30 calendar days of service of this Order, to either raze and remove the dwelling and the foundations and fill all excavations to grade with clean fill and to remove all junk, rubbish and debris from the premises or in the alternative, to repair and rebuild said dwelling and garage according to law at 8064 Garfield Street NE, Spring Lake Park, Anoka County, Minnesota 55432. These actions are necessary to address substantial water intrusion and damage, animal and insect infestation, unsound structural elements, unsanitary conditions, and excessive interior storage and blocked access creating a fire hazard, all as more particularly described in the above-referenced resolution. Further, if there is no compliance with this Order, a Motion for summary enforcement of this Order shall be made to the Anoka County District Court unless an Answer is filed herein within twenty (20) days of the date of service of this Order upon said parties pursuant to Minnesota Statute §463.18.

If no compliance with this Order shall have taken place or no Answer contesting this action filed herein or if such Answer is filed and the Court orders the enforcement of this Order, then the City of Spring Lake Park shall cause the dwelling and garage, and foundations and junk, rubbish and debris to be removed pursuant to Minnesota Statute §463.21 and City ordinances, with all costs thereof, including attorneys' fees and administrative costs, to be a lien against the real estate on which said building was located, said lien to be levied and collected as a special assessment in the manner provided by Minnesota Statutes Chapter 429 and the provision of Minnesota Statute §463.161.

CITY OF SPRING LAKE PARK

Dated: _____

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



October 28, 2022

The property located at 8064 Garfield Street, City of Spring Lake Park was inspected on **September 12, 2022**. This inspection included the indoor premises and interior of the residence and the garage and exterior property including connections of lines or tubes or piping from residence to other areas, any and all plumbing fixtures including sinks, toilets, pipes, bathrooms, basements, any and all primary and accessory structures containing utility connections, septic system, heating and cooling systems, or attachments, any and all plumbing areas or areas containing sewage, discharge, pipes, effluent, septic system and/or attachments to any or all of the above and any and all heating and cooling systems, electrical connections and facilities, utility metering systems, structural supports, interior and exterior walls, the roof, the foundation, ventilation systems, means of egress, and general conditions of sanitation. This inspection revealed the following:

Structurally unsafe conditions:

- At the top of the stairs, leading to the upper level, there is a two-foot by two-foot soft spot in the floor. The only thing keeping things from falling through, is the carpet. While we were trying to remove a goose from the living room, the Fire Department had to walk on the edge of the living room, and could feel the floor was soft, spongy and unsafe to be on and in fear of collapse.
- The lowest level of the home had a major water/flooding problem. There is visible mold/mildew on the walls from floor to ceiling. The structural integrity has been compromised.
- The exterior of the home has significant deterioration. There are multiple holes in the roof, siding, soffit and fascia. Where the porch roof meets the back of the home, a large hole has rotten away and been partially filled with a spray foam. This area has had water running into the exterior walls for a significant amount of time. The exterior walls are rotting from the inside out and causing the exterior loadbearing walls a hazard of possible collapse.

Structure unfit for human occupancy:

- The home has no functioning plumbing system. The water meter has been removed, every sink and toilet is dry. Without the water on, it is unknown if any or all the water lines have frozen/burst at some point. Further inspection will be needed and a plumbing permit will need to be submitted in order to evaluate the cumulative damage to the lines.
- The home has no functioning heating source. The entire furnace has built up corrosion from the amount of water damage/moisture in the basement.
- Unsanitary conditions – With no working plumbing, a 2-foot mound of human waste and toilet paper is piled on the toilet of the owner's suite bathroom. The laundry tub is being used as a urinal but is unable to drain.
- Unsanitary conditions – A grown goose was living in the home. There was a piece of plywood containing the goose to the living room. A large pile of goose feces and bird food was covering the entire living room floor rendering it soft and spongy.
- Unsanitary Conditions – There is a large number of bugs throughout the home. Mouse/rat infestation is evident, as there is a large number of rodent droppings on the floor, but no visual sightings of any actual animals other than the goose was witnessed on the date of the inspection.

Fire and Life Safety Issues:

- Excessive Interior Storage – In the garage, there were six-foot-tall piles of empty bird feed bags. The kitchen has a pile of combustible material/garbage piled over the height of the counter tops. Large piles of combustible material/garbage are also being stacked in the entryway, dining room, living room, basement and porch. The entire main and upper level have a couple of inches of old newspaper covering the floor.
- Smoke Detectors – The home had no working smoke detectors
- Carbon Monoxide Detectors – The home had no working CO detectors.
- The front door is being blocked by (2) 4X4 pieces of dimensional lumber, screwed to the framing of the home. With the amount of combustible material/garbage in the home the rear sliding door is not accessible. The only exit from the home are windows and the garage door. Per national fire code, windows are considered emergency rescue openings and a garage is not considered an exit.

Exterior Property Maintenance:

- From the front of the garage to the back of the home, there are multiple holes in the siding, soffit and fascia. Some of the holes are large enough for a racoon to gain entry. The roof has deteriorating shingles on every side of the roof. The garage door is missing one of the two-foot by two-foot panels. The gable vent, above the garage door is missing its louvers, letting wild life of all sizes enter the attic of the home. In multiple locations spray foam has been used where the roof meets the fascia of the home. It has been filled to keep animals out of the soffits.

In my professional opinion, as the certified building official with the City of Spring lake Park, this property constitutes not only a fire hazard, but a hazard to public safety and health. The number of holes that have let water intrude for years, has weakened multiple exterior load-bearing, structural walls. It is evident that the basement had a severe water damage problem and the exterior of the home is rotting from the inside out. Parts of the interior flooring systems have been compromised from water infiltration, making it subject to collapse.

Sincerely,



Jeff Baker
Building Official/Fire Marshal
City of Spring lake Park

Cc: Address file



Code Enforcement Division
1301 81st Avenue NE
Spring Lake Park, MN 55434
www.slpmn.org

Peter Borowitz
8064 Garfield St NE
Spring Lake Park, MN 55432

September 14, 2022

Inspection Location: 8064 Garfield St NE
Inspection Date: 9/12/2022

This letter is in follow-up to the inspection conducted by the Code Enforcement Department pursuant to an administrative search warrant to evaluate code violations and hazardous conditions at the above property. You are required to take immediate action to abate violations on the property.

Action(s) necessary to abate violation(s)

Structure unfit for human occupancy – A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public (IPMC: 108.1.3) ***-As the City of Spring Lake Park's Code Official, I find this property to be Unfit for Human Occupancy and a hazardous building, as defined by MN Statute 463.15, subd. 3., due to the lack of water to the home, no heating capabilities, filth, contamination and infestation, mold and water damage, extreme amount of interior combustible storage and evidence of structural compromise.***

You are ordered to immediately, and prior to the re-inspection date set forth below, raze and remove the dwelling and foundations at the above property and fill all excavations to grade with clean fill and remove all junk, rubbish, and debris from the premises or, in the alternative, repair and rebuild said dwelling and garage according to law. Any restoration project must successfully and timely abate the following and any other code violations existing on the premises:

1. Repair or replace missing and/or inoperable smoke alarm. (MN Statute 299F.362) ***-Repair the smoke detectors so they are in working order. At the time of the inspection, there were no working detectors.***
2. Carbon Monoxide Alarms - Every single-family dwelling and every dwelling unit in a multifamily dwelling must have an approved and operational carbon monoxide alarm installed within ten feet of each room lawfully used for sleeping purposes. (MN Statute 299F.51) ***-Repair the carbon monoxide detectors so they are in working order. At the time of the inspection, there were no working detectors.***
3. Excessive Interior Storage – Storage of combustible material shall not produce conditions that will create a nuisance or a hazard to a person's health, safety or welfare. (MSFC: 304.1) ***-Remove the large piles of garbage/debris from the interior of the home. Including but not limited to; garage, entryway, kitchen, dining room, living room, basement family room and porch.***
4. Blocked Exit - A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice. Means of egress shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous. (MSFC Sec. 1031.3) ***-Remove the 4x4 dimensional lumber from boarding/blocking the front door.***
5. Unsanitary Conditions - Immediately correct unsanitary conditions. (IPMC: 305.1) ***-Remove the human feces/waste from the upper level bathroom.***
6. Unsanitary Conditions - Immediately correct unsanitary conditions. (IPMC: 305.1) ***-Remove the garbage, bird feed and goose feces from the living room; once removed, further evaluation will be needed on the structural stability of the living room floor.***

7. Unsanitary Conditions - Immediately correct unsanitary conditions. (IPMC: 305.1) ***-Remove the gypsum board in the lowest level. An extensive amount of mold/mildew is present. Provide a mold/mildew report from a certified company. An inspection of structural stability will be needed after removal.***
8. Infestation and Extermination – All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation. (IPMC: 309.1) ***–Abate rodent and insect infestation on the property. Remove the excessive interior storage of garbage, debris and bird feed. Bugs were visible on every level and room of the home. Signs of rodents were in the home but no sightings were witnessed.***
9. Mechanical Appliances - All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function. (IPMC: 603.1) ***-Return all appliances back to working order. The gas fireplace is broken and sticking out of the mantel. The furnace has corrosion all over it and every cover has been removed. (This will require a mechanical permit.)***
10. Plumbing - Minimum Standard All plumbing in every dwelling unit shall be properly installed and maintained in sanitary, safe, and functioning condition, and shall be connected to an approved utility system. (IPMC: 504.1) ***-Return all plumbing back to working order. Every P trap has dried up. The water meter has been removed. All water and plumbing lines need to be air tested prior to the water being turned back on. (This will require a plumbing permit.)***
11. Minimum Standard - Electrical panels, wiring, switches and outlets must be installed to meet the minimum requirements of the State Electrical Code (IPMC: 605.1) ***-Replace any missing faceplates, fixture globes and broken light fixtures. Repair any charred outlets. (This may require an electrical permit.)***
12. Interior Surfaces - All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected. (IPMC: 305.3) ***-Repair the floor at the top of the stairs and living room. There is a one-foot by one-foot soft spot at the top of the stairs and a larger hole in the living room. Correct or replace all compromised interior surfaces. Remove the cobwebs throughout the home. Repair any holes cut in the gypsum board. (More corrections may be added once the large amount of storage is removed.)***
13. Exterior Surfaces - All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. (IPMC: 304.2) ***-Repair all holes and compromised areas in the soffit and fascia, missing shingles, damaged garage door, damaged gable vents and any other dilapidated material on the exterior of the home. There are multiple holes on the homes exterior that have signs of animals coming in and out of the soffits and attic.***

A follow-up inspection will be conducted on November 29, 2022. Your immediate attention and correction of these violations is required. Should you fail to address all of these violations, this matter will be referred to the City Council for further action.



If you have any questions or concerns regarding your violation, please contact me at JBaker@slpmn.org or 763-792-7212.

Sincerely,

Jeff Baker
Building Official/Fire Marshal
City of Spring lake Park

Cc: Address file



Capital Improvement Plan

2023-2027



City of Spring Lake Park

2023-2027 Capital Improvement Plan

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Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 9, 2022

Subject: Capital Improvement Plan – 2023-2027

I am pleased to present the 2023-2027 Capital Improvement Plan (CIP) for the City of Spring Lake Park. I would like to express my appreciation to our Department Heads and to Accountant Melissa Barker for their assistance in preparing the CIP.

The proposed CIP identifies over \$17 million of projects over the next five years. Over half of the proposed CIP is dedicated to one project – the renovation of the City Hall facility. A summary of expenditures by Department is below:

EXPENDITURES AND SOURCES SUMMARY

Department	2023	2024	2025	2026	2027	Total
Administration	501,150	8,242,770			37,500	8,781,420
Code Enforcement	28,000					28,000
Parks and Recreation	1,270,527	257,500	265,000	40,000	15,000	1,848,027
Police Department	82,000	251,975	54,574	57,302	116,167	562,018
Public Utilities	441,600	93,264	94,995	496,794	1,514,134	2,640,787
Public Works	125,000	1,980,000	170,000	190,000	170,000	2,635,000
Storm Water Utility	44,204	110,000	75,000	275,000	75,000	579,204
EXPENDITURE TOTAL	2,492,481	10,935,509	659,569	1,059,096	1,927,801	17,074,456

It is important to note that the 2023-2027 CIP is a financial planning document. Approval of the plan does not represent approval of any specific project within the plan, nor does it finalize the year a particular project will take place. However, the projects identified in 2023 for implementation, upon approval of the CIP, will become the 2023 Capital Budget. Projects will be considered by the City Council prior to purchase/construction.

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

City of Spring Lake Park, Minnesota

Capital Improvement Plan

Administrative Summary

Visions and Goals

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

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

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

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

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

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

Policies

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

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

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

Capital projects will conform to the following criteria:

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

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

Process

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

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

Administrative Summary

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

Process Calendar

Fall 2022 -- CIP workpapers are rolled out to departments

October 10, 2022 -- Draft 2023-2027 CIP reviewed by City Council

December 19, 2022 - 2023-2027 CIP adopted by City Council

December 20, 2021 - 2021 CIP projects adopted as part of City's annual budget

City of Spring Lake Park, Minnesota

Capital Improvement Plan

2023 thru 2027

EXPENDITURES AND SOURCES SUMMARY

Department	2023	2024	2025	2026	2027	Total
Administration	501,150	8,242,770			37,500	8,781,420
Code Enforcement	28,000					28,000
Parks and Recreation	1,270,527	257,500	265,000	40,000	15,000	1,848,027
Police Department	82,000	251,975	54,574	57,302	116,167	562,018
Public Utilities	441,600	93,264	94,995	496,794	1,514,134	2,640,787
Public Works	125,000	1,980,000	170,000	190,000	170,000	2,635,000
Storm Water Utility	44,204	110,000	75,000	275,000	75,000	579,204
EXPENDITURE TOTAL	2,492,481	10,935,509	659,569	1,059,096	1,927,801	17,074,456

Source	2023	2024	2025	2026	2027	Total
American Rescue Plan Act (Federal)	746,123					746,123
Bonding	6,266,877					6,266,877
Building Maintenance and Renewal	105,000					105,000
Capital Investment Fund	500,000	928,620				1,428,620
Equipment Fund	128,150	461,150			93,500	682,800
General Fund	64,500	51,975	54,574	57,302	60,167	288,518
HRA Excess Fund	250,000					250,000
Municipal State Aid		337,500				337,500
Municipal State Aid Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
Outside Sources	32,704	937,500				970,204
Park Acquisition & Improvements	1,192,000	257,500	265,000	40,000	15,000	1,769,500
Public Utility Renewal and Replacement	441,600	93,264	94,995	516,794	1,514,134	2,660,787
Revolving Construction	78,527	82,500	82,500	82,500	82,500	408,527
Special Assessments		292,500	67,500	67,500	67,500	495,000
Storm Sewer Utility	30,000	110,000	75,000	275,000	75,000	565,000
SOURCE TOTAL	9,855,481	3,572,509	659,569	1,059,096	1,927,801	17,074,456

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 01
Project Name Standing Desk/Active Mat

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

Status Active



Description Total Project Cost: \$3,450

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

Justification

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

Prior	Expenditures	2023	2024	2025	2026	2027	Total
1,150	Equip/Vehicles/Furnishings	1,150	1,150				2,300
Total	Total	1,150	1,150				2,300

Prior	Funding Sources	2023	2024	2025	2026	2027	Total
1,150	Equipment Fund	1,150	1,150				2,300
Total	Total	1,150	1,150				2,300

Budget Impact/Other

No budget impact identified.

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 02

Project Name Ergonomic Chairs

Type Furnishings

Department Administration

Useful Life 5 years

Contact Daniel Buchholtz, City Administ

Category Equipment: Miscellaneous

Priority 3 Important

Status Active



Description

Total Project Cost: \$7,500

We would like to purchase new ergonomic office chairs for Administration Department staff.

Justification

The standard for replacing an office chair is every five years to ensure that we are providing each employee's back proper support and we haven't worn away the cushion. Employees use the office chairs 230 days a year on average, or 1,150 days over five years.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					7,500	7,500
Total					7,500	7,500

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund					7,500	7,500
Total					7,500	7,500

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 03
Project Name Computer Equipment

Type Equipment

Department Administration

Useful Life 5 years

Contact Daniel Buchholtz, City Administ

Category Equipment: Computers

Priority 1 Critical



Status Active

Description

Total Project Cost: \$150,000

Replace computer equipment and servers after end of current five year life cycle.

Justification

Staff uses computers every day for their essential job functions.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		150,000				150,000
Total		150,000				150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund		150,000				150,000
Total		150,000				150,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 04
Project Name Council Chambers Cable Equipment Update

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

Status Active



Description

Total Project Cost: \$100,000

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

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		100,000				100,000
Total		100,000				100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Bonding		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan

City of Spring Lake Park, Minnesota

2023 *thru* 2027

Project # 05
Project Name City Hall Renovation/Expansion

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

Status Active



Description Total Project Cost: \$8,511,620

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

Justification

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

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

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

The City's HVAC system is undersized to efficiently heat and cool the building, resulting in the use of space heaters to bring the temperature of work spaces to individual tastes. The R-value of the block insulation is subpar, resulting in higher energy costs to heat and cool the building.

The electrical panel is beyond its 30-year useful life. The water heater in the building is original from 1977.

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

Prior	Expenditures	2023	2024	2025	2026	2027	Total
20,000	Planning/Design	500,000					500,000
Total	Construction/Maintenance		6,241,620				6,241,620
	Equip/Vehicles/Furnishings		1,000,000				1,000,000
	Other		750,000				750,000
	Total	500,000	7,991,620				8,491,620

Prior	Funding Sources	2023	2024	2025	2026	2027	Total
20,000	American Rescue Plan Act (Federal)		746,123				746,123
Total	Bonding		5,966,877				5,966,877
	Building Maintenance and Renewal		100,000				100,000
	Capital Investment Fund	500,000	928,620				1,428,620
	HRA Excess Fund		250,000				250,000
	Total	500,000	7,991,620				8,491,620

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 58
Project Name Photocopier

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

Status Active



Description Total Project Cost: \$30,000

Purchase photocopiers for Administration/Park and Recreation and Police Departments.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					30,000	30,000
Total					30,000	30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund					30,000	30,000
Total					30,000	30,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 60
Project Name Code Inspector Vehicle

Type Equipment
Useful Life 10 years
Category Vehicles

Department Code Enforcement
Contact Jeff Baker, Building Official
Priority 2 Very Important

Status Active



Description

Purchase 2023 Equinox for Code Inspector Position.

