



CITY COUNCIL REGULAR AGENDA
MONDAY, MARCH 02, 2020
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - February 18, 2020 Regular Meeting
 - [B.](#) Budget to Date - January 2020
 - [C.](#) Statement of Fund Balance - January 2020
 - [D.](#) Approval of Spring Lake Park Lions Club's Temporary On-Sale Liquor License Application for Tower Days
 - [E.](#) Approval of Optional 2am License for Montes
 - [F.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 20-08, A Resolution Denying a Conditional Use Permit Application for Cars R Us to Permit an Auto Detailing Business at 1109 County Road 10 NE
- 9. NEW BUSINESS**
 - [A.](#) Authorize Purchase of PermitWorks Modules for Code Enforcement Department
- 10. REPORTS**
 - [A.](#) Engineer's Report
 - B. Attorney's Report
 - C. Administrator Report
- 11. OTHER**
 - [A.](#) Correspondence
- 12. ADJOURN**

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

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on February 18, 2020 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

Members Present: Councilmembers Wendling, Goodboe-Bisschoff, Dircks and Mayor Nelson

Members Absent: Councilmember Delfs

Staff Present: Police Chief Ebeltoft; Public Works Director Randall, Building Inspector Baker; Attorney Carson; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Tony Scavo, 8012 Hayes Street NE

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz asked that a letter of resignation from Accountant Anderson be added to the agenda as Item 10C. He asked that a letter of resignation from Police Reserve Officer Davids be added to the agenda at Item 10D.

5. Discussion From The Floor

Tony Scavo, 8012 Hayes Street NE, addressed the Council with some concerns regarding the City. He expressed how disappointed he is as a resident to see the increase in crime related incidents. He stated that he is disappointed to see such a small community that has a Police Department has had to respond to so many violent crimes including incidents involving shootings, a recent residential SWAT raid and drug incidents.

Mayor Nelson reported that Police Chief Ebeltoft and Administrator Buchholtz recently had a meeting with the owners of Dala and had a discussion on the incident at their business. He stated that a summary of their meeting will be shared once decisions are made. He stated that he takes pride in the Police Department and feels that they are doing their jobs and taking care of the residents. He stated that a lot of the issues that are taking place are from people traveling through the community and not necessarily residents of the City.

Police Chief Ebeltoft reported that Spring Lake Park is ranked lower in the crime statistics than the information that Mr. Scavo had provided in correspondence to the Council members. He stated that although he is not proud of the crime ranking of the City, he stated that many cities that are ranked lower than the City of Spring Lake Park are much further away from city limits and see less traffic traveling from the other more populated cities. He stated that with Spring Lake Park being a city where from major highways pass through the city, there are going to be more incidents.

Police Chief Ebeltoft reported that the incident at Dala was an event planned by an out of state promoter and had the details been shared with the City, the event would not have been allowed to take place.

He reminded Mr. Scavo and the general public that he is always welcome to discuss any issues in the community and is willing to have an open discussion with the public and residents.

6. Consent Agenda:

Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – February 3, 2020
- B. Disbursements
 - 1. General Operations Disbursement Claim No. 20-01 \$559,640.32
- C. Approval of Animal Control Agreement – North Metro Animal Care and Control
- D. Approve January 2020 MNSPECT Invoice
- E. Suburban Rate Authority Invoice – First Half Assessment
- F. Contractor's Request for Payment No. 1 – Garfield Pond Improvement Project-Jacon, LLC
- G. Sign Permit
- H. Contractor's Licenses
- I. Correspondence

Councilmember Goodboe-Bisschoff inquired on Item F as to why a payment request was being made when no work has started on the Garfield Pond Project to date. Administrator Buchholtz stated that the contractor has incurred some costs such as the bond fees and preparation costs for the project. He stated that the permit was approved and the stormwater models have been revised so work on the project should begin within a few weeks.

Councilmember Goodboe-Bisschoff requested to pull Item C for further discussion and requested that it be added to a work session for the Council to discuss. She requested a report of the outcome of the animals that have been sent to the facility from the City in the past year. Chief Ebeltoft stated that no report exists at this time. He stated that he does not recall any animals being taken to the shelter in the past year. He stated that the Police Department does not collect or pick up stray animals. He stated that only dangerous animals or animals required by the City ordinance are picked up within the City.

Chief Ebeltoft explained that the fees listed in the proposed contract are the same as the what is required by state statute to be charged. He stated that boarding fees are the only fees set by the boarding facility as they are an operating business.

Councilmember Goodboe-Bisschoff requested that the fees, possible dangerous dog situations and more information on the facilities be discussed. Mayor Nelson stated that the Animal Control Agreement could be added to an upcoming work session.

MOTION BY COUNCILMEMBER WENDLING APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Police Report

Police Chief Ebeltoft reviewed the January 2020 department statistics.

Chief Ebeltoft reported that the Police Department responded to six hundred fifty calls for service for the month of January 2020 compared to five hundred ninety nine calls for service in January 2019.

Chief Ebeltoft reported that Investigator Bennek reports to handling caseload of 25 cases for the month of January 2020. He reported that Investigator Bennek continues to monitor forfeiture cases assigned to him and is happy to advise that one case has been concluded, with six cases remaining.

Chief Ebeltoft reported that School Resource Officer Fiske reported handling 15 calls for service along with 27 student contact, three escorts and 13 follow-up investigations into school related incidents. He reported that Officer Fiske attended eight basketball games and a Pep Fest for the month.

Chief Ebeltoft reported that the Spring Lake Park Police Department will be partnering with “Ring.com” and joining the “Ring Neighborhood App” for making communities safer. He reported that this app will provide the residents the ability to have access to community videos voluntarily submitted to the app by members of the community, as well as providing another potential way of communicating with the Police Department regarding specific events that may have occurred in the community. He reported that residents will be able to join the “Ring Neighborhood App” even if they do not currently own a ring system or may have another brand of monitoring system. He stated that the Police Department will be introducing this collaboration on the Facebook page, Twitter Account and local community notification board, along with introducing it to the “Neighborhood Crime Watch Groups” in the near future.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

Mayor Nelson stated that he is happy with the Ring Neighborhood App for residents. Chief Ebeltoft reminded the Council that it will be voluntary participation by the residents and will be up to the residents to volunteer the videos from their home systems.

8. Parks and Recreation Report

Parks and Recreation Director Okey provided a summary of the programs and trips that took place in January. She reported that the outdoor family day at Able Park had a great turn out. She reported that staff has been busy preparing for the Senior Valentine luncheon and the Sweetheart dance.

Ms. Okey reported that staff has been busy receiving softball registrations, garden plot applications and youth activities registrations. She reported that Tower Days applications and contracts are being returned and processed. She reported that the Tower Days parade will be Thursday, June 4, 2020 and the all-day events will be Sunday, June 7, 2020.

Ms. Okey reported that the Parks and Recreation Commission met and elected officers for the upcoming year.

Councilmember Goodboe-Bisschoff inquired if the Grand Marshall for the parade has been chosen. Ms. Okey reported that former Parks and Recreation Commissioner Ann Radichel will be the Grand Marshall.

9. Ordinances And/Or Resolutions

A. Resolution 20-07 Approving Monroe Park Addition Final Plat

Administrator Buchholtz reported that JP Brooks, Inc. applied for final approval of final plat for Monroe Park Addition. He reported that the Monroe Park Addition is the subdivision that is located on a parcel totaling approximately two acres in size. He stated that the City Council approved the preliminary plat, subject to

conditions, at the December 2, 2019, meeting.

Councilmember Goodboe-Bisschoff inquired if the new housing development will be marketed as the Monroe Park Addition. Administrator Buchholtz stated that is the formal name of the plat so its marketing could include the plat name.

MOTION MADE BY COUNCILMEMBER DIRCKS TO APPROVE RESOLUTION 20-07 APPROVING MONROE PARK ADDITION FINAL PLAT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. MSA Map Amendment – 81st Avenue

Administrator Buchholtz reported that pursuant to the City Council's direction, staff has begun the process to amend the City's MSA system to remove a portion of 81st Avenue from MSA system in an effort to reduce through-truck traffic along 81st Avenue between Trunk Highway 47 (University Avenue) and Trunk Highway 65.

Administrator Buchholtz provided a map showing the MSA map revisions being proposed to MnDOT. He stated that the City would revoke a portion of 81st Avenue between University Avenue and Terrace Road NE and a portion of the University Avenue Service Road between 83rd Avenue and 81st Avenue and replace it with a section of Able Street between 81st Avenue and Osborne Road. He stated that the remainder of the system will remain the same. He reported that the MSA system revisions were submitted to the MnDOT on January 23, 2020.

Administrator Buchholtz provided a draft signage plan and stated that staff is seeking Council feedback regarding the placement of signs along 81st Avenue to inform drivers of the prohibition of trucks. He stated that in addition, staff has created a preliminary draft of an ordinance amendment to Chapter 70 creating the legal restriction to operate trucks with a gross weight of more than 7000 pounds on the stretch of 81st Avenue between University Avenue Service Road and Terrace Road. He stated that exceptions would be made for delivery trucks, garbage trucks and commercial vehicles permitted to be parked in residential districts in accordance with the City's zoning code.

Mayor Nelson stated that he agrees that removing the semi-truck traffic from 81st Avenue will help keep the road in good condition. He stated that he feels that the gross weight limit is too low and would like to discuss the weight requirement at a work session. He stated that there are a number of residents who live near 81st Avenue with commercial work vehicles and use 81st Avenue as their main roadway.

Councilmember Goodboe-Bisschoff inquired if there would be new signage added to eastbound Highway 65 denoting the truck route. Administrator Buchholtz stated that there are no plans to add signage in Fridley. He feels that there should be enough education and notice provided to the local trucking companies to have them aware of the change.

Councilmember Dircks inquired if it is expected that trucks will use Terrace Road as an alternative even though it will not be designated as a truck route. Administrator Buchholtz stated that Terrace Road will not be designated a truck route.

Councilmember Goodboe-Bisschoff inquired as to where the closest weight scale for commercial vehicles was in the area. Police Chief Ebeltoft stated that it would be the Elk River location. He stated that that State Patrol has a Weights and Measures Division if assistance was necessary. He reported that portable weight stations are available but are a costly piece of equipment and require constant calibration.

B. Schedule March Work Session – March 9, 2020

Administrator Buchholtz reported that staff is requesting the City Council schedule a work session for March 9, 2020, at 5:30 PM. He stated that potential topics include: Garfield Pond update; Lawful (charitable) gambling ordinance update and iPad purchase for City Council.

Administrator Buchholtz reported that Councilmember Delfs is not available on March 9, 2020.

Administrator Buchholtz stated that an additional work session could be scheduled for March 2, 2020 at 5:30 PM for a recap of the meeting with Dala staff; and the iPad purchases, allowing Councilmember Delfs to participate. He stated that the signage plan for 81st Avenue and the Animal Control Agreement would be added to the March 9 work session.

The consensus of the City Council was to hold work sessions on March 2, 2020 at 5:30 PM and March 9, 2020 at 5:30 PM.

C. Accept Letter of Retirement from Peggy Anderson

Administrator Buchholtz reported that he received a letter from Accountant Peggy Anderson announcing her retirement from the City of Spring Lake Park, effective March 13, 2020. He reported that Ms. Anderson has served the citizens of Spring Lake Park for over 24 years. He stated that he is grateful for her service and wish her the best as she enters a new chapter in her life.

Administrator Buchholtz stated that he is seeking the City Council to accept Ms. Anderson's retirement letter and to authorize the hiring process of finding a new Accountant.

MOTION MADE BY MAYOR NELSON TO ACCEPT LETTER OF RETIREMENT FROM PEGGY ANDERSON AND AUTHORIZE THE HIRING PROCESS FOR ACCOUNTANT POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Accept Letter of Resignation from Police Reserve Officer Nicholas Davids

Chief Ebeltoft reported that he received a letter of resignation from Spring Lake Park Police Department Reserve officer Nicholas Davids. He reported that Mr. Davids letter thanked the Police Department for their skills, training and experience during his three years with the Reserves.

MOTION MADE BY MAYOR NELSON TO ACCEPT LETTER OF RESIGNATION FROM POLICE RESERVE OFFICER DAVIDS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report - None

12. Attorney's Report – None

13. Reports - None

14. OtherA. Administrator Reports

Administrator Buchholtz reported that he sent correspondence to the local legislators regarding the incorrect information they have been given on building permit costs and development fees by the Building Association of the Twin Cities. He provided each of the local legislators with correct information and sample permit fees.

Administrator Buchholtz reported that Election Judge training and the Public Accuracy test will take place on February 19, 2020, for the upcoming Presidential Nominating Primary. He reported that he and Executive Assistant Gooden attended a kick off meeting for the Agenda Management system and training will start soon. He reported that the tobacco ordinance change will be on the March 16, 2020, agenda. He stated that the proposed changes have been sent to local business owners for their input on the ordinance change.

Administrator Buchholtz reported that staff expects that Hampton Companies will be submitting a Planned Unit Development application for the property at 525 Osborne Road in early April. He reported that the meeting with Hampton Companies went well. He reported that he attended the Senior Valentine luncheon and commended Parks and Recreation staff as well as the Spring Lake Park Lions on all their hard work to make the event a success.

15. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 8:15 PM.

Robert Nelson, Mayor

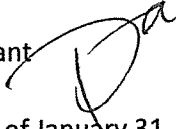
Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

MEMORANDUM

DATE: Friday, February 21, 2020

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant 

RE: Budget to Date (as of January 31, 2020)

Attached is the January, 2020 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **91.66% remaining**. The overall General Fund ratio is **90.80%**.

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|-----------------|----------------------------|-------------------|-------------------|------------------|---------------|-----------------------|
| Revenues | | | | | | |
| Revenues | | | | | | |
| 101.00000.31010 | CURRENT TAXES | \$ 3,285,402.00 | \$ 0.00 | \$ 3,285,402.00 | \$ 0.00 | 100.00% |
| 101.00000.31020 | DELINQ TAXES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.31040 | FISCAL DISPARITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.31050 | EXCESS TIF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.31910 | PENALTIES & INTEREST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.32110 | LIQUOR LICENSES | 29,500.00 | (48.65) | 29,500.00 | (48.65) | 100.16% |
| 101.00000.32178 | PAWN INVESTIGATION FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.32179 | PAWN SHOP LICENSES | 6,252.00 | 521.00 | 6,252.00 | 521.00 | 91.67% |
| 101.00000.32180 | CIGARETTE,DANCE,BINGO,MIS | 6,000.00 | 300.00 | 6,000.00 | 300.00 | 95.00% |
| 101.00000.32181 | SIGN PERMITS | 5,000.00 | 396.25 | 5,000.00 | 396.25 | 92.08% |
| 101.00000.32208 | CONTRACTORS LICENSES | 8,000.00 | 260.00 | 8,000.00 | 260.00 | 96.75% |
| 101.00000.32210 | BUILDING PERMIT | 75,000.00 | 2,129.99 | 75,000.00 | 2,129.99 | 97.16% |
| 101.00000.32211 | BUILDING PERMIT SURCHARG | 5,000.00 | 46.70 | 5,000.00 | 46.70 | 99.07% |
| 101.00000.32215 | DEMOLITION PERMIT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.32230 | PLUMBING PERMIT | 5,000.00 | 425.78 | 5,000.00 | 425.78 | 91.48% |
| 101.00000.32231 | PLUMBING PERMIT SURCHARG | 1,000.00 | 6.35 | 1,000.00 | 6.35 | 99.37% |
| 101.00000.32232 | HEATING & A/C PERMITS | 10,000.00 | 1,091.14 | 10,000.00 | 1,091.14 | 89.09% |
| 101.00000.32233 | HTG & A/C SURCHARGES | 1,000.00 | 13.25 | 1,000.00 | 13.25 | 98.68% |
| 101.00000.32240 | PET LICENSE | 400.00 | 6.00 | 400.00 | 6.00 | 98.50% |
| 101.00000.32260 | CERTIFICATE OF OCCUPANCY | 2,600.00 | 0.00 | 2,600.00 | 0.00 | 100.00% |
| 101.00000.32261 | VACANT PROPERTY REGISTRA | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 101.00000.32262 | SOLICITORS LICENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.33401 | LOCAL GOVERNMENT AID | 504,788.00 | 0.00 | 504,788.00 | 0.00 | 100.00% |
| 101.00000.33416 | POLICE TRAINING REIMB | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 100.00% |
| 101.00000.33421 | INSURANCE PREMIUM-POLICE | 90,000.00 | 0.00 | 90,000.00 | 0.00 | 100.00% |
| 101.00000.34102 | ZONING LETTERS | 200.00 | 0.00 | 200.00 | 0.00 | 100.00% |
| 101.00000.34103 | SPEC USE,ZONING,SUB-DIV | 3,500.00 | 0.00 | 3,500.00 | 0.00 | 100.00% |
| 101.00000.34104 | PLAN REVIEW FEES | 40,000.00 | 1,118.47 | 40,000.00 | 1,118.47 | 97.20% |
| 101.00000.34105 | SALE OF MAPS,COPIES ETC | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 101.00000.34106 | POLICE TESTING FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34107 | ASSESSMENT SEARCHES | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 101.00000.34108 | ADMINISTRATION SAC CHARG | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 101.00000.34109 | FILING FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34110 | ADMIN FEES (TAX STMTS) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34111 | ADM. GAMBLING EXPENSES | 36,106.00 | 0.00 | 36,106.00 | 0.00 | 100.00% |
| 101.00000.34115 | GUN RANGE FACILITY USE | 375.00 | 0.00 | 375.00 | 0.00 | 100.00% |
| 101.00000.34117 | ROOM-FACILITY RENTAL | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 101.00000.34201 | POLICE & FIRE ALARM PERMIT | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 101.00000.34202 | POLICE REPORTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34203 | ACCIDENT REPORTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34204 | RENTAL HOUSING REGISTRATI | 70,000.00 | 3,825.00 | 70,000.00 | 3,825.00 | 94.54% |
| 101.00000.34205 | RIGHT OF WAY APPLICATIONS | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 101.00000.34206 | MOWING SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34210 | PARK RESERVATION & USAGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.34801 | INSURANCE DIVIDENDS | 3,500.00 | 0.00 | 3,500.00 | 0.00 | 100.00% |
| 101.00000.34949 | RESTITUTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|------------------------|---------------------|------------------------|---------------------|--------------------|
| 101.00000.34950 MISC REVENUE, REFUNDS & R | 5,000.00 | 366.20 | 5,000.00 | 366.20 | 92.68% |
| 101.00000.35101 COURT FINES | 45,000.00 | 0.00 | 45,000.00 | 0.00 | 100.00% |
| 101.00000.35102 ADM OFFENSE FINES | 3,500.00 | 60.00 | 3,500.00 | 60.00 | 98.29% |
| 101.00000.35348 PROPERTY ROOM REVENUE | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 101.00000.35349 MN DRIVING DIVERSION PROG | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 101.00000.35350 DETOX TRANSPORTATION | 200.00 | 0.00 | 200.00 | 0.00 | 100.00% |
| 101.00000.36210 INTEREST EARNINGS | 15,000.00 | 1,378.42 | 15,000.00 | 1,378.42 | 90.81% |
| 101.00000.36901 LIAISON OFFICER | 82,120.00 | 20,530.00 | 82,120.00 | 20,530.00 | 75.00% |
| 101.00000.39101 RECYCLE PARK PRGM-REIM F | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.39201 TRANSFER FROM OTHER FUN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.00000.39202 TRANSFER FROM PUBLIC UTILI | 50,647.00 | 0.00 | 50,647.00 | 0.00 | 100.00% |
| 101.00000.39203 CONTRIBUTION FROM LIQUOR | 50,000.00 | 0.00 | 50,000.00 | 0.00 | 100.00% |
| 101.00000.39205 TRANSFER-FROM TIF FUND | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 101.00000.39206 TRANSFER FROM RECYCLING | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 101.00000.39207 TRANSFER FROM RECREATIO | 62,500.00 | 0.00 | 62,500.00 | 0.00 | 100.00% |
| Total Revenues | 4,522,590.00 | 32,425.90 | 4,522,590.00 | 32,425.90 | 99.28% |
| Total GENERAL FUND Revenues | \$ 4,522,590.00 | \$ 32,425.90 | \$ 4,522,590.00 | \$ 32,425.90 | 99.28% |

Expenditures**MAYOR AND COUNCIL Expenditures**

| | | | | | |
|---|------------------|-----------------|------------------|-----------------|---------------|
| 101.41110.01030 PART TIME EMPLOYEES | \$ 36,756.00 | \$ 2,607.88 | \$ 36,756.00 | \$ 2,607.88 | 92.90% |
| 101.41110.01211 DEFINED CONTR PLAN/PERA | 1,565.00 | 105.57 | 1,565.00 | 105.57 | 93.25% |
| 101.41110.01220 FICA/MC CONTRIBUTIONS-EMP | 2,395.00 | 199.50 | 2,395.00 | 199.50 | 91.67% |
| 101.41110.01510 WORKERS COMPENSATION | 60.00 | 0.00 | 60.00 | 0.00 | 100.00% |
| 101.41110.02100 OPERATING SUPPLIES | 400.00 | 0.00 | 400.00 | 0.00 | 100.00% |
| 101.41110.03310 TRAVEL EXPENSE | 700.00 | 0.00 | 700.00 | 0.00 | 100.00% |
| 101.41110.03500 PRINTING & PUBLISHING | 1,250.00 | 155.88 | 1,250.00 | 155.88 | 87.53% |
| 101.41110.04300 CONFERENCE & SCHOOLS | 2,805.00 | 575.00 | 2,805.00 | 575.00 | 79.50% |
| 101.41110.04330 DUES & SUBSCRIPTIONS | 13,146.00 | 5,641.00 | 13,146.00 | 5,641.00 | 57.09% |
| 101.41110.04955 DISCRETIONARY | 13,550.00 | 0.00 | 13,550.00 | 0.00 | 100.00% |
| Total MAYOR AND COUNCIL Expenditures | 72,627.00 | 9,284.83 | 72,627.00 | 9,284.83 | 87.22% |