Justification

When the City brought on its Code Inspector position full time, it provided the Inspector with a retired squad car to use. While they have low miles, the retired squad cars have been driven hard by our officers and often require expensive repairs after their retirement. Staff believes it will be more cost effective to purchase a second Equinox off the State Contract for the Code Inspector position.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	28,000					28,000
Total	28,000					28,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund	13,000					13,000
General Fund	15,000					15,000
Total	28,000					28,000

Budget Impact/Other

This purchase should reduce operations and maintenance costs for this vehicle by taking a vehicle that has been driven hard out of the fleet and replacing it with a new vehicle.

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 41
Project Name Able Park Upgrades

Type Improvement
Useful Life 20 years
Category Park Improvements

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

Status Active



Description Total Project Cost: \$1,674,500

Per Park Master Plan - replace park buildings and equipment

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Demolition	50,000					50,000
Playground Equipment	175,000					175,000
Park Building	860,000					860,000
Hockey Rink		35,000				35,000
Parking Lot/ADA Accessibility	97,000					97,000
Picnic Shelter		75,000	50,000			125,000
Volleyball Upgrades				25,000		25,000
Signage	10,000					10,000
Ballfield Improvements		85,000				85,000
Sidewalk/Trail Improvements			200,000			200,000
Park Amenities		12,500				12,500
Total	1,192,000	207,500	250,000	25,000		1,674,500

Funding Sources	2023	2024	2025	2026	2027	Total
Park Acquisition & Improvements	1,192,000	207,500	250,000	25,000		1,674,500
Total	1,192,000	207,500	250,000	25,000		1,674,500

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 43
Project Name Lakeside Lions Natural Play Nodes

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

Status Active

Description

Add nature nodes to west side of Lakeside Lions Park.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			15,000	15,000	15,000	45,000
Total			15,000	15,000	15,000	45,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park Acquisition & Improvements			15,000	15,000	15,000	45,000
Total			15,000	15,000	15,000	45,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 44

Project Name Ramsey CSAH 10 Trail Project

Type Improvement

Department Parks and Recreation

Useful Life 25 years

Contact Daniel Buchholtz, City Administ

Category Sidewalks/Trails

Priority 3 Important

Status Active



Description

Bicycle trail extension from east City limit line to Spring Lake Park Road.

Justification

In cooperation with the City of Mounds View, this project will extend the CSAH 10 trail on the south side of Ramsey CSAH 10 from the east City limit line to Spring Lake Park Road. This trail extension, plus additional striping improvements on Spring Lake Park Road, will create a pedestrian/bicycle trail loop in the two communities.

This project is eligible to be funded with State Aid dollars, which would reimburse the Revolving Construction fund.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design	15,705					15,705
Construction/Maintenance	62,822					62,822
Total	78,527					78,527

Funding Sources	2023	2024	2025	2026	2027	Total
Revolving Construction	78,527					78,527
Total	78,527					78,527

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project #	48
Project Name	Terrace Park Field Drainage Improvements

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

Status Active

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

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park Acquisition & Improvements		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 07
Project Name Squad Car Replacement

Type Equipment
Useful Life 5 years
Category Vehicles

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

Status Active



Description Total Project Cost: \$316,018

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

Justification

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

Prior	Expenditures	2023	2024	2025	2026	2027	Total
42,500	Equip/Vehicles/Furnishings	49,500	51,975	54,574	57,302	60,167	273,518
Total	Total	49,500	51,975	54,574	57,302	60,167	273,518

Prior	Funding Sources	2023	2024	2025	2026	2027	Total
42,500	General Fund	49,500	51,975	54,574	57,302	60,167	273,518
Total	Total	49,500	51,975	54,574	57,302	60,167	273,518

Budget Impact/Other

No change.

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project #	11
Project Name	40mm Launchers

Type Equipment
 Useful Life 10 years
 Category Equipment: Miscellaneous

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



Status Active

Description	Total Project Cost: \$7,000
Purchase less lethal 40mm launchers.	

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	5,500					5,500
Other	1,500					1,500
Total	7,000					7,000

Funding Sources	2023	2024	2025	2026	2027	Total
Outside Sources	7,000					7,000
Total	7,000					7,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

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

Type Improvement
Useful Life 40 years
Category Buildings

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

Status Active



Description Total Project Cost: \$200,000

Gun Range Renovation and Update of Range Filtration System.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		200,000				200,000
Total		200,000				200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Bonding		200,000				200,000
Total		200,000				200,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 47
Project Name Full Body Protection Armor

Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous

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

Status Active



Description Total Project Cost: \$70,000

Purchase civil unrest full body protection armor

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	14,000				56,000	70,000
Total	14,000				56,000	70,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund	14,000				56,000	70,000
Total	14,000				56,000	70,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 59
Project Name AED Replacement

Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous

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



Status Active

Description Total Project Cost: \$11,500

Purchase Philips HeartStart AED for City Hall, squad cars, and Public Works.

Justification

The City's existing AEDs are beyond their useful life and need to be replaced.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	11,500					11,500
Total	11,500					11,500

Funding Sources	2023	2024	2025	2026	2027	Total
Outside Sources	11,500					11,500
Total	11,500					11,500

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

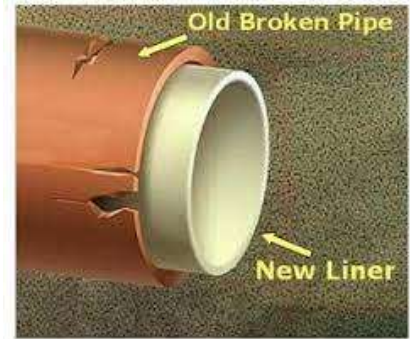
City of Spring Lake Park, Minnesota

Project # 14
Project Name Sewer Lining Project

Type Improvement
Useful Life 40 years
Category Wastewater

Department Public Utilities
Contact Public Works Director
Priority 1 Critical

Status Active



Description

Total Project Cost: \$600,000

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

Justification

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

Prior	Expenditures	2023	2024	2025	2026	2027	Total
300,000	Planning/Design	10,000					10,000
Total	Construction/Maintenance	290,000					290,000
	Total	300,000					300,000

Prior	Funding Sources	2023	2024	2025	2026	2027	Total
300,000	Public Utility Renewal and Replacement	300,000					300,000
Total	Total	300,000					300,000

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 15
Project Name Arthur Street Water Tower Painting

Type Improvement
Useful Life 25 years
Category Water Distribution

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

Status Active



Description

Total Project Cost: \$750,000

Blast and repaint water tower.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					25,000	25,000
Construction/Maintenance					725,000	725,000
Total					750,000	750,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement					750,000	750,000
Total					750,000	750,000

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 16
Project Name Able Park Water Tower Painting

Type Improvement
Useful Life 25 years
Category Water Distribution

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

Status Active



Description

Total Project Cost: \$600,000

Blast and repaint water tower.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					25,000	25,000
Construction/Maintenance					575,000	575,000
Total					600,000	600,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement					600,000	600,000
Total					600,000	600,000

Budget Impact/Other

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

Capital Improvement Plan

City of Spring Lake Park, Minnesota

2023 *thru* 2027

Project # 20
Project Name Pickup Replacement

Type Equipment
Useful Life 10 years
Category Vehicles

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



Status Active

Description Total Project Cost: \$225,787

Purchase Public Works pickup truck.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	41,600	43,264	44,995	46,794	49,134	225,787
Total	41,600	43,264	44,995	46,794	49,134	225,787

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement	41,600	43,264	44,995	46,794	49,134	225,787
Total	41,600	43,264	44,995	46,794	49,134	225,787

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 26
Project Name Sanitary Sewer Televising Camera

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

Status Active

Description Total Project Cost: \$125,000

Sanitary sewer televising camera to televise sanitary sewer lines and to assess condition of mains and resident services

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				125,000		125,000
Total				125,000		125,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement				125,000		125,000
Total				125,000		125,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project #	28
Project Name	Well #1 Rehab

Type	Improvement	Department	Public Utilities
Useful Life	25 years	Contact	Terry Randall, Public Works Dir
Category	Water Distribution	Priority	3 Important

Status Active

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

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				50,000		50,000
Total				50,000		50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement				50,000		50,000
Total				50,000		50,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 29
Project Name Well #2 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

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

Status Active

Description

Total Project Cost: \$50,000

Well #2 Rehab

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 30
Project Name Well #4 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

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

Status Active

Description

Total Project Cost: \$50,000

Well #4 Rehab

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			50,000			50,000
Total			50,000			50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement			50,000			50,000
Total			50,000			50,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 31
Project Name Well #5 Rehab

Type Improvement
Useful Life 25 years
Category Water Distribution

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

Status Active

Description

Total Project Cost: \$50,000

Well #5 Rehab

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					50,000	50,000
Total					50,000	50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement					50,000	50,000
Total					50,000	50,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 33
Project Name Terrace Street Treatment Plant Media Replacement

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

Status Active

Description Total Project Cost: \$100,000

Replace treatment media at the Terrace Street Water Treatment Plant.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 34
Project Name Sewer Jetter Replacement

Type Equipment
Useful Life 20 years
Category Wastewater

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



Status Active

Description

Total Project Cost: \$250,000

Sewer jetter truck replacement.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				250,000		250,000
Total				250,000		250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement				250,000		250,000
Total				250,000		250,000

Budget Impact/Other

Capital Improvement Plan

City of Spring Lake Park, Minnesota

2023 *thru* 2027

Project # 54
Project Name Hydrant Replacement

Type Improvement
Useful Life 25 years
Category Water Distribution

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

Status Active



Description Total Project Cost: \$125,000

Replacing hydrants and adding valves in front of hydrants

Justification

Many hydrants are old and are hard to turn. They also do not have valves in front of them for shutdown.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance				25,000	25,000	50,000	75,000
Total				25,000	25,000	50,000	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Public Utility Renewal and Replacement				25,000	25,000	50,000	75,000
Total				25,000	25,000	50,000	Total

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 55
Project Name Water Treatment Plant Chemical Pump Replacement

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

Status Active

Description Total Project Cost: \$40,000

Replace chemical pumps at Terrace and Arthur Water treatment Plants

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					40,000	40,000
Total					40,000	40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement					40,000	40,000
Total					40,000	40,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 22
Project Name Bobcat Replacement

Type Equipment
Useful Life 10 years
Category Vehicles

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



Status Active

Description Total Project Cost: \$40,000

Replace bobcat.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 23
Project Name Parks Mower

Type Equipment
Useful Life 10 years
Category Equipment: PW Equip

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

Status Active

Description Total Project Cost: \$60,000

Purchase parks mower to replace existing mower.

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund	60,000					60,000
Total	60,000					60,000

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 24
Project Name One-ton truck with plow

Type Equipment
Useful Life 10 years
Category Vehicles

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

Status Active



Description Total Project Cost: \$60,000

Purchase one ton truck with box and plow.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		60,000				60,000
Total		60,000				60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund		60,000				60,000
Total		60,000				60,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

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

Type Equipment Department Public Works
Useful Life 20 years Contact Terry Randall, Public Works Dir
Category Equipment: PW Equip Priority 3 Important

Status Active



Description Total Project Cost: \$250,000

Purchase new front end loader with plow and wing.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		250,000				250,000
Total		250,000				250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Equipment Fund		250,000				250,000
Total		250,000				250,000

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 46
Project Name Highway 65/85th Ave NE Traffic Signal Replacement

Type Improvement Department Public Works
Useful Life 20 years Contact Daniel Buchholtz, City Administ
Category Street Construction Priority 3 Important



Status Active

Description Total Project Cost: \$500,000

Traffic Signal Replacement at the intersection of Highway 65/85th Avenue NE.

Justification

MnDOT is planning to replace the traffic signal at the intersection of Highway 65 and 85th Avenue NE. The current traffic signal was constructed in 1997 and is coming to the end of its useful life.

The City has a signal agreement with the City of Blaine and MnDOT allocating 12.5% of the signal improvement cost to the City of Spring Lake Park.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		500,000				500,000
Total		500,000				500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Municipal State Aid		62,500				62,500
Outside Sources		437,500				437,500
Total		500,000				500,000

Budget Impact/Other

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

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project #	49
Project Name	Reconstruction of Sanburnol Drive

Type	Improvement	Department	Public Works
Useful Life	25 years	Contact	Terry Randall, Public Works Dir
Category	Street Construction	Priority	3 Important

Status Active

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

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		1,000,000				1,000,000
Total		1,000,000				1,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Municipal State Aid		275,000				275,000
Outside Sources		500,000				500,000
Special Assessments		225,000				225,000
Total		1,000,000				1,000,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 50
Project Name Street Sign Replacement

Type Equipment
Useful Life 20 years
Category Street Construction

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

Status Active



Description

Total Project Cost: \$100,000

Replace street signs throughout the City

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Municipal State Aid Maintenance	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Budget Impact/Other

Capital Improvement Plan

City of Spring Lake Park, Minnesota

2023 *thru* 2027

Project # 51
Project Name Fans for Public Works Facility

Type Furnishings
Useful Life 10 years
Category Buildings

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



Status Active

Description

Total Project Cost: \$5,000

Install fans at Public Works Facility

Justification

Add fans to draw down heat from ceiling to keep the Public Works Facility floor dry and to improve efficiency of gas furnaces.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	5,000					5,000
Total	5,000					5,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance and Renewal	5,000					5,000
Total	5,000					5,000

Budget Impact/Other

Improvement should reduce the amount of natural gas used in the facility.

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 52
Project Name Street Milling

Type Unassigned
Useful Life 20 years
Category Street Paving

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

Status Active



Description

Total Project Cost: \$750,000

Mill streets that are cracking and are beyond sealcoat rehabilitation.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance		150,000	150,000	150,000	150,000	600,000	150,000
Total		150,000	150,000	150,000	150,000	600,000	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Revolving Construction		82,500	82,500	82,500	82,500	330,000	150,000
Special Assessments		67,500	67,500	67,500	67,500	270,000	
Total		150,000	150,000	150,000	150,000	600,000	Total

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 53
Project Name North Garage Furnace Replacement

Type Equipment
Useful Life
Category Buildings

Department Public Works
Contact Terry Randall, Public Works Dir
Priority n/a

Status Active



Description

Replace hanging gas furnaces in the north garage.

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				20,000		20,000
Total				20,000		20,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Utility Renewal and Replacement				20,000		20,000
Total				20,000		20,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 36
Project Name Garfield/Hayes Pond Maintenance

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

Status Active



Description Total Project Cost: \$35,000

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

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		35,000				35,000
Total		35,000				35,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Sewer Utility		35,000				35,000
Total		35,000				35,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

Project # 37
Project Name Sports Dome Pond Maintenance

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

Status Active



Description Total Project Cost: \$30,000

Dredge pond north of Sports Dome on Highway 65 Service Drive

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	30,000					30,000
Total	30,000					30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Sewer Utility	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

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

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

Status Active



Description Total Project Cost: \$200,000

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

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				200,000		200,000
Total				200,000		200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Sewer Utility				200,000		200,000
Total				200,000		200,000

Budget Impact/Other

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

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

Type Improvement Department Storm Water Utility
Useful Life 15 years Contact Daniel Buchholtz, City Administ
Category Storm Sewer/Drainage Priority 3 Important

Status Active

Description Total Project Cost: \$28,408

Increase vegetation along edge of pond, deterring geese from residing in the park.

Justification

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

Prior	Expenditures	2023	2024	2025	2026	2027	Total
14,204	Construction/Maintenance	14,204					14,204
Total	Total	14,204					14,204

Prior	Funding Sources	2023	2024	2025	2026	2027	Total
14,204	Outside Sources	14,204					14,204
Total	Total	14,204					14,204

Budget Impact/Other

Budget Items	2023	2024	2025	2026	2027	Total
Maintenance	3,000	3,000	3,000	3,000	3,000	15,000
Total	3,000	3,000	3,000	3,000	3,000	15,000

Capital Improvement Plan

2023 *thru* 2027

City of Spring Lake Park, Minnesota

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

Type Improvement Department Storm Water Utility
Useful Life 40 years Contact Terry Randall, Public Works Dir
Category Storm Sewer/Drainage Priority 3 Important

Status Active



Description Total Project Cost: \$300,000

Storm Sewer Lining Project

Justification

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

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		75,000	75,000	75,000	75,000	300,000
Total		75,000	75,000	75,000	75,000	300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Sewer Utility		75,000	75,000	75,000	75,000	300,000
Total		75,000	75,000	75,000	75,000	300,000

Budget Impact/Other

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

City of Spring Lake Park, Minnesota

Capital Improvement Plan

2023 thru 2027

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027
American Rescue Plan Act (Federal)					
Beginning Balance	756,123	0	0	0	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	756,123	0	0	0	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(756,123)	0	0	0	0
Change in Fund Balance	(756,123)	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2023	2024	2025	2026	2027
Bonding					
Beginning Balance	0	0	0	0	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	6,373,413	0	0	0	0
Total Funds Available	6,373,413	0	0	0	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(6,373,413)	0	0	0	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2023	2024	2025	2026	2027
Building Maintenance and Renewal					
Beginning Balance	244,000	310,700	322,700	335,100	347,900
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	171,700	12,000	12,400	12,800	13,200
Total Funds Available	415,700	322,700	335,100	347,900	361,100
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(105,000)	0	0	0	0
Change in Fund Balance	66,700	12,000	12,400	12,800	13,200
Ending Balance	310,700	322,700	335,100	347,900	361,100

Source	2023	2024	2025	2026	2027
Capital Investment Fund					
Beginning Balance	1,850,217	1,325,217	396,597	396,597	396,597
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,850,217	1,325,217	396,597	396,597	396,597
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(525,000)	(928,620)	0	0	0
Change in Fund Balance	(525,000)	(928,620)	0	0	0
Ending Balance	1,325,217	396,597	396,597	396,597	396,597

Source	2023	2024	2025	2026	2027
Capital Replacement Fund					
Beginning Balance	444,062	444,062	444,062	444,062	444,062
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	444,062	444,062	444,062	444,062	444,062
Change in Fund Balance	0	0	0	0	0
Ending Balance	444,062	444,062	444,062	444,062	444,062

Source	2023	2024	2025	2026	2027
Equipment Fund					
Beginning Balance	0	176,455	(108,195)	68,305	244,805
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	404,605	176,500	176,500	176,500	176,500
Total Funds Available	404,605	352,955	68,305	244,805	421,305
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(228,150)	(461,150)	0	0	(93,500)
Change in Fund Balance	176,455	(284,650)	176,500	176,500	83,000
Ending Balance	176,455	(108,195)	68,305	244,805	327,805

Source	2023	2024	2025	2026	2027
General Fund					
Beginning Balance	2,539,802	2,524,802	2,524,802	2,524,802	2,524,802
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	49,500	51,975	54,574	57,302	60,167
Total Funds Available	2,589,302	2,576,777	2,579,376	2,582,104	2,584,969
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(64,500)	(51,975)	(54,574)	(57,302)	(60,167)
Change in Fund Balance	(15,000)	0	0	0	0
Ending Balance	2,524,802	2,524,802	2,524,802	2,524,802	2,524,802

Source	2023	2024	2025	2026	2027
HRA Excess Fund					
Beginning Balance	1,095,363	845,363	845,363	845,363	845,363
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	1,095,363	845,363	845,363	845,363	845,363
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(250,000)	0	0	0	0
Change in Fund Balance	(250,000)	0	0	0	0
Ending Balance	845,363	845,363	845,363	845,363	845,363

Source	2023	2024	2025	2026	2027
Municipal State Aid					
Beginning Balance	0	337,500	0	0	0
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	337,500	0	0	0	0
Total Funds Available	337,500	337,500	0	0	0
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	0	(337,500)	0	0	0
Change in Fund Balance	337,500	(337,500)	0	0	0
Ending Balance	337,500	0	0	0	0

Source	2023	2024	2025	2026	2027
Municipal State Aid Maintenance					
Beginning Balance	121,974	181,974	241,974	301,974	361,974
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	80,000	80,000	80,000	80,000	80,000
Total Funds Available	201,974	261,974	321,974	381,974	441,974
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Change in Fund Balance	60,000	60,000	60,000	60,000	60,000
Ending Balance	181,974	241,974	301,974	361,974	421,974

Source	2023	2024	2025	2026	2027
Outside Sources					
Beginning Balance	0	0	0	0	0
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	32,704	937,500	0	0	0
Total Funds Available	32,704	937,500	0	0	0
Expenditures and Uses					
Total Expenditures and Uses	(32,704)	(937,500)	0	0	0
Change in Fund Balance	0	0	0	0	0
Ending Balance	0	0	0	0	0

Source	2023	2024	2025	2026	2027
Park Acquisition & Improvements					
Beginning Balance	811,533	(380,467)	(637,967)	(902,967)	(942,967)
Revenues and Other Fund Sources					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	811,533	(380,467)	(637,967)	(902,967)	(942,967)
Expenditures and Uses					
Total Expenditures and Uses	(1,192,000)	(257,500)	(265,000)	(40,000)	(15,000)
Change in Fund Balance	(1,192,000)	(257,500)	(265,000)	(40,000)	(15,000)
Ending Balance	(380,467)	(637,967)	(902,967)	(942,967)	(957,967)

Source	2023	2024	2025	2026	2027
Public Utility Renewal and Replacement					
Beginning Balance	1,775,255	1,708,655	2,040,391	2,395,396	2,278,602
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	375,000	425,000	450,000	400,000	400,000
Total Funds Available	2,150,255	2,133,655	2,490,391	2,795,396	2,678,602
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(441,600)	(93,264)	(94,995)	(516,794)	(1,514,134)
Change in Fund Balance	(66,600)	331,736	355,005	(116,794)	(1,114,134)
Ending Balance	1,708,655	2,040,391	2,395,396	2,278,602	1,164,468

Source	2023	2024	2025	2026	2027
Revolving Construction					
Beginning Balance	1,292,448	1,382,588	1,368,305	1,353,299	1,337,589
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	168,667	68,217	67,494	66,790	66,085
Total Funds Available	1,461,115	1,450,805	1,435,799	1,420,089	1,403,674
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(78,527)	(82,500)	(82,500)	(82,500)	(82,500)
Change in Fund Balance	90,140	(14,283)	(15,006)	(15,710)	(16,415)
Ending Balance	1,382,588	1,368,305	1,353,299	1,337,589	1,321,174

Source	2023	2024	2025	2026	2027
Special Assessments					
Beginning Balance	0	0	(292,500)	(360,000)	(427,500)
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	0	0	0	0	0
Total Funds Available	0	0	(292,500)	(360,000)	(427,500)
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	0	(292,500)	(67,500)	(67,500)	(67,500)
Change in Fund Balance	0	(292,500)	(67,500)	(67,500)	(67,500)
Ending Balance	0	(292,500)	(360,000)	(427,500)	(495,000)

Source	2023	2024	2025	2026	2027
Storm Sewer Utility					
Beginning Balance	129,672	164,672	119,672	109,672	(100,328)
<u>Revenues and Other Fund Sources</u>					
Total Revenues and Other Fund Sources	65,000	65,000	65,000	65,000	65,000
Total Funds Available	194,672	229,672	184,672	174,672	(35,328)
<u>Expenditures and Uses</u>					
Total Expenditures and Uses	(30,000)	(110,000)	(75,000)	(275,000)	(75,000)
Change in Fund Balance	35,000	(45,000)	(10,000)	(210,000)	(10,000)
Ending Balance	164,672	119,672	109,672	(100,328)	(110,328)

City of Spring Lake Park, Minnesota

Capital Improvement Plan

GLOSSARY

Accrual Basis of Accounting

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

Bond

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

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

Capital Budget

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

Capital Improvement Plan

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

Equipment Replacement Revolving Fund

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

Expenditure

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

Fiscal Year

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

General Fund

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

Revenue

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



December 12, 2022

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

Reference: 2023 Seal Coat and Crack Repair Project
Authorize Preparation of Plans and Bidding

Dear Dan:

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

We recommend obtaining bids for the planned 2023 construction area. The streets for the 2023 construction are the dark red colored streets on the 7-Year Plan Seal Coat Plan map (see insert). The streets for 2023 include streets east of Able St. NE and north of 81st Ave. NE.

The streets to be completed under this project are streets that were last seal coated in 2016. The streets in the project area will be inspected by the Public Works Director and will be patched as appropriate prior to completion of the seal coat and crack repair.

We request that the City Council authorization preparation of plans/ specifications and bidding for the 2023 Seal Coat and Crack Repair project.

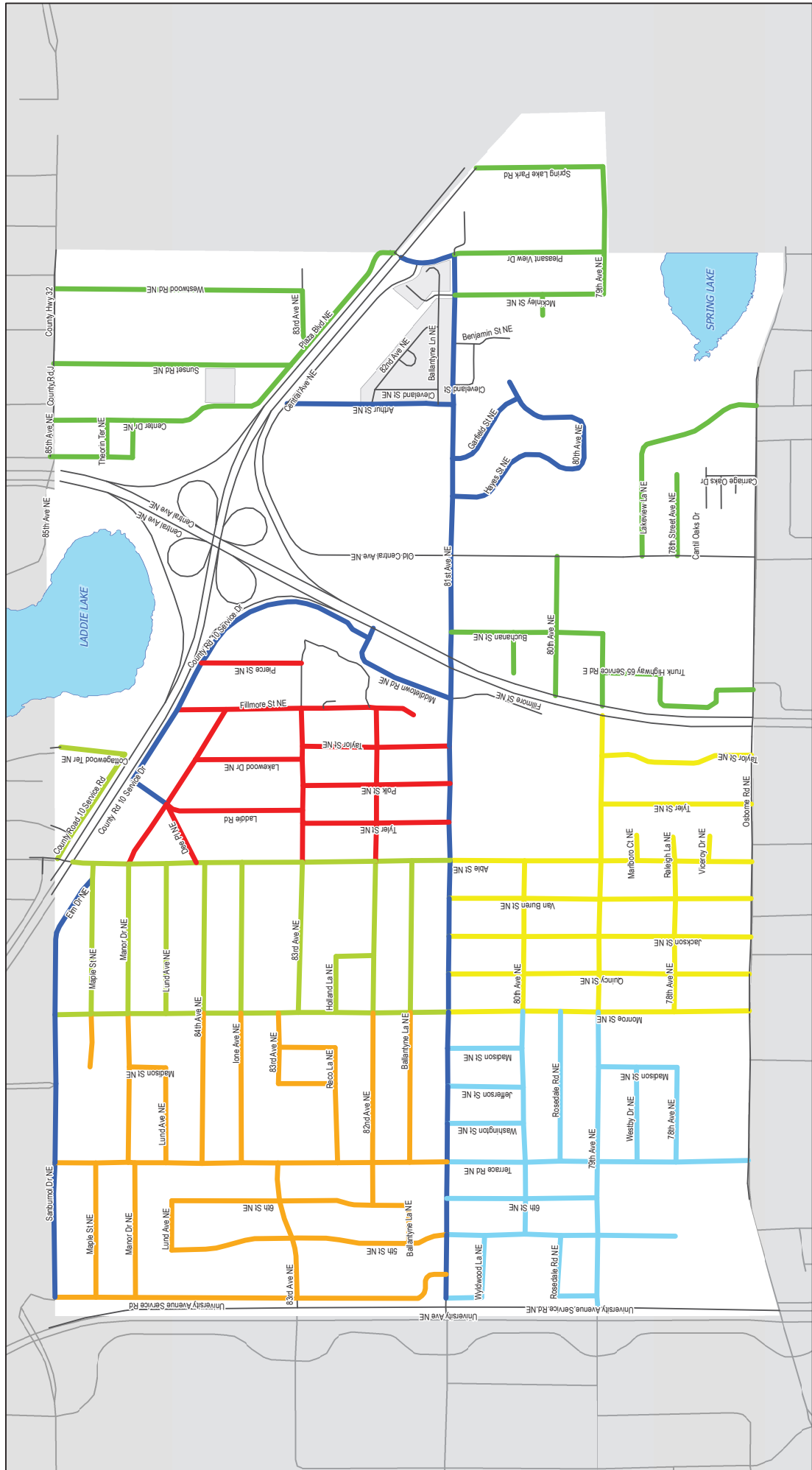
The Council can consider award of Construction Contract later in the spring after bids are received.

Sincerely,
Stantec

Phil Gravel



cc: Terry Randall, Public Works Director



2335 Highway 36 West
St. Paul, MN 55113



City of Spring Lake Park

Seal Coat Years

- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- Non-City Road



7-Year Seal Coat Plan

Date	Job No.	Scale
2/16/2017	193803424	0 275 550 1,100 Feet

Document Path: R:\valentmunicipalspring_lake_park_ci_mn\18MAP\GISDATA\Projects\Saal_Coats_Plan_11x17.mxd



Memorandum

Date: December 19, 2022

To: Mayor and City Council

Re: MN BCA Auditing requirements

Mayor and City Council Members,

If you will remember in July 2022 the police department went through a MN BCA CJIS security audit. The police department passed the audit, but with all audits there were several items that we needed to address to come into full compliance with all CJIS requirements. One of those requirements for CJIS and MN BCA is to have a Logging-Audit and Event component for the police department computer systems. The MN BCA gave us sixty days to come up with a plan for compliance and gave us 6 months to put that plan into place.

In an effort to make sure the police department is following CJIS and MN BCA rules I have been researching several companies and options to bring us into compliance. I have found that Netwirx a web-based auditing and compliance tool is going to be the best option for the city and the police department. Netwirx would meet all the CJIS and MN BCA requirements.

I have attached a quote from Netwirx for a period of three years. By signing for three years we received a 20% discount on this project. The discount saves the city \$3,356.10 over the three-year contract. The cost of the program will be split yearly for ease of budgeting. On top of the savings from Netwirx the next closest quote was approximately \$3900 over the Netwirx quote yearly.

I am requesting the City Council approve the attached quote from Netwirx for a three-year period for \$13,523.40. This will be split over the three-year contract.

If you have any questions I can take those now?

Chief Josh Antoine



Price Quote

Pricing information for your selected Netwrix products and services,
order form, and terms and conditions.



PRICE QUOTE

QUOTE # Q-26861

DATE: 12/6/2022

EXPIRATION DATE: 12/31/2022

IMPORTANT:

Please send this quote to your purchasing specialist **or** use instructions on the bottom to send order.

Currency: USD

Payment Terms: Net 30

Billing Frequency: Annual

Netwrix Corporation

Corporate HQ: 6160 Warren Parkway, Ste. 100, Frisco, TX 75034

Remittance Address: Netwrix Corporation Dept LA 25338, Pasadena, CA 91185-5338, USA

W-9: <https://www.netwrix.com/W-9>

Phone: (949) 407-5125

Fax: (201) 490-8841

E-mail: alexia.boswell@netwrix.com

Web: <https://www.netwrix.com>

TO:

City of Spring Lake Park, Josh Antoine, jantoine@slpmn.org, 7637927221

Software delivered electronically is subject to sales tax which will be calculated at the time of order processing. If your organization is exempt from sales tax, your accounting department will have to provide an exemption certificate.

Description	UNIT	QTY	LIST UNIT PRICE	DISC (%)	NET UNIT PRICE	TOTAL
NW-S-NA-AD Netwrix Auditor for Active Directory - Subscription period: 36 Months	Enabled AD User	150	USD 26.10	20	USD 20.88	USD 3,132.00
NW-S-NA-FS Netwrix Auditor for Windows File Servers - Subscription period: 36 Months	Enabled AD User	150	USD 20.01	20	USD 16.01	USD 2,401.20
NW-S-NDC-SEC Netwrix Data Classification - Data Security and Compliance Edition - Subscription period: 36 Months	Employee	150	USD 52.20	20	USD 41.76	USD 6,264.00
NW-S-NDC-SPHL Netwrix Data Classification for SharePoint - Hybrid License - Subscription period: 36 Months	Employee	150	USD 13.56	20	USD 10.85	USD 1,627.20
NW-SRVC-ONBRDSMB SMB Onboarding Package	Other	1	USD 99.00	0	USD 99.00	USD 99.00

Quote Total USD 13,523.40

Notes:

HOW TO PLACE AN ORDER:

- **Signed Order Form:** Fill out and sign the Order Form below.
- **Purchase Order:** Use your standard form and attach below.
- **Payment:** Pay the invoice issued by Netwrix that references this Quote.

ACCEPTED METHODS OF PAYMENT :

- **Credit Card:** Orders equal to or less than \$5,500 may be paid by credit card.
- **Bank Transfer:** Any Order may be paid according to the wiring instructions provided on the invoice issued by Netwrix.

Netwrix Corporation Software License Agreement: www.netwrix.com/EULA

QUESTIONS OR FEEDBACK? Please contact the sales representative below

Quote prepared by: Alexia Boswell, alexia.boswell@netwrix.com, x

NOTE: If the following page is left blank it is due to an optional PO attachment requirement by DocuSign.



ORDER FORM

QUOTE # Q-26861

PO#:

DATE:

Payment Terms: Net 30

Billing Frequency: Annual

Company name:

Licensee:

Billing Address

Street Address:

City/Town:

State/Province:

Postal Code:

Country:

Billing Contact*

First Name:

Last Name:

Email:

Phone:

Fax:

Shipping Address

Street Address:

City/Town:

State/Province:

Postal Code:

Country:

Account Department Contact**

First Name:

Last Name:

Email:

Phone:

Fax:

Send license code to (email) :

Licensee represents and warrants to Netwrix that (i) the person signing this Order Form has the authority to sign on behalf of Licensee, (ii) these terms (including the delivery terms and conditions) and the terms of the Netwrix Corporation End User License Agreement available at www.netwrix.com/EULA are binding on Licensee, and (iii) Netwrix is authorized to invoice Licensee for the specified amount on the specified payment terms. Licensee and Netwrix agree that electronic signatures included in this Order Form are intended to authenticate this writing and to have the same force and effect as manual signatures.

Authorized signature:

Title:

Date:

*Billing Contact - the person who approves this order so it could be processed and sent to the accounting department (e.g. Approver, Buyer)

**Accounting Department Contact - the person who will process payment for the PO/Invoice (could be the same as Billing Contact)

FURTHER STEPS:

- Fax to (201) 490-8841 send to OR alexia.boswell@netwrix.com
- Invoice will be generated and sent to billing contact person
- License code will be sent to you by email

QUOTE # Q-26861

This quotation may be accepted to form a binding contract upon any one of the following options:

- Signature and sent to Netwrix Corporation for the items listed in this quote;
- Issuance of a purchase order to Netwrix Corporation referencing this quote;
- Payment of the Invoice that references this quote.

Licensee agrees that the software products mentioned on this quotation and/or corresponding invoices will be electronically delivered by Netwrix Corporation. Netwrix is under no obligation to (i) provide physical shipment of any (a) software products or (b) updates or upgrades to the software products to which Licensee is entitled under maintenance, or (ii) deliver any other information on physical media.

The fees quoted by Netwrix may or may not include sales and/or use taxes. If such tax is applicable despite Netwrix electronic delivery, Licensee shall be responsible for any such taxes resulting from the purchase of Netwrix products. Any taxes stated on the quote are an estimate only and any taxes owed to Netwrix will be stated on the invoice.

Netwrix Software License Agreement and any service agreements supersede other terms and conditions in any customer forms, including without limitation, terms and conditions contained on any purchase order or other form delivered to Netwrix, even if signed.

**** For the avoidance of doubt, if a product is given away at no charge during the initial contract period; at the first and all subsequent renewal of that contract, a charge for ongoing maintenance and support for that product will be calculated at the current MSRP.**

Each subscription is for the length of time specified (the "Subscription Term") above, or, when not specified, beginning on the date of delivery of the Software and ending on the expiration of such length of time. The fees stated above are for the entire Subscription Term and Licensee agrees that it has a non-cancelable commitment to pay all such subscription fees in accordance with the specified payment terms. If Netwrix agrees to invoice Licensee annually for each annual subscription period, then such fees will be prorated (each, an "Annual Subscription Fee") and each Annual Subscription Fee will be invoiced prior to the beginning of each annual period.

LATE FEES: Administration fee of 1.5% per month will be added if not paid by due date. Collection fee of 30% will be added if turned over to a collection agency.

Netwrix Corporation Software License Agreement: www.netwrix.com/EULA

QUESTIONS OR FEEDBACK? Please contact the sales representative below.

Sales person: Alexia Boswell, , alexia.boswell@netwrix.com



QUOTE # Q-26861

\$ Payment by wire/ACH in full.

Electronic funds transfer should be made to the Netwrix Corporation Bank Account specified in the invoice issued by the Netwrix Accounting Team.

All Bank fees assessed must be paid by the Customer. Do not allocate fees against the total invoiced amount. Only payments received in full per the invoiced total will be processed.

\$ Payment by check in full.

Checks should be mailed to the Netwrix Corporation Billing Address specified on the invoice issued by Netwrix Accounting Team. All checks should be made payable to the Netwrix Corporation.

WHAT ARE THE PAYMENT TERMS?