ADMINISTRATION Expenditures

| | | | | | |
|---|------------|------------|------------|------------|---------|
| 101.41400.01010 FULL TIME EMPLOYEES | 323,025.00 | 37,533.68 | 323,025.00 | 37,533.68 | 88.38% |
| 101.41400.01050 VACATION BUY BACK | 6,250.00 | 0.00 | 6,250.00 | 0.00 | 100.00% |
| 101.41400.01210 PERA CONTRIBUTIONS-EMPLO | 24,227.00 | 2,804.66 | 24,227.00 | 2,804.66 | 88.42% |
| 101.41400.01220 FICA/MC CONTRIBUTIONS-EMP | 25,191.00 | 2,823.90 | 25,191.00 | 2,823.90 | 88.79% |
| 101.41400.01300 HEALTH INSURANCE | 63,193.00 | 4,787.38 | 63,193.00 | 4,787.38 | 92.42% |
| 101.41400.01313 PRUDENTIAL LIFE INSURANCE | 230.00 | 19.02 | 230.00 | 19.02 | 91.73% |
| 101.41400.01510 WORKERS COMPENSATION | 2,300.00 | 0.00 | 2,300.00 | 0.00 | 100.00% |
| 101.41400.02000 OFFICE SUPPLIES | 3,375.00 | 406.49 | 3,375.00 | 406.49 | 87.96% |
| 101.41400.02030 PRINTED FORMS | 1,794.00 | 0.00 | 1,794.00 | 0.00 | 100.00% |
| 101.41400.02100 OPERATING SUPPLIES | 640.00 | 0.00 | 640.00 | 0.00 | 100.00% |
| 101.41400.02220 POSTAGE | 2,716.00 | (1,068.43) | 2,716.00 | (1,068.43) | 139.34% |
| 101.41400.03210 TELEPHONE | 650.00 | 0.00 | 650.00 | 0.00 | 100.00% |
| 101.41400.03310 TRAVEL EXPENSE | 3,300.00 | 346.14 | 3,300.00 | 346.14 | 89.51% |
| 101.41400.03410 EMPLOYMENT ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-------------------|------------------|-------------------|------------------|--------------------|
| 101.41400.03500 PRINTING & PUBLISHING | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 101.41400.03550 COUNTY FEES FOR SERVICE | 2,050.00 | 0.00 | 2,050.00 | 0.00 | 100.00% |
| 101.41400.04050 MAINTENANCE AGREEMENTS | 7,664.00 | 1,441.08 | 7,664.00 | 1,441.08 | 81.20% |
| 101.41400.04300 CONFERENCE & SCHOOLS | 6,175.00 | 399.00 | 6,175.00 | 399.00 | 93.54% |
| 101.41400.04330 DUES & SUBSCRIPTIONS | 1,520.00 | 40.00 | 1,520.00 | 40.00 | 97.37% |
| 101.41400.04390 US BANK CC REBATE-MISCELL | 0.00 | 710.13 | 0.00 | 710.13 | 0.00% |
| 101.41400.04500 CONTRACTUAL SERVICES | 5,350.00 | 749.49 | 5,350.00 | 749.49 | 85.99% |
| 101.41400.05000 CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total ADMINISTRATION Expenditures | 479,950.00 | 50,992.54 | 479,950.00 | 50,992.54 | 89.38% |
| ASSESSOR Expenditures | | | | | |
| 101.41500.04000 CONTRACTUAL SERVICE | 37,040.00 | 0.00 | 37,040.00 | 0.00 | 100.00% |
| Total ASSESSOR Expenditures | 37,040.00 | 0.00 | 37,040.00 | 0.00 | 100.00% |
| AUDIT & ACCTG SERVICES Expenditures | | | | | |
| 101.41540.03010 AUDIT & ACCTG SERVICES | 11,013.00 | 0.00 | 11,013.00 | 0.00 | 100.00% |
| Total AUDIT & ACCTG SERVICES Expenditures | 11,013.00 | 0.00 | 11,013.00 | 0.00 | 100.00% |
| I.T. SERVICES Expenditures | | | | | |
| 101.41600.04000 I.T. SERVICES | 64,145.00 | 4,484.23 | 64,145.00 | 4,484.23 | 93.01% |
| Total I.T. SERVICES Expenditures | 64,145.00 | 4,484.23 | 64,145.00 | 4,484.23 | 93.01% |
| LEGAL FEES Expenditures | | | | | |
| 101.41610.03040 LEGAL FEES | 122,500.00 | 0.00 | 122,500.00 | 0.00 | 100.00% |
| Total LEGAL FEES Expenditures | 122,500.00 | 0.00 | 122,500.00 | 0.00 | 100.00% |
| ENGINEERING FEES Expenditures | | | | | |
| 101.41710.03030 ENGINEERING FEES | 7,500.00 | 0.00 | 7,500.00 | 0.00 | 100.00% |
| Total ENGINEERING FEES Expenditures | 7,500.00 | 0.00 | 7,500.00 | 0.00 | 100.00% |
| PLANNING & ZONING Expenditures | | | | | |
| 101.41720.02100 OPERATING SUPPLIES | 125.00 | 0.00 | 125.00 | 0.00 | 100.00% |
| 101.41720.02220 POSTAGE | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 101.41720.03500 PRINTING & PUBLISHING | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 101.41720.04000 PLANNER FEES | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| Total PLANNING & ZONING Expenditures | 1,025.00 | 0.00 | 1,025.00 | 0.00 | 100.00% |
| GOVERNMENT BUILDING Expenditures | | | | | |
| 101.41940.01010 FULL TIME EMPLOYEES | 15,675.00 | 1,840.34 | 15,675.00 | 1,840.34 | 88.26% |
| 101.41940.01013 OVERTIME | 0.00 | 136.06 | 0.00 | 136.06 | 0.00% |
| 101.41940.01020 ON CALL SALARIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.41940.01050 VACATION BUY BACK | 400.00 | 0.00 | 400.00 | 0.00 | 100.00% |
| 101.41940.01210 PERA CONTRIBUTIONS-EMPLO | 1,176.00 | 148.21 | 1,176.00 | 148.21 | 87.40% |
| 101.41940.01220 FICA/MC CONTRIBUTIONS-EMP | 1,231.00 | 157.85 | 1,231.00 | 157.85 | 87.18% |
| 101.41940.01300 HEALTH INSURANCE | 2,852.00 | 169.34 | 2,852.00 | 169.34 | 94.06% |
| 101.41940.01313 PRUDENTIAL LIFE INSURANCE | 13.00 | 1.04 | 13.00 | 1.04 | 92.00% |
| 101.41940.01510 WORKERS COMPENSATION | 700.00 | 0.00 | 700.00 | 0.00 | 100.00% |
| 101.41940.02100 OPERATING SUPPLIES | 9,500.00 | 1,044.01 | 9,500.00 | 1,044.01 | 89.01% |
| 101.41940.02200 REPAIR & MAINTENANCE | 7,500.00 | 1,644.46 | 7,500.00 | 1,644.46 | 78.07% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|---------------------|-------------------|---------------------|-------------------|--------------------|
| 101.41940.02225 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.41940.02280 | 750.00 | 143.74 | 750.00 | 143.74 | 80.83% |
| 101.41940.03210 | 6,465.00 | 424.22 | 6,465.00 | 424.22 | 93.44% |
| 101.41940.03810 | 23,000.00 | 1,015.65 | 23,000.00 | 1,015.65 | 95.58% |
| 101.41940.03830 | 16,000.00 | 2,165.21 | 16,000.00 | 2,165.21 | 86.47% |
| 101.41940.03841 | 4,300.00 | 305.01 | 4,300.00 | 305.01 | 92.91% |
| 101.41940.04000 | 4,715.00 | 324.18 | 4,715.00 | 324.18 | 93.12% |
| 101.41940.05000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.41940.07000 | 9,428.00 | 0.00 | 9,428.00 | 0.00 | 100.00% |
| Total GOVERNMENT BUILDING Expenditures | 103,705.00 | 9,519.32 | 103,705.00 | 9,519.32 | 90.82% |
| POLICE PROTECTION Expenditures | | | | | |
| 101.42100.01010 | 1,100,740.00 | 134,459.84 | 1,100,740.00 | 134,459.84 | 87.78% |
| 101.42100.01013 | 97,000.00 | 3,442.15 | 97,000.00 | 3,442.15 | 96.45% |
| 101.42100.01050 | 7,500.00 | 0.00 | 7,500.00 | 0.00 | 100.00% |
| 101.42100.01210 | 193,392.00 | 21,365.49 | 193,392.00 | 21,365.49 | 88.95% |
| 101.42100.01220 | 29,253.00 | 3,229.55 | 29,253.00 | 3,229.55 | 88.96% |
| 101.42100.01300 | 188,046.00 | 15,709.54 | 188,046.00 | 15,709.54 | 91.65% |
| 101.42100.01313 | 725.00 | 61.08 | 725.00 | 61.08 | 91.58% |
| 101.42100.01510 | 41,000.00 | 0.00 | 41,000.00 | 0.00 | 100.00% |
| 101.42100.02000 | 3,600.00 | 76.33 | 3,600.00 | 76.33 | 97.88% |
| 101.42100.02030 | 1,200.00 | 37.50 | 1,200.00 | 37.50 | 96.88% |
| 101.42100.02040 | 8,000.00 | 151.05 | 8,000.00 | 151.05 | 98.11% |
| 101.42100.02100 | 5,382.00 | 36.20 | 5,382.00 | 36.20 | 99.33% |
| 101.42100.02120 | 25,700.00 | 896.43 | 25,700.00 | 896.43 | 96.51% |
| 101.42100.02220 | 1,900.00 | 41.50 | 1,900.00 | 41.50 | 97.82% |
| 101.42100.03050 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 101.42100.03210 | 3,900.00 | (152.00) | 3,900.00 | (152.00) | 103.90% |
| 101.42100.03211 | 29,261.00 | 194.00 | 29,261.00 | 194.00 | 99.34% |
| 101.42100.03300 | 10,550.00 | 199.00 | 10,550.00 | 199.00 | 98.11% |
| 101.42100.03310 | 1,200.00 | 155.55 | 1,200.00 | 155.55 | 87.04% |
| 101.42100.03421 | 2,006.00 | 0.00 | 2,006.00 | 0.00 | 100.00% |
| 101.42100.04000 | 23,385.00 | 1,854.49 | 23,385.00 | 1,854.49 | 92.07% |
| 101.42100.04050 | 6,950.00 | 1,473.78 | 6,950.00 | 1,473.78 | 78.79% |
| 101.42100.04060 | 20,000.00 | 53.21 | 20,000.00 | 53.21 | 99.73% |
| 101.42100.04070 | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 100.00% |
| 101.42100.04300 | 20,800.00 | 1,590.00 | 20,800.00 | 1,590.00 | 92.36% |
| 101.42100.04330 | 1,235.00 | 1,188.00 | 1,235.00 | 1,188.00 | 3.81% |
| 101.42100.05000 | 37,471.00 | 350.00 | 37,471.00 | 350.00 | 99.07% |
| 101.42100.07000 | 17,157.00 | 0.00 | 17,157.00 | 0.00 | 100.00% |
| Total POLICE PROTECTION Expenditures | 1,881,853.00 | 186,412.69 | 1,881,853.00 | 186,412.69 | 90.09% |
| FIRE PROTECTION Expenditures | | | | | |
| 101.42200.04000 | 230,696.00 | 19,225.00 | 230,696.00 | 19,225.00 | 91.67% |
| 101.42200.05000 | 44,014.00 | 12,741.00 | 44,014.00 | 12,741.00 | 71.05% |
| 101.42200.07000 | 19,132.00 | 19,131.10 | 19,132.00 | 19,131.10 | 0.00% |
| Total FIRE PROTECTION Expenditures | 293,842.00 | 51,097.10 | 293,842.00 | 51,097.10 | 82.61% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For GENERAL FUND (101)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|------------------|-------------------|------------------|--------------------|
| CODE ENFORCEMENT Expenditures | | | | | |
| 101.42300.01010 FULL TIME EMPLOYEES | 97,575.00 | 9,535.24 | 97,575.00 | 9,535.24 | 90.23% |
| 101.42300.01030 PART TIME EMPLOYEES | 24,960.00 | 0.00 | 24,960.00 | 0.00 | 100.00% |
| 101.42300.01050 VACATION BUY BACK | 3,300.00 | 0.00 | 3,300.00 | 0.00 | 100.00% |
| 101.42300.01210 PERA CONTRIBUTIONS-EMPLO | 9,191.00 | 209.60 | 9,191.00 | 209.60 | 97.72% |
| 101.42300.01220 FICA/MC CONTRIBUTIONS-EMP | 9,627.00 | 694.51 | 9,627.00 | 694.51 | 92.79% |
| 101.42300.01300 HEALTH INSURANCE | 22,392.00 | 1,872.84 | 22,392.00 | 1,872.84 | 91.64% |
| 101.42300.01313 PRUDENTIAL LIFE INSURANCE | 78.00 | 6.38 | 78.00 | 6.38 | 91.82% |
| 101.42300.01510 WORKERS COMPENSATION | 1,450.00 | 0.00 | 1,450.00 | 0.00 | 100.00% |
| 101.42300.02000 OFFICE SUPPLIES | 600.00 | 0.00 | 600.00 | 0.00 | 100.00% |
| 101.42300.02100 OPERATING SUPPLIES | 1,600.00 | 480.00 | 1,600.00 | 480.00 | 70.00% |
| 101.42300.02120 MOTOR FUELS & LUBRICANTS | 1,400.00 | 59.76 | 1,400.00 | 59.76 | 95.73% |
| 101.42300.02200 REPAIR & MAINTENANCE | 1,000.00 | 96.78 | 1,000.00 | 96.78 | 90.32% |
| 101.42300.03210 TELEPHONE | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 101.42300.03310 TRAVEL EXPENSE | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 101.42300.04000 CONTRACTUAL SERVICE | 15,000.00 | 0.00 | 15,000.00 | 0.00 | 100.00% |
| 101.42300.04300 CONFERENCE & SCHOOLS | 1,600.00 | 0.00 | 1,600.00 | 0.00 | 100.00% |
| 101.42300.04330 DUES & SUBSCRIPTIONS | 2,840.00 | 2,090.00 | 2,840.00 | 2,090.00 | 26.41% |
| 101.42300.05000 CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total CODE ENFORCEMENT Expenditures | 193,913.00 | 15,045.11 | 193,913.00 | 15,045.11 | 92.24% |
| STREET DEPARTMENT Expenditures | | | | | |
| 101.43000.01010 FULL TIME EMPLOYEES | 141,200.00 | 16,743.00 | 141,200.00 | 16,743.00 | 88.14% |
| 101.43000.01013 OVERTIME | 7,912.00 | 893.83 | 7,912.00 | 893.83 | 88.70% |
| 101.43000.01020 ON CALL SALARIES | 2,261.00 | 0.00 | 2,261.00 | 0.00 | 100.00% |
| 101.43000.01050 VACATION BUY BACK | 1,900.00 | 0.00 | 1,900.00 | 0.00 | 100.00% |
| 101.43000.01210 PERA CONTRIBUTIONS-EMPLO | 11,353.00 | 1,322.74 | 11,353.00 | 1,322.74 | 88.35% |
| 101.43000.01220 FICA/MC CONTRIBUTIONS-EMP | 11,726.00 | 1,395.97 | 11,726.00 | 1,395.97 | 88.10% |
| 101.43000.01300 HEALTH INSURANCE | 24,000.00 | 1,936.72 | 24,000.00 | 1,936.72 | 91.93% |
| 101.43000.01313 PRUDENTIAL LIFE INSURANCE | 107.00 | 8.86 | 107.00 | 8.86 | 91.72% |
| 101.43000.01510 WORKERS COMPENSATION | 14,000.00 | 261.80 | 14,000.00 | 261.80 | 98.13% |
| 101.43000.02120 MOTOR FUELS & LUBRICANTS | 15,000.00 | 1,133.31 | 15,000.00 | 1,133.31 | 92.44% |
| 101.43000.02150 SHOP MATERIALS | 3,000.00 | 402.37 | 3,000.00 | 402.37 | 86.59% |
| 101.43000.02200 REPAIR & MAINTENANCE | 7,000.00 | 114.00 | 7,000.00 | 114.00 | 98.37% |
| 101.43000.02210 EQUIPMENT PARTS | 7,000.00 | 489.49 | 7,000.00 | 489.49 | 93.01% |
| 101.43000.02221 TIRES | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 101.43000.02224 STREET MAINT SUPPLIES | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 101.43000.02226 SIGNS & STRIPING | 6,500.00 | 0.00 | 6,500.00 | 0.00 | 100.00% |
| 101.43000.02280 UNIFORMS,SAFETY SHOES | 1,000.00 | 1,196.00 | 1,000.00 | 1,196.00 | (19.60%) |
| 101.43000.03210 TELEPHONE | 370.00 | 0.00 | 370.00 | 0.00 | 100.00% |
| 101.43000.04000 CONTRACTUAL SERVICE | 1,040.00 | 300.00 | 1,040.00 | 300.00 | 71.15% |
| 101.43000.04300 CONFERENCE & SCHOOLS | 800.00 | 0.00 | 800.00 | 0.00 | 100.00% |
| 101.43000.04330 DUES & SUBSCRIPTIONS | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 101.43000.05000 CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.43000.07000 PERMANENT TRANSFERS OUT | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| Total STREET DEPARTMENT Expenditures | 261,269.00 | 26,198.09 | 261,269.00 | 26,198.09 | 89.97% |

CITY OF SPRING LAKE PARK
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| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|------------------|-------------------|------------------|--------------------|
| RECREATION DEPARTMENT Expenditures | | | | | |
| 101.45100.01010 FULL TIME EMPLOYEES | 195,500.00 | 22,909.43 | 195,500.00 | 22,909.43 | 88.28% |
| 101.45100.01040 TEMPORARY EMPLOYEES | 17,010.00 | 1,170.38 | 17,010.00 | 1,170.38 | 93.12% |
| 101.45100.01050 VACATION BUY BACK | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 101.45100.01210 PERA CONTRIBUTIONS-EMPLO | 14,663.00 | 1,718.21 | 14,663.00 | 1,718.21 | 88.28% |
| 101.45100.01220 FICA/MC CONTRIBUTIONS-EMP | 16,487.00 | 1,822.11 | 16,487.00 | 1,822.11 | 88.95% |
| 101.45100.01300 HEALTH INSURANCE | 44,831.00 | 2,916.52 | 44,831.00 | 2,916.52 | 93.49% |
| 101.45100.01313 PRUDENTIAL LIFE INSURANCE | 176.00 | 14.66 | 176.00 | 14.66 | 91.67% |
| 101.45100.01510 WORKERS COMPENSATION | 1,900.00 | 0.00 | 1,900.00 | 0.00 | 100.00% |
| 101.45100.02000 OFFICE SUPPLIES | 2,161.00 | 380.99 | 2,161.00 | 380.99 | 82.37% |
| 101.45100.02220 POSTAGE | 9,626.00 | 1,191.42 | 9,626.00 | 1,191.42 | 87.62% |
| 101.45100.02290 RECREATION EQUIP SUPPLIES | 2,500.00 | 100.00 | 2,500.00 | 100.00 | 96.00% |
| 101.45100.03310 TRAVEL EXPENSE | 1,400.00 | 0.00 | 1,400.00 | 0.00 | 100.00% |
| 101.45100.03500 PRINTING & PUBLISHING | 14,607.00 | 0.00 | 14,607.00 | 0.00 | 100.00% |
| 101.45100.04300 CONFERENCE & SCHOOLS | 1,400.00 | 0.00 | 1,400.00 | 0.00 | 100.00% |
| 101.45100.04330 DUES & SUBSCRIPTIONS | 645.00 | 300.00 | 645.00 | 300.00 | 53.49% |
| 101.45100.05000 CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total RECREATION DEPARTMENT Expenditures | 325,906.00 | 32,523.72 | 325,906.00 | 32,523.72 | 90.02% |
| PARKS DEPARTMENT Expenditures | | | | | |
| 101.45200.01010 FULL TIME EMPLOYEES | 148,100.00 | 17,544.45 | 148,100.00 | 17,544.45 | 88.15% |
| 101.45200.01013 OVERTIME | 7,912.00 | 1,225.93 | 7,912.00 | 1,225.93 | 84.51% |
| 101.45200.01020 ON CALL SALARIES | 2,261.00 | 0.00 | 2,261.00 | 0.00 | 100.00% |
| 101.45200.01040 TEMPORARY EMPLOYEES | 30,000.00 | 1,620.00 | 30,000.00 | 1,620.00 | 94.60% |
| 101.45200.01050 VACATION BUY BACK | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 101.45200.01210 PERA CONTRIBUTIONS-EMPLO | 11,871.00 | 1,407.80 | 11,871.00 | 1,407.80 | 88.14% |
| 101.45200.01220 FICA/MC CONTRIBUTIONS-EMP | 14,633.00 | 1,613.71 | 14,633.00 | 1,613.71 | 88.97% |
| 101.45200.01300 HEALTH INSURANCE | 28,166.00 | 1,999.58 | 28,166.00 | 1,999.58 | 92.90% |
| 101.45200.01313 PRUDENTIAL LIFE INSURANCE | 108.00 | 8.92 | 108.00 | 8.92 | 91.74% |
| 101.45200.01510 WORKERS COMPENSATION | 14,000.00 | 0.00 | 14,000.00 | 0.00 | 100.00% |
| 101.45200.02100 OPERATING SUPPLIES | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 101.45200.02120 MOTOR FUELS & LUBRICANTS | 13,500.00 | 1,093.46 | 13,500.00 | 1,093.46 | 91.90% |
| 101.45200.02200 REPAIR & MAINTENANCE | 8,000.00 | 1,956.27 | 8,000.00 | 1,956.27 | 75.55% |
| 101.45200.02205 LAKESIDE PK EXP TO BE REIM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.45200.02210 EQUIPMENT PARTS | 5,500.00 | 0.00 | 5,500.00 | 0.00 | 100.00% |
| 101.45200.02221 TIRES | 800.00 | 0.00 | 800.00 | 0.00 | 100.00% |
| 101.45200.02225 LANDSCAPING MATERIALS | 9,354.00 | 0.00 | 9,354.00 | 0.00 | 100.00% |
| 101.45200.02280 UNIFORMS,SAFETY SHOES | 1,000.00 | 1,196.00 | 1,000.00 | 1,196.00 | (19.60%) |
| 101.45200.02290 RECREATION EQUIP SUPPLIES | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 101.45200.03210 TELEPHONE | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 101.45200.03810 ELECTRIC UTILITIES | 4,500.00 | 91.59 | 4,500.00 | 91.59 | 97.96% |
| 101.45200.03830 GAS UTILITIES | 3,500.00 | 372.09 | 3,500.00 | 372.09 | 89.37% |
| 101.45200.03841 RUBBISH REMOVAL | 400.00 | 0.00 | 400.00 | 0.00 | 100.00% |
| 101.45200.04190 SATELLITE RENTAL | 1,470.00 | 0.00 | 1,470.00 | 0.00 | 100.00% |
| 101.45200.04300 CONFERENCE & SCHOOLS | 1,875.00 | 0.00 | 1,875.00 | 0.00 | 100.00% |
| 101.45200.04330 DUES & SUBSCRIPTIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 101.45200.04500 CONTRACTUAL SERVICES | 880.00 | 0.00 | 880.00 | 0.00 | 100.00% |
| 101.45200.04901 LAKESIDE PARK EXPENSE | 11,500.00 | 0.00 | 11,500.00 | 0.00 | 100.00% |

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Revised Budget
For GENERAL FUND (101)
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| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|------------------------|------------------------|------------------------|------------------------|--------------------|
| 101.45200.05000 CAPITAL OUTLAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total PARKS DEPARTMENT Expenditures | 325,830.00 | 30,129.80 | 325,830.00 | 30,129.80 | 90.75% |
| MISCELLANEOUS Expenditures | | | | | |
| 101.49000.01300 HEALTH INSURANCE | 1,000.00 | 30.08 | 1,000.00 | 30.08 | 96.99% |
| 101.49000.01313 COBRA-H.S.A. FEES | 8,400.00 | 0.00 | 8,400.00 | 0.00 | 100.00% |
| 101.49000.03600 INSURANCE | 45,000.00 | 0.00 | 45,000.00 | 0.00 | 100.00% |
| 101.49000.04000 CONTRACTUAL SERVICE | 30,000.00 | 275.00 | 30,000.00 | 275.00 | 99.08% |
| 101.49000.04389 CONTINGENCY FUND | 88,472.00 | 0.00 | 88,472.00 | 0.00 | 100.00% |
| 101.49000.04390 MISCELLANEOUS | 15,000.00 | 0.00 | 15,000.00 | 0.00 | 100.00% |
| 101.49000.04420 SURCHARGES-PLMG | 200.00 | 0.00 | 200.00 | 0.00 | 100.00% |
| 101.49000.04430 SURCHARGES-HTG | 400.00 | 0.00 | 400.00 | 0.00 | 100.00% |
| 101.49000.04440 SURCHARGES-BLDG | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 101.49000.07000 PERMANENT TRANSFERS OUT | 150,000.00 | 0.00 | 150,000.00 | 0.00 | 100.00% |
| Total MISCELLANEOUS Expenditures | 340,472.00 | 305.08 | 340,472.00 | 305.08 | 99.91% |
| Total GENERAL FUND Expenditures | \$ 4,522,590.00 | \$ 415,992.51 | \$ 4,522,590.00 | \$ 415,992.51 | 90.80% |
| GENERAL FUND Excess of Revenues Over Expenditure \$ | 0.00 | \$ (383,566.61) | 0.00 | \$ (383,566.61) | 0.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-----------------|-----------------|-----------------|-----------------|--------------------|
| Total Revenues | \$ 4,522,590.00 | \$ 32,425.90 | \$ 4,522,590.00 | \$ 32,425.90 | 99.28% |
| Total Expenditures | \$ 4,522,590.00 | \$ 415,992.51 | \$ 4,522,590.00 | \$ 415,992.51 | 90.80% |
| Total Excess of Revenues Over Expenditures | \$ 0.00 | \$ (383,566.61) | \$ 0.00 | \$ (383,566.61) | 0.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % | |
|---|---------------------------|------------------------|----------------------|------------------------|----------------------|---------------|
| Revenues | | | | | | |
| Revenues | | | | | | |
| 601.00000.34950 | MISC REVENUE-NSF CHRGS | \$ 0.00 | \$ 140.00 | \$ 0.00 | \$ 140.00 | 0.00% |
| 601.00000.36210 | INTEREST EARNINGS | 30,000.00 | 0.00 | 30,000.00 | 0.00 | 100.00% |
| 601.00000.37101 | WATER COLLECTIONS | 518,470.00 | 98,796.75 | 518,470.00 | 98,796.75 | 80.94% |
| 601.00000.37103 | SALES TAX COLLECTED | 6,200.00 | 1,161.82 | 6,200.00 | 1,161.82 | 81.26% |
| 601.00000.37104 | PENALTIES/WATER | 7,000.00 | 5.29 | 7,000.00 | 5.29 | 99.92% |
| 601.00000.37109 | SAFE DRINKING WATER FEE | 21,335.00 | 5,310.52 | 21,335.00 | 5,310.52 | 75.11% |
| 601.00000.37111 | ADMINISTRATIVE CHARGE | 82,000.00 | 19,918.18 | 82,000.00 | 19,918.18 | 75.71% |
| 601.00000.37115 | ESTIMATE READING CHR | 50.00 | 25.00 | 50.00 | 25.00 | 50.00% |
| 601.00000.37149 | WATER CONN-INTEREST | 0.00 | 94.02 | 0.00 | 94.02 | 0.00% |
| 601.00000.37150 | WATER CONNECTION-WAC | 2,400.00 | 475.22 | 2,400.00 | 475.22 | 80.20% |
| 601.00000.37151 | WATER RECONNECT-CALL OU | 1,000.00 | 100.00 | 1,000.00 | 100.00 | 90.00% |
| 601.00000.37170 | WATER PERMITS | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 601.00000.37171 | WATER PERMIT SURCHARGES | 10.00 | 0.00 | 10.00 | 0.00 | 100.00% |
| 601.00000.37172 | WATER METER SALES & INSTA | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 100.00% |
| 601.00000.37201 | SEWER COLLECTIONS | 865,450.00 | 204,903.16 | 865,450.00 | 204,903.16 | 76.32% |
| 601.00000.37204 | PENALTIES-SEWER | 15,000.00 | 0.00 | 15,000.00 | 0.00 | 100.00% |
| 601.00000.37250 | SEWER CONNECTION-SAC | 5,170.00 | 1,164.88 | 5,170.00 | 1,164.88 | 77.47% |
| 601.00000.37251 | SEWER CONN-INTEREST | 1,000.00 | 220.82 | 1,000.00 | 220.82 | 77.92% |
| 601.00000.37270 | SEWER PERMITS | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 601.00000.37271 | SEWER PERMIT SURCHARGES | 10.00 | 0.00 | 10.00 | 0.00 | 100.00% |
| 601.00000.37273 | SEWER HOOK-UP CHARGES | 150.00 | 0.00 | 150.00 | 0.00 | 100.00% |
| 601.00000.39206 | TRANSFER FROM RECYCLING | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| Total Revenues | | 1,558,945.00 | 332,315.66 | 1,558,945.00 | 332,315.66 | 78.68% |
| Total PUBLIC UTILITIES OPERATIONS Revenues | | \$ 1,558,945.00 | \$ 332,315.66 | \$ 1,558,945.00 | \$ 332,315.66 | 78.68% |