Payment terms are determined by your dedicated Netwrix Account Manager.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 12.19.22 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2021 Sewer Lining Project (193805204). This project included lining in the general area between Terrace and Monroe and south of 81st Avenue. Terry Randall is watching this project. Lining work has been completed. Grout work has been delayed until late 2022 or early 2023 (at no price increase to city). Contractor is Visu-Sewer – *grouting work might start in late December.*

2023 Sewer Lining Project (193805871). Terry Randall has received preliminary televising reports of the remaining sanitary sewers in the city that need to be lined (approximately 30,000-feet). Plans and specs were ordered on 9-6-22. *Bidding will occur this winter.*

2022 Street Improvements Project (193805383). Public Hearings were on 10/4/21 and 11/15/21. Bids were received on January 31st. Public Assessment Hearing was on March 21st. Construction Contractor is Northwest Asphalt. Construction started on May 9th. Bituminous base course and sidewalk work were completed in May. Final bituminous wear course was paved on June 6, 2022.
Final payment was processed on 11-21-2022.

City Hall Building (193805580). A process for evaluating possible city hall remodel options has started. Staff meetings were held between 5-31-22 9-15-22 to review floor plans. A schematic floor plan option was presented at a city council workshop on 10-10-22. *The next step will be to start on Design Development Documents and then preparation of Construction Documents.*

2023 Street Seal Coat and Crack Repair Project. Plans and specification s could be prepared for the 2023 seal coat project. *See separate letter.*

Take 5 Express Car Wash (8301 Univ. Ave. NE): Revised plans dated 8-24-22 have been submitted that include a sidewalk on 83rd Ave and the tree removal as recommended in the traffic study. A Preconstruction Conference needs to be held.

Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne). Final site work is nearing completion. A site work and landscaping inspection needs to be completed in 2023. A partial reduction of the financial surety was approved in November. Remaining amount will be held until a final inspection (including landscaping) and CCWD sign off in 2023.

Merry Christmas and Happy New Year.

Feel free to contact Harlan Olson, Mark Rolfs, Phil Carlson, Jim Engfer, Peter Allen, Bruce Paulson, or me if you have questions or require additional information.

CORRESPONDENCE

Local Market Update – November 2022

A RESEARCH TOOL PROVIDED BY THE SAINT PAUL AREA ASSOCIATION OF REALTORS®



- 81.3%

Change in
New Listings

- 12.5%

Change in
Closed Sales

+ 2.9%

Change in
Median Sales Price

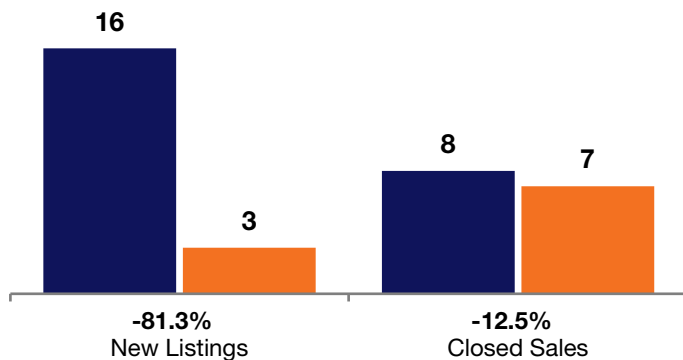
Spring Lake Park

	November			Year to Date		
	2021	2022	+ / -	2021	2022	+ / -
New Listings	16	3	-81.3%	120	99	-17.5%
Closed Sales	8	7	-12.5%	90	98	+ 8.9%
Median Sales Price*	\$257,450	\$265,000	+ 2.9%	\$280,000	\$297,875	+ 6.4%
Average Sales Price*	\$267,113	\$260,786	-2.4%	\$282,132	\$301,251	+ 6.8%
Price Per Square Foot*	\$176	\$183	+ 4.0%	\$165	\$185	+ 12.1%
Percent of Original List Price Received*	102.4%	103.6%	+ 1.2%	103.8%	103.6%	-0.2%
Days on Market Until Sale	23	18	-21.7%	14	23	+ 64.3%
Inventory of Homes for Sale	19	3	-84.2%	--	--	--
Months Supply of Inventory	2.2	0.3	-86.4%	--	--	--

* Does not account for seller concessions. | Activity for one month can sometimes look extreme due to small sample size.

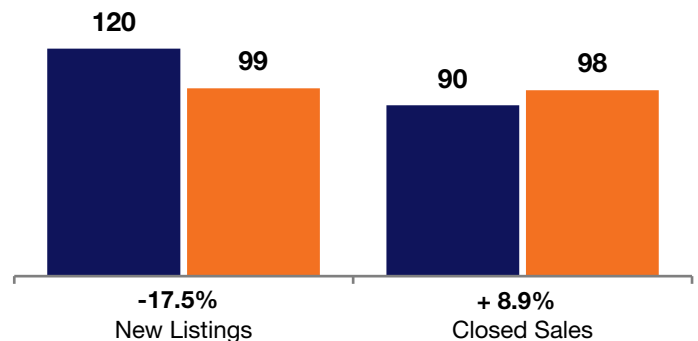
November

■ 2021 ■ 2022



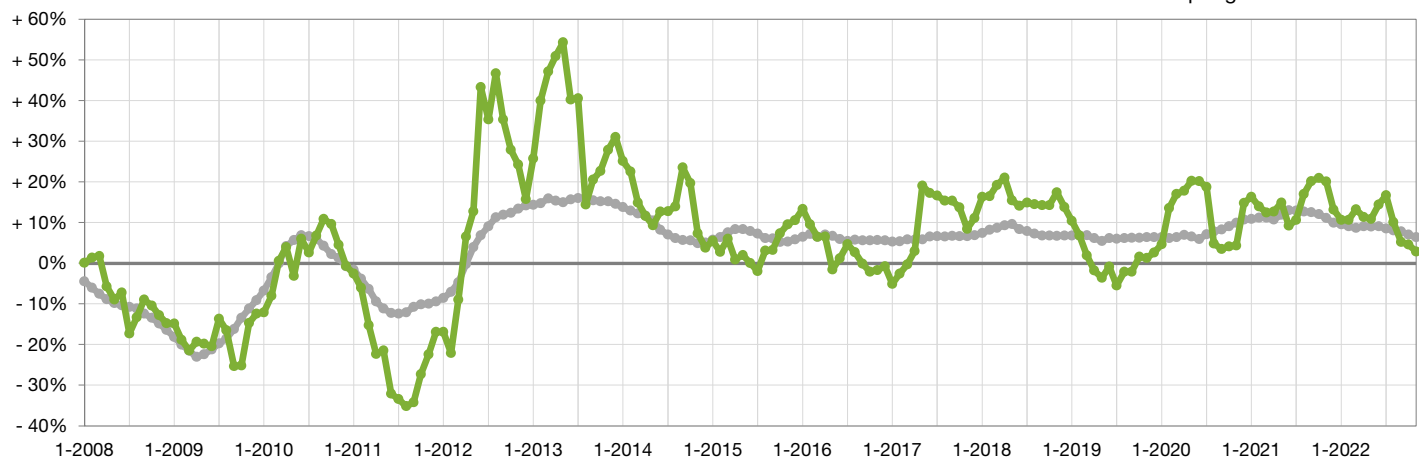
Year to Date

■ 2021 ■ 2022



Change in Median Sales Price from Prior Year (6-Month Average)**

16-County Twin Cities Region — 16-County Twin Cities Region
Spring Lake Park — Spring Lake Park



** Each dot represents the change in median sales price from the prior year using a 6-month weighted average.
This means that each of the 6 months used in a dot are proportioned according to their share of sales during that period.

Daniel Buchholtz

From: Saint Paul Area Association of Realtors® <bwegscheid+spaar.com@ccsend.com>
Sent: Monday, December 12, 2022 3:01 PM
To: Daniel Buchholtz
Subject: SPAAR Housing Market Update, November 2022

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.



HOUSING UPDATE

FROM THE SPAAR GOVERNMENT AFFAIRS TEAM

Good Afternoon,

Housing affordability continues to be a major roadblock for market participants, with mortgage rates more than double compared to this time last year. Buyers are delaying home purchases in hopes rates will drop, while many sellers are holding off on listing their homes due to weakening buyer demand, unwilling to trade in their current lower rates for significantly higher borrowing costs on their next property. As a result, existing-home and pending home sales have continued to slow as we move into winter. New Listings in the Twin Cities region decreased 17.0 percent to 3,453. Pending Sales were down 40.5 percent to 2,841. Inventory levels rose 12.6 percent to 7,629 units.

Quick Facts

- 38.8%

One-Year Change in
Closed Sales

+ 4.1%

One-Year Change in
**Median Sales
Price**

+ 12.6%

One-Year Change in
Homes for Sale

Prices continued to gain traction. The Median Sales Price increased 4.1 percent to \$354,000. Days on Market was up 33.3 percent to 40 days. Buyers felt empowered as Months Supply of Homes for Sale was up 41.7 percent to 1.7 months. With home sales down, nationwide housing inventory was at 3.3 months' supply heading into November, up from 2.4 months from this time last year, according to the National Association of REALTORS®. Although buyers have more options to choose from, home prices remain high, and soaring borrowing costs have caused monthly payments to increase significantly, with the average homebuyer paying 77% more on their loan per month compared to the same period a year ago, according to Realtor.com.

Your Local Market Update can be found here:

<https://spaar.stats.showingtime.com/docs/lmu/x/SpringLakePark?src=map>

Best regards,

Becky Wegscheid

Government Affairs Director

Saint Paul Area Association of Realtors®

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BETTER AGENTS ♦ BETTER COMMUNITIES
SAINT PAUL AREA ASSOCIATION OF REALTORS®

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North Metro TV

November 2022 Update

Program Production

In November, a total of **72 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **77:45:00 hours of new programming**.

- 32 programs were produced by the public
- 36 programs were produced by NMTV staff
- 4 programs were produced by City staff



Van Shoots

The HD production truck was utilized for 13:45:00 hours of production in November. The following events were produced live and/or recorded for additional playback:

- Football: 4AAAAA Championship: Rogers vs. Spring Lake Park
- Volleyball: 7AAAA Championship: Forest Lake vs. Centennial



vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/stream 4 events. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Football: Section Final: Edina vs. Centennial



Most Viewed YouTube Sports Event

North Metro Youth Football
227 Views

Live Workshops

Workshop	Instructor	Organization	Students
Camera Operation	Eric Houston	Blaine High School Business Professionals of America	5
1 Live Workshop			5 Students

VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Batman's Greatest Villains	Mini	48	3.5 hrs
Columbo: One More Thing	Mini	2476	330 hrs
King of the Cowboys 4 – John Wayne	Mini	30	3 hrs
King of the Cowboys 3 – Randolph Scott	Mini	89	5.5 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	104	7 hrs
King of the Cowboys 1 – Strong and Silent	Mini	29	1.75 hrs
Great British Game Shows	Mini	38	1.25 hrs
We Love Lucy: The Lucille Ball Story	Full	60	6 hrs
The Immortal Ingrid Pitt	Mini	1951	73 hrs
The Oscars: 90 Years of the Academy Awards	Full	32	4.25 hrs
Tim Curry Horror Picture Show	Mini	34	1.5 hrs
Back to the Eighties: The Decade's Biggest...	Full	11	1 hrs
James Bond: 50 Years of 007	Full	11	1.75 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	517	45.5 hrs
Superman: The Man of Steel on the Silver Screen	Full	3	1.5 hrs
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	6	.75 hrs
TV's Greatest Christmas Specials	Full	42	6 hrs
Chicago Christmas Classics	Mini	1882	94 hrs
Let's Go Ghostbusters: Filmation's Haunted Heroes	Mini	7	.25 hrs
Monster Movies of the 40s and 50s	Full	230	15.25 hrs
Monster Movies of the 20s and 30s	Full	16	1.75 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	5	.25 hr
The Cult of Caroline Munro	Mini	2362	98.5 hrs
The Marilyn Monroe Story	Full	NA	NA
Nick at Nite: A TV Viewer's Dream	Mini	55	2 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	10	2.25 hrs
Hollywood Goes to War: World War II	Full	70	10.5 hrs
Come on Down: Game Shows of the 70s and 80s	Full	58	3.75 hrs
The Quiz Show Scandals and Other Game Shows...	Full	164	53.25 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	60	1.25 hrs
The Marx Brothers: Groucho, Harpo, Chico...	Full	54	5 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	5	.25 hrs
36 VOD Workshops		10,463 Total Views	818.5 Hours Viewed



Most Viewed YouTube Workshop

Columbo: One More Thing
2,476 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	18,800	28,923	2,355	74	459,857
February	18,312	29,142	2,382	29	448,149
March	19,378	29,639	1,981.50	49	463,807
April	18,750	26,754	1,631.5	48	365,914
May	20,925	30,788	2,215.25	68	444,612
June	21,792	34,138	3,073	104	382,258
July	21,999	32,663	2,252	50	346,531
August	47,542	59,753	2,281	61	394,342
September	25,107	44,813	6,611	223	432,853
October	30,304	46,767	4,502.5	196	460,186
November	33,620	38,825	2,194	93	418,215
TOTAL:	276,529	402,205	31,479.25	995	4,616,724

NMTV Website Stats

Month	Number of Users	Number of Views	Live Stream Views
January	4,665	6,102	1,681
February	4,121	10,999	1,945
March	5,916	11,617	976
April	10,913	16,299	611
May	13,815	15,970	1,030
June	5,440	10,253	1,040
July	8,900	14,724	948
August	7,291	13,460	667
September	7,996	20,346	4,185
October	9,084	23,273	3,562
November	10,117	12,469	1,733
TOTAL:	88,258	155,512	18,378

Home Movie Transfers

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

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	327.5	141	8	58	75	\$878.44
February	262.2	36	85	10	0	\$2,028.95
March	249.75	46	79	10	603	\$1,560.82
April	359.75	104	34	24	100	\$1,947.54
May	339.5	116	36	2	215	\$1,482.63
June	96.5	24	8	0	0	\$592.42
July	303.75	51	100	0	939	\$1,678.66
August	332	52	118	0	149	\$2,112.53
September	364.5	103	22	5	726	\$1,767.59
October	326	69	16	0	998	\$1,538.34
November	262.75	65	47	0	0	\$1,081.98
TOTAL:	3,224.25	807	553	109	3,805	\$16,669.90

Production Highlights

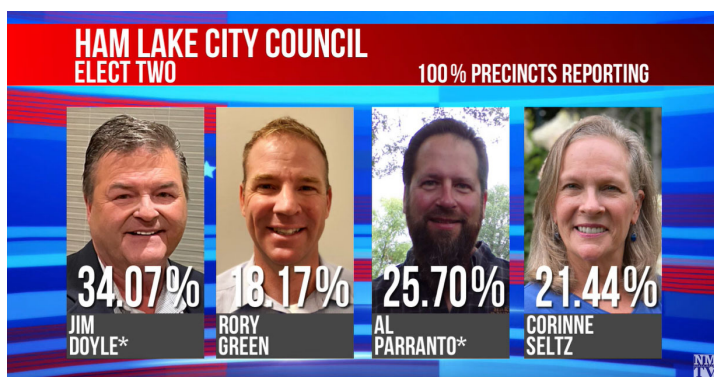
NMTV News Highlights

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:

- It's a Great Pumpkin Anoka
- School Leaders Say Distance Learning Lead to Low Test Scores
- Early November Weather Fills the Golf Course
- Spring Lake Park High School Students Build House
- Helping After the Hurricane
- Jones Family Raises Money for Stomach Cancer Research
- Local Decision 2022 Results
- The History Behind the Name Lino Lakes
- Job Fairs in Anoka County Give Job Seekers Options
- New Little Free Leadership Library at MetroNorth Chamber of Commerce
- Food Need on the Rise
- Post Election Review in Anoka County Showed No Machine Errors
- U.S. Highway 10 Road Construction Progressing; Still More Gridlock Ahead
- Blaine Public Works is Ready to Keep Roads as Safe as Possible During Snowstorms



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,150 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

Local Decision 2022 Results
2,861 Views

Veterans Day Program

As we do every year, NMTV worked with organizers to cover the annual Veterans Day program at Blaine High School. Special Events Coordinator, T.J. Tronson, along with three crew members, utilized our Sling studio and vMix systems with the intent of live streaming the event. Unfortunately, the school had an issue with its internet that day, and we were unable to do so. T.J. edited the event together with graphics and music, and it is available on all NMTV playback platforms.

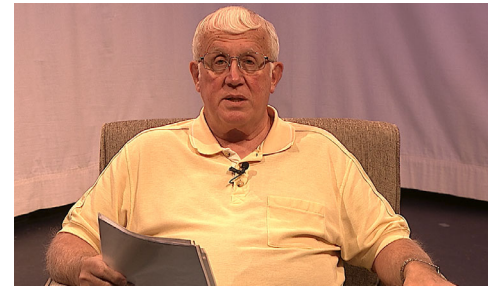


Upcoming Events

Special Events Coordinator, T.J. Tronson, is currently working on two upcoming special projects. The first is the annual Guns N Hoses charity hockey game. The event is typically streamed live and produced as a program for future playback. This year they are hoping to stream the game to channel 45 as well. The second project is Arrive Alive. It has been a couple of years since we recorded this event, but we're excited that its back. This is a very intense production for NMTV that involves a great deal of planning, days of shooting, obtaining drone shots, hours of editing and coverage of the final presentation. The final product is usually quite powerful.

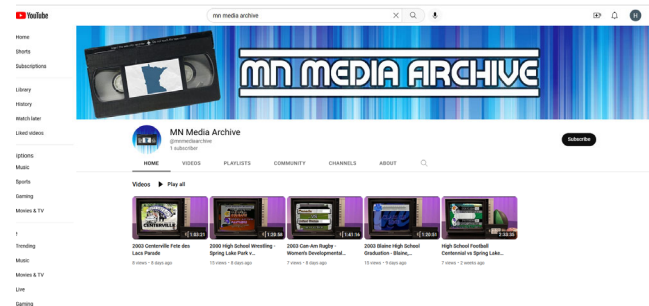
AARP Interest in Your History

Studio Manager, Eric Houston, met with representatives from the Minnesota branch of AARP recently. They expressed interest in the "Your History" project and were open to helping us promote it. They were also interested in contracting with us to record some similar videos on their behalf. The videos would feature AARP members discussing AARP priorities.