Expenditures**WATER DEPARTMENT Expenditures**

| | | | | | | |
|-----------------|---------------------------|---------------|--------------|---------------|--------------|---------|
| 601.49400.01010 | FULL TIME EMPLOYEES | \$ 112,300.00 | \$ 13,370.14 | \$ 112,300.00 | \$ 13,370.14 | 88.09% |
| 601.49400.01013 | OVERTIME | 8,150.00 | 1,112.97 | 8,150.00 | 1,112.97 | 86.34% |
| 601.49400.01020 | ON CALL SALARIES | 4,660.00 | 0.00 | 4,660.00 | 0.00 | 100.00% |
| 601.49400.01050 | VACATION BUY BACK | 2,700.00 | 0.00 | 2,700.00 | 0.00 | 100.00% |
| 601.49400.01210 | PERA CONTRIBUTIONS-EMPLO | 9,071.00 | 1,086.21 | 9,071.00 | 1,086.21 | 88.03% |
| 601.49400.01220 | FICA/MC CONTRIBUTIONS-EMP | 9,781.00 | 1,134.16 | 9,781.00 | 1,134.16 | 88.40% |
| 601.49400.01300 | HEALTH & DENTAL INSURANCE | 21,385.00 | 1,947.88 | 21,385.00 | 1,947.88 | 90.89% |
| 601.49400.01313 | LIFE INSURANCE | 95.00 | 7.68 | 95.00 | 7.68 | 91.92% |
| 601.49400.01510 | WORKERS COMPENSATION | 8,500.00 | 0.00 | 8,500.00 | 0.00 | 100.00% |
| 601.49400.02000 | OFFICE SUPPLIES | 800.00 | 0.00 | 800.00 | 0.00 | 100.00% |
| 601.49400.02030 | PRINTED FORMS | 1,600.00 | 0.00 | 1,600.00 | 0.00 | 100.00% |
| 601.49400.02100 | OPERATING SUPPLIES | 800.00 | 0.00 | 800.00 | 0.00 | 100.00% |
| 601.49400.02120 | MOTOR FUELS & LUBRICANTS | 3,000.00 | 119.53 | 3,000.00 | 119.53 | 96.02% |
| 601.49400.02200 | REPAIR & MAINTENANCE | 65,000.00 | 1,204.72 | 65,000.00 | 1,204.72 | 98.15% |
| 601.49400.02210 | EQUIPMENT PARTS | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 601.49400.02220 | POSTAGE | 2,500.00 | 247.95 | 2,500.00 | 247.95 | 90.08% |
| 601.49400.02221 | TIRES | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|---|-------------------|------------------|-------------------|------------------|--------------------|
| 601.49400.02222 STREET REPAIRS | 10,000.00 | 0.00 | 10,000.00 | 0.00 | 100.00% |
| 601.49400.02261 WATER TESTING | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 601.49400.02262 WATER METER & SUPPLIES | 5,500.00 | 0.00 | 5,500.00 | 0.00 | 100.00% |
| 601.49400.02264 SAFE DRINKING WATER FEE | 21,335.00 | 0.00 | 21,335.00 | 0.00 | 100.00% |
| 601.49400.02280 UNIFORM ALLOWANCE | 1,050.00 | 744.63 | 1,050.00 | 744.63 | 29.08% |
| 601.49400.03010 AUDIT & ACCTG SERVICES | 5,510.00 | 0.00 | 5,510.00 | 0.00 | 100.00% |
| 601.49400.03030 ENGINEERING FEES | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 100.00% |
| 601.49400.03040 LEGAL FEES | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 601.49400.03210 TELEPHONE | 750.00 | 2.51 | 750.00 | 2.51 | 99.67% |
| 601.49400.03310 TRAVEL EXPENSE | 1,000.00 | 198.30 | 1,000.00 | 198.30 | 80.17% |
| 601.49400.03500 PRINTING & PUBLISHING | 9,000.00 | 2,674.56 | 9,000.00 | 2,674.56 | 70.28% |
| 601.49400.03600 INSURANCE | 8,000.00 | 0.00 | 8,000.00 | 0.00 | 100.00% |
| 601.49400.03870 WATER USAGE-CITY OF BLAIN | 4,200.00 | 1,422.81 | 4,200.00 | 1,422.81 | 66.12% |
| 601.49400.04000 CONTRACTUAL SERVICE | 7,511.00 | 0.00 | 7,511.00 | 0.00 | 100.00% |
| 601.49400.04050 MAINTENANCE AGREEMENTS | 13,775.00 | 58.44 | 13,775.00 | 58.44 | 99.58% |
| 601.49400.04300 CONFERENCE & SCHOOLS | 1,950.00 | 500.00 | 1,950.00 | 500.00 | 74.36% |
| 601.49400.04330 DUES & SUBSCRIPTIONS | 560.00 | 0.00 | 560.00 | 0.00 | 100.00% |
| 601.49400.04370 PERMITS AND TAXES | 8,400.00 | 3,738.89 | 8,400.00 | 3,738.89 | 55.49% |
| 601.49400.04470 SURCHARGES-WATER | 10.00 | 0.00 | 10.00 | 0.00 | 100.00% |
| 601.49400.07000 PERMANENT TRANSFERS OUT | 95,741.00 | 0.00 | 95,741.00 | 0.00 | 100.00% |
| Total WATER DEPARTMENT Expenditures | 449,934.00 | 29,571.38 | 449,934.00 | 29,571.38 | 93.43% |
| WATER TREATMENT PLANT Expenditures | | | | | |
| 601.49402.02100 OPERATING SUPPLIES | 100.00 | 0.00 | 100.00 | 0.00 | 100.00% |
| 601.49402.02120 MOTOR FUELS & LUBRICANTS | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 601.49402.02160 CHEMICALS & CHEMICAL PRO | 20,000.00 | 8,017.82 | 20,000.00 | 8,017.82 | 59.91% |
| 601.49402.02200 REPAIR & MAINTENANCE | 15,000.00 | 105.92 | 15,000.00 | 105.92 | 99.29% |
| 601.49402.02210 EQUIPMENT PARTS | 4,000.00 | 0.00 | 4,000.00 | 0.00 | 100.00% |
| 601.49402.03030 ENGINEERING FEES | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 100.00% |
| 601.49402.03600 INSURANCE | 12,000.00 | 0.00 | 12,000.00 | 0.00 | 100.00% |
| 601.49402.03810 ELECTRIC UTILITIES | 82,000.00 | 2,141.72 | 82,000.00 | 2,141.72 | 97.39% |
| 601.49402.03830 GAS UTILITIES | 2,600.00 | 363.79 | 2,600.00 | 363.79 | 86.01% |
| 601.49402.04000 CONTRACTUAL SERVICE | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 100.00% |
| 601.49402.04370 PERMITS,DUES,SUBSCRIPTIO | 2,550.00 | 125.00 | 2,550.00 | 125.00 | 95.10% |
| 601.49402.07000 PERMANENT TRANSFERS OUT | 46,293.00 | 0.00 | 46,293.00 | 0.00 | 100.00% |
| Total WATER TREATMENT PLANT Expenditures | 189,543.00 | 10,754.25 | 189,543.00 | 10,754.25 | 94.33% |
| SEWER DEPARTMENT Expenditures | | | | | |
| 601.49450.01010 FULL TIME EMPLOYEES | 112,300.00 | 13,370.20 | 112,300.00 | 13,370.20 | 88.09% |
| 601.49450.01013 OVERTIME | 8,150.00 | 1,112.98 | 8,150.00 | 1,112.98 | 86.34% |
| 601.49450.01020 ON CALL SALARIES | 4,660.00 | 0.00 | 4,660.00 | 0.00 | 100.00% |
| 601.49450.01050 VACATION BUY BACK | 2,700.00 | 0.00 | 2,700.00 | 0.00 | 100.00% |
| 601.49450.01210 PERA CONTRIBUTIONS-EMPLO | 9,071.00 | 1,086.28 | 9,071.00 | 1,086.28 | 88.02% |
| 601.49450.01220 FICA/MC CONTRIBUTIONS-EMP | 9,781.00 | 1,134.22 | 9,781.00 | 1,134.22 | 88.40% |
| 601.49450.01300 HEALTH & DENTAL INSURANCE | 21,385.00 | 1,947.90 | 21,385.00 | 1,947.90 | 90.89% |
| 601.49450.01313 LIFE INSURANCE | 95.00 | 7.70 | 95.00 | 7.70 | 91.89% |
| 601.49450.01510 WORKERS COMPENSATION | 8,500.00 | 0.00 | 8,500.00 | 0.00 | 100.00% |
| 601.49450.02000 OFFICE SUPPLIES | 800.00 | 0.00 | 800.00 | 0.00 | 100.00% |
| 601.49450.02030 PRINTED FORMS | 1,600.00 | 0.00 | 1,600.00 | 0.00 | 100.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
 For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|------------------------|----------------------|------------------------|----------------------|--------------------|
| 601.49450.02100 OPERATING SUPPLIES | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 601.49450.02120 MOTOR FUELS & LUBRICANTS | 2,700.00 | 119.51 | 2,700.00 | 119.51 | 95.57% |
| 601.49450.02200 REPAIR & MAINTENANCE | 14,000.00 | 146.51 | 14,000.00 | 146.51 | 98.95% |
| 601.49450.02210 EQUIPMENT PARTS | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 601.49450.02220 POSTAGE | 2,500.00 | 12.95 | 2,500.00 | 12.95 | 99.48% |
| 601.49450.02221 TIRES | 500.00 | 0.00 | 500.00 | 0.00 | 100.00% |
| 601.49450.02222 STREET REPAIRS | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 100.00% |
| 601.49450.02262 WATER METER & SUPPLIES | 6,000.00 | 0.00 | 6,000.00 | 0.00 | 100.00% |
| 601.49450.02280 UNIFORM ALLOWANCE | 1,050.00 | 744.63 | 1,050.00 | 744.63 | 29.08% |
| 601.49450.03010 AUDIT & ACCTG SERVICES | 5,510.00 | 0.00 | 5,510.00 | 0.00 | 100.00% |
| 601.49450.03030 ENGINEERING FEES | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 100.00% |
| 601.49450.03040 LEGAL FEES | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 601.49450.03210 TELEPHONE | 700.00 | 2.52 | 700.00 | 2.52 | 99.64% |
| 601.49450.03310 TRAVEL EXPENSE | 1,000.00 | 198.30 | 1,000.00 | 198.30 | 80.17% |
| 601.49450.03500 PRINTING & PUBLISHING | 300.00 | 0.00 | 300.00 | 0.00 | 100.00% |
| 601.49450.03600 INSURANCE | 13,000.00 | 0.00 | 13,000.00 | 0.00 | 100.00% |
| 601.49450.03810 ELECTRIC UTILITIES | 5,500.00 | 68.28 | 5,500.00 | 68.28 | 98.76% |
| 601.49450.03840 METRO WASTE CONTROL | 584,920.00 | 48,743.25 | 584,920.00 | 48,743.25 | 91.67% |
| 601.49450.04000 CONTRACTUAL SERVICE | 8,511.00 | 0.00 | 8,511.00 | 0.00 | 100.00% |
| 601.49450.04050 MAINTENANCE AGREEMENTS | 6,500.00 | 25.00 | 6,500.00 | 25.00 | 99.62% |
| 601.49450.04300 CONFERENCE & SCHOOLS | 1,950.00 | 390.00 | 1,950.00 | 390.00 | 80.00% |
| 601.49450.04330 DUES & SUBSCRIPTIONS | 340.00 | 0.00 | 340.00 | 0.00 | 100.00% |
| 601.49450.07000 PERMANENT TRANSFERS OUT | 76,145.00 | 0.00 | 76,145.00 | 0.00 | 100.00% |
| Total SEWER DEPARTMENT Expenditures | 919,468.00 | 69,110.23 | 919,468.00 | 69,110.23 | 92.48% |
| Total PUBLIC UTILITIES OPERATIONS Expenditures | \$ 1,558,945.00 | \$ 109,435.86 | \$ 1,558,945.00 | \$ 109,435.86 | 92.98% |
| PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$ | 0.00 | \$ 222,879.80 | 0.00 | 222,879.80 | 0.00% |

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures
 Revised Budget

For the Fiscal Period 2020-1 Ending January 31, 2020

| Account Number | Current Budget | Current Actual | Annual Budget | YTD Actual | Remaining Budget % |
|--|-----------------|----------------|-----------------|---------------|--------------------|
| Total Revenues | \$ 1,558,945.00 | \$ 332,315.66 | \$ 1,558,945.00 | \$ 332,315.66 | 78.68% |
| Total Expenditures | \$ 1,558,945.00 | \$ 109,435.86 | \$ 1,558,945.00 | \$ 109,435.86 | 92.98% |
| Total Excess of Revenues Over Expenditures | \$ 0.00 | \$ 222,879.80 | \$ 0.00 | \$ 222,879.80 | 0.00% |

CITY OF SPRING LAKE PARK
STATEMENT OF FUND BALANCE
JANUARY 2020

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE</u> |
|--------------------------------------|--|---------------------------------------|
| 101 | GENERAL | \$ 1,425,160.31 |
| 102 | ELECTIONS | \$ 83,532.57 |
| 103 | POLICE RESERVES | \$ 7,230.32 |
| 104 | NORTH CENTRAL SUBURBAN CABLE | \$ 9,809.13 |
| 108 | POLICE FORFEITURES | \$ 14,411.04 |
| 112 | ESCROW TRUST | \$ 203,088.88 |
| 115 | COMPREHENSIVE PLAN UPDATE | \$ (14,033.37) |
| <u>SPECIAL REVENUE FUNDS</u> | | |
| 224 | SMALL EQUIPMENT REPLACEMENT | \$ 16,731.54 |
| 225 | PARK ACQUISITION & IMPROVEMENTS | \$ 585,183.12 |
| 226 | PARK EQUIPMENT & IMPROVEMENTS | \$ 4,001.31 |
| 227 | HRA EXCESS | \$ 308,385.91 |
| 229 | SANBURNOL PARK IMPROVEMENTS | \$ 22,609.90 |
| 230 | RECYCLING | \$ 80,245.01 |
| 234 | STREET LIGHTING | \$ 41,565.05 |
| 235 | RIGHT-OF-WAY MAINTENANCE | \$ 1,897.74 |
| 237 | PARK & RECREATION SPECIAL PROJECTS | \$ 14,803.00 |
| 238 | GRANTS & SPECIAL PROJECTS | \$ 2,328.67 |
| 240 | TOWER DAYS | \$ 13,353.20 |
| 243 | PUBLIC SAFETY RADIO REPLACEMENT | \$ 30,666.32 |
| 244 | RECREATION PROGRAMS | \$ 415,985.70 |
| 248 | TRAFFIC EDUCATION | \$ 48,398.06 |
| 249 | EMERGENCY MANAGEMENT | \$ 8,817.91 |
| 250 | ANIMAL CONTROL | \$ 4,047.36 |
| 251 | FORESTRY | \$ 1,409.14 |
| <u>DEBT SERVICE FUNDS</u> | | |
| 304 | 2016A NORTH METRO CABLE BOND DEBT SERVICE | \$ 44.92 |
| 306 | LEGENDS OF SLP-TIF 6.1 | \$ (4,622.16) |
| 328 | 2013B PUBLIC WORKS BUILDING-DEBT SERVICE | \$ - |
| 330 | 2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ) | \$ 1,049,536.25 |
| 331 | 2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE | \$ (1,135.52) |
| 332 | 2018A G.O. EQUIPMENT CERTIFICATE-DEBT SERVICE | \$ 43,809.26 |
| 333 | 2018A SLP FIRE DEBT SERVICE (BLAINE) | \$ 6.26 |
| 384 | 2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE | \$ 40,734.67 |
| <u>CAPITAL PROJECTS FUNDS</u> | | |
| 400 | REVOLVING CONSTRUCTION | \$ 1,148,961.91 |
| | 400a) MSA CONSTRUCTION REIMBURSEMENT | \$ - |
| 401 | CAPITAL INVESTMENT | \$ 2,014,128.39 |
| 402 | MSA MAINTENANCE | \$ 107,409.03 |
| 403 | CAPITAL REPLACEMENT | \$ 414,469.15 |
| 407 | SEALCOATING | \$ 2,088.14 |
| 410 | LAKESIDE/LIONS PARK IMPROVEMENT | \$ 22,420.04 |
| 416 | BUILDING MAINTENANCE & RENEWAL | \$ 126,792.35 |
| 425 | STORM SEWER REHAB | \$ 146,450.63 |
| 431 | 2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE | \$ 6,801.61 |
| 432 | 2018A G.O. EQUIPMENT CERTIFICATE | \$ 299,075.04 |
| <u>ENTERPRISE FUNDS</u> | | |
| 600 | PUBLIC UTILITY RENEWAL & REPLACEMENT | \$ 1,895,888.56 |
| 601 | PUBLIC UTILITY OPERATIONS | \$ 806,185.06 |
| 602 | WATER TREATMENT PLANT | \$ 382,475.41 |
| <u>INTERNAL SERVICE FUNDS</u> | | |
| 700 | SEVERANCE | \$ 14,735.52 |
| GRAND TOTAL | | <u><u>\$ 11,845,882.34</u></u> |



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7513 Fax 651-297-5259 TTY 651-282-6555
APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

| | | |
|-----------------------------|-----------------|-------------------|
| Name of organization | Date organized | Tax exempt number |
| Spring Lake Park Lions Club | August 28, 1956 | 2285690 |

| | | | |
|----------------|---------|-----------|------------|
| Address | City | State | Zip Code |
| P.O. Box 32955 | Fridley | Minnesota | 55432-0955 |

| | | |
|-----------------------------------|----------------|--------------|
| Name of person making application | Business phone | Home phone |
| Harold H Hinchliffe | | 763-780-4842 |

| | | | |
|------------------|---|--|--|
| Date(s) of event | Type of organization | | |
| June 7, 2020 | <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit | | |

| | | | |
|-----------------------------|-------------|-----------|----------|
| Organization officer's name | City | State | Zip Code |
| Peter Yelle | Minneapolis | Minnesota | 55414 |

| | | | |
|-----------------------------|--------|-----------|----------|
| Organization officer's name | City | State | Zip Code |
| Leroy Stanislawski | Blaine | Minnesota | 55434 |

| | | | |
|-----------------------------|---------|-----------|----------|
| Organization officer's name | City | State | Zip Code |
| Debbie Rpberge | Fridley | Minnesota | 55432 |

Location where permit will be used. If an outdoor area, describe.

Lions Lakeside Park

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

West Bend \$1,000,000.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

| | |
|---|-------------------------------|
| City or County approving the license | Date Approved |
| Fee Amount | Permit Date |
| Date Fee Paid | City or County E-mail Address |
| Signature City Clerk or County Official | City or County Phone Number |

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

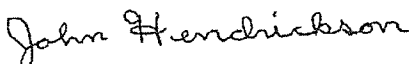
| | | |
|---|--|--------------------------------------|
| PRODUCER Christensen Group Insurance 9855 West 78th Street, Ste 100 Eden Prairie MN 55344 | CONTACT NAME: Nathan Lortz PHONE (A/C, No, Ext): (952) 653-1000 E-MAIL ADDRESS: nlortz@christensengroup.com | FAX (A/C, No): (952) 653-1100 |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED Spring Lake Park Lions Club 8433 Center Dr NE Minneapolis MN 55432-1309 | INSURER A: West Bend Insurance Co | 15350 |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |

COVERAGES **CERTIFICATE NUMBER:** 19-20 Liab **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | A169473 | 06/30/2019 | 06/30/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Liquor Liability | | | A169483 | 06/30/2019 | 06/30/2020 | Each Common Cause \$1,000,000 Aggregate \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is included as an Additional Insured under the Commercial General Liability and Liquor Liability when required by written contract.

| | |
|--|---|
| CERTIFICATE HOLDER City of Spring Lake Park 1301 81st Ave NE Spring Lake Park MN 55432 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|---|



Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul, Minnesota 55101
 651-201-7507

Renewal for 2am License/Permit

License/Permit Type: 2AM-500K+
 Permit Number: 20025

Expiration Date: 4/1/2020
 Business Telephone: 7637842230

DBA: Monte's Sports Bar
 Montes of Spring Lake Park Inc.
 8299 University Ave NE
 Spring Lake Park, MN 55432

Business Location
 8299 University Ave NE
 Spring Lake Park

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to address listed below.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature _____ Date _____

(I certify that the city or county of Spring Lake Park approves the sale of alcoholic beverages until 2AM)

Licensee Signature *Derek Guck*
 (I certify that I have answered the above questions truthfully and correctly)

Date 2-20-20

Licensee Minnesota Tax ID Number (Required): 8220384 NOT FEDERAL TAX ID

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

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

Contractor's Licenses

March 2, 2020

Plumbing Contractor

Johnson Plumbing and Heating

2020-2021 Contractors

Mechanical Contractor

Metropolitan Mechanical Contractors, Inc.

Plumbing Contractor

Dave Nelson Plumbing, LLC.

Metropolitan Mechanical Contractors, Inc.

Pipe Right Plumbing, Inc.

Weld & Sons Plumbing

Sign Contractor

Signart Co., Inc.

Tree Contractor

Jeff Hoheisel Professional Tree Care

Rainbow Treecare

The Code Enforcement Report will be distributed at the meeting.

RESOLUTION NO. 20-08

**RESOLUTION DENYING APPLICATION FOR CONDITIONAL USE PERMIT FOR
CARS R US, LLC**

WHEREAS, Cars R Us, LLC (the “Applicant”) has submitted an application for approval of a conditional use permit to permit the operation of an auto detailing business at 1109 County Highway 10 NE; and

WHEREAS, the legal description for the planned unit development is as follows:

Lots 5 through 7, inclusive, Block 1 Laddie Lake Addition, subject to easement of record; and

WHEREAS, the Planning Commission considered the Applicant’s request at a duly noticed Public Hearing which took place on January 27, 2020 and a subsequent Planning Commission meeting which took place on February 24, 2020; and

WHEREAS, the Planning Commission has recommended denial of the conditional use permit application for Cars R Us, LLC and has made the following findings:

1. Prior to the applicant’s request, the site was home to a previously unpermitted auto detailing business which generated a number of complaints and ordinance violations. Due to the site’s past history, the conditional use permit application requires additional scrutiny to ensure the operation complies with the City’s Zoning Code;
2. The Planning Commission was unable to obtain key information from the applicant regarding parking demand, number of employees and hours of operation. This information, which was not included in the applicant’s application materials, is required to determine if the proposed use complies with the City’s Zoning Code;
3. The applicant has been non-responsive to staff and Commission requests for information. In addition, the owner’s representative indicated that the applicant has moved out of the building; and

WHEREAS, the City Council concurs with the Planning Commission’s recommendation and findings of fact supporting denial of the conditional use application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the City Council does hereby deny the application made by Cars R Us, LLC for a conditional use permit to permit the operation of an auto detailing business at 1109 County Highway 10 NE.

The foregoing Resolution was moved for adoption by.

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 2nd day of March, 2020.

APPROVED BY:

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk 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. 20-08, A Resolution Denying Application for Conditional Use Permit for Cars R Us, LLC, adopted by the Spring Lake Park City Council at their regular meeting on the 2nd day of March, 2020.

(SEAL)

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

Dated: _____



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: February 25, 2020

Subject: Cars R Us CUP Application – 1109 County Highway 10 NE

At its January 27 meeting, the Planning Commission held a public hearing on an application from Cars R Us, LLC to open an auto detailing business at 1109 County Highway 10 NE. The Commission, after receiving the staff report, had additional questions regarding hours of operation and parking requirements. The applicant, despite being notified of the meeting, was not present at the public hearing to answer the Commission's questions. Subsequently, the Commission tabled the CUP request until the February 24, 2020 meeting.

Over the past month, staff has attempted to gather additional information from the applicant, with limited success. In fact, in response to an email, the broker for the property stated that Cars R Us, LLC has moved out of the space and that they are looking for a tenant to backfill that leased space.

Unfortunately, the applicant did not submit a letter or e-mail stating they wished to withdraw the CUP application. Therefore, the Planning Commission made a recommendation to the City Council to deny the CUP application due to a lack of information relating to parking demand, number of employees and hours of operation of the business. The Commission made the following findings:

1. Prior to the applicant's request, the site was home to a previously unpermitted auto detailing business which generated a number of complaints and ordinance violations. Due to the site's past history, the conditional use permit application requires additional scrutiny to ensure its operation complies with the City's zoning code.
2. The Planning Commission was unable to obtain key information from the applicant regarding parking requirements, number of employees and hours of operation, information which is required to determine if the proposed use complies with the City's zoning code.
3. Applicant has been non-responsive to staff and Commission requests for information.