MN Media Archive

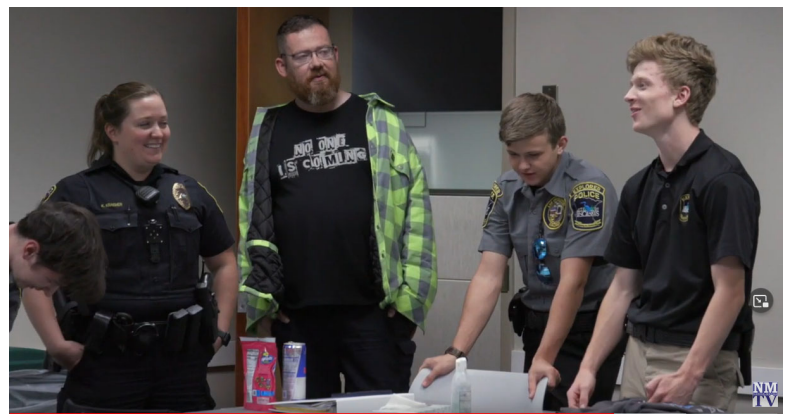
This month, Eric Houston launched the MN Media Archive. It is a new YouTube channel designed to host older videos the public may find exciting to revisit. The videos will include sports, parades, graduations and other events. Currently the Archive is only posting NMTV produced programs, but we hope to expand it to include programs from other cities and community channels. Our goal is to charge those entities a fee for digitizing and hosting their content. We will also be using the channel to promote our Home Movie transfer service by tagging all the content we post with a promo. We will be adding most of our archived events to the channel.



City Productions

In November, Municipal Producer, Trevor Scholl, completed two productions. The shows include a promo for the City of Centerville and a story covering Lino Lakes Explorers recruitment. He also assisted with the annual Veterans Day program at Blaine High School and with NMTV's live election night program. Completed programs include:

- City of Centerville Mini Promo
- Lino Lakes Explorers Recruitment



New and ongoing projects include:

- Mayor's Minutes
- Lino Lakes curb recycling promo
- Business profiles
- Possible recurring Rookery segment
- City department highlights
- Police officer highlights

- 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: I Bought A Vampire Motorcycle	Eric Houston	00:28:59
Rice Creek Watershed District Meeting	Theresa Stasica	00:41:04
Christ Lutheran Church Worship (5 episodes)	Chance Amundson	04:50:53
Christ Lutheran Worship Message (4 episodes)	Chance Amundson	01:42:03
Christ Lutheran Story Time	Chance Amundson	00:30:19
Lovepower (8 episodes)	Rick Larson	08:00:00
The Power of Love (8 episodes)	Rick Larson	04:00:00
Oak Park Community Church (3 episodes)	David Turnidge	01:54:22
Hope Church On-Line	Parker Payne	00:58:47
32 New Programs		19:32:14 New Hours

NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (11/8/22)	T.J. Tronson	00:36:26
Anoka County Board Meeting (11/22/22)	T.J. Tronson	00:55:51
Blaine High School Veterans Day Program 2022	T.J. Tronson	00:50:54
NMTV News (4 episodes)	Danika Peterson/Eric Nelson	01:24:07
An Un-Wise Murder: An Anoka County Historical Society True Crime Mystery	Danika Peterson	01:00:36
Centerville Mini Promo	Trevor Scholl	00:00:30
Lino Lakes Explorers Recruitment	Trevor Scholl	00:06:02
Football: 4AAAAA Championship: Rogers/Spring Lake Park	Kenton Kipp/Ted Leroux	02:00:38
Volleyball: 7AAAAA Championship: Forest Lake/Centennial	Kenton Kipp/Ted Leroux	01:45:43
Football: Section Final: Edina/Centennial	Kenton Kipp/Ted Leroux	01:59:38
Sports Den	Kenton Kipp/Ted Leroux	00:20:16
Sports Den Fall Season Finale	Kenton Kipp/Ted Leroux	00:29:22
15 New Programs		11:30:03 New Hours

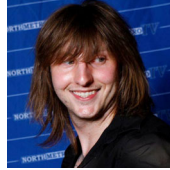
City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (11/7/22)	T.J. Tronson	0:41:16
Blaine Planning Commission Meeting (11/9/22)	T.J. Tronson	02:13:19
Blaine Natural Resources Conservation Board Meeting (11/15/22)	Trevor Scholl	00:31:34
Blaine City Council Meeting (11/21/22)	Trevor Scholl	01:12:35
Blaine Park Board Meeting (11/22/22)	Trevor Scholl	00:41:35
Centerville Planning & Zoning Meeting (11/1/22)	John Murphy	01:47:00

Centerville Park & Rec Meeting (11/2/22)	John Murphy	01:57:41
Centerville City Council Meeting (11/9/22)	Teresa Bender	01:07:04
Centerville Special City Council Meeting (11/16/22)	Teresa Bender	00:12:47
Centerville EDA Meeting (11/19/22)	John Murphy	01:23:10
Circle Pines City Council Meeting (11/9/22)	Patrick Willson	00:32:35
Circle Pines Utility Commission Meeting (11/16/22)	Patrick Willson	01:41:25
Circle Pines City Council Meeting (11/22/22)	Patrick Willson	01:23:41
Ham Lake City Council Meeting (11/7/22)	Ray Campos	00:15:10
Ham Lake Planning Commission Meeting (11/14/22)	Patrick Willson	00:08:07
Ham Lake City Council Meeting (11/21/22)	Patrick Willson	00:43:58
Lexington City Council Meeting (11/3/22)	Lexington Staff	00:17:50
Lexington City Council Meeting (11/17/22)	Lexington Staff	01:07:32
Lino Lakes Planning & Zoning Commission Meeting (11/9/22)	Anne Serwe	02:10:56
Lino Lakes City Council Meeting (11/14/22)	Anne Serwe	00:23:05
Lino Lakes City Council Meeting (11/28/22)	Anne Serwe	00:32:46
Lino Lakes Environmental Board Meeting (11/30/22)	Anne Serwe	00:36:04
Spring Lake Park City Council Meeting (11/7/22)	Ray Flint	00:28:10
Spring Lake Park City Council Meeting (11/21/22)	Ray Flint	00:45:41
Spring Lake Park Planning Commission Meeting (11/28/22)	Danika Peterson	00:12:03
25 New Programs		23:07:04 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 two productions in November, and assisted in the production of Blaine High School's Veterans Day program and our election night live results production. The shows include a promo for Centerville and a story on Lino Lake's Explorers recruitment. Programs were also produced by T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

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

Title	Producer	Runtime
Centerville Promo	Trevor Scholl	00:00:30
Lino Lakes Explorers Recruitment	Trevor Scholl	00:06:02
Anoka County Board Meeting (11/8/22)	T.J. Tronson	00:36:26
Anoka County Board Meeting (11/22/22)	T.J. Tronson	00:55:51

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

- Mayor's Minutes
- Lino Lakes curb recycling promo
- Business profiles
- Possible recurring Rookery segment
- City department highlights
- Police officer highlights
- Blaine Facebook live town halls

Equipment Consulting/Technical Support



- **Blaine**
No assistance required.
- **Centerville**
No assistance required.

Circle Pines

- 11.1.22: Went to City Hall to convert the chamber equipment to regular meeting mode. Ran a bunch of cables and tidied everything up. Now back to normal from COVID mode.

Ham Lake

- 11.4.22: Connected streaming servers for Fire Department. Called Metro INet to get them to stop blocking the port and address coming from Ham Lake. Set up the proper IP addresses. The SRT send can go directly out to any channel programming staff selects. It can be picked up by the Makito X encoder. Created a Ham Lake Fire Dept setting that is selectable.

Lexington

- No assistance required.

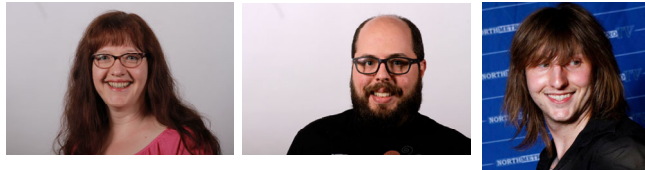
Lino Lakes

- No assistance required.

Spring Lake Park

- 11.22.22: Trouble with camera and switcher control during meeting. Noticed network card not functioning. Opened Device Manager and restarted the NIC card and it came back online. Had to then re-input the IP address.

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 (11/7/22)	T.J. Tronson	0:41:16
Blaine Planning Commission Meeting (11/9/22)	T.J. Tronson	02:13:19
Blaine Natural Resources Conservation Board Meeting (11/15/22)	Trevor Scholl	00:31:34
Blaine City Council Meeting (11/21/22)	Trevor Scholl	01:12:35
Blaine Park Board Meeting (11/22/22)	Trevor Scholl	00:41:35
Centerville Planning & Zoning Meeting (11/1/22)	John Murphy	01:47:00
Centerville Park & Rec Meeting (11/2/22)	John Murphy	01:57:41
Centerville City Council Meeting (11/9/22)	Teresa Bender	01:07:04
Centerville Special City Council Meeting (11/16/22)	Teresa Bender	00:12:47
Centerville EDA Meeting (11/19/22)	John Murphy	01:23:10
Circle Pines City Council Meeting (11/9/22)	Patrick Willson	00:32:35

Circle Pines Utility Commission Meeting (11/16/22)	Patrick Willson	01:41:25
Circle Pines City Council Meeting (11/22/22)	Patrick Willson	01:23:41
Ham Lake City Council Meeting (11/7/22)	Ray Campos	00:15:10
Ham Lake Planning Commission Meeting (11/14/22)	Patrick Willson	00:08:07
Ham Lake City Council Meeting (11/21/22)	Patrick Willson	00:43:58
Lexington City Council Meeting (11/3/22)	Lexington Staff	00:17:50
Lexington City Council Meeting (11/17/22)	Lexington Staff	01:07:32
Lino Lakes Planning & Zoning Commission Meeting (11/9/22)	Anne Serwe	02:10:56
Lino Lakes City Council Meeting (11/14/22)	Anne Serwe	00:23:05
Lino Lakes City Council Meeting (11/28/22)	Anne Serwe	00:32:46
Lino Lakes Environmental Board Meeting (11/30/22)	Anne Serwe	00:36:04
Spring Lake Park City Council Meeting (11/7/22)	Ray Flint	00:28:10
Spring Lake Park City Council Meeting (11/21/22)	Ray Flint	00:45:41
Spring Lake Park Planning Commission Meeting (11/28/22)	Danika Peterson	00:12:03
25 New Programs		23:07:04 New Hours

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

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	170	165:25:43
Centerville	72	82:55:04
Circle Pines	142	138:11:12
Ham Lake	127	66:29:37
Lexington	95	64:16:56
Lino Lakes	68	60:53:33
Spring Lake Park	95	58:37:46
Totals:	769 Program Playbacks	736:49:51 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 0 videos to Carousel.

Centerville

- Transcoded and uploaded 1 video to Carousel.

Circle Pines

- Transcoded and uploaded 0 videos to Carousel.

Ham Lake

- Transcoded and uploaded 0 videos to Carousel.

Lexington

- Transcoded and uploaded 0 videos to Carousel.
- Made new city council graphics to begin running on the first of the year.

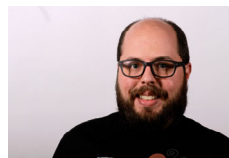
Lino Lakes

- Transcoded and uploaded 1 video to Carousel.

Spring Lake Park

- Transcoded and uploaded 0 videos to Carousel.
- Created 5 new Carousel slides.

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

- 5 meetings bookmarked and placed on VOD.

Centerville

- 5 meetings bookmarked and placed on VOD.

Circle Pines

- 3 meetings bookmarked and placed on VOD.

Ham Lake

- 3 meetings bookmarked and placed on VOD.

Lexington

- 2 meeting placed on VOD.

Lino Lakes

- 4 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
- 3 meetings bookmarked and placed on VOD

Administrative



Issues dealt with in November include continuing work with Dan Tesch on the pay study, finalizing the Strategic Plan, and setting the groundwork for transitioning to new leadership.

Pay Study

- Met with Dan Tesch to review documents and answer questions.
- Provided Dan with additional requested documents and information
- Phone call with Dan to answer more questions and set a time to review new step plan.
- Prepared memo for Cable Commission outlining Operations committee recommendation for 4% COLA increase for staff in 2023.
- Outlined how that increase would affect the budget.

Strategic Plan

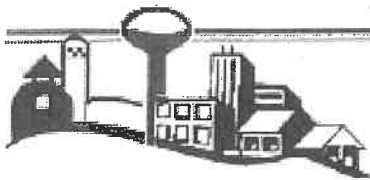
- Monthly staff meeting to discuss goals and ideas.
- Finalized three primary goals.
- Outlined goals and strategies for reaching goals.
- Completed plan.

Leadership Transition

- Set up weekly meeting with Rose to identify responsibilities that can be assumed by other staff.
- Began transferring responsibilities.
- Contacted colleagues to discuss contracting accounting services.
- Emailed NMTC CPA with questions about accounting services.

Miscellaneous

- Talked with city of Columbia Heights regarding providing closed captioning services for a fee.
- Set up test with Columbia Heights to see if our system is compatible with their playback equipment.
- More learning regarding USBank positive pay program to prevent checking fraud.
- Did my annual self job performance review and forwarded it to the Operations Committee.
- Responded to questions from M. Wolfe regarding ARP funds request.
- Sent reminder emails to Cable Commission regarding December meetings.
- Responded to email from D. Stoesz regarding recent FCC decision regarding cable billing transparency. Contacted Comcast for information regarding. Forwarded info to Dale.
- Responded to question from S. Cotton regarding meeting not being on website. Explained equipment issue and let her know when the meeting was available.
- Received and documented monthly Comcast subscriber reports.
- Read October Legal Report.
- Read industry articles.



WATERLINE

m
DEPARTMENT
OF HEALTH

NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

Water Assistance Available for Eligible Households

The Minnesota Department of Commerce has an energy assistance program for households who are currently disconnected from water/wastewater services, have a pending disconnection, or have a past due bill.

Depending on household size and annual income, some residents can apply for help with energy and water bills through a local energy assistance partner.

Public water suppliers are encouraged to refer households to the program. A flyer (shown below) is available for systems to share with their customers.

For more information, go to <https://mn.gov/commerce/consumers/consumer-assistance/energy-assistance>.

Overdue water bill? Water disconnected or scheduled for disconnection?

You may qualify to have your bill paid off. More households are eligible than ever.



WHAT IS IT?

The Water Assistance Program pays the water/wastewater bill for eligible households.



WHO IS IT FOR?

Households who are currently disconnected from water/wastewater, or have a pending disconnection, or have a past due bill.



HOW MUCH CAN I RECEIVE?

You can apply for energy and water assistance with your local energy assistance partner. If you are eligible, you can get help with both energy and water bills.



AM I ELIGIBLE?

Household Size	Annual Income
1	\$30,572
2	\$39,979
3	\$49,386
4	\$58,793

Apply for Minnesota's Energy and Water Assistance Programs

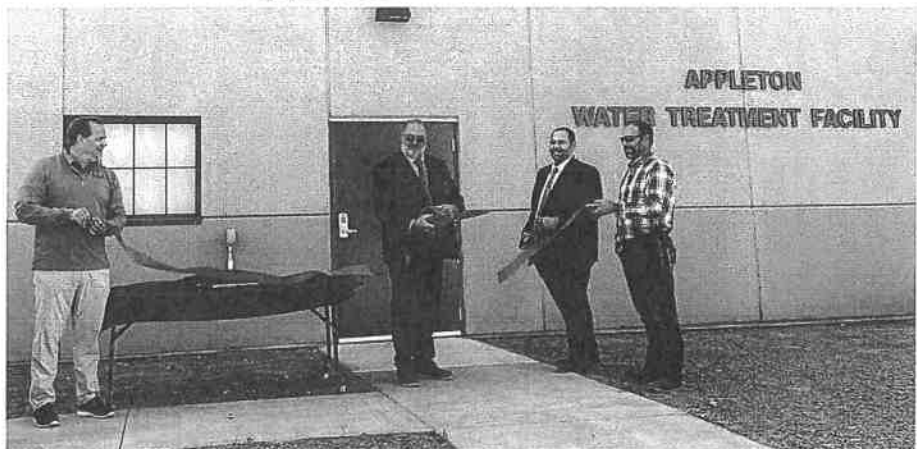


mn.gov/energyassistance

• For more information visit:
mn.gov/home
• Para más información visitar:
mn.gov/hogar
• Wikii macluumaad dheeraad ah,
mn.gov/guriga
• Yog xav paub ntshv, mus soib:
mn.gov/tsew

1-800-657-3710

Appleton Cuts the Ribbon



Mayor Dan Tosel cut the ribbon for the new water treatment facility in Appleton September 26. At the far left is Tim Paustian of Apex Engineering Group. To Tosel's left are city administrator Willie Morales and director of public works Ryan Gallagher. The full story is on page 2.

Waterline

Published quarterly by the
Drinking Water Protection Section,
Minnesota Department of Health

Editor: Stew Thornley

Staff: Noel Hansen, Erin Culver

Quote of the Quarter

"You'd be surprised how often doing nothing is as good as doing something."

—Wally from *Dilbert*

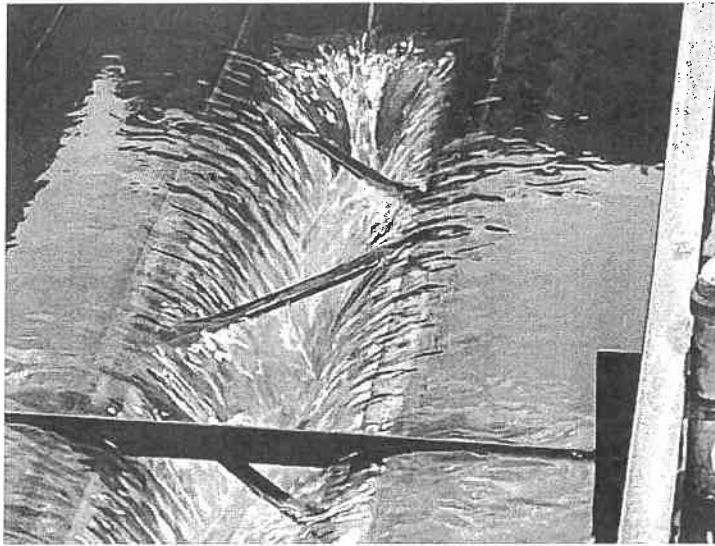
Appleton Celebrates New Water Treatment Facility

The west-central Minnesota city of Appleton is known for honoring its veterans. Residents claim that after World War II, Appleton had more citizens serving in the military per capita than any other city in the state. It was at this time that Appleton began naming its streets after native sons who were killed in the war.

Appleton is also the birthplace of Jerry Koosman although other cities claim him as a native son, as well. In 1969, when Koosman was a star southpaw on the Miracle Mets and helping lead the formerly hapless team to the world championship, nearby Holloway pointed out that Koosman grew up there. Koosman attended high school in Morris, giving that city bragging rights, too.

Although Koosman served in the army and pitched for a team at Fort Bliss in Texas, he does not have a street in Appleton named after him. In fact, many of Appleton's younger residents haven't heard of him.