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

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on February 24, 2020 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Chairperson Hansen called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Commissioners Hansen, Ali (arrived at 7:04pm), Julien, Bernhagen, and Eischens

Members Absent: Commissioner Cobbs

Staff Present: Administrator Buchholtz

Visitors: Kathy Bernhagen, 889 Manor Drive NE

3. Pledge of Allegiance

4. Approval of Minutes – January 27, 2020

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN, APPROVING THE MINUTES OF JANUARY 27, 2020. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Unfinished Business – Conditional Use Permit – Cars R Us, LLC. 1109 County Highway 10 NE Highway 65 NE

Administrator Buchholtz said that the CUP application for Cars R Us, LLC was originally considered at the January 27 meeting. He stated that the application to permit Cars R Us, LLC to open a auto detailing business at 1109 County Highway 10 NE had been tabled due to a lack of information relating to parking demand, number of employees at the business, and hours of operation. He reported that staff had attempted to contact the applicant without success. He also reported that the broker for the property stated that Cars R Us, LLC had moved out of the space.

Administrator Buchholtz stated that staff is recommending denial of the conditional use permit application based on the following findings of fact:

1. Prior to the applicant's request, the site was home to a previously unpermitted auto detailing business which generated a number of complaints and ordinance violations. Due to the site's past history, the conditional use permit application requires additional scrutiny to ensure the operation complies with the City's Zoning Code.
2. The Planning Commission was unable to obtain key information from the applicant regarding parking demand, number of employees and hours of operation. This information, which was not included in the applicant's application materials, is required to determine if the proposed use complies with the City's Zoning Code.
3. The applicant has been non-responsive to staff and Commission requests for information. In addition, the owner's representative indicated that the applicant has moved out of the building.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN TO DENY THE CONDITIONAL USE PERMIT FOR CARS R US, LLC. LOCATED AT 1109 COUNTY ROAD 10. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Other

Administrator Buchholtz provided an update on the final steps for approval of the 2040 Comprehensive Plan.

Administrator Buchholtz gave a brief update on a potential development application for an assisted living project at 525 Osborne Road NE.

8. Adjourn

MOTION BY COMMISSIONER JULIEN, SECONDED BY COMMISSIONER BERNHAGEN TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:14 PM.

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on January 27, 2020 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Chairperson Hansen called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Commissioners Hansen, Julien, Bernhagen, Eischens and Cobbs

Members Absent: None

Staff Present: Building Inspector Baker; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Lauren Walburg, Stantec Planner
Councilmember Goodboe-Bisschoff
Linda Kerbs, Property Owner of 1109 County Road 10 NE

3. Pledge of Allegiance

4. Elect Officers

A. Elect Chair

Chairperson Hansen opened nominations for Chairperson.

Commissioner Eischens nominated Hans Hansen as chairperson for the year 2020.

Administrator Buchholtz called three times for further nominations and hearing none, declared nominations closed.

MOTION BY COMMISSIONER BERNHAGEN; SECONDED BY COMMISSIONER JULIEN TO SUSPEND THE RULES AND CAST AN UNANIMOUS BALLOT TO ELECT HANS HANSEN CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2020. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Vice Chair

Chairperson Hansen opened nominations for Vice Chairperson.

Commissioner Eischens nominated Jeff Bernhagen as Vice Chairperson for the year 2020.

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER JULIEN TO SUSPEND THE RULES AND CASE AN UNANIMOUS BALLOT TO ELECT JEFF BERNHAGEN VICE CHAIRPERSON OF THE PLANNING COMMISSION FOR THE YEAR 2020. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Approval of Minutes – November 25, 2019

Commissioner Julien requested that a sentence in paragraph 5, page 2 be removed from the minutes as he does not recall making that statement.

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN, APPROVING THE MINUTES OF NOVEMBER 25, 2019 AS AMENDED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

6. Public Hearing – Conditional Use Permit – Car R Us, LLC. 1109 County Highway 10 NE Highway 65 NE

Planner Walburg reported that the City received a Conditional Use Permit application from Cars R Us LLC at 1109 County Highway 10 NE. She stated that Cars R Us LLC is proposing to open an auto detailing business in the same building as Car-X, Batteries Plus Bulbs and C & C Automotive. She reported that the property is guided commercial and zoned C-2, Neighborhood and Service Center Commercial. She reported that auto and marine; service, parts, repair and wash are considered a Conditional Use in this zoning district.

Ms. Walburg reported that the site is located on the north side of County Road 10 NE and northwest of County Road 10/Central Avenue NE interchange. She stated that the site is accessible by Cottagewood Terrace NE and the adjacent uses are multi-family residential to the west, single family residential to the north, Laddie Lake to the east and County Highway 10 to the south. She stated that the Legends of Spring Lake Park senior apartments are across Highway 10 from the site.

Ms. Walburg stated that the storefront that the applicant proposes to use for Cars R Us LLC auto detailing is currently vacant. She stated that the property itself is currently comprised of an existing multi-tenant retail/service building and a surface parking lot. She stated that the request is to use the space as an auto detailing business. She reported that the prior use of the space was use also an auto detailing business, the Perfect “10” detail shop. She stated that the applicant is not proposing any changes to the existing building or lot. She stated that there is existing tree screening between this lot and the single-family residential to the north of the site. She stated that the applicant proposed to use an overhead garage door in the back of the building to bring the cars inside and ensures that all work will be done inside the building. She reported that the parking spaces are assigned by the building owner, and no changes are proposed to the parking lot itself. She stated that cars that have been detailed will be parked outside in the parking lot while they wait to be picked up and the applicant proposes to use the existing pylon and building storage.

Ms. Walburg reported that Section §153.202 of the City of Spring Lake Park zoning code outlines the requirements to approve a conditional use permit. She stated that the City Council may then authorize the conditional use permit, provided the applicant has provided evidence establishing the following:

- a. **The proposed use at the particular location requested is necessary or desirable to provide a service or facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community** – The applicant stated that the auto detailing use is compatible with the location along Highway 10 and other uses within the building.
- b. **The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or**

- injurious to property values or improvements in the vicinity** - The site has robust existing screening and is buffered to the adjacent single-family residential. The site is accessible from Highway 10 and Cottagewood Terrace NE and the use is not expected to be detrimental to the surrounding area.
- c. **The proposed use will comply with the regulations specified in this chapter for the district in which the proposed use is to be located.** – The proposed use is compliant with all applicable standards in the C-2 Neighborhood and Service Center Commercial district.
 - d. **The use is one of the conditional uses specifically listed for the district in which is to be located** – Auto and marine; service, parts, repair and wash are considered a Conditional Use in the C-2 Neighborhood and Service Center Commercial district. The auto detailing would be considered auto wash, which is specially listed in the zoning code.
 - e. **The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity** - The property has existing screening in place, and the applicant is not proposing any changes to the building, and the use is not anticipated to have a detrimental effect on neighboring properties
 - f. **The use will not lower property values or impact scenic views in the surrounding area** – The property is located adjacent to Laddie Lake but is not expected to have a detrimental effect on views to the lake. There is robust existing screening between the property and Laddie Lake. There is also existing screening to single-family residential properties.
 - g. **Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic** – The property can be accessed from Cottagewood Terrace NE, County Highway 10 Frontage Road and County Highway 10 NE. All of these roads are adequate to handle the minimal amount of traffic expected from this type of use.
 - h. **Sufficient off-street parking and loading space will be provided to serve the proposed use-** The applicant is supplying adequate parking for employees and company vehicles. Parking spaces are provided by the building owner, and no changes are proposed to the parking lot.
 - i. **The use includes adequate protection for the natural drainage system and natural topography** – The applicant does not propose any changes to the property, therefore the natural drainage system and natural topography will not be affected.
 - j. **The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance** – Cars R Us LLC is an auto detailing business and all work will be conducted inside the existing building. It will not require measures to mitigate odor, fumes, dust, noise, and vibrations.
 - k. **The proposed use will not stimulate growth incompatible with prevailing density standards-** The applicant is not proposing any residential units as part of the project.

Ms. Walburg reported that staff recommends that the Planning Commission recommend to the City Council approval of the conditional use permit with the following conditions:

1. Applicant shall apply for and receive all applicable building permit prior to beginning work.
2. Applicant shall conduct auto detailing work inside the building, with the garage door shut.
3. Applicant shall ensure that customer cars are parked only in spots designated for use by Cars R Us.

Chairperson Hansen opened the public hearing at 7:14 PM.

Commissioner Bernhagen inquired as to what the hours of operation will be. Ms. Walburg stated that they are undetermined. She stated that they were not provided on the application.

Commissioner Eischens inquired the business would be open on the weekends. Building Inspector Baker stated that he is not aware of the planned hours of operation.

Commissioner Eischens inquired how many employees there would be at the business. He stated that there are many unanswered questions and it is hard to get answers when the applicant is not present.

Commissioner Bernhagen inquired as to how many parking spaces are available for the proposed business. Ms. Kerbs stated that she is the owner of the building and there are a total of 90 parking spaces. She inquired as to what the formula is to know how many each business needs to assigned.

Administrator Buchholtz stated that the formula is based off the square footage of each business and there is a maximum that a business can have. He stated that the businesses will have to identify the parking spaces with signage.

Commissioner Eischens stated that he is aware of several complaints from one the existing tenants regarding the previous tenants that had an auto detailing business.

Commission Bernhagen stated that parking has always been an issue for this property.

Ms. Kerbs stated that she was not aware of the complaints and would follow up with the tenants regarding their concerns. She inquired on the process and reason for a Conditional Use Permit as well as questioned the fee amounts for the application process. Administrator Buchholtz explained the reasoning for a Conditional Use Permit for businesses and explained that the fees include an application fee and an escrow amount for planner fees.

Ms. Kerbs inquired as to what the complaints are from the tenants in the building and why so much pressure is being placed on the new business owners. Mr. Baker stated that he is willing to work with the applicant so that all the proper information is provided. He stated that the City wants to ensure that all life safety requirements are in place prior to occupancy and that the use complies with the City's Zoning ordinance.

Commissioner Eischens stated that he feels that there are too many missing details on the application and questions for the applicant that need to be answered before a recommendation could be made to the City Council. He stated that information on business hours, number of employees and parking spaces need to be provided before a recommendation could be made to the City Council.

Ms. Kerbs stated that she is willing to work with the applicant and get the needed information as well as work on the parking space requirements based on the current tenants and square footage of each tenant.

Ms. Kerbs inquired as to what the recommended recommendation of the Planning Commission is for the proposed business. Administrator Buchholtz stated that staff initially recommended approval with conditions; however, he agreed that there is important missing information that needs to be provided.

Chairperson Hansen closed the public hearing at 7:35 PM.

MOTION MADE BY COMMISSION COBBS, SECONDED BY COMMISSIONER JULIEN TO TABLE APPROVAL OF CONDITIONAL USE PERMIT FOR CAR R US, LLC. LOCATED AT 1109 COUNTY ROAD 10. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Other - None

8. Adjourn

MOTION BY COMMISSIONER BERNHAGEN, SECONDED BY COMMISSIONER JULIEN TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:38 PM.



City of Spring Lake Park
 1301 81st Avenue NE
 Spring Lake Park, MN 55432
 763-784-6491 (p) 763-792-7257 (f)
info@slpmn.org

| For Office Use Only | |
|---------------------|---------|
| Case Number: | |
| Fee Paid: | |
| Received by: | |
| Date Filed: | |
| Date Complete: | |
| Base Fee: | Escrow: |

DEVELOPMENT APPLICATION

| | | |
|---|---|--|
| TYPE OF APPLICATION (Check All That Apply) | | |
| <input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text) <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Site Plan/Building Plan Review <input type="checkbox"/> Conceptual Plan Review <input checked="" type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Street or Easement Vacation | <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Combination <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____ |
| PROPERTY INFORMATION | | |
| Street Address: <u>1109 COUNTY HIGHWAY 10 NE</u> | | |
| Property Identification Number (PIN#): | | Current Zoning: |
| Legal Description (Attach if necessary): | | |
| APPLICANT INFORMATION | | |
| Name: <u>GORDON LARSON</u> | | Business Name: <u>CARS R US LLC</u> |
| Address: <u>2821 KNOX AVE N</u> | | |
| City: <u>Mpls</u> | State: <u>MN</u> | Zip Code: <u>55411</u> |
| Telephone: <u>(612) 226-2259</u> | Fax: | E-mail: <u>CARSRUSLLC</u> |
| Contact: <u>GORDON</u> | Title: <u>OWNER</u> | |
| OWNER INFORMATION (if different from applicant) | | |
| Name: | | Business Name: |
| Address: | | |
| City: | State: | Zip Code: |
| Telephone: | Fax: | E-mail: |
| Contact: | Title: | |
| DESCRIPTION OF REQUEST (attach additional information if needed) | | |
| Existing Use of Property: <u>VACANT</u> | | |
| Nature of Proposed Use: <u>AUTO DETAILING</u> | | |
| Reason(s) to Approve Request: <u>SMALL BUSINESS OWNER, PAY TAXES, EMPLOY PEOPLE AND I WILL KEEP THE APPEARANCE OF THE SHOP IN THE BEST CONDITION</u> | | |
| PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE | | |
| Project Name: | Date of Application: <u>AS POSSIBLE</u> | |
| Nature of Request: | | |

CARS R US LLC 2010@GMAIL.COM

NOTE: Applications only accepted with ALL required support documents.
 See City Code

APPLICATION FEES AND EXPENSES:

The City of Spring Lake Park required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. *All fees and expenses are due whether the application is approved or denied.*

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. *I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.* This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner (select one):

E-mail CARUSULL2010@GMAIL.COM Fax _____ USPS - Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant: GORDON LARSON Date: 12.4.19

Owner: GORDON LARSON Date: 12.4.19

NOTE: Applications only accepted with ALL required support documents. See City Code

**City of Spring Lake Park
Conditional Use Permit Worksheet**

A conditional use permit cannot be approved unless the Planning and Zoning Commission and the City Council make certain findings and recommendations. Please provide a response on how/why your project meets the below stated criteria. Use additional sheets if necessary. If some items are not applicable for your project, write N/A. Contact the Zoning Administrator with any questions.

1. That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community. I WILL BE USING THE SHOP FOR MY OWN PERSONAL BUSINESS OF AUTO DETAILING

2. That the use will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity of the use or injurious to property values/improvements within the vicinity of the use. I WILL MAKE SURE EVERYTHING IS UP TO CODE AND KEEP A CLEAN, SAFE SHOP

3. That the proposed use will comply with the regulations specified in Chapter 153 of the Zoning Code. I WILL COMPLY

4. That the proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity. FRIENDLINESS IS KEY

5. That the use will not lower property values or impact scenic views in the surrounding area. _____

I WILL MAKE SURE THE APPEARANCE
IS CLEAN AT ALL TIMES

6. That existing utilities, streets, highways and proposed access roads will be adequate to accommodate anticipated traffic. _____

NO BLOCKING THE
PARKING LOT

7. That the use includes adequate protection for the natural drainage system and natural topography. _____

NO BLOCKING DRAINS AND KEEP
THEM CLEAN

8. That the proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these will constitute a nuisance. _____

I WILL COMPLY

9. That the proposed use will not stimulate growth incompatible with prevailing density standards. _____

I WILL COMPLY

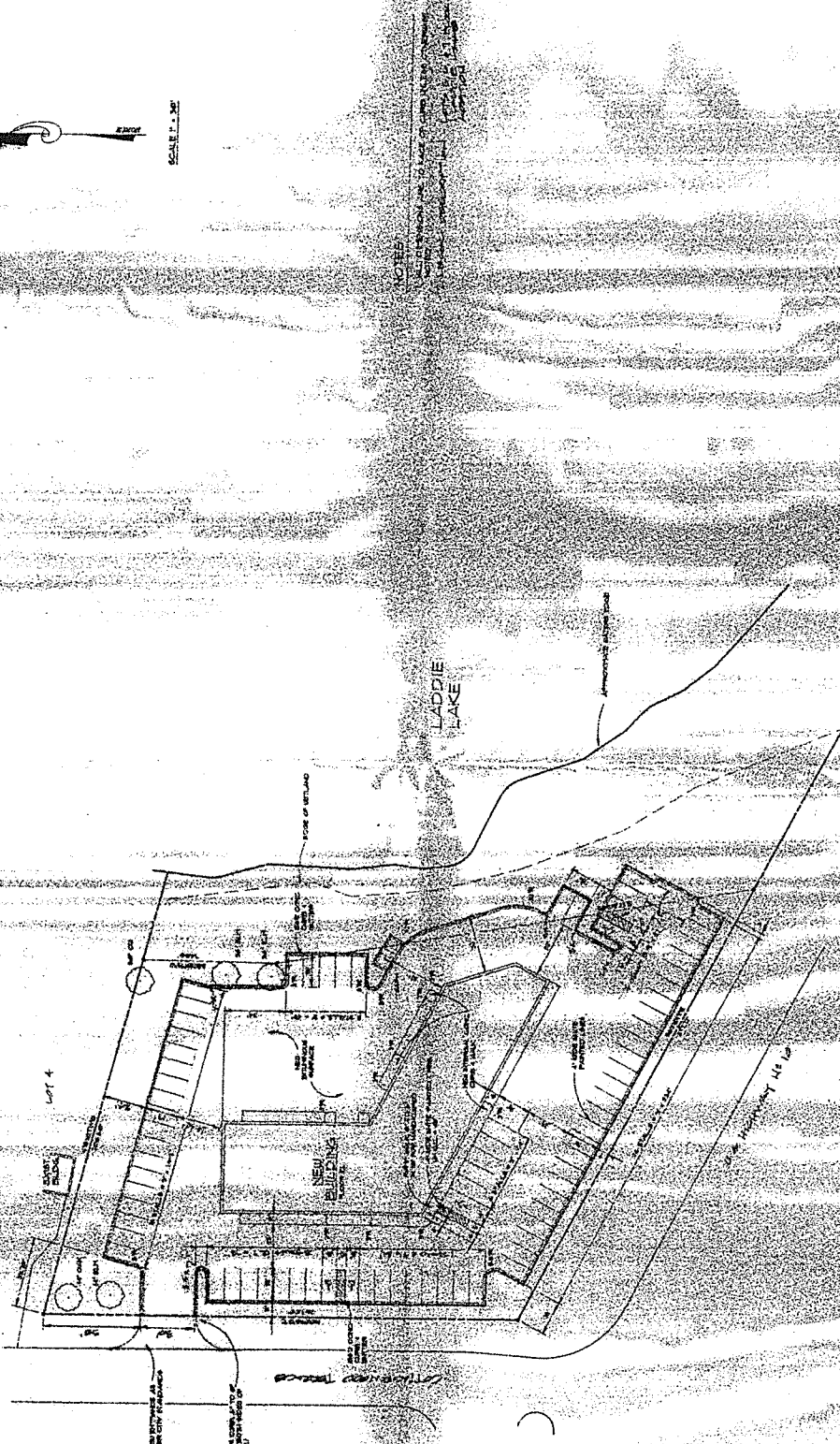
SHEET NO. 2

LAYOUT PLAN
CAR-X
115 HIGHWAY NO. 9, COTTAGEWOOD TRACT
MOUNTAIN VIEW, MISSOURI

ENGINEERING & DESIGN
1000 N. MISSOURI AVENUE
ST. LOUIS, MISSOURI 63102
PHONE 435-1234

PARA MOUNT
ENGINEERING & DESIGN
1000 N. MISSOURI AVENUE
ST. LOUIS, MISSOURI 63102
PHONE 435-1234

DATE: 10-15-68
SCALE: 1" = 40'
DRAWN BY: J. W. BROWN
CHECKED BY: R. L. SMITH
APPROVED BY: [Signature]



| | | | |
|-------|---|-------|--|
| To: | Planning Commission City of Spring Lake Park | From: | Phil Carlson, Lauren Walburg, Stantec |
| File: | Cars R Us LLC – Conditional Use Permit | Date: | January 27, 2019 |

Re: **Cars R Us LLC CUP | 1109 County Highway 10 NE**

BACKGROUND

Cars R Us LLC proposes to open an auto detailing business in the same building as Car-X, Batteries Plus Bulbs and C & C automotive at 1109 County Highway 10 NE. The property is guided Commercial and zoned C-2: Neighborhood and Service Center Commercial. Auto and marine; service, parts, repair and wash are considered a Conditional Use in this zoning district.

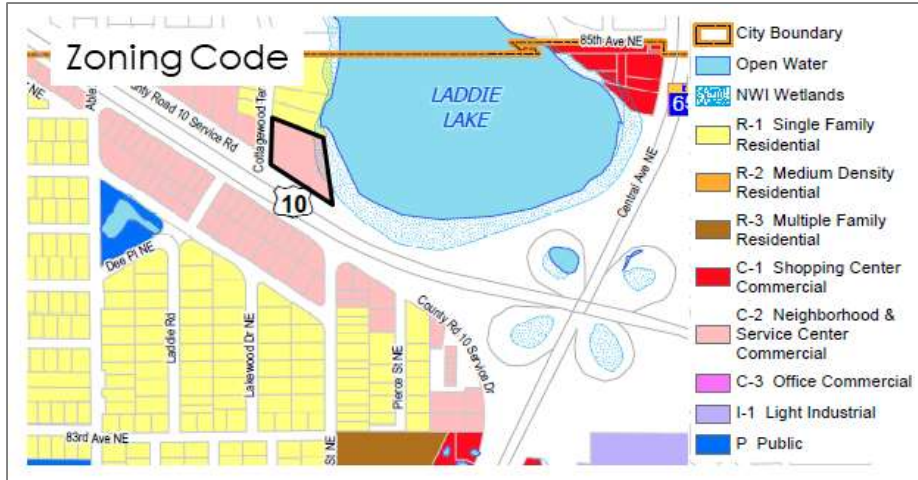
The site is located on the north side of County Road 10 NE and north west of the County Highway 10/Central Avenue NE interchange. The site is accessible by Cottagewood Terrace NE and the adjacent uses are multi-family residential to the west, single-family residential to the north, Laddie Lake to the east and County Highway 10 to the south. The Legends of Spring Lake Park senior apartments are across Highway 10 from the site.



PLANNING ISSUES DISCUSSION

- 1) **Comprehensive Plan and Zoning.** The property is guided Commercial in the 2040 Comprehensive Plan. The zoning is C-2: Neighborhood and Service Center Commercial which is intended as a business district which may be located in close proximity to a major thoroughfare or highway in order that highway service types of land can be provided.

Reference: Cars R Us LLC CUP | 1109 County Highway 10 NE



Other requirements for property in the C-2 district include:

- If any yards are to be landscaped, they shall be landscaped attractively with lawns, trees, shrubs, and the like. Any areas left in a natural state shall be properly maintained in a sightly and well-kept condition (§153.058).
- Where any business or industrial use (i.e., structure, parking or storage) abuts a residential zone or use, such business or industry shall provide a buffer yard and screening along the boundary of the residential property. The buffer area and screening shall also be provided where a business or industry is across the street from a residential zone or use, but not on that side of a business or industry considered to be the front as defined by the city. (§153.064)
- All materials, supplies, merchandise, or other similar matter not on display for direct sale, rental, or lease to the ultimate consumer or user shall be stored within a completely enclosed building within the commercial and industrial districts or within the confines of an opaque wall or fence not less than six feet high. (§153.066)
- Performance standards apply to buildings within the C-2 Commercial district, as guided in §153.100. These standards regulate noise, odor, exterior lighting, glare, vibration, fumes and gases, smoke, dust, hazards, and visual impacts. The site plan review process implements these regulations to ensure that development is compatible with neighboring properties and that negative external impacts are minimized.

2) **Application Request.** The storefront that the applicant proposes to use for Cars R Us LLC auto detailing is currently vacant. Current building tenants in the same building include Car-X, Batteries Plus Bulbs and C & C automotive. The property itself is currently comprised of an existing multi-tenant retail/service building and a surface parking lot. The request is to use the space as an auto detailing business. The prior use of the space was also an auto detailing business, the Perfect “10” detail shop. The applicant is not proposing any changes to the existing building or lot. There is existing tree screening between this lot and the single-family residential to the north of the site. The applicant proposes to use an overhead garage door in the back of the building to bring cars inside and ensures that all work will be done inside the building. The parking spaces are assigned by the building owner, and no changes are proposed to the parking lot itself. Cars that have been detailed will be

Reference: Cars R Us LLC CUP | 1109 County Highway 10 NE

parked outside in the parking lot while they wait to be picked up. The applicant proposes to use the existing pylon and building signage.

As mentioned, the previous tenant was also an auto detailing business but did not have a CUP on file with the City. A violation was noted on the previous business's (Perfect 10 Auto Glass and Detailing) C.O. Checklist that there was no CUP. There have also been issues with this property in the past having an overflow of vehicles waiting to be detailed encroaching on parking stalls for the Batteries Plus business.

- 3) **Conditional Use Permit.** Section §153.202 of the City of Spring Lake Park's zoning code outlines the requirements to approve a conditional use permit. This application has been analyzed with respect to those requirements, listed below. The City Council may then authorize the conditional use permit, provided the applicant has provided evidence establishing the following:

(a) The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;

The auto detailing use is compatible with the location along Highway 10 and other uses within the building.

(b) The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity;

The site has robust existing screening and is buffered to the adjacent single-family residential. The site is accessible from Highway 10 and Cottagewood Terrace NE and the use is not expected to be detrimental to the surrounding area.

(c) The proposed use will comply with the regulations specified in this chapter for the district in which the proposed use is to be located;

The proposed use is compliant with all applicable standards in the C-2 Neighborhood and Service Center Commercial district.

(d) The use is one of the conditional uses specifically listed for the district in which it is to be located;

Auto and marine; service, parts, repair and wash are considered a Conditional Use in the C-2 Neighborhood and Service Center Commercial district. The auto detailing would be considered auto wash, which is specifically listed in the zoning code.

(e) The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;

The property has existing screening in place, and the applicant is not proposing any changes to the building or site itself. The applicant proposes to conduct all work inside the building, and the use is not anticipated to have a detrimental effect on neighboring properties.

(f) The use will not lower property values or impact scenic views in the surrounding area;

Reference: Cars R Us LLC CUP | 1109 County Highway 10 NE

The property is located adjacent to Laddie Lake but is not expected to have a detrimental effect on views to the lake. There is robust existing screening between the property and Laddie Lake. There is also existing screening to single-family residential properties.

(g) Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;

This property can be accessed from Cottagewood Terrace NE, County Highway 10 Frontage Road and County Highway 10 NE. All of these roads are adequate to handle the minimal amount of traffic expected from this type of use.

(h) Sufficient off-street parking and loading space will be provided to serve the proposed use;

The applicant is supplying adequate parking for employees and company vehicles. Parking spaces are provided by the building owner, and no changes are proposed to the parking lot.

(i) The use includes adequate protection for the natural drainage system and natural topography;

The applicant does not propose any changes to the property, therefore the natural drainage system and natural topography will not be affected.

(j) The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and

Cars R Us LLC is an auto detailing business and all work will be conducted inside the existing building. It will not require measures to mitigate odor, fumes, dust, noise, and vibrations.

(k) The proposed use will not stimulate growth incompatible with prevailing density standards.

The applicant is not proposing any residential units as part of the project.

RECOMMENDATIONS

We recommend that the Planning Commission recommend approval of the Conditional Use Permit for 1109 County Highway 10 NE with the following conditions, based on the analysis provided by Planning staff:

- 1) The applicant shall apply for and receive all applicable building permits prior to beginning work.
- 2) The applicant shall conduct auto detailing work inside the building, with the garage door shut.
- 3) The applicant shall ensure that customer cars are parked only in spots designated for use by Cars R Us.

FINDINGS OF FACT

We recommend the following findings of fact for approval of the Conditional Use Permit:

- 1) The proposed use is a reasonable use of the property, anticipated as a Conditional Use in the C-2 zoning district.
- 2) The use is screened from adjacent residential uses and is therefore not expected to have a detrimental effect on surrounding properties or lower property values.

Reference: Cars R Us LLC CUP | 1109 County Highway 10 NE

- 3) Adjacent roadways and the existing parking lot are adequate to handle anticipated traffic and vehicles using the site.
- 4) No changes are proposed to site grading and drainage and therefore stormwater management should be adequate as it exists now.
- 5) There are no unusual odors, fumes, dust, noise or vibration associated with the use, and all work will be conducted indoors.
- 6) No residential use is proposed on the site and therefore incompatible growth in that regard is not an issue with this use.



City of Spring lake Park

Code Enforcement Division

1301 Eighty First Avenue Northeast
Spring Lake Park, Minnesota 55432
(763) 783-6491 Fax: (763) 792-7257

MEMORANDUM

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Official
RE: Authorization to purchase additional PermitWorks software.
DATE: February 20, 2020

I am seeking authorization to purchase a software update/addition through PermitWorks.

The new update/addition will include a Code Enforcement Module and a PermitWorks Scheduler Module. The Code Enforcement Module will help organize and streamline the Code Enforcement division. The scheduler Module will help with scheduling dynamics, PermitWorks scheduler will be able to talk with our current outlook calendar and minimize the steps to schedule and provide more information with less time commitment.

Attached is the PermitWorks estimate breakdown.

I am requesting that the software update/addition be purchased from PermitWorks in the amount of \$13,075.00. The funds will be paid from the 2018 Equipment Replacement Certificate.



2223 5th St #10907
White Bear Lake, MN 55110-3024

Estimate

| |
|-----------|
| Date |
| 1/27/2020 |

| |
|--|
| Name / Address |
| City of Spring Lake Park 1301 Eighty First Ave Northeast Spring Lake Park, MN 55432-2188 |

| Description | Total |
|--|----------|
| PermitWorks Code Enforcement Module | 4,995.00 |
| Code Enforcement Software Support Plan: January 2020 through December 2020 | 1,495.00 |
| PermitWorks Scheduler Module | 1,995.00 |
| Scheduler Software Support Plan: January 2020 through December 2020 | 595.00 |
| Code Enforcement: Implementation & Training - not to exceed amount. Billed hourly as needed. | 3,000.00 |
| Scheduler: Implementation & Training - not to exceed amount. Billed hourly as needed. | 995.00 |

| |
|--------------------------|
| Total \$13,075.00 |
|--------------------------|



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 3.2.20 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2020 MS4 Permit (193802936). MS4 deadlines: Annual Report and Public Meeting due by June 31st. Pond, structural BMP, and outfall inspections by July 31st. Annual Training due by December Also need program analysis by Dec. 31st.

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

Arthur Street Water Treatment Plant Evaluation (193801776 Task 300). Engineering plans and specifications for a comprehensive project to repair damage from a chlorine leak and to complete ongoing maintenance were ordered in January. The work will be completed in coordination with the League of Minnesota Cities Insurance Trust (LMCIT). Final plans are expected in March.

Garfield Pond Improvements Project (193804750). City Council approved award of the Construction contract on November 18, 2019. A Preconstruction Conference has been held. Construction Contracts have been signed. *Construction could begin the week of March 2nd.* *Tree clearing will occur first, followed by pond excavation.*

81st Avenue Signing Plan (193804889). *A draft copy of a road signing plan to prohibit trucks on the west end of 81st Avenue has been prepared. The draft plan has been used for discussions with MnDOT. MnDOT Office of State Aid has forward approval information regarding the road transfer process. Need a Resolution.*

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

2020 Street Seal Coat and Crack Repair Plan (193804979). *Design has started.*

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

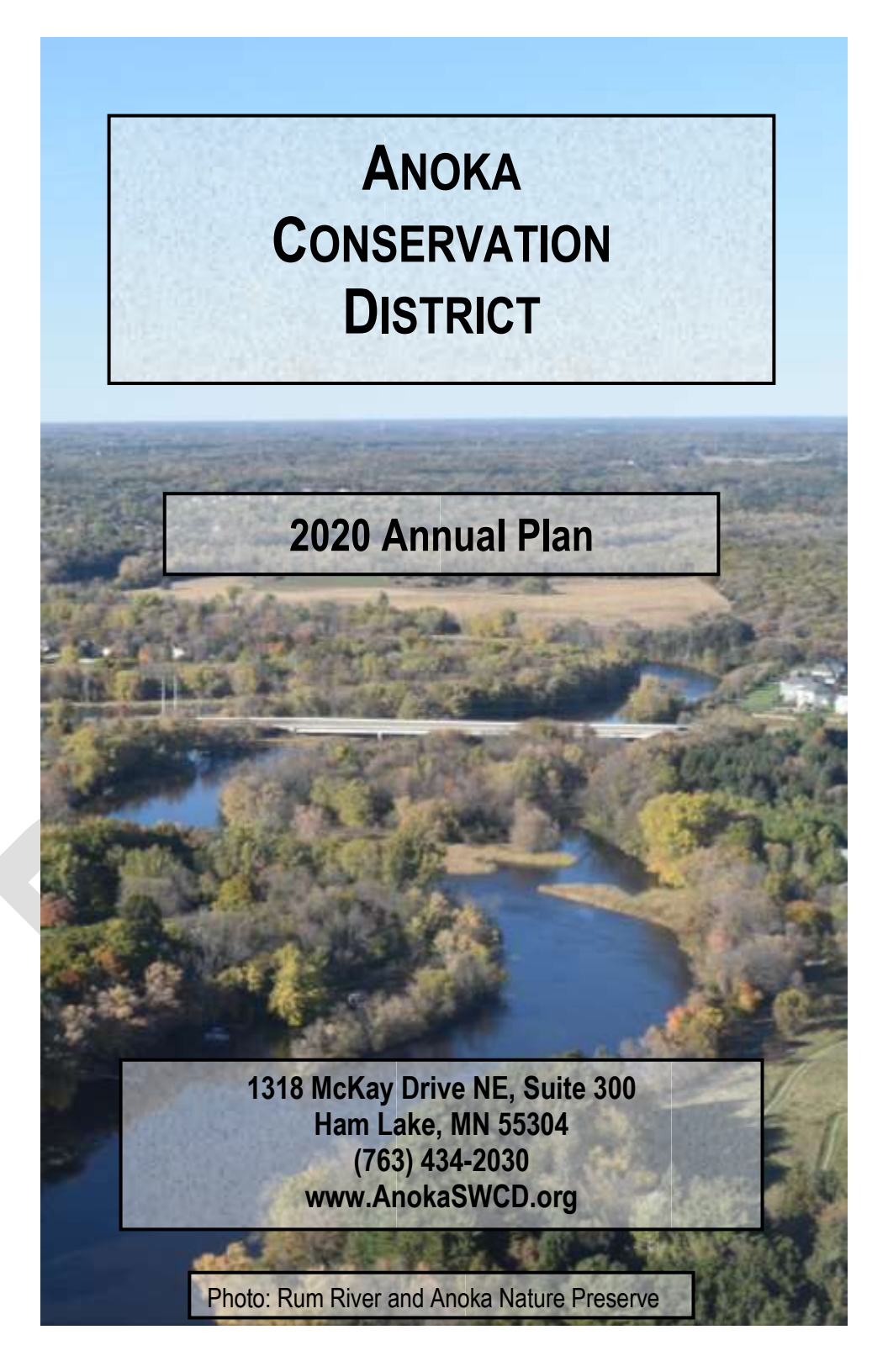
525 Osborn Road Project. *Continue discussions with developer regarding site plan issues.*

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

JP Brooks Housing Project (on Monroe): A Development Agreement has been prepared. The Final Plat approval has been processed. *A preconstruction conference will need to be held before site work starts.*

Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Jeff Preston, Marc Janovec, Ailsa Mcculloch, Peter Allen, or me if you have any questions or require any additional information.

CORRESPONDENCE



ANOKA CONSERVATION DISTRICT

2020 Annual Plan

**1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304
(763) 434-2030
www.AnokaSWCD.org**

Photo: Rum River and Anoka Nature Preserve

DRAFT

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AN INVITATION FROM THE CHAIR

To be written after plan is finalized.



Mary Jo Truchon

Mary Jo Truchon,
Chair, Board of Supervisors

DRAFT

IMPAIRED GEOGRAPHIC STATE NATURAL TAKE STAFF SUPERVISORS
ANALYSIS ACID'S CHLORIDE PUBLIC WETLANDS
ENVIRONMENTS STATEWIDE MANAGEMENT RIVER WORKING
STATEWIDE RIVER PLANNING TECHNICAL EMERGING PROJECT CHALLENGES
INVENTORY RESOURCES PLAN APPLICATION PARTNERSHIPS PRIORITY
PROMOTE CAN BOARD PROJECTS PROGRAMS LAKES
ASSISTANCE CONSUMPTION YEARS RESOURCE
THANKS PERENNIAL ACKNOWLEDGEMENTS INTRODUCING LAND
GROUNDWATER
COST POLICY DETAIL SOILS NEEDS
STREAMS EFFORTS FUNDING SERVICES ACID WATER
ASSISTANCE YEAR CONSERVATION
AGENCIES STAFFING WATER COUNTY'S ISSUES
COMMISSIONERS WATER SURFACE CONSERVATION SUPPLY INDIVIDUALS
COUNTY WATER NATURAL SOIL WILL MEET VISION CUBING MULTIPLES
IMPACT INVITATION PRIORITIES MANAGE INFORMATION AREA FUNDING
ANOKA DISTRICT COMPREHENSIVE
STATEMENT INVESTIGATION PRODUCTS ANALYSES MISSION RESOURCES SUPPLIES
ADDRESS PLAN FINANCIAL QUALITY WORK
PROGRAMS CHAIR

ACKNOWLEDGEMENTS

The Anoka Conservation District (ACD) Board of Supervisors would like to extend our thanks to the following agencies and individuals for their assistance throughout the year.

Anoka County Board of Commissioners

Our sincere appreciation goes to the Anoka County Board of Commissioners. In 2019 the Commissioners are:

| | |
|------------|----------------|
| District 1 | Matt Look |
| District 2 | Julie Braastad |
| District 3 | Robyn West |
| District 4 | Mandy Meisner |
| District 5 | Mike Gamache |
| District 6 | Jeff Reinert |
| District 7 | Scott Schulte |

Continued financial support of Anoka County enables our District to manage and direct the programs protecting Anoka County's environmental assets.

Anoka County Departments

Several Anoka County departments provide ACD with the benefit of their expertise in complex matters. Their professionalism and diligence is greatly appreciated.

Parks - Jeff Perry, and Glenn Fuchs

Risk Management - John Sullivan, Bill Keller, and Cheryl Alberts

Attorney's Office - Dan Klint, Bryan Franz, and Pam McCabe

Geographic Information Systems – John Slusarczyk

Natural Resources Conservation Service

ACD appreciates the continued support, technical assistance and training provided by the Natural Resources Conservation Service (NRCS). Soil Conservationist Yara Gonzalez merits special thanks for assisting Anoka County's agricultural producers.

INTRODUCTION TO ACD

Established in October 1946, 2020 begins the 75th year of operation for Anoka Conservation District. During this time, ACD has developed

programs and applied technology to address natural resource issues. Originally, the main responsibility of soil and water conservation districts was to control soil erosion caused by runoff and wind. Changing land uses have expanded those responsibilities to encompass a broad spectrum of conservation and natural resource practices. The District strives to provide a well-rounded suite of conservation services to meet the needs of Anoka County residents.

Every ten years ACD analyzes resource needs and issues to develop an inventory for planning purposes in our Comprehensive Plan. The annual plan is the written directive for achieving the goals set forth in the Comprehensive Plan. This annual plan outlines the objectives to be pursued in the upcoming year to improve present conditions and address future needs. The document outlines a plan of work with respect to the natural resources of Anoka County and how legislative actions, funding, staffing, public interest, and growth impact them.

Throughout the year, ACD staff and supervisors reassess priorities and workloads and take advantage of funding opportunities and partnerships as they arise that are consistent with the goals of this plan. Deviations from this plan are reflected in periodic updates to ACD's budget, which itemizes the revenues, expenses, and staffing projections in detail. As such, the most recently approved budget should be looked to as the most comprehensive and up-to-date reflection of ACD's plan of work.

ACD will continue the successful programs and services developed in prior years and initiate efforts to address emerging issues and take advantage of opportunities. Some 2020 initiatives include:

- Complete ACD's comprehensive plan in a manner that advances SWCD comprehensive planning process and content.
- Promote and secure riparian conservation easements along the Rum River.
- Promote groundwater stewardship through public outreach and engagement methods.
- Foster regional and statewide collaborations to address issues that can best be addressed at large geographic scales.
- Promote the development of a protocol to salvage rare plant species slated for taking.

MISSION STATEMENT

Holistically conserve and enhance Anoka County's natural resources for the benefit of current and future generations through partnerships and innovation.

VISION STATEMENT

Strong partnerships. Innovative Solutions. Healthy environments

GUIDING PRINCIPLES

- Focus on long-term resource sustainability.
- Make informed and ethical decisions.
- Promote cost-effective and efficient resource management.
- Partner with both public and private sectors.
- Retain highly qualified, knowledgeable staff.
- Utilize technology to achieve efficiency and enhance work products.
- Keep natural resource issues visible in Anoka County.
- Respond to opportunity and adapt to changing needs.
- Develop diverse programs, partners, and funding sources.
- Manage natural resources at the geographic scale that is most effective and efficient.
- Utilize education and outreach in addition to technical and financial assistance to encourage natural resource stewardship.

PERENNIAL AND EMERGING CHALLENGES

Climate change, such as more frequent and intense storms, can significantly impact natural resource management. To manage natural resources effectively in this era of accelerated change, agencies must be prepared to adjust programs and services quickly and decisively in response to ever-evolving conditions and trends.

Groundwater supply projections predict that areas of Anoka County will experience aquifer declines and localized supply issues within 20 years. Decreased surficial groundwater supplies will negatively impact water levels in lakes, streams and wetlands that depend on groundwater. As the recharge area for many of the aquifers relied upon by the Twin Cities to supply their water needs, Anoka County is an area where efforts to conserve water should be implemented. This can be done by reducing waste, reducing drainage, and increasing infiltration.

Infiltration and groundwater quality protection can be in conflict with each other. State policies direct municipalities to have source water protection strategies that discourage infiltration of stormwater to protect groundwater from contamination. Pollutants such as nitrates, chlorides, pathogens, and heavy metals are not adequately filtered by the sandy soils of the Anoka Sand Plain. Ultimately, policy makers have to choose between having adequate ground water supplies that require treatment before consumption, or groundwater supplies that don't require treatment but are in a state of decline.

Impaired waters are lakes and streams that are officially listed as failing to meet water quality standards. They are prevalent locally and statewide. In Anoka County, there are 16 impaired lakes and 13 impaired streams (not including mercury and fish consumption impairments). Efforts that successfully improve water quality to meet state standards can result in delisting.

Watershed-level management is a longstanding concept in Minnesota but is now being applied at a larger scale. The new statewide approach of "One Watershed, One Plan" seeks to coordinate management across multiple organizations within the same larger watershed (e.g. the Rum River watershed). In the seven-county metro area, SWCDs can take a leadership role to facilitate collaboration across county and water management entity boundaries.

Nitrogen pollution in surface water, most prevalently in the form of nitrate, has been shown in a number of studies to be the primary cause of the dead zone in the Gulf of Mexico. Additionally, when it accumulates in drinking water beyond 10mg/L it causes health problems in vulnerable individuals. Current nitrate concentrations in Anoka County drinking water wells appear to be well below the 10 mg/L threshold.

Chloride pollution in surface water and groundwater has been slowly trending upward. Chloride is highly soluble and accumulates over time until concentrations exceed healthy levels for consumption or irrigation. In urban environments, chloride is primarily from road salt application. Due to the delivery mechanism and timing of application when soils are frozen, much of this chloride finds its way through the stormwater conveyance system into the Mississippi River and ultimately the Gulf of Mexico, where it contributes to the Dead Zone. In rural environments, water softeners cycle

hundreds of pounds of salt annually per household into groundwater through septic system drain fields. Salts are also a component of agricultural fertilizers.

Soil health is being compromised by a lack of vegetative cover and diversity, excessive cultivation, removal of topsoil, application of pesticides (e.g. fungicides, insecticides, and herbicides), and compaction. Healthy soil provides a stable matrix that resists erosion, infiltrates water, cycles nutrients, adsorbs pollutants, provides drought tolerance, drives plant productivity, and sustains a complex food web. Healthy soils support a diverse ecosystem of bacteria, fungi, invertebrates (e.g. worms and arthropods), and other microscopic organisms in a matrix of mineral and organic matter that provides structural stability. All soil ecosystem elements are interdependent and comprise a living system that needs to be nourished with water, organic matter, nutrients, warmth, and atmospheric gases. Maintaining healthy soils is critical to maintaining healthy terrestrial and aquatic ecosystems and is the foundation of a robust food web.

Declining pollinator populations threaten to undermine food production and native ecosystem functions. In 1991 a new type of insecticide was developed that works in very low concentrations and functions as a systemic pesticide, being taken up by plants and migrating throughout every part of the plant. Neonicotinoid based insecticides provide full plant protection and one treatment can last for many months and can remain in the soil for years. This combination of persistence and systemic function make all plant components poisonous to insects for as long as the plant lives; even the pollen. Neonicotinoids are known to disorient pollinators that consume it, making them less resistant to disease and contributing to honeybee hive collapse.

Invasive species threaten native ecosystems and the functions they provide. Invasive species can compromise fisheries and aquatic recreation, degrade water quality, diminish forest products, and denude habitat for wild game, often by displacing native species and reducing species diversity. The only viable long-term strategy is to slow the spread and reduce the damage until biological controls can be developed to keep invasive species populations in check. Well-established invaders consume many technical and financial resources. Emerging threats include: wild parsnip, Palmer amaranth, Asian silver carp, and emerald ash borer.

Habitat loss and fragmentation due to development, disturbance, and invasive species encroachment, has the potential to push many indigenous species out of the county. When the housing market crashed and development came to an abrupt halt in the late 2000s, this issue took a back seat to more pressing economic challenges. With the recovery of the housing sector, we are once again seeing many of our remaining natural areas forever lost to development. This occurs not only due to mass grading and the installation of roads, utilities, dwellings and structures, but also due to large acreage mowing, which essentially converts complex ecosystems into biological voids.

Threatened and endangered species management at both the state and federal level is developing as an issue that impacts local project permitting. As local resource managers have become more aware of habitat requirements for rare species, populations that heretofore may have gone unidentified are now documented during permit reviews. A new DNR permit program allows for transplanting populations that are authorized for destruction. In conjunction with a program to salvage rare plants, a long-term monitoring program would provide insight to the feasibility for species-specific ex-situ conservation.

PRIORITIES/GOALS

Listed in order of priority as identified in ACD's 2020 Comprehensive Plan extension are the five priority resource areas (underlined) with corresponding goals (bulleted).

WATER QUALITY

- Maintain high quality surface waters.
- Improve impaired surface waters.
- Protect drinking water.

WATER QUANTITY

- Stop long-term depletion and where possible replenish aquifer levels.
- Control stormwater runoff and the resultant erosion.
- Reduce localized flooding and related damage.

NATURAL HABITATS

- Preserve and enhance diversity in Anoka County.
- Maintain ecological corridors and systems to support indigenous wildlife.

WETLANDS

- Achieve no net loss in, and where possible improve, the quality and quantity of wetlands.

SOILS

- Maintain and enhance soil health.

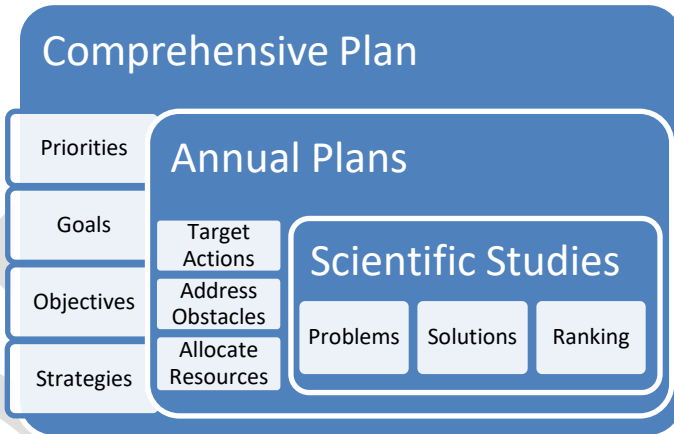
PURPOSE OF THE ANNUAL PLAN

The ACD's Annual Plan is a holistic natural resources management plan as well as an operational and organizational plan for ACD as an entity. As such, it addresses ecological resources as well as water resources. It also allocates available staff and financial resources, and covers topics such as needed staff training, adjustments in authorities, and ACD's cost share policy.

The Annual Plan works in coordination with several other plans and work products. Because monitoring, inventory and analyses are continuously improving our understanding of the ever-changing environment and how best to management it, it is critical for entities to remain vigilant and adaptive to ensure maximum benefit from limited staff and financial resources. To do this, ACD recognizes a hierarchy of planning that includes Comprehensive

Plans, Annual Plans, and Scientific Studies. While they are all based on the science of natural resource management, Comprehensive and Annual Plans are not intended to present the science.

Rather, the comprehensive plan provides the broad framework and sets broad priorities, goals and objectives. Annual plans identify specific actions to pursue (projects, programs, and activities) in the coming year to meet the goals in the Comprehensive Plan by optimizing the allocation of available technical, human, and financial resources. The scientific foundation for these efforts exists in myriad work products developed both in-house and by partner agencies. These scientific analyses diagnose the nature of problems and identify solutions. Some analyses go as far as ranking potential solutions by cost-effectiveness, thereby facilitating targeted implementation.