One who has, even though he was born 12 years after Koosman won two games in the 1969 World Series, is Appleton city administrator Willie Morales. Morales grew up as a Mets fan in Queens, New York, before spending nine years in Europe as an opera singer. He returned to the United States and received his bachelor's and master's degrees covering liberal studies, public policy, and forensic accounting at the University of Northern Iowa and Merrimack College in Andover, Massachusetts. After managing several communities in Massachusetts (all of which have populations under 3,000), he came to Appleton in 2019 and speaks with pride of his current home.



Morales was eloquent in his remarks at a ribbon-cutting ceremony for the city's new water treatment plant on September 26. "We are celebrating the great tenacity for which Minnesotans are known. Despite our modest size [1,411 at last count], this community offers a full range of services," he said, referencing Appleton's new library, broadband installation, and municipally owned hospital. Morales emphasized, "All rely on the availability of clean water. Despite all best efforts, water infrastructure

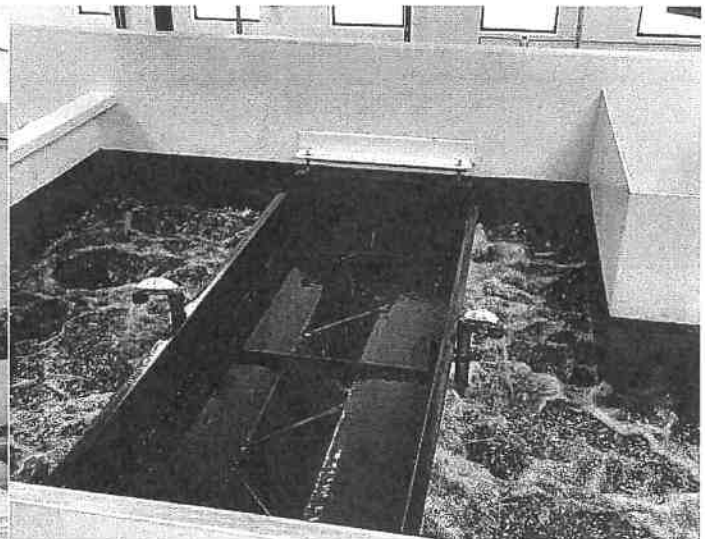
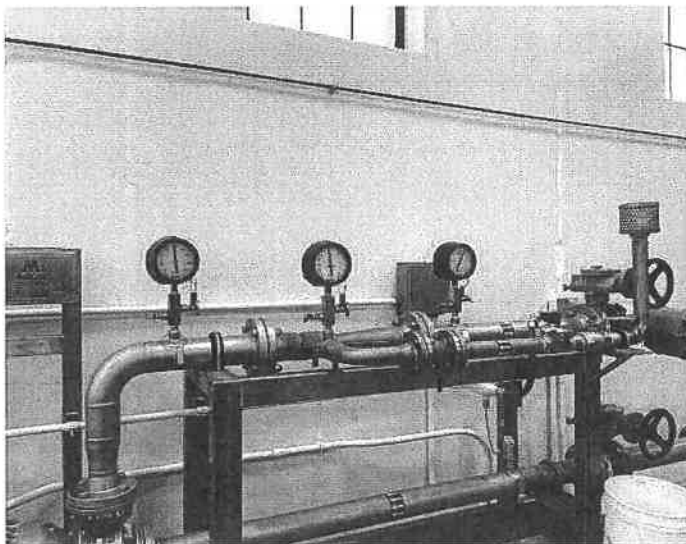
and natural resource management crises do happen."

Morales spoke of water problems in other parts of the country—from Flint, Michigan, six years ago to more recent troubles in Jackson, Mississippi—and added that sometimes, "We don't pay attention to crises right around the corner." Appleton has avoided any crises because, as Morales put it, "The Appleton city council has preserved the tradition of providing safe water."

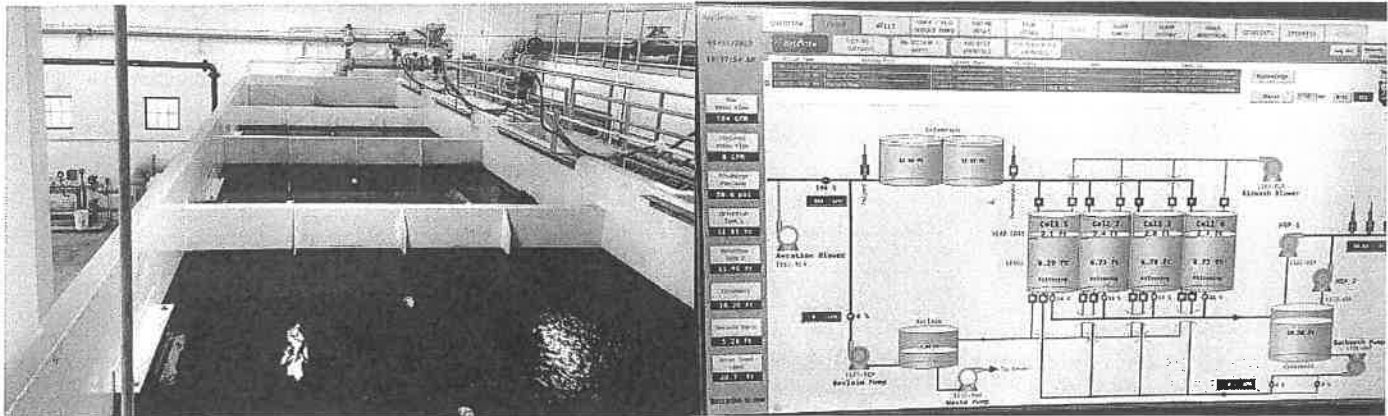
The tradition goes back more than half-a-century to the city's first treatment plant, which was built to remove iron and manganese. With a capacity of 500 gallons per minute, it occupied a small plot of land on Ronning Avenue (named after Corporal Alvin Ronning, who was killed during the initial Allied landing operations in North Africa November 8, 1942). The process to replace the aging plant began with an application for funding in 2019, a journey that was made more complicated with the onset of the coronavirus pandemic later that year.

"They got full use out of the old facility," said Bob Schlieman of Apex Engineering Group, the firm hired by Appleton to oversee the design and construction of the new plant.

Appleton—Continued on next page



Left: The Mazzei aeration system. Right: One of the filters being backwashed.



Left: The four cells of the anthracite/greensand filters. Right: Appleton's SCADA system.

The existing plant was rusting and on its final legs. Kris Knutson of Apex Engineering said that ongoing welding and patching were needed to keep it going until the new plant was ready. Apex's Tim Paustian added, "We were developing contingency plans in case it went kaput."

However, it soldiered on until the new plant went on-line June 1, 2022. The old plant was demolished over the summer and now is a parking lot immediately to the west of the new facility. One of the old wells was sealed and another one added to join an existing well, both of which can produce 800 gallons per minute.

Like the previous plant, the new one oxidizes and removes iron and manganese. A Mazzei aeration system introduces oxygen into the water before it goes into a two-cell detention tank, where the iron oxidation takes place. Following aeration, sodium permanganate is added to oxidize manganese as the water flows into a four-cell gravity filter consisting of 18 inches of anthracite and 12 inches of greensand. The design flow rate is 1.5 gallons per minute per square foot. More chlorine is added before the water reaches the clearwell. Phosphate and fluoride complete the chemical process

before the water enters the distribution system. In addition to the 200,000 gallon clearwell, storage consists of a 250,000 gallon elevated tank.

For safety reasons, the disinfection was switched from liquid to gas chlorine with the new facility. Knutson said the new plant has a more reliable chemical feed and a "phenomenal SCADA system."

Appleton typically produces 200,000 gallons per day in the summer, with about a third of it being used by a large industrial customer, JUST, Inc., which makes plant-based eggs.

The general contractor was Magney Construction of Chanhassen, Minnesota. The total project cost, including the new well, was \$6.1 million and was financed with a Drinking Water Revolving Fund loan over 30 years at 1%.

"Water is easy to take for granted," said Jeff Freeman, executive director of the Public Facilities Authority, which manages the state and federal funding. Appleton mayor Dan Tisel noted that the new treatment facility was "A long time in coming," while concluding, "This will benefit the citizens of Appleton and also the businesses that are part of our community."

Living Memorial Endures through Appleton Street Names

Mayor Robert Miller came up with the idea of naming streets after the city's war dead in 1946. Miller was a lieutenant colonel (and later a full colonel) and a battalion commander with the 135th infantry regiment of the 34th "Red Bull" division. Appleton was growing quickly and in need of, among other things, a reorganization of its streets. Miller noticed that the number of streets and number of Appleton war dead were nearly equal.

A shortage of metal held up the project, but Lyle Signs of Minneapolis made a special effort to get new signs to the city, and 26 named and renamed streets and avenues were christened on Decoration (now Memorial) Day in 1947. The names remain today with about 270 separate street signs.

City administrator Willie Morales said Appleton wants to replace some of the older signs and has about \$40,000 from Miller's estate for the project. Morales said the total cost will exceed that amount, and the city hopes to get a matching grant. He added that the sign replacement will start following their underground utility and street overlay projects, which are scheduled for 2023.



WUTT Water Treatment Plant Operations Module to Start in January

Thirteen students attended the Water Distribution System Operator module, held from October 3 to November 2, as part of the Water Utilities Treatment and Technology (WUTT) program at St. Paul College.

After learning about rules and regulations and the components and layout of a water system, these students began the Collections Systems Operator module on November 14. A Water Treatment Plant Operations module will begin January 2 and run through February 1. Instructors for the modules include Steve Grossman, Paul Coone, George Kraynick, and Derek Goddard.

WUTT consists of a series of non-credit modules designed to fill a need for recruitment and education for employees



for water systems. The need to serve students in the Twin Cities area came about after St. Cloud Technical College ended a satellite program for water environment technologies that had been held at the Eden Prairie water plant for approximately 20 years. The closing brought concerns about how to recruit and educate potential employees for

water systems in the metropolitan area. Students who complete the modules will be able to get water operator licenses and jobs with water utilities.

Water systems are encouraged to share news about WUTT with students and other potential recruits.

More information:

<https://tinyurl.com/2h2v6dhn>

Clean Water Act Turns 50; Safe Drinking Water Act Not Far Behind

Celebrations were held in October for the 50th anniversary of the passage of the federal Clean Water Act. "A significant responsibility for regulators under the Clean Water Act is to protect surface water for drinking water purposes," said Steve Robertson, supervisor of the Source Water Protection Unit at the Minnesota Department of Health. "They have many tools at their disposal to do so, and we've been collaborating with them to better align their work with ours."

Katrina Kessler, commissioner of the Minnesota Pollution Control Agency, added, "During the last 50 years, we've learned how to work with municipalities and industries to capture and treat toxic chemicals and reduce harmful emissions, how to prevent many invasive species from entering the Great Lakes, how innovative farming practices can reduce nutrient runoff and how to remediate contaminated sites."

As the Clean Water Act is being commemorated, the Minnesota Department of Health (MDH) and partners are preparing for the golden anniversary of the 1974 enactment of the Safe Drinking Water Act (SDWA). In 2014, MDH produced a video for the 40th anniversary of the SDWA, one that included interviews with a pair of notable Minnesotans—Al Quie and Walter Mondale—who were in Congress when the SDWA was passed.



Annika Bankston, director—Minneapolis Division of Water Treatment & Distribution Services, was interviewed for the upcoming video for the 50th anniversary of the Safe Drinking Water Act.

For the upcoming 50th anniversary of the SDWA, the video is being updated with some new interviews (while keeping some of the previous ones) and footage. It will be available by 2024 to serve as a year-long celebration of the anniversary. The 2014 video for the 40th anniversary is on-line at <https://www.youtube.com/watch?v=inLZwGZSvSc>.

Cool Web Sites

Judy Garland Museum
<https://judygarlandmuseum.com>

James Webb Telescope Images
<https://www.nasa.gov/webbfirstimages>

St. Anthony Falls
<https://www.nps.gov/miss/planyourvisit/stanfall.htm>

Freshwater Society
<https://freshwater.org>

Minneapolis Rethink Your Drink
<https://rethinkyourdrink.minneapolismn.gov>

Water Bar
<https://www.water-bar.org>

University of Minnesota Bell Museum
<https://www.bellmuseum.umn.edu>

Minnesota Twins Uniform Numbers 1961-2022
<https://milkeespress.com/twinsnumbers.html>



We Are Water Minnesota Still Going Strong



We Are Water Minnesota—a traveling exhibit designed to deepen connections between the humanities and water—was in seven host communities in 2022: St. Paul, Winona, Lake City, Alexandria, Fergus Falls, Eagan, and Hastings. The photo above and to the left is at the display at the Lebanon Hills Visitor Center in Eagan; the one to the right is at Pleasant Hills Library in Hastings. We Are Water Minnesota examines water issues statewide and in local communities through personal stories, histories, and scientific information. Through a network of partnerships, the exhibit is designed to strengthen Minnesotans' relationships with water, expose visitors to new perspectives, and increase participation in water stewardship activities. Host communities in 2023 will be Becker, Pine River, Minneapolis, Waseca, and Stillwater. More information on We Are Water Minnesota is available at <https://www.mnhum.org/program/we-are-water-mn>.

Mostly Good News about Confidence in Tap Water

A survey commissioned in June 2022 by American Water Works Association (AWWA) indicates that approximately 70 percent of Americans rate the quality of water at their faucets as excellent or good.

However, fewer Black adults rated their water as safe (a 6% decline from a similar survey done a year before), and more (7%) rated their water as unsafe. In addition, Black adults (26%) and Hispanic adults (22%) were more likely than White adults (16%) to report that the safety of their water supply has improved over the past five years.

"It's good to see the vast majority of people have confidence in both their tap water and their water utility," said AWWA chief executive officer David LaFrance. "At the same time, we have work to do to gain and maintain trust in



tap water, especially in communities where historical inequities have existed. With affordability challenges rising, focusing on disadvantaged communities is even more important."

A key finding in the survey is a strong correlation between awareness and confidence that the water is safe. Of respondents who are very aware of water testing requirements, 90% view their tap water as safe; and 52% rate their water quality as excellent, 36% higher than those who were not aware of all of testing requirements. This affirms the importance of communication through Consumer Confidence Reports and other means.

More information is available on AWWA's Value of Water page at <https://www.awwa.org/Policy-Advocacy/Communications-Outreach/Value-of-Water> (<https://tinyurl.com/3tm3fnaw>).

Lead and Copper Revisions for Minnesota Public Water Systems

On December 16, 2021, the Environmental Protection Agency (EPA) announced that the current Lead and Copper Rule Revisions (LCRR), originally published on January 15, 2021 in the Federal Register, 86 FR 4198, will go into effect to support development of actions to reduce lead in drinking water.

The EPA has directed states and systems to prioritize developing lead service line inventories which will need to be submitted by the compliance date October 16, 2024.

The Minnesota Department of Health maintains up-to-date information on the LCRR at <https://www.health.state.mn.us/communities/environment/water/rules/lcrr.html> (<https://tinyurl.com/4nhu5rui>). This page includes links for specific information on lead service line inventories as well as frequently asked questions.

The EPA maintains a page devoted to lead and copper rule improvements at <https://www.epa.gov/ground-water-and-drinking-water/lead-and-copper-rule-improvements> (<https://tinyurl.com/3m5jb5xr>).

Woodbury Removing PFAS from Drinking Water with Temporary Treatment Facility and Moving Forward with Plans for Permanent Plant

The issue of perfluorochemicals in groundwater has been vexing residents and municipalities in the Twin Cities, particularly Washington County in the eastern part of the metropolitan area.

Dubbed “forever chemicals,” the substances went by different names and acronyms and are now under the umbrella term of per- and polyfluoroalkyl substances (PFAS). Household and industrial products, PFAS substances include stain repellents, lubricants, and fire suppressants. The 3M Company began making PFAS at a facility in Cottage Grove in the 1940s and historically disposed of PFAS wastes in four east metro locations, the source of identified PFAS impacts in Washington County groundwater.

The state of Minnesota and east-metro communities have coordinated efforts with 3M on water quality monitoring, disposal site remediation, and drinking water treatment solutions. In February of 2018 3M and the state reached an agreement for 3M to pay approximately \$700 million towards drinking water treatment and potential PFAS mitigation efforts in the east metro area.

One of the affected communities is Woodbury, which has a population of about 75,000. In 2017 the Minnesota Department of Health established health standards for specific PFAS parameters and, with subsequent revisions, have to date issued health risk advisories on nine of Woodbury’s 19 municipal wells. The city proactively took those wells out of service and explored its options.

Woodbury water background and temporary facility

Woodbury had performed limited water treatment (the addition of chlorine and fluoride) at its wells, which fed directly into the distribution system, producing more than 32 million gallons per day. Ranging in depth from 380 to 540 feet, the wells draw from the Jordan aquifer.

To deal with the PFAS situation, Woodbury made short- and long-range plans for a water treatment facility. In 2020, a temporary plant was constructed near the intersection of Tower Drive and Valley Creek Road in the central part of the city.

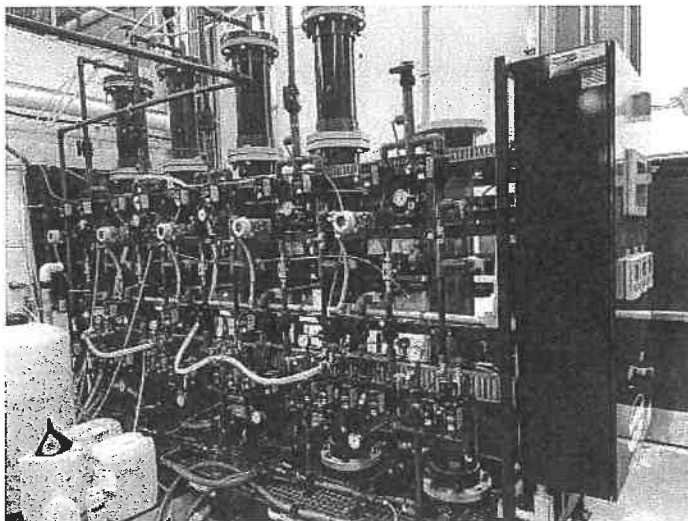
Woodbury had purchased land on this site in the early 1970s with thoughts of someday constructing a water treatment facility. Jim Westerman, the assistant public works director for Woodbury, said the city probably didn’t anticipate the growth that would take place over the next half-century. A centralized treatment facility to handle the city’s current population would have overwhelmed the site. However, a short-term plant was manageable. The site is within the city’s main well field, one that has the highest detections of PFAS. “Geographically, this was the spot to do it,” Westerman said.

The 9,500-square-foot facility originally treated water from four of the affected wells, numbers 4, 6, 7, and 17. Anticipating additional wells receiving health advisories, the city left room on the northwest portion of the building to bring in more filters and add capacity. When another four filters were added to the existing 12 in 2022, Wells 3 and 5 – which had subsequently received health advisories – were brought in to the treatment process. The plant now treats six of the nine wells with health advisories. The other three wells with health advisories currently remain out of service.

Although the facility has a capacity of around 5.7 million gallons per day (MGD), Westerman says that not all the water that passes through may be treated. “In coordination with the MPCA [Minnesota Pollution Control Agency] and DNR [Department of Natural Resources], this was designed to be a blending plant,” he explained. “We will bring more water here than we can treat at one time.” The plant has bypass mechanisms to allow for blending treated and untreated water. Westerman understands that, although their water now meets all health requirements, anticipated upcoming advisories may require altering the blending scenarios or treatment of all the water.

The treatment facility uses pressure filters, each with a diameter of 10 feet, filled with granular-activated carbon (GAC) to adsorb natural organic compounds and remove PFAS. Adsorption is the physical and chemical process of removing a substance, such as PFAS, from a liquid or gas

Woodbury—Continued on next page



Skids for the pilot testing being done at the temporary treatment plant. The testing is done to determine a media type for the permanent plant and to see if pre-treatment will be needed. Jim Westerman points to one of the media being considered.

Woodbury—Continued from page 2

through its attachment to a solid treatment surface. Activated carbon is an effective adsorbent because it is highly porous and provides a large surface area to which contaminants may adsorb. (One teaspoon of GAC has the same surface area for treatment as an entire football field.)

The treatment involves a lead-lag system with the vessels split into eight pairs. Incoming water is split evenly between the pairs depending on operational needs. The water passes through each pair in series, first through the lead vessel and then the lag vessel. The use of two vessels provides a high level of protection with the lag vessel ensuring the removal of the contaminants to the lowest feasible level.

When the media is replaced, one of the options is for the old media to be taken to one of a limited number of disposal sites in the country (the nearest is in Illinois) to have the PFAS, under high temperatures, desorbed from the carbon media and the carbon-fluorine bonds destroyed. Standard landfills aren't sufficient because of the possibility of the leaching of forever chemicals. Westerman thinks the filter media will last up to two-and-a-half years before it requires replacement. They have not yet had a change-out at the original plant.

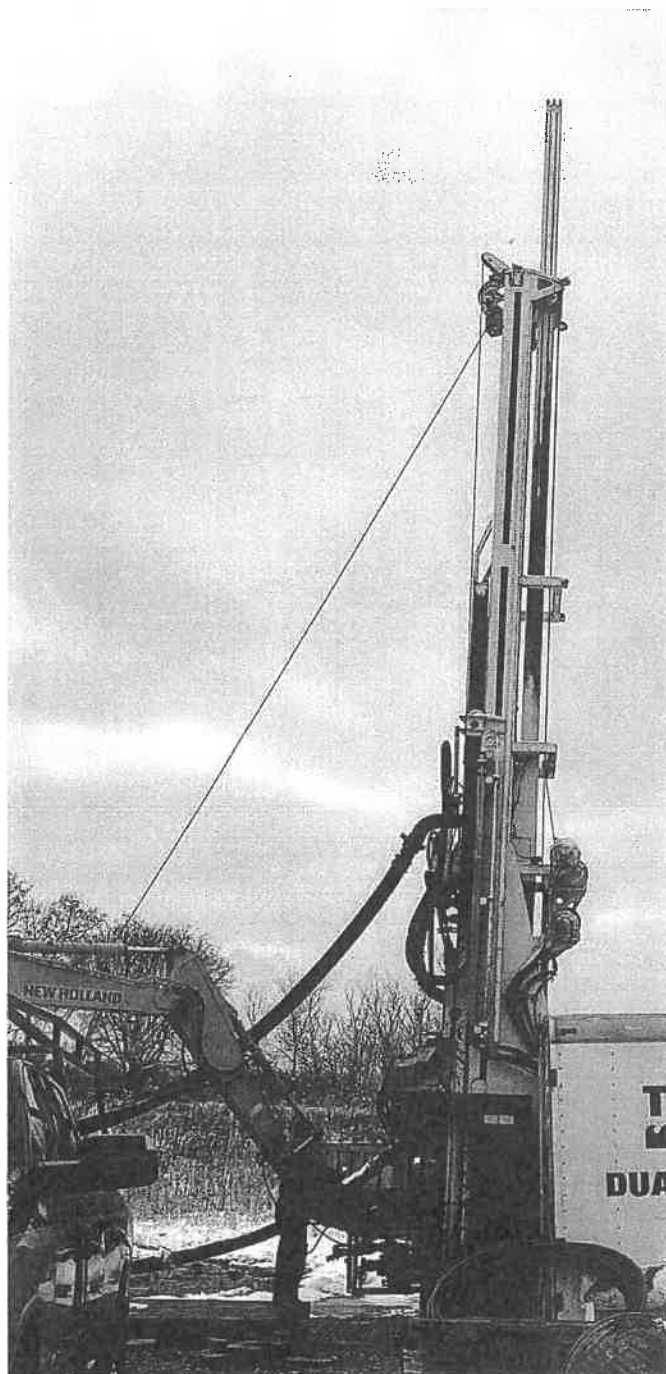
The temporary facility will operate until a permanent plant, anticipated to be mostly financed by funds available from the 3M settlement, is constructed in the next estimated five years.

Permanent Water Treatment Facility

Last year the city purchased land south of Hargis Parkway and east of Radio Drive for a permanent facility to be located about three-and-a-half miles south of the current temporary plant. A massive project, the permanent plant will have a capacity of 32 MGD and require the installation of 14 miles of transmission lines to carry water from its Tamarack, East, and South well fields, the city's three well fields. The South well field, located near the site of the permanent plant, is currently expanding with the construction of Wells 20 and 21. Well 20 is anticipated to be in service by early 2023 and Well 21 by early 2024.

The new permanent water treatment plant will continue to have pressure filters although the city is conducting pilot tests to determine the type of media to be used in the pressure filters. Pilot testing for Woodbury's effort has three phases. The first was done in a laboratory in Ohio, where water from Woodbury wells was sent. Phase II was performed on a

Woodbury—Continued on next page



Well 21, being drilled near the site of the permanent plant.

MDH/EPA PFAS Dashboard and Roadmap

The Minnesota Department of Health (MDH) is testing for per- and polyfluoroalkyl substances (PFAS) in community water systems across the state to evaluate whether Minnesotans are exposed to PFAS at levels above MDH health-based guidance values in drinking water.

In addition, the U. S. Environmental Protection Agency is developing maximum contaminant level goals for perfluorooctanoic acid and perfluorooctane sulfonic acid and will

release proposed maximum contaminant levels (MCLs) before the end of 2022. Final MCLs, which will be enforceable, are expected to be announced in the fall of 2023.

In some states, including Minnesota, agreements have been reached with accountable entities to provide funds for addressing PFAS in the water. At the federal level, the Bipartisan Infrastructure Law addresses funding to water utilities, including significant contributions to the Drinking Water Revolving Fund.

MDH and the EPA have a dashboard and roadmap for status updates and other information:

MDH Interactive Dashboard for PFAS Testing in Drinking Water—<https://tinyurl.com/3xdez8y2>
PFAS Strategic Roadmap: EPA's Commitments to Action 2021-2024—<https://tinyurl.com/3f98za8e>

Woodbury—Continued

pre-treatment skid in the temporary plant. Westerman explained that the studies are needed both to select a media type and to determine if pre-treatment is necessary.

Phase III will use water from both the Tamarack (location of the temporary facility) and South well fields (the one near the site of the permanent plant). The two-location phase of the pilot is to assist in evaluating water quality differences in the aquifer and the impact it may have on the treatment media. Water quality differences such as iron and manganese content could affect the filter media.

Westerman acknowledged the intricacies of a project that will take years to complete and that will have an impact of the citizens of Woodbury for decades. "No matter how good you are, no one can predict the future."



Jim Westerman and Jason Egerstrom from the city of Woodbury with Alycia Overbo of MDH in front of the GAC filters.

Other Minnesota PFAS Treatment Facilities

Under different agreements and arrangements than the February 2018 settlement, other cities have received money from 3M. They include the east-metro suburb of Oakdale. 3M conducted a pilot study using GAC filters to remove PFAS and eventually built a facility to treat the water from two of Oakdale's wells. (For more on the Oakdale water treatment facility, go to <https://tinyurl.com/v549a8bf>.) Bemidji also received money from 3M to cover maintenance and operating costs of a treatment facility to remove PFAS (<https://tinyurl.com/3dstcu43>).

Drinking Water Institute Wraps Up 2022



Science teachers from the 2022 Drinking Water Institute gathered in December for a follow-up session at Minneapolis Water Works. The 2022 Institute had been held August 8-10 in Red Wing. Sponsored by the Minnesota Department of Health and the Minnesota Section of American Water Works Association, the Institute has been held since 2001. Science teachers from around the state come together and develop action plans to create inquiry-based activities that they can integrate into their existing science curriculum. One of the 2023 graduates wrote of the experience, "Teachers need more hands-on training that relates to real world problems. The information is so relevant to all my students. This was exactly what I needed to find my drive in teaching after the last 2 years." The 2023 Institute will be August 7-9 in Minneapolis. More information is at <https://www.health.state.mn.us/communities/environment/water/institute.htm>.

Source Water Protection Collaborative Seeks Artist-in-Residence

The Source Water Protection Collaborative is a Minnesota-based statewide initiative to bring together people with expertise in source water, community outreach, engagement, or public health to develop ways to promote land use that protects drinking water sources.

The Collaborative was formed in 2019 after the Environmental Initiative, Minnesota Department of Health, and Citizens League explored needs and opportunities for land use and land-use decisions that protect water supplies.

The Collaborative has issued a call for artists and is accepting applications from a team or individual to lead collective action around drinking water through creative engagement or public art. The artist(s) will focus on issues or drinking-water protection in a Greater Minnesota community. The 10-month residency will take place in Little Falls, Chatfield, or Fairmont.

Goals of the project are to foster community engagement and relationships around water, help build trust among community/groups/government, and have Collaborative members take some of the knowledge and lessons from the project back to their organizations.

The deadline for application is December 30, 2022.

A Zoom open house will be held Thursday evening, December 15 to provide more information for the call for artists.

Details about the program are at <https://environmental-initiative.org/our-work/source-water-protection-collaborative> (<https://tinyurl.com/3f62d3k9>).

Words to Live By

No one wants advice — only corroboration.

I believe you have to be authentic in interviews, and so I am. If you don't like me, let's figure that out now, and not in three months when my manners finally wear out.

—John Steinbeck

—Old School Allie Cat

Minneapolis's Matt Rasmussen Deploys to Mississippi for Jackson Water Crisis

By Matt Croaston, Communications and Outreach Coordinator
City of Minneapolis—Division of Water Treatment and Distribution Services

Across the nation, communities big and small, urban and rural are experiencing the consequences of aging and failing infrastructure. Decades of disinvestment combined with more frequent and heavier rain events are pushing many cities to the brink of catastrophe.

Earlier this year, stories of water crises dominated the headlines as nearly all of Jackson, Mississippi, lost access to safe drinking water. In August, severe flooding compromised an already vulnerable municipally-owned and operated water treatment and distribution plant. After decades of deferred maintenance, underinvestment and neglect, it was not a question of "if" but "when" the infrastructure would fail. When it failed, thousands of residents and business owners lost access to running water due to a lack of water pressure. Where water pressure remained, the Mississippi Department of Health advised residents to use bottled water or boil tap water before using. By October, "boil water notices" changed to "do not use orders," leaving many without water.

Fortunately, time and time again, when duty calls, we see dedicated public servants rise to the challenge. The crisis in Jackson was no exception. Behind the devastating and desperate headlines was a team of water, public works, and civil engineering professionals from across the country, assisting and triaging emerging needs during the crisis.

This past October, Matt Rasmussen, Assistant Superintendent of Water Treatment for Minneapolis Public Works Water Treatment and Distribution Services, joined emergency crews in Jackson to support efforts to restore their treatment facilities to working order. Deployments of this nature are uncommon but may occur when the impacted community lacks sufficient resources and expertise. In this instance, Mississippi submitted a request for assistance through the Emergency Management and Assistance Compact (EMAC). EMAC is a national mutual aid disaster relief compact between all 50 states, Washington, D.C., Puerto Rico, Guam, the U.S. Virgin Islands, and the Northern Mariana Islands. EMAC offers assistance during governor-declared states of emergency or disaster through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states.

Before he drove over 1,000 miles from Minnesota to Jackson, Rasmussen received very limited information about the specific objectives and tasks waiting for him in Jackson. He only knew there was an acute need for someone with experience and expertise as a water treatment operator. Motivated to leave things better than when he arrived, Matt prepared himself by reviewing extensive local and national media coverage of the situation facing Jackson's two water treatment facilities. In August, significant rainstorms flooded areas throughout Jackson. The excessive rain resulted in softer source water that was more difficult to treat and slowed down the treatment process. As a result, water storage towers were at low levels. These low levels resulted in insufficient water pressure for water to reach residents throughout the city. By the time Matt arrived in Jackson on October 1, dozens of

Jackson-area neighborhoods remained under tap water boil orders and largely reliant on bottled water. His primary task was to reconstruct water treatment operations without any documented standard operating procedures. His deployment consisted of troubleshooting and finding innovative solutions to quickly emerging problems. Later, Matt worked with emergency management staff to develop a playbook that could be deployed if another crisis arises.

Rasmussen joined water colleagues from Virginia, Arizona, and Massachusetts in a weeks'-long effort to restore the plant to adequate service. "I was heartened to see how quickly colleagues from other parts of the country promptly took temporary ownership for the restoration of service. People truly committed themselves to this mission as if it were in their own backyard." Matt also expressed admiration for the dedicated work of the home-town operators who normally manage the plant. In fact, there was a quote on the wall of the facility that read, "Amazing, but Not Surprising," a reference to the extraordinary resilience in the face of daunting challenges encountered.

The shortage of water treatment and maintenance staff is not a challenge unique to Jackson. Indeed, the lack of qualified and skilled workers to support the water industry continues to strain water treatment and distributions operations as fewer and fewer young people enter STEM-related fields. The skilled staffing shortage is a particularly acute problem in parts of the country such as Jackson, where employers from the petroleum industry offer much more lucrative compensation and benefits packages than public sector employers.

For Matt, working as a water treatment operator is about a lot more than the paycheck. A career in public service offers a sense of accomplishment and commitment to community. Public Works departments across the nation "make normal happen." People often see the disruptions and detours that come with Public Works projects and fail to understand the essential behind the scenes work that ensures we have reliable and safe water coming out of our taps.

Minneapolis has a strong track record of making the necessary investments when a worthy need emerges. WTDS recently implemented asset management principles to execute more data-driven decision-making. The utility also successfully expanded its cleaning and lining initiative/program from eight to twenty miles annually and recently modernized its filtration system by integrating granular activated carbon systems and other best practices to update its filtration plant built in 1925.

The lessons of Jackson are obvious and numerous. Water is essential to human life. Delaying investment in critical infrastructure harms community health and economic vitality. Matt has a renewed appreciation for the duty bound and talented staff that ensure that high quality water is delivered to Twin Cities customers every day.

Thoughts about Jackson from the *Waterline* editor:

You get what you don't pay for.



CALENDAR

COVID-19 has created uncertainty about upcoming training and schools.

For an up-to-date list of events, see the training calendar on the MDH web site:

https://www.health.state.mn.us/communities/environment/water/wateroperator/wat_op_sched.html

Minnesota Section, American Water Works Association

*March 15-17, Southeast Water Operators School, Rochester International Event Center. Contact Keven Maxa, kevenm@austinutilities.com.

*April 12, Southwest Water Operators School, Redwood Area Community Center, Redwood Falls. Contact Brady Powers, bpowers@fairmont.org.

*April 18-20, Northeast Water Operators School, Timberlake Lodge, Grand Rapids. Contact Wade Klingsporn, wadeklingsp@yaho.com.

*May 9-11, Metro Water Operators School, Eagan Community Center. Contact Stew Thornley, 651-201-4655, or Erin Culver, 651-201-4697.

***Includes a water operator certification exam.**

Information for all district schools, including agendas:

<https://www.health.state.mn.us/communities/environment/water/wateroperator/schoolagendas.html>

Registration information is available at https://www.mnawwa.org/events/event_list.asp

Minnesota Rural Water Association (MRWA)

Contact Bob Klug, 800-367-6792

*C and D Certification Refresher, January 17-19, St. Cloud

*Technical Conference, March 7-9, St. Cloud

*Water Operations and Maintenance, June 28, Wahkon

Note: Only the MRWA workshops with water operator certification exams are listed to the left.

For more workshops, go to:

<https://www.mrwa.com/training/trainingcalendar>

Reminder to All Water Operators

When submitting water samples for analyses, remember to do the following:

- Take coliform samples on the distribution system, not at the wells or entry points.
- Write the Date Collected, Time Collected, and Collector's Name on the laboratory request form.
- Attach the label to each bottle (do not attach labels to the lab form).
- Include laboratory request forms with submitted samples.
- Use something other than a rollerball or gel pen (the ink may run).
- Consult your monitoring plan(s) prior to collecting required compliance samples.

Notify your Minnesota Department of Health district engineer of any changes to your system.

If you have questions, call the Minnesota Department of Health contact on the back of all sample instruction forms.



ASSOCIATION OF METROPOLITAN MUNICIPALITIES

Dear City Official:

On behalf of the Metro Cities Board of Directors and staff, thank you for your membership in the Association of Metropolitan Municipalities (Metro Cities).

Metro Cities' primary function is to advocate on statewide and regional issues of significance for metropolitan cities at the executive, legislative and regional levels of government. Metro Cities advocates on policy and funding issues in the areas of local decision making, transportation, housing, state aids, economic development and redevelopment, regional programs, metro inflow and infiltration funding, comprehensive planning requirements, and others.

Association activities include direct lobbying that reflects the shared interests of cities in the region, alerting member cities of impending impactful policies and legislation, and providing a venue for cities to consider and find solutions to shared problems.

Your membership and work with Metro Cities is vital to ensure that the association's advocacy at the State Capitol and Metropolitan Council reflects the shared interests of cities in the metropolitan region. Representation of cities at the Metropolitan Council is a unique role Metro Cities plays among local government associations. In all its work, Metro Cities relies on the input of its member cities regarding issues of municipal concern and importance.

Enclosed are highlights of Metro Cities' recent work at the Legislature and Metropolitan Council. The association recently signed a joint letter with 17 local government associations, to the Governor, Lieutenant Governor, and members of the Legislature. The letter outlined several pressing issues and needs of local governments and encouraged a special session of the Legislature this year.



As your President, I will continue to advance Metro Cities' values of stewardship, partnership, quality, integrity, and leadership.