PLAN DEVELOPMENT PROCESS

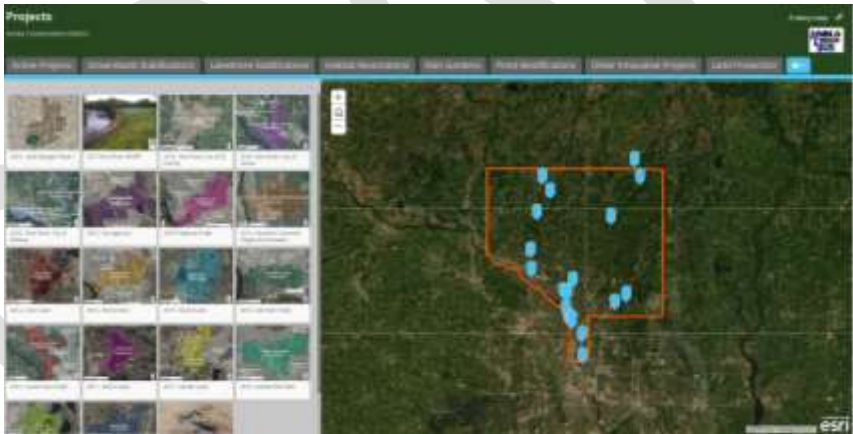
ACD staff reviewed available scientific analyses and partner plans and developed a listing of priority resources, and corresponding programs and projects. The initial list was reviewed and discussed at a regular ACD Board meeting in January 2020. Based on the approved list, ACD staff developed a draft plan of work. The draft plan was emailed to those identified in the plan as potential partners (excluding landowners); including watershed districts, watershed management organizations, cities, county departments, lake associations, lake improvement districts, state agencies, and select non-profits and sporting organizations. All were invited to a meeting to learn about the development of the plan and its content. At the

meeting, ACD staff presented the plan and provided opportunity to react to the plan. Following the meeting, invitees were encouraged to submit written comments on the plan

PRIORITIZATION, TARGETING AND MEASURING

Prioritization is a process of selecting natural resources in which to invest limited staff and financial resources. While this process considers the natural, recreational, and economic values of the resource as well as the extent to which other entities were engaged in management, it is more a matter of policy than science.

Targeting is a process of identifying actions that will result in the greatest improvement to priority resources for the least investment of staff and financial resources. Targeting is founded in rigorous scientific analysis. For ACD, this analysis comes in the form of Subwatershed Retrofit Analyses (SRAs), shoreland condition inventory and analysis, and feasibility studies. Analyses such as these provide a ranked list of potential projects, their likely benefit to a priority resource, and estimated installation costs. All analyses are accessible through the AnokaSWCD.org projects tab.



Measuring outcomes can either be done using models or through monitoring the physical, chemical, and/or biological characteristics of the target resources. While modeling is useful to estimate project effectiveness relative to other potential projects, it falls short when used as a means to determine progress toward goals. Model accuracy is compromised not only by the number and complexity of variables entered into it, but also by the fact that natural resource quality is constantly being impacted by factors

unaccounted for in models, such as climatic variability, land cover changes, and land use management practices. As such, ACD relies on a rigorous routine monitoring program of target natural resources. Long term routine monitoring provides a baseline, trends, and pace of progress. As goals are reached for a particular resource, management efforts are shifted to maintenance mode.

IMPLEMENTATION STRATEGY

Implementation is the process of taking actions to improve, or slow the deterioration of natural resources. Limited technical and financial resources make it necessary to adopt extended implementation time frames to achieve natural resource stewardship goals. As a matter of policy, ACD distributes staff and financial resources across many natural resources while pursuing large grants to accelerate progress on higher priority resources.

To optimize progress toward goals, ACD pursues projects ranked as the most cost-effective in completed analyses. By taking this approach, we rely on the best available data to ensure that we achieve the greatest possible outcomes with limited available staff and financial resources. Annual efforts are determined in part by the willingness and readiness of local partners to invest in project implementation.

PRIORITY RESOURCES

Informed by the ACD 2014-2019 Comprehensive Plan and the 2020-2029 Comprehensive planning process currently underway, the following is a list of ACD's priority natural resources as approved by the ACD Board of Supervisors.

Generally, ACD serves as the lead for projects in the Anoka County portions of the Rum River and Lower St. Croix watersheds, and a support capacity elsewhere unless requested to lead a project by partners in other areas.

ACD LED PRIORITIES

- Impaired waters (sediment & nutrients - Golden Lake, Martin Lake, Typo Lake, Linwood Lake, Mississippi River)
- Declining water (Lake George)
- Nearly - barely (Rum River)
- Protection – (Coon Lake)

- Behavioral change and outreach (groundwater and surface water quality and conservation, habitat protection and enhancement)
- Land protection, restoration, enhancement in conservation/habitat corridors
- Groundwater conservation and water quality protection

ACD SUPPORT PRIORITIES

- RCWD, CCWD, VLAWMO and MWMO priority waters
- Projects identified in Lower St. Croix 1W1P as regional priorities, if outside Anoka County
- MASWCD legislative initiatives for SWCD funding
- Metro Conservation Districts collaborative projects

PRIORITY PROJECTS AND PROGRAMS

While natural resource prioritization and goals setting is a policy decision, the pursuit of identified goals is a scientific endeavor. As a rule, in-lake and in-stream projects such as shoreline stabilization, that address water quality impairments are a top priority because the pollutant delivery ratio is 100%. The following lists activities with the parameter of concern and scientific foundation noted in parenthesis.

SURFACE WATER PROJECTS

- Subwatershed retrofit analysis (sediment & nutrients - SRA) identified projects that address priority resource concerns including but not limited to:
 - St. Francis stormwater retrofits (sediment & nutrients - St. Francis SRA, URRWMO Watershed Management Plan)
 - City of Anoka stormwater retrofits (sediment & nutrients - City of Anoka SRA)
 - Coon and Martin Lakes stormwater retrofits (sediment & nutrients - SRWMO Watershed Management Plan, SRA for Coon and Martin lakes)
- Shoreline and streambank stabilizations including but not limited to:
 - Rum Riverbank stabilizations (sediment - Rum River bank stabilization analysis, URRWMO Watershed Management Plan)
 - Lakeshore restorations, especially at George, Linwood, Coon and Martin Lakes (sediment & nutrients - SRWMO

- & URRWMO Watershed Management Plan, SRA for Coon, George and Martin lakes)
 - Mississippi Riverbank stabilizations – (sediment – Lake Pepin TMDL)
- Golden Lake alum treatment (nutrients - Golden Lake alum treatment feasibility study)
- Sunrise River Chain of Lakes carp management (sediment & nutrients - SRWMO Watershed Management Plan, Carp Management Feasibility Analyses)
- SSTS fix ups in shoreland zone of priority waters (riparian nutrient and e. coli. point source remediation)

SURFACE WATER TARGETING ANALYSES

- Linwood Lake SRA (SRWMO Watershed Management Plan)
- Rice Creek Chain of Lake SRA (RCWD Watershed Management Plan)
- Lower Rice Creek SRA (RCWD Watershed Management Plan)
- Lower Rum River SRA for remainder of watershed
- Mississippi River Direct Discharge SRAs
- Lakeshore condition inventories and analyses

SURFACE WATER FEASIBILITY STUDIES AND PROJECT DESIGNS

- Alum treatment feasibility in Sunrise River chain of lakes
- Lake George in-lake analysis
- Reach out to target agricultural landowners to develop 10+ conservation plans (Watershed Conservation Planner program protocols)

GROUNDWATER PROJECTS AND ANALYSIS

- Campus groundwater conservation planning
- Well sealing cost share (DWSMA and Wellhead Protection Area plans)

ECOLOGICAL IMPROVEMENT PROJECT AND ANALYSIS

- Invasive species treatment in MCBS mapped areas of public land
- Invasive species surveys
- Ecological restoration in degraded habitats on protected and public lands
- Pollinator Habitat

- Rare plant salvage program
- Wetland restoration and banking
- Easement promotion (ACD Comp Plan, Anoka Sandplain Partnership Strategic Plan, Rum River Watershed Landscape Stewardship Plan)

REGULATORY/POLICY

- Minimum Impact Design Standards promotion
- Rum River no wake – signage & maps at public accesses
- Ordinance modifications to support pollinator habitat

SOCIAL CAPACITY

- Coordinate the Anoka County Water Resources Outreach Collaborative to benefit from opportunities of scale, shared resources, cooperative activities, and common outreach messaging
- Inform residents, businesses, agency staff, and decision-makers about issues affecting surface and groundwater resources
- Engage people in activities and behavior changes that will help protect and improve the health of local water resources

DATA COLLECTION

- WMO/WD monitoring contracts
- MLCCS update
- Wetland floristic quality

PRIORITY INITIATIVES FOR 2020 AND BEYOND

| Initiative | Potential Grant | Potential Partner | Annual (Total) Cost |
|--|---|---|---------------------|
| SRA Project Implementation <ul style="list-style-type: none"> • City of Anoka • City of Ramsey • City of St. Francis • Lake George • Martin Lake • Coon Lake • CCWD – multiple • RCWD – multiple • MWO – multiple • Rum River WRAP | WBIF, CWF Projects and Practices, District Capacity, Met Council, Dept. of Health, MPCA Section 319 | WDs/WMOs, Cities, LIDs, Lake Assoc. Co. Depts., Landowners | \$100K (\$2,000K) |
| Shoreline and Streambank Stabilization <ul style="list-style-type: none"> • Rum River • Mississippi River • Lake George • Linwood Lake • Coon Lake • Martin Lake | CPL, OHF, WBIF, CWF Projects and Practices, District Capacity | WDs/WMOs, Cities, LIDs, Lake Assoc. Co. Depts., Landowners, SWCDs | \$500K (\$5,000K) |
| Carp Management <ul style="list-style-type: none"> • Linwood Lake • Martin Lake • Typo Lake | WBIF, CWF, CPL | WMO, Twp., Lake Assoc. | \$150K |
| Alum Treatment <ul style="list-style-type: none"> • Golden Lake | WBIF, CWF | WD, City, Lake Assoc., | \$150K |
| SSTS Fix-Up – Riparian Focus | MPCA | Landowner | \$40K (\$400K) |

| Initiative | Potential Grant | Potential Partner | Annual (Total) Cost |
|--|---|---|----------------------------|
| Targeting Analyses <ul style="list-style-type: none"> • Linwood Lake SRA • Rice Creek Chain of Lakes SRA, • Lower Rice Creek SRA, • Lower Rum River SRA, • Mississippi Direct Discharge SRA • Lake shore condition | LCCMR, CWF AIG, WBIF, MCD ETA, Met Council, District Capacity | WMOs/WDs, Cities, LIDs, Lake Assoc. | \$50K (\$500K) |
| Feasibility Analysis & Project Design <ul style="list-style-type: none"> • Sunrise Chain of Lake Alum treatment • Lake George in-lake analysis • Ag. conservation planning | LCCMR, CWF AIG, WBIF, MCD ETA, Met Council, District Capacity, EQIP | WMOs/WDs, Cities, LIDs, Lake Assoc. | \$90K (\$270K) |
| Groundwater Project and Analysis <ul style="list-style-type: none"> • Campus groundwater conservation planning • Well sealing cost share • Smart irrigation | CWF AIG, LCCMR, Met Council, MDH | Cities, Landowners, HOAs, School Districts | \$120K (\$1,200K) |

| Initiative | Potential Grant | Potential Partner | Annual (Total) Cost |
|---|---|--|----------------------------|
| Invasive/Noxious Species Treatment <ul style="list-style-type: none"> • Phragmites • Anoka CWMA • Buckthorn <ul style="list-style-type: none"> ▪ CCCA ▪ Rum Central ▪ CCEsr ▪ Burman WMA • AIS | MDA, OHF, CWMA, MN AIS, | Co. Depts. Cities, Weed Inspectors, WDs/WMOs, DNR, MDA, Sport Orgs, Landowners | \$120K (\$1,200K) |
| Invasive Species Inventories | MDA, CWMA, MN AIS, | | \$25K (75K) |
| Ecological Restoration <ul style="list-style-type: none"> • Burman WMA • Blaine SNA • Mikkelson WMA Prairie • CCEsr | OHF, CPL, USFWS, NWF | Co. Depts. Cities, DNR, Sports Orgs., Landowners | \$300K (\$1,500K) |
| Pollinator Habitat | Lawns to Legumes – BWSR, CPL, EQIP, CWF (rain gardens) | WDs/WMOs, Cities, Landowners | \$40K (\$400K) |
| Rare Plant Salvage Program | LCCMR, OHF | Arboretum, DNR, Co. Depts. | \$85K (\$510K) |
| Wetland Restorations <ul style="list-style-type: none"> • Ditch 20 • Riparian Areas | BWSR Banking, District Capacity, DNR CPL, MPCA Section 319, OHF | Landowners, WDs/WMOs, NRCS, USFWS | \$40K (\$200K) |

| Initiative | Potential Grant | Potential Partner | Annual (Total) Cost |
|---|--------------------------------|---|----------------------------|
| Land Protection <ul style="list-style-type: none"> • Easements - Rum RIM • Easements – MCBS Lands • Cedar Creek Corridor | RIM, OHF, District Capacity | BWSR, MLT, TNC, TPL | \$1,000K+ |
| Social Capacity – Empowering the Public <ul style="list-style-type: none"> • Coordinate • Inform • Engage | WBIF, District Capacity, LCCMR | WDs/WMOs, Cities, Co. Depts., SWCDs, School Districts | \$85K (\$850K) |
| Data Collection <ul style="list-style-type: none"> • Water monitoring • MLCCS • Wetland floristic quality | WBIF, District Capacity, LCCMR | WDs/WMOs, Lake Assoc., LIDs | \$200K (\$2,000K) |

SERVING THE COMMUNITY

WORKING WITH LOCAL GOVERNMENT ENTITIES

Natural resources valued by Anoka County residents require collaborative management by entities with varying jurisdictions within and across city, county and watershed boundaries. It is important that ACD remains continually engaged with each entity to

- avoid duplication,
- maximize efficiencies,
- capitalize on common interests,
- direct limited financial and staff resources to the most cost-effective approaches, and
- apply management strategies at a scale most appropriate to meet identified goals and objectives (e.g. multi-city lakesheds and multi-county aquifer recharge areas).

The comprehensive plan includes detailed tables that further illustrate the breadth and scale of partnerships and collaboration.

WORKING WITH THE PUBLIC

Over 78% of Anoka County is privately owned and over 350,000 residents call Anoka County home. Effective natural resource management requires that we actively collaborate with those who live, work and play in Anoka County, whether or not they own land. ACD enlists the public to assist with natural resource management by offering the following services:

- Technical assistance – providing project design and installation management.
- Financial assistance – securing, allocating and administering grant funding to install conservation projects.
- Regulatory assistance – providing guidance to help keep landowners out of regulatory harm’s way with regard to several federal and state laws.
- Outreach and engagement – providing information resources and opportunities to assist with community efforts to improve our natural resources.

DISTRICT SUPERVISORS

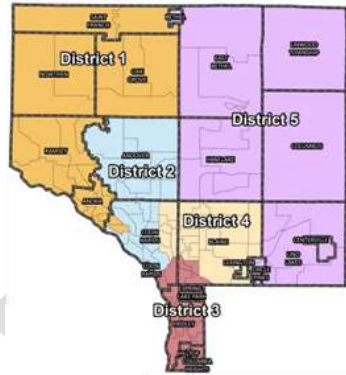
| Dist. | Name | Area Represented |
|-------|-----------------|---|
| 1 | Steve Laitinen | St. Francis, Nowthen, Oak Grove, Ramsey, Anoka, and a small portion of Coon Rapids |
| 2 | Jim Lindahl | Andover and portions of Coon Rapids |
| 3 | Glenda Meixell | Columbia Heights, Fridley, Spring Lake Park, Hilltop, and the southern portion of Coon Rapids and Blaine (largely south of Hwy 610) |
| 4 | Mary Jo Truchon | Lexington, most of Blaine, and a portion of eastern Coon Rapids |
| 5 | Sharon LeMay | Bethel, East Bethel, Linwood, Columbus, Ham Lake, Lino Lakes, Centerville, and Circle Pines |

Regular ACD board meetings are generally held on the third Monday of each month. A yearly meeting schedule is posted on ACD’s official website, AnokaSWCD.org. Board and committee meetings are held at the District office in Ham Lake unless otherwise noted.

ELECTION DISTRICTS

ACD supervisors are elected by population-based districts.

| District | Start | End |
|----------|--------|----------|
| 1 | 1/1/17 | 12/31/20 |
| 2 | 1/1/19 | 12/31/22 |
| 3 | 1/1/19 | 12/31/22 |
| 4 | 1/1/17 | 12/31/20 |
| 5 | 1/1/17 | 12/31/20 |



COMMITTEE/ENTITY PARTICIPATION

ACD supervisors serve on committees to analyze detailed information on issues requiring extensive review prior to full board action. Some committees are internal and others function on a metro or statewide level. Supervisors choose to participate in committee meetings to offer personal expertise in the area of discussion or to gain more knowledge of the subject matter. Each supervisor is encouraged to serve on at least two committees.

Internal Committees:

- Personnel
- Operations
- Finance

Regional and State Associations:

- Metro Conservation Districts
- MN Association of Soil and Water Conservation Districts (Area IV)

Citizen's Advisory Committee (CAC):

- Coon Creek Watershed District (CCWD) CAC
- Rice Creek Watershed District (RCWD) CAC

Watershed Management Organization (WMO) Liaison:

- Sunrise River WMO (SRWMO)
- Upper Rum River WMO (URRWMO)
- Lower Rum River WMO (LRRWMO)
- Mississippi River WMO (MWMO)

One-Watershed, One-Plan (1W1P):

- Lower St. Croix Policy Committee
- Rum River Policy Committee

DISTRICT STAFF

ACD employs ten to fifteen people with approximately 10.83 full time equivalents (FTEs). ACD has 2827 staff workdays to address goals and objectives. Planned objectives should require 2868 workdays to complete. As such, current and proposed staff is 41 workdays short of anticipated need. Programs and services are continually prioritized, often favoring those that are self-funded, to maintain fiscal and programmatic stability.

| ACD | Position |
|------------------------|---|
| Chris Lord | District Manager (1 FTE) |
| Kathy Berkness | Office Administrator (1 FTE) |
| Jamie Schurbon | Watershed Projects Manager (1 FTE) |
| Mitch Haustein | Stormwater and Shoreland Specialist (1 FTE) |
| Becky Wozney | Wetland Specialist (1 FTE) |
| Jared Wagner | Water Resource Technician (1 FTE) |
| Carrie Taylor | Restoration Ecologist (1 FTE) |
| Aaron Diehl | Conservation Specialist (.4 FTE) |
| Kris Larson | Water Resource Technician (1 FTE) |
| Emily Johnson | Outreach and Engagement Coord. (1 FTE) |
| To Be Determined | Assist. District Technician (.83 FTE) |
| Eco. Resto. Crews | Assist. District Technicians (.5 FTE) |
| Rain Guardian Assembly | Assist. District Technician (.1 FTE) |

| NRCS | Position | (Elk River field office) |
|---------------|----------------------|---------------------------------|
| Yara Gonzalez | Soil Conservationist | |

WORKLOAD TASKS

The ACD Board of Supervisors identified five natural resource priority areas. The following table highlights how workload tasks address priorities.

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|--|---|---|---|---|---|
| <p><u>General Operations:</u> This includes activities generally considered overhead that support the overall function of ACD.</p> <ul style="list-style-type: none"> • District administration • Human resource management • Financial administration • Planning and reporting • Clerical <p>Staff development – staff training and professional development</p> <p>Paid leave – holidays, flexible time off, leaves of absence, comp time</p> <p>Landlord – general upkeep and maintenance of the office headquarters</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Monitoring:</u> Collect and manage data regarding the physical, chemical, and biological characteristics of natural resources with specified frequency, location, parameters, and protocols that must be adhered to as identified in contracts with local partners and plans of work.</p> <p>Development and oversight – Determine sites, parameters, frequency, and protocols, and ensure QAQC</p> <p>Hydrology – Lake, stream, groundwater, and wetland levels, and stream flow</p> <p>Chemistry – Lakes and streams</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p></p> <p></p> | <p></p> <p></p> <p></p> | <p></p> <p></p> <p></p> |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|---|---------------|----------------|------------------|----------|-------|
| Biota – Stream benthic macroinvertebrates and aquatic invasive species early detection Precipitation – Volunteer observation network and automated sampling network Data management – Compile and organize data to ensure data integrity and facilitate analysis and reporting | ✓ | | ✓ | | |
| <u>Inventory:</u> Collect and map geospatial data on the condition, distribution, extent, and regulatory compliance of natural resources using Global Positioning Systems (GPS), Geographic Information Systems (GIS), aerial photo interpretation, site inspections, informational surveys, and/or historic records. | | | | | |
| Erosion – Lakeshore and streambank condition Buffers – Buffer law compliance tracking Land cover – Land use and land cover updates to facilitate analyses Invasive species – Aquatic and terrestrial | ✓ | | ✓ | | |
| <u>Analyses:</u> Synthesize and interpret monitoring, geospatial, and modeling data at varying scales to draw conclusions and inform management decisions to optimize natural resource quality, quantity, and distribution in user-friendly formats. | | | | | |
| Monitoring data - characterize conditions and trends in a statistically valid manner Properties and landscapes – individual and small groupings of properties with a narrow scope of concerns | ✓ | ✓ | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|--|---------------|----------------|------------------|----------|-------|
| Development proposals – comment on regulatory compliance and design standards for development proposals, which typically involve subdivision, grading, and installation of stormwater treatment infrastructure | ✓ | ✓ | ✓ | ✓ | ✓ |
| Subwatersheds and catchments - identify and rank project opportunities in rural and urban settings by cost-effectiveness to improve management of high priority resources | ✓ | ✓ | | | |
| Watersheds – diagnose the cause of impairment of priority resources. e.g. Total Maximum Daily Loads (TMDL) and Watershed Restoration and Protection Plans/Strategies (WRAPP/S) | ✓ | ✓ | | | |
| Resource scale – analyses focused on a narrow resource concern with scales ranging from local to regional such as threatened and endangered species, aquifer recharge areas, aquifer use areas, drinking water source management areas, invasive species infestations, wetland restoration opportunities, etc. | ✓ | ✓ | ✓ | ✓ | ✓ |
| <u>Planning:</u> Develop policy, strategies, and plans of action in cooperation with local partners to optimize natural resource quality, quantity, and distribution based on analyses and with consideration of financial, logistical, social, and political limitations. | | | | | |
| ACD planning – natural resource issue and trend identification and prioritization through 10-year comprehensive plans, biennial budget requests, annual plans, and project/program/grant work plans | ✓ | ✓ | ✓ | ✓ | ✓ |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|---|-------------------------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <p>Partner planning – review and comment on project applications, permits, EAW/EIS, water management plans, comprehensive wetland management plans, and plans from Federal, State, and local entities</p> <p>Watershed and ecoregion-scale – Large scale planning (e.g. WRAPP/S, 1W1P, Ecoregion, and local water management plans in cooperation with partners</p> <p>Groundwater – plan collaborations and protocol development to ensure sustainable groundwater supplies</p> <p>Ecological integrity – identify restoration and protection opportunities and priorities</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Land Protection:</u> Protect high priority parcels to sustain populations of flora and fauna, enhance ecological diversity, and preserve rare species by connecting landowners with funding sources and entities capable of accepting and managing protected lands.</p> <p>Acquisition – secure fee title ownership</p> <p>Easements – secure conservation easements</p> <p>Density transfers – identify and encourage use of opportunities to employ development rights transfers and cluster development to accommodate development and ecological preservation</p> <p>Compliance and management – ACD held protected lands inspection and management to verify compliance and apply for grants to pursue restoration and management activities</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Technical Assistance:</u> Provide site-specific technical consultation and expertise to advance concepts to the point of project design and implementation individually and in collaboration with partners.</p> | | | | | |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|--|---------------|----------------|------------------|----------|-------|
| Landowner inquiries – landowner consultation using desktop analysis, literature reviews, and site investigations | ✓ | ✓ | ✓ | ✓ | ✓ |
| Practice promotion – engage decision makers and landowners to pursue implementation of projects and activities identified in watershed plans, stormwater retrofit analyses (SRAs), and other plans | ✓ | ✓ | ✓ | | |
| Conservation plans – prepare plans for agricultural operations, water conservation, ecological restoration, and backyard habitat | ✓ | ✓ | ✓ | ✓ | ✓ |
| Practice design – generate detailed plan sets (grading plans, planting plans, and materials specifications) and cost estimates for rural and urban conservation practices | ✓ | ✓ | ✓ | ✓ | ✓ |
| Grant applications – conceptualize and prepare grant applications | ✓ | ✓ | ✓ | ✓ | ✓ |
| Project management (simple) – manage all project components for projects with simple designs or plans, not likely to need professional contractors | ✓ | ✓ | ✓ | ✓ | ✓ |
| Project management (complex) – manage all project components for projects with detailed plan sets, likely to include hiring and close oversight of professional contractors throughout an extended installation timeline | ✓ | ✓ | ✓ | ✓ | ✓ |
| Project installation support – assist project managers with all aspects of project installation | ✓ | ✓ | ✓ | ✓ | ✓ |
| BMP inspections – post-construction and routine inspections to document conditions and provide maintenance guidance | ✓ | ✓ | ✓ | ✓ | ✓ |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|---|---------------|----------------|----------------------------|---------------------------|--------------------------|
| <p>Invasive species – facilitate regional terrestrial and aquatic invasive species management efforts</p> <p>Technical Evaluation Panels – serve on TEPs for Wetland Conservation Act (WCA) regulatory analysis</p> <p>WCA Enforcement – processing violations and preparing restoration/replacement plans/orders for WCA</p> | | | <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p>✓</p> <p>✓</p> | <p>✓</p> <p></p> <p></p> |
| <p>Wetland Consultation – review and perform wetland determinations, delineations, and functions and values analysis in accordance with accepted protocols</p> <p>Wetland restoration – design and review wetland restoration/creation project plans</p> | | | <p></p> <p>✓</p> <p>✓</p> | <p></p> <p>✓</p> <p></p> | <p></p> <p></p> <p></p> |
| <p><u>Financial Assistance:</u> Facilitate the acquisition, distribution, and utilization of funds to achieve natural resource management objectives individually and in cooperation with partners.</p> | | | | | |
| <p>Local funds – secure funding commitments from local sources (e.g. cities and watershed districts) to pursue priority natural resource management initiatives</p> | ✓ | ✓ | ✓ | ✓ | ✓ |
| <p>Block grant – administer the Natural Resources Block Grant to fund water management, WCA, Shoreland, and Subsurface Sewage Treatment System program implementation</p> | ✓ | ✓ | | ✓ | |
| <p>Technical Service Area – manage Metro TSA funds for conservation practice design, engineering, construction management, and equipment</p> | ✓ | ✓ | | | |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|---|---------------|----------------|------------------|----------|-------|
| <p>State Cost Share – administer state cost share allocations to fund practice design, engineering, construction management, and construction</p> <p>District capacity funds – allocation of annually appropriated funds to support ACD’s mission</p> <p>Competitive grants – secure grant funds from local, regional, state, and federal sources</p> <p>Product sales – expand product sales and distribution to support local conservation initiatives</p> <p>Conservation utility fee – seek legislation to gain authority to assess conservation utility fees</p> | ✓ | ✓ | ✓ | ✓ | ✓ |
| <p><u>Administrative Assistance:</u> Provide assistance administering regulations, programs, and grants individually and in cooperation with partners.</p> | | | | | |
| <p>General administration – program development advice, reporting, and contract management</p> <p>Website hosting – websites for water management organizations</p> | ✓ | ✓ | ✓ | ✓ | ✓ |
| <p>Buffer law - implement mandated elements of the buffer law</p> <p>Soil loss law – implement mandated elements of the soil loss law</p> <p>WCA – assist WCA Local Government Units (LGUs) with WCA implementation and report annual activities as necessary</p> <p>Grant administration – grant reporting and compliance assistance</p> <p>Program administration – Administer local cost-share programs and assist landowners with applications</p> | ✓ | | ✓ | ✓ | ✓ |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|--|---|---|---|---|---|
| <p><u>Products and Equipment:</u> Provide products and equipment useful for conservation practices for sale, rent, and loan to generate revenue and to promote conservation practice implementation.</p> <p>Rain Guardian sales – manage Rain Guardian pretreatment chamber sales, inventory, materials acquisition, assembly, and distribution</p> <p>Rain Guardian business development – product development, distributorship management, market expansion, and optimize manufacture and distribution of product</p> <p>Rain Guardian promotion – promotion, distributorship support, fielding technical inquiries, and customer service</p> <p>Plant materials – manage seedling, plug and seed sales, inventory, and order processing and distribution, including assisting customers with product selection</p> <p>Equipment, tools, and supplies – manage landowner use of ACD equipment, tools, and supplies</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Information and Outreach:</u> Develop and disseminate information about priority natural resource topics through targeted or mass distribution using appropriate media venues.</p> <p>General public – brochures, displays, newspaper articles, website, and videos</p> <p>Conservation site owners – direct contact to promote site specific conservation activities</p> <p>Students – work with students to encourage conservation in a manner that is age appropriate</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> |

| Workload Tasks | Water Quality | Water Quantity | Natural Habitats | Wetlands | Soils |
|--|---------------|----------------|------------------|----------|-------|
| Advocacy groups – customize and provide topic specific information to advocacy groups e.g. lake associations | ✓ | ✓ | ✓ | ✓ | ✓ |
| Policy makers – advise on pertinent natural resource concepts, issues and solutions | ✓ | ✓ | ✓ | ✓ | ✓ |
| Legislators – encourage legislative solutions as appropriate to address local, regional and statewide concerns | ✓ | ✓ | ✓ | ✓ | ✓ |