Sincerely,

Matt Stemwedel

City Manager, City of Coon Rapids

2022 HIGHLIGHTS OF METRO CITIES' WORK AND ACCOMPLISHMENTS

During the 2022 session, supplemental tax and budget bills were considered, but the session ended without a budget agreement, resulting in the passage of few bills. Below are highlights of Metro Cities' 2022 advocacy and work at the Legislature and Metropolitan Council. In August, Metro Cities signed onto a letter with 17 local government associations to the Governor and Legislature, to support and encourage a special session to address many legislative issues of significance for local governments.

COVID-19

Metro Cities actively supported federal funding to local governments under the American Rescue Plan Act as well as the **Coronavirus Relief Fund (CRF)**. Metro Cities is monitoring federal guidance on reporting requirements, eligible uses, and deadlines for COVID-19 funds.

Metro Cities advocated for and supported a Metropolitan Council policy to defer **Sewer Availability Charge (SAC)** for outdoor seating during the pandemic.

LOCAL CONTROL AND DECISION MAKING

Metro Cities actively opposed legislation that would harm municipal land use roles and authorities. **Metro Cities also opposed changes to election law** that would have placed undue financial or administrative burden on local governments and **opposed legislation that mandated all cities** allow property owners to install and maintain natural landscapes.

HOUSING

Metro Cities opposed legislation that would interfere with the ability of cities to set local land use and zoning policies, impose **one-size-fits-all development mandates**, and eliminate processes for determining metropolitan densities that are currently set through regional and local processes. Metro Cities also opposed legislation that would **negate a city's ability to plan for developments** and effectually disallow many existing land uses.

Metro Cities **supported state funding to meet local housing needs including** local housing trust funds, affordable housing preservation, a new housing aid, increases to state programs such as the Challenge Program and workforce housing, and state bonds (GO and appropriation bonds).

Metro Cities **supported homeownership funds** as well as homeownership counseling and training to close disparities and help qualified renters access homeownership.

ECONOMIC DEVELOPMENT & REDEVELOPMENT

Metro Cities **supported supplemental funding for state Redevelopment funding** programs and supported a statutory change to provide **extensions for MN Investment Fund and Job Recipient Fund recipients**.

TAXES

Metro Cities supported **statutory updates to the local government aid (LGA) formula and a funding increase** that were developed and supported by the four primary city associations.

Metro Cities supported legislation to expand state property tax relief programs.

Metro Cities opposed two proposals that would shift the **funding of affordable housing from the state to local property taxpayers**. These included a class rate reduction for the 4d rental classification and proposal to provide a 50 percent market value exclusion.

CAPITAL INVESTMENT

Metro Cities supported a **\$10 million capital appropriation for metropolitan inflow-infiltration (I/I) mitigation** on local public systems. The topic of I/I received hearings in the House and Senate this year.



2022 METRO CITIES MEMBERSHIP

Andover
Anoka
Apple Valley
Arden Hills
Bayport
Blaine
Bloomington
Brooklyn Center
Brooklyn Park
Burnsville
Carver
Centerville
Chanhassen

Chaska
Circle Pines
Columbia Heights
Coon Rapids
Corcoran
Cottage Grove
Crystal
Dayton
Eagan
Eden Prairie
Edina
Elko New Market
Excelsior
Falcon Heights
Forest Lake
Fridley
Golden Valley
Greenwood
Hanover *

Hastings
Hopkins
Hugo
Independence
Inver Grove Heights
Lake Elmo
Lakeville
Lauderdale
Lilydale
Little Canada
Long Lake
Mahtomedi
Maple Grove

Maple Plain
Maplewood
Marine on St. Croix
Medicine Lake
Mendota Heights
Minneapolis
Minnetonka
Minnetonka Beach
Minnetrista
Mounds View
New Brighton
New Hope
Newport
Northfield *
North St. Paul
Oak Park Heights
Oakdale
Orono
Osseo
Plymouth

Prior Lake
Richfield
Robbinsdale
Rogers
Rosemount
Roseville
St. Anthony Village
St. Francis
St. Louis Park
St. Paul
St. Paul Park
St. Paul Port Authority *
Savage

Shakopee
Shoreview
Shorewood
South St. Paul
Spring Lake Park
Spring Park
Stillwater
Sunfish Lake
Vadnais Heights
Victoria
Waconia
Watertown
Wayzata
West St. Paul
White Bear Lake
Woodbury

*=Affiliate Member



BOARD AND STAFF

Metro Cities is governed by a 19-member Board of Directors of city officials from across the metropolitan area. Association staff include an Executive Director, two Government Relations Specialists and an Office Manager.

BOARD OF DIRECTORS

President
Matt Stemwedel
Coon Rapids, City Manager

Vice President
Jay Stroebe
Brooklyn Park, City Manager

Past President
Myron Bailey
Cottage Grove, Mayor

Bryan Bear
Hugo
City Administrator

Josh Berg
Elko New Market
Councilmember

Daniel Buchholtz
Spring Lake Park
City Administrator

Jeffrey Dahl
Wayzata
City Manager

William Droste
Rosemount
Mayor

Laurie Hokkanen
Chanhassen
City Manager

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Apple Valley
Mayor

Mitra Jalali
St. Paul
Councilmember

Andrea Jenkins
Minneapolis
Councilmember

Jan Jenson
St. Anthony Village
Councilmember

Fatima Moore
Minneapolis
Deputy City Coordinator

Steve Morris
Woodbury
Councilmember

Julie Strahan
Roseville
Councilmember

Christian Taylor
St. Paul
IGR Director

Jamie Verbrugge
Bloomington
City Manager

Kris Wilson
Inver Grove Heights
City Administrator

METRO CITIES STAFF

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Fax: 651-281-1299
www.MetroCitiesMN.org @
MetroCitiesMN

Patricia Nauman
Executive Director

Vacant Position
(to be filled Fall of 2022)
Government Relations Specialist

Michael Lund
Government Relations Specialist

Jennifer Dorn
Office Manager

2022 HIGHLIGHTS OF METRO CITIES' WORK AND ACCOMPLISHMENTS



METROPOLITAN COUNCIL

Metro Cities is working with city officials and Metropolitan Council staff to make recommendations on the local **comprehensive plan process and regional requirements** in advance of the next planning cycle.

Metro Cities provided input on **housing goals** required for cities participating in the Livable Communities Program and supported adoption of a formula that is realistic and **based on expected levels of public financing**.

TRANSPORTATION

Metro Cities supported appropriations for Trunk Highway bonds and the Local Road Improvement and Bridge programs.

Metro Cities supported **funding for Municipal State Aid Street cities as well as the Small Cities Assistance Account**. Metro Cities emphasized the importance of funding so that local governments can provide local matches required by the Infrastructure Investment and Jobs Act (IIJA).

Metro Cities supported state and regional funding for **transit providers** including matching dollars for federal grant programs and funding for suburban providers' micro-mobility improvements.

Metro Cities supported changes to transaction fee levels to **ensure that local deputy registrars can sufficiently function** and meet evolving service needs.

WATER AND ENVIRONMENT

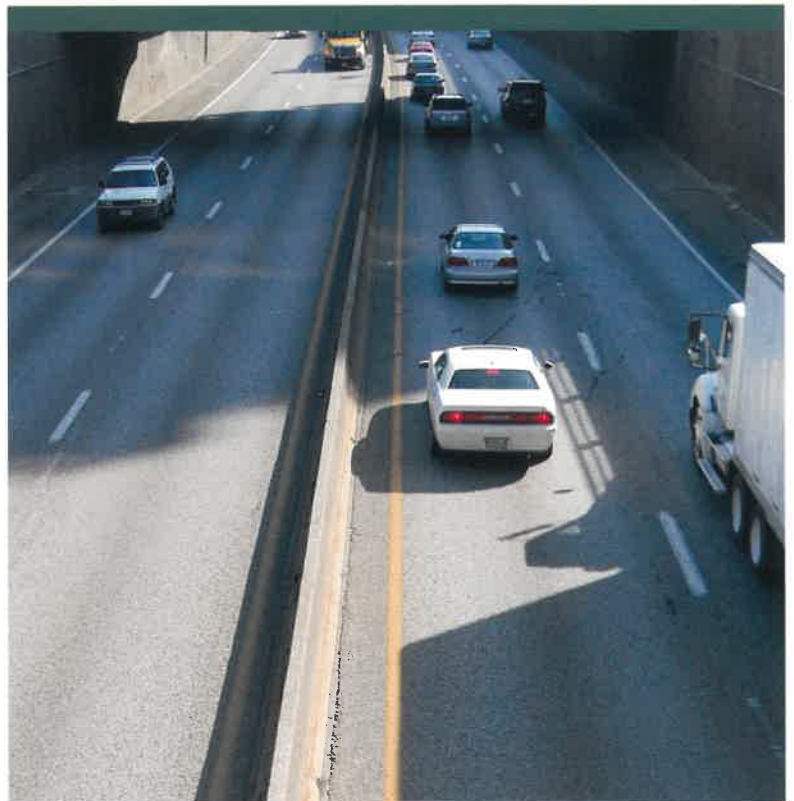
Metro Cities staff represented the association on a MPCA advisory group regarding per- and polyfluoroalkyl substances (PFAS) conveyed to wastewater facilities.

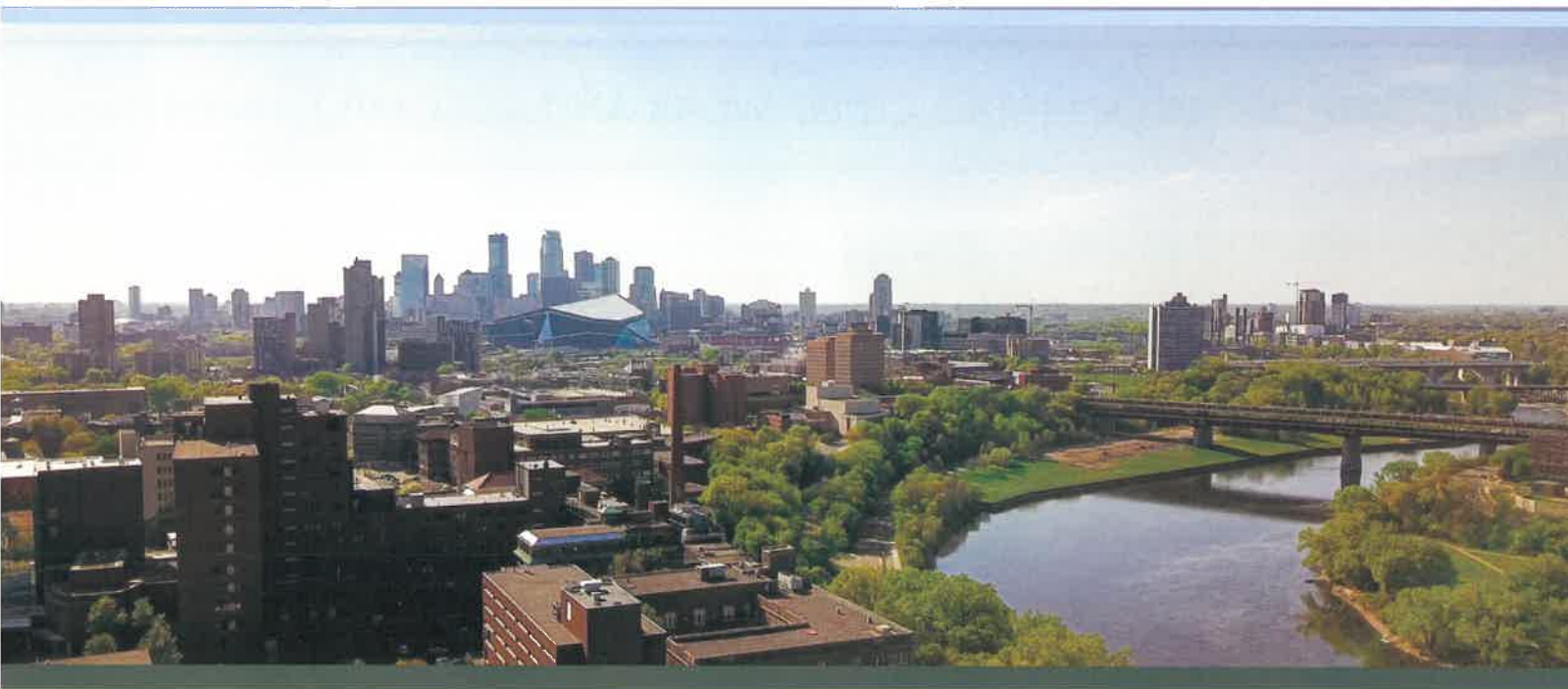
Metro Cities supported **funding for Emerald Ash Borer (EAB) mitigation** and funding for the **Lawns to Legumes** program.

PUBLIC SAFETY

Metro Cities supported **funding for local law enforcement**. Proposals heard during 2022 addressed law enforcement retention and recruitment, training, and body cameras.

Metro Cities convened a work group of city officials to consider needs and **responses to the issue of street racing in the region** that resulted in a new legislative policy of support for state funding and resources to address this issue.





HISTORY AND MISSION

Metro Cities is a lobbying association for cities in the seven-county metropolitan region. Established in 1974, the mission of Metro Cities is to represent the shared interests of cities in the metropolitan area at the state and regional levels of government. Metro Cities is unique in its role in representing the shared interests of metropolitan cities at the Metropolitan Council.



LEGISLATIVE POLICY DEVELOPMENT

Policies are developed by four standing committees based on input from member city representatives. An important function for Metro Cities is to provide a forum for consensus building that gives city officials and staff opportunities to develop an understanding of other cities' problems, concerns, and points of view.

Policy recommendations are transmitted to the Board of Directors and then to the general membership. The 2023 policy adoption meeting will be held on Thursday, November 17, 2022 at 4:00 pm. Watch for details.



COMMUNICATIONS AND SOCIAL MEDIA

Metro Cities publishes a regular electronic newsletter and provides legislative alerts and other communications to help keep metropolitan city officials informed on evolving legislative and regional policy and funding activity.

Metro Cities' website includes published newsletters, legislative policies, upcoming meetings and materials, MAMA meetings, and resources on COVID-19 and other issues. See our website at: MetroCitiesMN.org Follow us on Twitter: @MetroCitiesMN



OTHER ASSOCIATION SERVICES AND ACTIVITIES

Metro Cities provides staff support to the Metropolitan Area Management Association (MAMA).

Metro Cities collaborates with the League of Minnesota Cities and other entities to prepare and manage an annual local salary survey.

Metro Cities holds periodic forums on topics of interest for members.

Metro Cities convenes an annual meeting in April for the election of new Board members and officers and convenes an annual Legislative Policy Adoption Meeting in the fall.



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Xcel Energy preparing for snow, freezing rain, and wind; offers tips for staying safe

Crews prepared to respond to possible power outages

MINNEAPOLIS (December 12, 2022) — With various forms of severe weather predicted to hit the Upper Midwest this week, Xcel Energy is staging employees who will work to get the lights back on if customers lose power during the snow, freezing rain and wind predicted for the region. We also have tips customers can use to stay safe, report outages and stay informed when severe weather strikes.

Xcel Energy has increased staffing levels and put operational plans in place to make sure key employees, including line workers, are available and able to respond to outages that may occur due to severe weather.

We understand losing power can be a major inconvenience for customers, so we plan and prepare for weather that may cause outages. Xcel Energy crews are ready to safely restore electric service to customers as quickly as possible.

Report your outage

Customers can help Xcel Energy get a jump on power restoration by reporting outages. Customers have several ways to report outages.

- Through the My Xcel Energy mobile app, available in the [Apple App Store](#) and through [Google Play](#).
- Online at xcelenergy.com/out
- Via text by texting 'OUT' to 98936 to report an outage, or texting STAT to the same number to check the status of a power outage.
- By calling **1-800-895-1999** and following the prompts—the automated phone reporting system lets customers report outages in less than 60 seconds. Once the cause of the problem is identified, the system or an Xcel Energy representative will provide customers with an estimated restoration time when available.

Stay informed

If outages occur, it's important for customers to have access to the most recent updates about their power restoration. Customers can stay informed by using the [My Xcel Energy mobile app](#) or visiting the [Xcel Energy website](#). The website hosts an [outage map](#) that displays information on the number of customers out and anticipated time for restoration when available. Customers can also stay informed by following Xcel Energy on [Facebook](#) and [Twitter](#).

Other ways customers can prepare, stay safe

- **Stay away from downed power lines.** Always assume an electric line, even one that is on or near the ground, is energized and therefore dangerous. Never, under any circumstance, touch or move a downed power line. If you come across a downed power line, leave the area and report it immediately by calling **1-800-895-1999**.
- **Build a home emergency kit.** Xcel Energy recommends assembling an easily accessible kit that can be used in the event of a power outage. Useful items may include:
 - Xcel Energy phone numbers - 1-800-895-1999 for residential or 1-800-481-4700 for business
 - Battery-powered radio or television
 - Flashlights
 - Batteries
 - Back up phone chargers
 - A phone that does not require electricity
 - Non-electric alarm clock
 - Bottled water and nonperishable food
 - Manual can opener
 - First aid kit
 - Extension cords (for partial outages)
 - Manufacturer's instructions on how to manually open power-operated doors (e.g., garage doors)
- **Heating safety.** If using a space heater, take care to ensure safety as more than 65,000 home fires are attributed to heating equipment each year in the United States, according to the Electrical Safety Foundation International. When using a space heater, make sure the heater has the label showing it is listed by a recognized testing laboratory, and read the manufacturer's instructions and warning labels. Additionally, inspect heaters for cracked or broken plugs and connections; don't use it if they are frayed, worn or damaged. Never leave a space heater unattended. Turn it off when leaving a room and don't go to sleep with a space heater on. Additionally, Xcel Energy offers rebates and incentives to install energy efficient furnaces and insulation.
- **Observe food safety.** According to the United States Department of Agriculture, food safety is directly related to the temperature of the food. To maintain refrigerator and freezer temperatures, keep doors closed as much as possible. A full freezer will stay at freezing temperatures for approximately two days and a half-full freezer approximately one day. Visit the [USDA website](https://www.usda.gov) for more information.

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About Xcel Energy

Xcel Energy (NASDAQ: XEL) provides the energy that powers millions of homes and businesses across eight Western and Midwestern states. Headquartered in Minneapolis, the company is an industry leader in responsibly reducing carbon emissions and producing and delivering clean energy solutions from a variety of renewable sources at competitive prices. For more information, visit [xcelenergy.com](https://www.xcelenergy.com) or follow us on [Twitter](https://twitter.com/XcelEnergy) and [Facebook](https://www.facebook.com/XcelEnergy).