STAFFING REQUIREMENTS

| Program | FTEs |
|--------------------------------------|--------------|
| General Operations | 2.110 |
| Paid Leave | 1.350 |
| Landlord | .120 |
| Monitoring | .680 |
| Inventory | .160 |
| Analyses | .330 |
| Planning | .670 |
| Land Protection | .120 |
| Technical Assistance – General | .660 |
| Technical Assistance – Ecological | .930 |
| Technical Assistance – Water Quality | 1.220 |
| Financial Assistance | .030 |
| Administrative Assistance | .790 |
| Products & Equipment | .630 |
| Information & Outreach | 1.190 |
| Unallocated Staff Time | -0.160 |
| Total Full Time Equivalents | 10.83 |

The programs above are explained in detail in the following section.

PROGRAMS AND SERVICES

Addressing identified objectives requires many programs and services. Following is a summary of ACD's ongoing and proposed 2020 efforts. Specific monitoring, inventory, and project site selection is done in coordination with local and state funding partners. ACD often provides

staffing resources under contract with water management organizations, watershed districts, municipalities, and state agencies to address mutual goals and objectives. By acting as a centralized staffing resource for many natural resource management entities, ACD coordinates programs across jurisdictional boundaries.

The logo for the Clean Water, Land, and Legacy Amendment is displayed adjacent to programs and projects that are funded in part with Legacy funds. The revenue tables in the budget section of the report provide a more detailed accounting of how projects are funded, including the many local partners that contribute financially to these conservation efforts.



GENERAL OPERATIONS

One of the largest funding challenges for ACD is covering expenses associated with general operations. Grant funds typically restrict the amount and type of administrative and operational expenses that can be reimbursed or considered as match. General services funds received from the state are insufficient to cover otherwise ineligible operational expenses. Combined, the following operations categories account for approximately \$360,000 of ACD's staff time and expenses.

General Administration – This category accounts for that portion of each employee's time that is dedicated to general district business. For technical staff, this is limited to general correspondence, time tracking, and reporting. For administrative and managerial staff this encompasses the following:

- District administration - negotiate and manage contracts, leases, and agreements; maintain adequate insurance, and develop and implement policies to minimize risk exposure; facilitate Board communications and meetings; update and administer supervisor and operations handbooks; maintain office supplies; coordinate computer technology services; enact policies and procedures to ensure compliance with the MN Government Data Practices Act and Public Open Meeting Law; payroll and employee benefits administration; payment of sales, property, and payroll taxes
- Human resource management – attend to employee recruitment, evaluation, discipline, supervision, workload management, and professional development; update and administer a personnel

handbook; develop and administer a classification and compensation plan

- Financial administration - prepare and maintain budgets; complete timely bill payment and invoicing; collect accounts receivable; deposit receipts; track financial activities; prepare monthly financial reports for the Board and annual financial reports to the state; reconcile accounts, administer payroll and benefits; coordinate annual financial audits
- Planning and reporting – prepare annual reports of activities; complete pay equity reports every two years; update workload plans and budgets regularly
- Clerical – process mail; maintain files per records retention schedule; prepare and post official notifications and records of meetings

General Planning – Effective natural resource management requires both cooperative planning with other agencies, as well as internal prioritization. These efforts involve ACD staff, supervisors, other elected officials, and other agencies. Comprehensive planning is completed every ten years with annual plans completed each year.

Program Development – Program development activities include efforts that increase program visibility, build mutually beneficial partnerships with other entities, and secure new grants to fund projects and programs that address the objectives identified by the Board of Supervisors.

Staff Development – The Board of Supervisors is committed to retaining highly qualified staff by providing competitive wages, offering professional development opportunities, and providing updated software and technology. ACD is also committed to sharing expertise via staff cross-training to ensure program continuity during staff turnover particularly with highly technical proficiencies such as GIS, WinSLAMM, Vectorworks, and Total Station Surveying.

Legislative Outreach – Engaging with, or encouraging others to engage with, State Legislators to support funding or policies that benefit ACD individually, or SWCD's collectively, falls under this category. This is limited but must be tracked to ensure compliance with state statute.

Public Relations – Efforts to inform and engage the public, partners, and civic leaders on the activities of ACD fall under this category. This is distinguished from outreach and engagement efforts, which are centered

on natural resources management as opposed to ACD programs, services and operations.

Paid Leave - Regular full-time and part-time staff earn up to twelve paid holidays as well as eighteen to thirty-four days of flexible time off per year. Use of comprehensive time earned and extended medical benefits leave occurs to a lesser extent.

Landlord - In 2011 ACD purchased its office headquarters, which has six rentable suites, one of which is occupied by ACD staff. All direct expenses and staff time associated with ACD’s role as landlord is tracked separately from conservation oriented activities. Rental revenues are sufficient to cover all expenses.

MONITORING

In order to focus limited financial and technical resources it is important to monitor resource quality, quantity, and biology regularly. ACD’s extensive water quality and hydrology monitoring program, coupled with inventories and diagnostic studies, ensures that efforts are focused where they will provide the most benefit.

Routine Monitoring - Site selection is completed in the early months of each year in collaboration with funding partners. The adjacent table shows the number of each type of monitoring site in 2020, which includes the addition of three electronic rain gauges.

| Resource | Quality | Quantity | Biota |
|-----------------|---------|----------|-------|
| • Lakes | 2 | 25 | |
| • Streams | 19 | 12 | 3 |
| • Wetlands | | 20 | |
| • Rain Gardens | | 1 | |
| • Groundwater | | 24 | |
| • Precipitation | | 13 | |

Rain Garden Efficacy Testing – To determine the effectiveness of curb cut rain gardens over time and in different landscapes, ACD has initiated an effort to monitor hydrology and conduct rudimentary debris analysis. This will be continued for several years.



INVENTORY

Resource inventories are just as important as monitoring. Inventories provide geospatial resource information essential to the development of

successful conservation projects. ACD is equipped to complete a variety of inventory projects, having many years of aerial photos, GPS equipment, GIS software and the expertise to use them. ACD staff engage in routine inventories and updates while also tackling 'once in a career' efforts like the geologic atlas.

Aquatic Invasive Species (AIS) – ACD provides inventory services to map AIS on Lake George and as the foundation of an early detection program for the Coon Creek Watershed District.



Shoreland Photo Inventory – Staff will conduct a photo inventory of lake shorelines using a 360-degree camera.

The photos will be uploaded to Google, where they can be viewed by the public similar to StreetView. The inventory will aid staff when fielding calls from lakeshore property owners.

Buffer Law Compliance – As new aerial photo flights are completed, ACD staff will complete a countywide review of ditch buffers to update compliance maps. The timing of aerial photo flights is often not known beforehand; as such, this activity will be opportunistic.



Wetland Floristic Quality – Complete vegetation plot assays in conjunction with wetland hydrology monitoring sites to determine the temporal relationship between

fluctuations in hydrophytic vegetation and measured hydrology at the wetland boundary.

ANALYSES

ACD staff conducts natural resource analyses at varying scales to diagnose the reason for problems and identify management strategies. Most of these efforts are done under contract with local and state funding partners to achieve their goals.

Water Resources Almanac – Each year ACD staff complete a water resources almanac to summarize the year's monitoring data and provide rudimentary analysis of resource condition and trends.



Campus Groundwater Conservation Planning (CGCP) – CGCP involves development and refinement of procedures to identify water conservation measures on

campuses. In 2018 the protocol was finalized. In 2019 each of the 11 metro districts completed at least one analysis on a campus. In 2020 additional

analyses and a final report on the program will be completed. In addition to identifying opportunities to reduce groundwater usage, measures to increase stormwater infiltration were also noted. All opportunities were ranked by cost-effectiveness. ACD staff led this effort with funding from a BWSR Clean Water Fund (CWF) grant through the MCD.

Mississippi River Direct Drainage SRA – There are several small catchments along the Mississippi River that discharge stormwater directly into the river without treatment. ACD staff will work with interested WDs and WMOs to complete SRAs for these areas.

Linwood Lake Carp Management Feasibility Study – A feasibility study started in 2019 will be completed in 2020, which determined that carp management on Linwood Lake is a viable method to improve water quality.



Mississippi River Erosion Analysis – A photo inventory of the Mississippi River below the Coon Rapids Dam was completed in 2018. An analysis of erosion severity will be completed in 2020 to identify eroding sites, determine severity, quantify sediment loading to the river, estimate the cost of repair, and rank based on cost-benefit.

PLANNING

Collaborations and Planning – ACD staff participate in several multi-entity collaborations to facilitate natural resources management efforts at the scale that is optimum for success for a particular resource. This ranges from multi-county conservation network collaborations to statewide policy committees.

1W1P Rum River – The counties and SWCDs throughout the Rum River watershed have secured funding from BWSR to complete a 1W1P. While ACD's participation is not mandatory, ACD staff is ready to assist in any way possible.



1W1P Lower St. Croix – A partnership of water management entities in the Lower St. Croix watershed has secured funding from BWSR to complete a 1W1P. ACD staff is assisting with this effort.



ACD Comprehensive Plan – ACD's comprehensive plan for 2020-2029 is due in 2020. In 2018 and 2019 an outreach



strategy and a general approach for the plan were developed. A kickoff event was hosted to solicit input from county and state elected officials that involved fast-paced discussions at six topic stations and an aerial tour of several sites by helicopter. Four technical advisory committees were convened to focus on four topic areas over two meetings each. The remainder of the plan will be completed in 2020.

LAND PROTECTION

Preservation of parcels that are of particular importance for wildlife habitat or support rare species is a high priority. Efforts to preserve land should be limited to parcels that fall within the identified wildlife corridor network to make the best use of limited funds. Whether land is in public or private ownership, the best way to achieve permanent land protection is by using conservation easements held by multiple parties dedicated to natural resource conservation and management.

Conservation Easement Maintenance and Inspection – ACD holds several conservation easements either solely or in conjunction with the Minnesota Land Trust (MLT) and owns one property with an MLT conservation easement.

Land Protection Outreach – Under contract with MLT, ACD may promote land protection funding sources to owners of high priority parcels and assist owners with coordination efforts.

Rum River RIM – BWSR has designated \$3.5M for riparian easements along the Rum River to help secure the long-term protection of drinking water in the Twin Cities Metro Area. ACD will work with partners throughout the watershed to target outreach and promote this opportunity to landowners with properties that are optimally located.

TECHNICAL ASSISTANCE



While monitoring, inventory, analysis, and planning are important, they achieve nothing unless they result in changes in practices on the ground to improve natural resource quality, quantity, and distribution. ACD provides technical assistance to facilitate conservation practice implementation.

Conservation Project Services -

Project implementation services provided:

- project promotion,

- site consultations,
- planning and design,
- bidding and contract management,
- installation oversight,
- grant fund acquisition and grant management, and
- post-construction monitoring.

Project types most often considered include:

- curb-cut rain gardens,
- lakeshore and riparian buffer plantings,
- lakeshore restoration,
- lakeshore and streambank stabilization,
- stormwater pond modification,
- ecosystem restoration,
- backyard habitat enhancement, and
- invasive species control (aquatic and terrestrial).

Design/plan services provided include:

- property level conservation plans and BMP designs,
- water appropriation conservation plans per MN DNR water appropriation permit requirements, and
- conservation easement management plans per easement requirements.

WMO Grant Search and Application – Several WMO's contract with ACD to identify and pursue grant opportunities on their behalf to secure funds to implement projects and programs they have identified as priorities.

RCWD Landowner Assistance (design and cost share) – RCWD contracts with ACD to address landowner inquiries for conservation technical assistance. If site conditions warrant, ACD staff will prepare a project design and assist with project funding applications.

Project Profiles – For each project installation in which ACD is an active partner, we prepare a project profile. Project profiles include images of the project site before and after, benefits received, expenses incurred, and partners with corresponding cash and in-kind contributions to the project. All project profiles are available online at AnokaSWCD.org through the project mapping feature.





BMP Inspection and Maintenance – ACD staff will continue to conduct site inspections and contact landowners where conservation practices were previously installed with ACD assistance to ensure practices are being maintained and functioning. Inspections will be followed up with guidance on maintenance needs. With proper maintenance, projects should remain functional in the landscape much longer than their designed life span, thereby providing more benefits to the public for their original investments.

WCA Enforcement – Potential violations of the WCA are processed by ACD staff, who are charged with determining if there is a violation, the extent of the violation, and the nature of remediation required to resolve the matter.

Wetland Consultation – For a modest fee, ACD staff will provide landowners with wetland consultation services to determine wetland boundary locations, determine the applicability of exemptions, aid with project concept adjustments to facilitate future permitting, and assist them in navigating the regulatory process.

Wetland Restoration and Banking – Restoration of wetland hydrology and ecology is not only good for water quality, habitat and flood control, but may also be ‘banked’ for credit. The WCA requires mitigation for wetlands drained or filled in excess of exemptions by restoring wetland of equal value or purchasing credits from those who have previously completed wetland restoration projects. ACD staff provides technical assistance with the design, review, and monitoring of wetland restoration projects. The US Fish and Wildlife Service is a partner capable of providing design assistance and modest cash grant toward wetland restorations that are not to be used for banking credit or part of a compensatory wetland mitigation plan.

Habitat Improvement – Technical guidance is provided to landowners on all aspects of habitat improvement. While all landowners are eligible for technical assistance regardless of the size of the site and specific species or ecosystem, limited staff resources are focused in areas that are identified as wildlife corridors.

2020 Ecological Management Activities



Buckthorn Treatment – Buckthorn is a highly invasive woody plant. Common Buckthorn invades upland areas, while Glossy Buckthorn takes over wetland fringes. Both

species displace native plants and the wildlife that depends on them. ACD has been actively combating buckthorn in those portions of the county where it is just becoming established.

- Mikkelson Wildlife Management Area (WMA) – OHF funds have been secured to treat common and glossy buckthorn throughout this 840-acre WMA. Basal bark and cut-stump herbicide application was initiated in the fall of 2017 will be completed in 2020.
- Cedar Creek Ecosystem Science Reserve – As a first phase in a long-term strategy to restore fragments of degraded habitat in the otherwise pristine CCESR, buckthorn infestations will be treated throughout the 5,600-acre property.

Blaine Preserve SNA – ACD secured OHF funding to enhance 53 acres of wet prairie/rich fen that supports MN Threatened/ Endangered/ Special Concern species. Enhancement activities will continue in 2020 and include reed canary grass, buckthorn, and aspen treatment.



Burman WMA – ACD secured OHF and NWTF funding to enhance 89 acres of the 204-acre Robert and Marilyn Burman WMA. Enhancement activities will continue in 2020 to enhance 58 acres of oak savanna, 16 acres of prairie, and 15 acres of wetland.



Mikkelson WMA – ACD secured OHF and NWTF funding to restore 13 acres of prairie within the Mikkelson WMA. While most of the WMA is in pristine ecological condition, the restoration site is an old farm field dominated by non-native and invasive species.



Cooperative Weed Management Area (CWMA) – Anoka CWMA Partnership activities include strategic planning and coordination, invasive species outreach, monitoring, mapping, and a cost share program to control invasive species and revegetate with natives on public and private lands. This effort is supplemented with additional project cost share funds from the MN Dept. of Agriculture.

Minnesota Rare Plant Salvage - ACD will work in partnership with the Minnesota Landscape Arboretum and Critical Connections Ecological Services to pursue funding to develop a pilot project for salvaging rare

species from permitted development sites where such rare plants would otherwise be destroyed. Ecologically appropriate and permanently protected recipient sites will be identified. Protocols for salvage, transplantation, species-specific management, and monitoring will be developed. The first ever permit to allow rare plant salvage in MN was issued to ACD in 2019 to salvage over 6,000 lance-leaf violets.

Lawns to Legumes – ACD and partners secured funds from BWSR to implement demonstration neighborhoods along a narrow riparian corridor that spans from the Coon Rapids Dam along the Mississippi River upstream to the Anoka Nature Preserve on the Rum River. The program offers funds to establish scattered pollinator friendly plantings on private property within the corridor designed to allow pollinators to leap frog between plantings to traverse the densely populated corridor.



Pollinator Habitat – Outside of the designated Lawns to Legumes corridor, pollinator plantings on public and private properties will be cost shared using other funding sources.

Phragmites Treatment – ACD secured funds to lead a metro-wide effort to map and treat isolated infestations of the invasive wetland grass, Phragmites.

2020 Water Quality Management Activities



Carp Management (Martin, Typo, and Linwood Lakes) – Following installation of rough fish barriers on the Martin-Typo chain of lakes, and carp management feasibility analyses on Martin, Typo and Linwood Lakes, a carp trapping and removal program was initiated. It will continue on all three lakes through 2020 and is anticipated to make a significant difference on lake clarity.



Mississippi Riverbank Stabilization (Anoka) – The LRRWMO dedicated its portion of WBF toward a large riverbank stabilization project on the Mississippi River in the City of Anoka, which proved insufficient for the scale of the project. ACD then prepared a CWF grant application on behalf of the city, which was awarded. ACD has been contracted to manage the project in conjunction with a local engineering firm, as well as administering the grant.

Mississippi Riverbank Stabilization – Two separate CWF grants have been secured to assist landowners on the Mississippi River with riverbank stabilization projects, preferably using bioengineering techniques. The third, and possibly fourth, project is scheduled to be installed in 2020.



Revetments on the Rum – CPL Funds have been secured to assist riparian owners on the Rum River with stabilization of mild to moderate bank erosion. Cedar tree revetments will be used on at least 3600 linear feet to satisfy the grant over the next two to three years.



Rum River Stabilization – Anoka County allocated funds to match state grant funds to address riverbank erosion along the Rum River. Two of three grant applications were successful including CPL mentioned above. OHF is recommending just under \$1M to help address the problem. ACD identified over \$14M in need during an extensive analysis of riverbank condition, so the process will span many years and many rounds of grant applications.



Coon and Martin Lake Retrofits – The Sunrise River WMO allocated a large portion of their WBIF to install retrofits identified in the SRAs for Coon and Martin Lakes. ACD has been contracted to conduct outreach, prepare designs, and oversee installation of several projects.



Targeted Shoreline Stewardship – District Capacity funds have been allocated to supplement Sunrise River WMO WBIF funding to reach out to shoreland landowners on priority lakes and provide technical and financial assistance to install water quality improvement projects.



FINANCIAL ASSISTANCE

Project Cost-Share – Financial assistance in the form of project cost-share grants is sometimes available along with our technical services to encourage projects that will have public benefits of water quality improvement, flood reduction, or wildlife habitat enhancement. There are several potential sources of funding, and ACD works with landowners to coordinate the application process. ACD encourages performance-based cost-share, which is an approach wherein funding sources contribute to a project based on the benefits derived from the project. Other factors may

also be considered such as landowner actions that may have exacerbated the problem and any other properties that could benefit from the solution.

Engineering/Technical Assistance – Funding is available through the MCD Non-Point Engineering Assistance Program (NPEAP) and the Enhanced Technical Assistance (ETA) program to build internal capacity within SWCDs and fund contracts with consulting engineers for the design of conservation practices. Requests must be made through ACD for projects in Anoka County.

Local Water Planning (LWP) – ACD applies for and manages LWP implementation funds through the BWSR Natural Resources Block Grant (NRBG). These funds help offset the cost of assisting WMOs with implementation of their water plans. Anoka County receives approximately \$8,000 to be shared among the water management entities.

WCA Administration – ACD applies for and distributes funds through the NRBG to reimburse LGUs a portion of the cost of implementing the WCA. Approximately \$63,000 is available for Anoka County LGUs, which covers approximately 25% of reported expenses.

Subsurface Sewage Treatment System – ACD applies for and distributes funds through the NRBG to reimburse LGUs a portion of the cost of implementing SSTS related programs.



Subsurface Sewage Treatment System Upgrades – ACD secured funds through the MPCA to assist landowners that meet income eligibility limits with the upgrade of failing septic systems. Priority is given to systems that are likely to be polluting public water bodies.



Well Sealing Cost Share – ACD was awarded funds to cost-share the targeting sealing of unused wells. Owners of properties that have been identified as likely of having and unused well that are within a Drinking Water Supply Management Area or Well Head Protection Zone will be contacted directly with notice of the opportunity. Sufficient funds have been provided to seal approximately 125 of the 2,500 suspected wells.

ADMINISTRATIVE ASSISTANCE

Grant Administration – ACD has become proficient with administration of

various federal, state, and regional grants. Many project partners have neither the resources nor inclination to dedicate staff to tend the logistics of grant administration. As a contribution to project implementation, ACD often assumes this role.

ACD Website – Much of ACD’s website, AnokaSWCD.org is dedicated to posting and reporting compliance matters. The site includes staff and supervisor contact information; board meeting agendas, packets, and minutes; fee schedules; the handbook; financial reports; the comprehensive plan, annual plans; annual reports, and project information.

WMO Reporting – Water management entities are required to submit annual reports of activities and finances to BWSR. ACD prepares annual reports on behalf of three of the four WMOs for a fee.

Website Hosting – ACD designed and manages websites for the Upper Rum, Lower Rum, and Sunrise River WMOs. Routine management includes posting information on meetings and activities.

WCA Administration – ACD assists LGUs with administration of the WCA to varying degrees. LGUs throughout Anoka County differ greatly in terms of the staffing levels and expertise dedicated to implementing the WCA. As such, some LGUs take greater advantage of ACD’s assistance than others.

Buffer Law Implementation – ACD provides several services related to the buffer law; 1) compliance reviews using remote sensing or site inspections, 2) consultation on buffer establishment, 3) development and authorization of alternative practices, and 4) facilitation of project cost share and implementation. Due to ACD staff efforts to work with all formerly non-compliant property owners, Anoka County is now 99.9% compliant with the buffer law.

PRODUCTS & EQUIPMENT

Tree Sales – ACD sells approximately 25,000 tree and shrub seedlings to 300 landowners annually. Seedlings are sold in bundles of 10 and 25, as our focus remains habitat improvement, not individual landscaping trees. The tree sale is an opportunity to provide one-on-one consultations with landowners about habitat improvement. We also provide some native grass and wildflower seed.

Rain Guardian Pretreatment Chamber – ACD staff designed and patented the Rain Guardian pretreatment chamber for curb-cut rain gardens to

greatly reduce maintenance time and effort. The RainGuardian.biz website provides promotional, technical, installation, and maintenance materials along with ordering instructions. Distributorships are in place for 31 states. We will continue to seek a west coast distributor and actively promote sales of the Foxhole as well as provide greater support to our distributor network. Rain Guardian revenues support other conservation efforts in Anoka County.

Equipment Rental – ACD has invested in several pieces of equipment that help landowners implement conservation practices. The equipment is available for rent and is used to install ACD coordinated conservation practices. Available equipment includes:

- Truax 3' native seed drop seeder,
- 25-gallon herbicide tank and boom sprayer,
- 52" pull behind brush mower, and
- Backpack herbicide sprayers.

Safety equipment and training is included with rental.

Miscellaneous Conservation Materials – Many materials needed for conservation projects are not readily available, or are only available in bulk quantities. This can discourage landowners from moving forward with a project. To facilitate project installation ACD has several items on hand and provides them at cost, including herbicide, erosion control fabric, biodegradable stakes, duckbill anchors, galvanized steel cable, and horseshoe clamps.

INFORMATION & OUTREACH



Outreach and Engagement Coordinator – Partners throughout Anoka County agreed to allocate approximately 15% of WBIF to jointly employ a Public Outreach and Engagement Coordinator for two years. The position coordinates the newly formed Anoka Water Resource Outreach Collaborative (AWROC), develops work plans of activities of common interest to the partners, creates audience appropriate outreach materials, provides information to target audiences, and creates opportunities for the public to engage in activities that improve natural resources quality or quantity. ACD serves as the host for this position. A detailed annual report is available for 2019.

e-Newsletter – ACD publishes a quarterly e-newsletter that provides updates on projects and services, grant awards, staffing, scheduled events and activities, general natural resources stewardship information, and Board activities as a means to better reach out to public officials and others who subscribe.



WMO Education/Newsletters – ACD provides content to WMOs to incorporate into their member city newsletters related to the implementation of their water plans. Some WMOs also contract with ACD to provide project specific education work products such as displays, signs, and brochures.

Video Development – Videos can be used to highlight ACD projects, inform other professionals on the elements of project design and construction, inform the public on natural resources issues, and engage the public. Subject to time and budget constraints the following video projects may be pursued.



- Host a theme based video contest with prizes promoted through local high schools or other venues
- Animated videos for the general public on groundwater contamination as well as lakeshore stewardship
- Virtual reality footage highlighting local natural resources to engage audiences at events through an immersive experience

All ACD videos are available on the AnokaSWCD YouTube page.

Website – While ACD’s AnokaSWCD.org website serves an important administrative function, it also provides useful information on natural resources stewardship. It presents ACD’s programs and services, provides project information, and serves as an archive for myriad natural resource management reports and analyses such as the Water Resources Almanac and Stormwater Retrofit Analyses. The website provides the public with direct access to ACD’s series of brochures, displays, and videos.

Website Blog – Blogs are an actively updated section of a website intended to provide a more comprehensive narrative of priority topics than can be accomplished in a newsletter, Facebook post, or typical webpage.



Website Data Access Tool – Under contract and in partnership with several water management entities, ACD staff collect and analyze water quality, quantity, and biology



data. Providing our partners and the public with timely access to the data as it is being collected is a high priority. Developing the means to do so in a manner that provides a user friendly interface, is easy to maintain, facilitates data management and reporting, is cost-effective, and avoids redundancy is very challenging. We anticipate completion of this interface in 2020.

Web Story Map – ACD’s GIS interface on our website called Story Map features project profiles and other project information through an interactive mapping interface. This feature is continually updated with project date to ensure all projects are accessible and up to date.

Workshops and Presentations – ACD periodically partners with cities and watershed districts to provide information on a variety of natural resource topics. Presentations are tailored to the audience and range from ‘how-to’ workshops for landowners to implement projects at home, to highly technical presentations to other professionals in the natural resources management field.

Newspaper Articles – ACD periodically submits articles to local newspapers to promote programs and services and to educate the public on topics related to natural resource stewardship.



Brochures & Displays – ACD has developed a series of brochures and tabletop displays promoting conservation in the community. They are available for use by partners in Anoka County. In 2020, ACD will work to develop a multi-purpose booth and display materials that can be used by ACD staff and our partners at local events. Additional tabletop displays addressing ecological health and pollinators are on the docket.

Tours – In 2020, ACD will host a tour for the eleven metro SWCDs summer meeting. Such tours generally feature successfully completed projects along with visits to sites that demonstrate unmet need. We will also continue to sponsor ad hoc tours for ACD supervisors as projects are being installed, with the potential to expand invitations to other public officials. The tours are generally held one hour prior to regularly scheduled board meetings. Starting in 2020 in conjunction with updates to ACD’s comprehensive plan, we intend to host tours for public officials in even numbered years.

Public Officials Outreach – As projects are being developed and

installed/implemented, ACD staff will provide updates to county commissioners, state legislators, city officials and ACD supervisors via direct email, e-newsletter, Facebook links, and blog links.

Day at the Capitol – In most years, ACD supervisors and staff spend time visiting with legislators regarding natural resource issues in Anoka County. During the legislative session in particular, ACD will often organize a ‘Day at the Capitol’ whereby we meet with as many of our seventeen elected representatives as possible to promote the highest priority issues of ACD. The structure of this process may be modified but the commitment to engage state legislators remains.

Outreach to Local Government Units – LGU officials and staff routinely make important decisions about land use and land management that can have lasting effects on natural resources. It is in the mutual interest of ACD and LGUs to implement approaches that accommodate growth, minimize capital investment, and efficiently deliver public services, while maintaining the quality and quantity of water and other natural resources. ACD is uniquely qualified to assist LGUs to consider natural resources during the decision making process by providing updated monitoring and inventory data, and by addressing inquiries about the often complex physical, chemical, and biological natural resource interactions that may influence LGU decisions.

ADJUSTMENTS IN AUTHORITIES AND PROGRAMS

ACD will support program changes, funding options, legislation, and local ordinances that achieve the following:

- Operational and programmatic levy authority for SWCDs
- Groundwater conservation through mechanisms such as mandated rain/soil moisture sensors on irrigation systems, private well regulation, limits on lawn size, and plumbing code updates to allow gray water segregation, reuse, and/or infiltration
- Reimbursement of fee schedule rates from state grants for SWCDs or utilize grants that are performance-based or lump-sum contracts, not based on actual expenses
- Funding for the long-term inspection and maintenance of BMPs
- Development of a technical approval authority training and certification program by BWSR that doesn’t rely on NRCS provided training and oversight. An online module based system would be ideal to

accommodate training needs arising from staff turn-over and workload variability over time and would follow employees as they move between jobs

- Eligibility of watershed-based funding to be applied to SWCD plan priorities
- Increase reimbursable staff expenses associated with the CPL grant program
- Creation of an ecological planning grant element in the OHF or LCCMR similar to CWF's Accelerated Implementation Grants
- Acknowledgement of long term O&M costs as a portion of required match
- Extend OHF grant terms for ecological restoration/enhancement projects
- Increase NRBG WCA funding and reduce the match requirement
- Modification of BWSR billing rate formula to consider paid leave earned, instead of paid leave used thereby simplifying planning, project management, and reporting (currently, rates cannot be calculated for a quarter until after the quarter has ended, making rates retrospective instead of predictive)

COST SHARE POLICY

ACD's program to assist with the cost of installing conservation practices to achieve the goals of the District consists of several funding sources, each with its own set of requirements. These funding sources change from year to year and so detailed procedures and policies are not included in this document. Following are general policies that ACD has adopted to facilitate program administration and improve program outcomes.

ACD reserves full discretion for funding decisions and may deviate from these policies.

PROJECT SELECTION AND FUNDING

- Projects must benefit Anoka County natural resources.
- The following will be considered when determining grant awards and funding amounts (up to 100%) to ensure the greatest public benefit.
 - Natural resource benefited
 - Amount of benefit
 - Cost-effectiveness relative to similar projects

- Multiple benefits
- Cause of the problem
- Benefactors of the solution
- In-kind or cash match of non-public funds
- A single application may include multiple project types.
- Cost-benefit analysis will be conducted with consideration of all benefits and costs over the life of the project.
- Public benefits for projects will be measured in terms of the actual benefits to the priority resource.
- When determining project benefits, water quality, water quantity, ecological, and soil health benefits will be considered.
- Grant awards will be based on the lowest cost option that achieves the project objective.
- 100% of project costs may be paid for with public funds provided the project cooperator is not substantially at fault for creation of the problem. A curb cut rain garden that treats water from much of the neighborhood but very little of the cooperator's property is an example.
- Investment of public funds into a project will be considered in terms of the benefits received by the public.
- ACD will consider all public funds going toward a project when determining if the project is worthwhile on a cost-benefit basis, not just those funds invested by or through ACD.

APPLICATION AND FUNDING PROCESS

- Projects are reviewed by ACD staff and complete grant applications are considered for funding by ACD's Board of Supervisors at their monthly meeting.
- Grant applications should be submitted to ACD staff at least two weeks prior to regularly scheduled board meetings.
- The ACD board may act to obligate funds toward a project without fully encumbering those funds within a contract. This serves to reserve funds for projects while other elements of project planning, design, and coordination can be finalized.
- Case by case, project sponsors/landowners/applicants may be required to provide an escrow in the amount of anticipated design and engineering costs. If the project construction bids come in within 10%

of the engineer's estimate and the applicant does not move forward with project installation, the escrow may be used to reimburse ACD for the cost of the design. If the applicant moves forward with construction, these funds shall be applied toward construction costs.

- Grant recipients will not be compensated for their labor. Grant recipient labor may be considered an in-kind contribution.
- The value of in-kind services/equipment/materials provided by landowners/project sponsors will be based on state approved prevailing wage guidance for services, documented market rates for rental equipment, or documented actual cost/value for materials.
- Expenses incurred prior to grant approval are ineligible.
- Grants are reimbursement grants, unless otherwise approved in advance. Grant recipients must submit receipts for eligible expenses to ACD. Reimbursement checks will be issued within six weeks.
- Applicants may apply to other entities for grants. In no case will funding from all sources to the grant recipient exceed eligible project expenses.
- Policies specific to certain funding source may differ, and supersede those found in this document.

LOGISTICS AND LIMITATIONS

- Grant recipient must assume operations and maintenance responsibilities for the life of the project.
- Grants will not be awarded for projects required by permit or law.
- Principal or Specialist level staff shall oversee project management.
- The NRCS Field Office Technical Guide or other standard generally accepted by the engineering profession will be used for project design, construction, operations and maintenance.
- Grant agreement non-compliance will be reviewed by the operations committee with a recommendation to the ACD Board. The committee shall seek input from staff of the agencies that provided funding. The primary goal will be to maintain/restore the project benefits. Failing that, minimally, a pro-rata refund of cost share funds will be sought based on the benefits received compared to the anticipated benefits over the planned life of the project.

TECHNICAL STAFF TRAINING & CERTIFICATION NEEDS

| Conservation Practice | Staff Member | | | | | | | |
|--|--|-------------|-------------|-----------|-----------|-----------|----------|-----------|
| | C. Lord | M. Haustein | J. Schurbon | B. Wozney | J. Wagner | C. Taylor | A. Diehl | K. Larson |
| | Ecolog. Level Plan or Design Eng. Class I-V | | | | | | | |
| Ecological Science | | | | | | | | |
| Alum addition - In lake (563M) | | | D | | D | | | |
| Aquatic Vegetation Management (565M) | | | | | D | | | |
| Bioretention Basin (712M) | D | D | | | D | | D | |
| Brush Management (314) | D | | | | | D | | |
| Conservation Cover (327) | | | | | | | | |
| Conservation Crop Rotation (328) | | | | | | | | |
| Conservation Easement (327M) | D | | | | | D | | |
| Contaminant Source Inventory (300M) | D | D | D | | | | | |
| Cover Crop (340) | | | | | | | | |
| Critical Area Planting (342) | D | D | | | | D | D | D |
| Early Successional Hab. Dev./Mgmt. (647) | D | D | | | | D | | D |
| Erosion Control (148M) | D | D | | | | | D | D |
| Field Border (386) | | | | | | | | |
| Filter Strip (393) | D | | | | D | | | |
| Fish Management (392M) | | | D | | | | | |
| Forestry Management (147M) | D | | | | | D | | |
| Groundwater Monitoring (500M) | | | | | D | | | D |
| Infiltration Trench (803M) | D | D | | | | | | |
| Nutrient Management Plan (590, 509M) | | | | | | | | |
| Permeable Surfaces (804M) | | D | | | | | | |
| Ravine/Gully Inventory (302M) | D | D | | | | | | D |
| Resto. & Mgmt. Declining Habitats (643) | D | | | | | D | | |
| Riparian Forest Buffer (391) | D | | | | | D | | |
| Riparian Herbaceous Cover (390) | D | | | | | D | | D |
| SSTS Inventory (305M) | | | D | | D | | | |

| Conservation Practice | Staff Member | | | | | | | |
|--|--|-------------|-------------|-----------|-----------|-----------|----------|-----------|
| | C. Lord | M. Haustein | J. Schurbon | B. Wozney | J. Wagner | C. Taylor | A. Diehl | K. Larson |
| | Ecol. Level Plan or Design Eng. Class I-V | | | | | | | |
| Stream Habitat Imprv. & Mgmt (395) | D | D | D | | D | D | D | D |
| Subwatershed Analysis (510M) | D | D | | | D | | D | |
| Surface Water Monitoring (501M) | | D | D | | D | | | D |
| Tree/Shrub Establishment (612) | D | | | | | D | | D |
| Upland Wildlife Habitat Mgmt. (645) | D | | | | | D | D | D |
| Wetland Wildlife Habitat Mgmt. (644) | D | | | D | | D | D | D |
| Windbreak/Shelterbelt Estab. (380) | D | | | | | D | | |
| Engineering | | | | | | | | |
| Clearing and Snagging (326) | V | V | | | | | V | |
| Grade Stabilization Structure (410) | I | I | | | | | I | |
| Multi-stage Ditch (807M) | | | | | | | | |
| Stormwater Runoff Control - Infiltr. (570) | I | I | | | | | I | |
| Streambank & Shoreline Prot. (580) | II | II | | | | | II | |
| Water & Sediment Control Basin (638) | IV | | | | | | | |
| Wetland Restoration (657) | I | I | | I | | I | I | |
| Other Certifications | | | | | | | | |
| Wetland Delineator | | | | X | | | | |
| Prof. in Erosion & Sediment Control | | X | | | | | | |
| Prof. in Storm Water Quality | | X | | | | | | |

FUNDS NEEDED FOR IMPLEMENTATION

| | |
|------------------------------------|--------------------|
| <u>Revenue Summary</u> | |
| Charges for Services | \$8,900 |
| Interest | \$15,000 |
| Intergovernmental - County | \$204,932 |
| Intergovernmental - Local | \$177,389 |
| Intergovernmental - Regional | \$36,440 |
| Intergovernmental - State | \$624,244 |
| Product Sales | \$726,650 |
| Rents | \$100,656 |
| Total | \$1,894,211 |
| <u>Pass Through Summary</u> | |
| | \$424,870 |
| <u>Expenditure Summary</u> | |
| Capital Expenses | \$54,200 |
| Materials/Supplies | \$574,691 |
| Office Overhead | \$99,230 |
| Personnel | \$905,139 |
| Contracts - Tech/Engineering | \$116,000 |
| Contracts - Admin | \$23,191 |
| Contracts - Project Development | \$17,000 |
| Office Headquarters | \$58,477 |
| Total | \$1,847,928 |

REVENUE DETAIL

| | Charge for Service | Interest | County | Local | Regional | State | Product Sales | Rents | Grand Total |
|------------------------------|--------------------|----------|--------|-------|----------|--------|---------------|-------|-------------|
| Ag. Conservation Planning | | | | | 2000 | | | | 2000 |
| 1W1P Rum River | | | | 3198 | | | | | 3198 |
| 1W1P St. Croix | | | | 1411 | | | | | 1411 |
| Annual Report | | | | 3100 | | | | | 3100 |
| Aquatic Invasive Species | | | | 5450 | | | | | 5450 |
| Auditor Report | | | | 656 | | | | | 656 |
| Biomonitoring | | | 1900 | 2700 | | | | | 4600 |
| BMP Consultation | | | 7000 | 13000 | | | | | 20000 |
| Brochures/Displays/Videos | | | | 3045 | | 6500 | | | 9545 |
| Buckthorn - CCSR | | | | | | 20000 | | | 20000 |
| Buckthorn - Mikkelson | | | | | | 500 | | | 500 |
| Buffers | | | 10000 | | | 10000 | | | 20000 |
| Carp Study - Linwood | | | | 4984 | | | | | 4984 |
| Coon & Martin Lake Retrofits | | | | 5220 | | 17130 | | | 22350 |
| Easements | 300 | | | | | | | | 300 |
| General Operations | | 15000 | 181992 | | | 166010 | | | 363002 |
| Grant Preparation | | | | 4200 | | | | | 4200 |

REVENUE DETAIL

| | Charge for Service | Interest | County | Local | Regional | State | Product Sales | Rents | Grand Total |
|---------------------------------|--------------------|----------|--------|-------|----------|-------|---------------|--------|-------------|
| Lake Levels | | | | 7900 | | | | | 7900 |
| Lake Secchi | | | | 876 | | | | | 876 |
| Lake Water Quality | | | 4040 | 11100 | | | | | 15140 |
| Lakeshore outreach | | | | | | 1750 | | | 1750 |
| Local Water Plan Implementation | | | | | | 8094 | | | 8094 |
| Mississippi River Park | | | | 13490 | | | | | 13490 |
| Mississippi Stabilization 2 | | | | | 10000 | 64500 | | | 74500 |
| Newsletter | | | | 2540 | | | | | 2540 |
| Obwells | | | | | | 2400 | | | 2400 |
| Office Headquarters | | | | | | | | 100656 | 100656 |
| On-Call | | | | 25352 | | | | | 25352 |
| Precipitation | | | | 440 | | | | | 440 |
| Rain Guardian | | | | | | | 694650 | | 694650 |
| Restoration - Blaine SNA | | | | | | 31000 | | | 31000 |
| Restoration - Burman WMA | 2000 | | | | | 44000 | | | 46000 |
| Restoration - Mikkelson | 5200 | | | | | 24600 | | | 29800 |

REVENUE DETAIL

| | Charge for Service | Interest | County | Local | Regional | State | Product Sales | Rents | Grand Total |
|----------------------------|--------------------|----------|--------|-------|----------|-------|---------------|-------|-------------|
| Rum River Stabilization | | | | | 15000 | | | | 15000 |
| Shoreland Admin | | | | | | 2615 | | | 2615 |
| SRA Mississippi | | | | | 10000 | | | | 10000 |
| SSTS | | | | | | 34204 | | | 34204 |
| SSTS-Fix up grants | | | | | | 3500 | | | 3500 |
| Stream Flow - Rating Curve | | | | 5000 | | | | | 5000 |
| Stream Hydrolab | | | | 2850 | | | | | 2850 |
| Stream Hydrology | | | | 6300 | | | | | 6300 |
| Stream Water Quality | | | | 34375 | 1440 | | | | 35815 |
| SWAG | | | | 2393 | | | | | 2393 |
| Tour | | | | 1660 | | | | | 1660 |
| Tree Sales | | | | | | | 32000 | | 32000 |
| Water Plan Reviews | | | | 1920 | | | | | 1920 |
| WBF - County Outreach | | | | | | 45250 | | | 45250 |
| WCA Admin | 1000 | | | | | 63191 | | | 64191 |
| Website | | | | 2140 | | 12000 | | | 14140 |
| Well Sealing | | | | | | 67000 | | | 67000 |

REVENUE DETAIL

| | Charge for Service | Interest | County | Local | Regional | State | Product Sales | Rents | Grand Total |
|----------------------|--------------------|--------------|---------------|---------------|--------------|---------------|---------------|---------------|----------------|
| Wetland Consultation | 400 | | | | | | | | 400 |
| Wetland Hydrology | | | | 12090 | | | | | 12090 |
| Grand Total | 8900 | 15000 | 204932 | 177389 | 36440 | 624244 | 726650 | 100656 | 1894211 |

DRAFT

EXPENSE DETAIL

| | Capital | Materials/Supplies | Office Overhead | Personnel | Contracts - Tech/ Engineering | Contracts - Admin | Contracts - Project Development | Office Headquarters | Grand Total |
|---------------------------|---------|--------------------|-----------------|-----------|----------------------------------|-------------------|------------------------------------|---------------------|-------------|
| Biomonitoring | | 55 | | | | | | | 55 |
| General Operations | | 61045 | 86666 | 905139 | | | | | 1052850 |
| Lake Water Quality | 2200 | 2520 | | | | | | | 4720 |
| Office Headquarters | 52000 | | | | | | 58477 | | 110477 |
| Rain Guardian | | 409281 | 6564 | | | | | | 415845 |
| Stream Water Quality | | 6024 | | | | | | | 6024 |
| Tree Sales | | 14000 | | | | | | | 14000 |
| WCA Admin | | | | | | 23191 | | | 23191 |
| Website | | | 2500 | | | | 12000 | | 14500 |
| Wetland Hydrology | | 20 | | | | | | | 20 |
| Training | | | 3500 | | | | | | 3500 |
| SSTS | | 17000 | | | | | | | 17000 |
| Envirothon | | 600 | | | | | | | 600 |
| Brochures/Displays/Videos | | 2382 | | | | | 5000 | | 7382 |
| Tour | | 600 | | | | | | | 600 |

EXPENSE DETAIL

| | Capital | Materials/ Supplies | Office Overhead | Personnel | Contracts - Tech/ Engineering | Contracts - Admin | Contracts - Project Development | Office Headquarters | Grand Total |
|-----------------------------|--------------|---------------------|-----------------|---------------|----------------------------------|-------------------|------------------------------------|---------------------|----------------|
| Mississippi Stabilization 2 | | | | | 60000 | | | | 60000 |
| Restoration - Burman WMA | | 4000 | | | 24000 | | | | 28000 |
| Restoration - Blaine SNA | | 5000 | | | 6000 | | | | 11000 |
| WBF - County Outreach | | 1250 | | | | | | | 1250 |
| Restoration - Mikkelson | | | | | 26000 | | | | 26000 |
| SWAG | | 914 | | | | | | | 914 |
| Well Sealing | | 50000 | | | | | | | 50000 |
| Grand Total | 54200 | 574691 | 99230 | 905139 | 116000 | 23191 | 17000 | 58477 | 1847928 |

PASS THROUGH DETAIL

| | Charge for Service | County | Local | State | Grand Total |
|------------------------------|--------------------|---------------|--------------|---------------|---------------|
| Rum River Stabilization | | 26906 | | | 26906 |
| Rum River Stabilization | | 100000 | | | 100000 |
| BMP Construction | | 14000 | 34800 | 11107 | 59907 |
| Mississippi Stabilization 2 | 59000 | | | 70500 | 129500 |
| SSTS-Fix up grants | | | | 26355 | 26355 |
| Coon & Martin Lake Retrofits | | | | 109108 | 109108 |
| Grand Total | 59000 | 114000 | 34800 | 217070 | 424870 |

Video Production



Municipal Producer, Trevor Scholl, completed another episode of “Get Connected With Lino Lakes” and spent a majority of the month working with the Blaine Police Department on a suicide awareness video. Programs were also produced T.J. Tronson, Rusty Ray and Danika Peterson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

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

| Title | Producer | Runtime |
|---|---------------------------|----------|
| Get Connected With Lino Lakes Winter 2020 | Trevor Scholl | 00:12:27 |
| Local Decision 2020: Anoka County Commissioner District 6 Special Edition | Danika Peterson/Rusty Ray | 00:30:27 |
| Conversations: Stacy Bauer | Danika Peterson/Rusty Ray | 00:18:53 |
| Anoka County Stat-Org and Board Meeting (1/7/20) | T.J. Tronson | 00:43:14 |
| Anoka County Board Meeting (1/28/19) | T.J. Tronson | 01:03:51 |

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

- Teen Suicide Awareness
- Dasco Printing, business profile
- Animal Humane Society adoption program
- Producing headshots for Blaine staff
- Organized drone projects
- Lexington fire profile
- New police department shows
- New Council member highlights
- 2020 census
- Grandma’s House non-profit profile
- Ham Lake Snowbowl
- Centerville ice fishing contest and family skate night

Equipment Consulting/Technical Support



Blaine

- No assistance required.
- **Centerville**
- No assistance required.

Circle Pines

- 1.30.2020: Trained new staff to record meetings.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- 1.22.2020: Problems with the DVD recorder. The tray will not function. Seems the motor is broken. Brought it back to the office to try to fix.

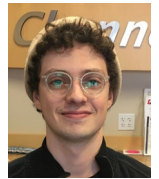
Spring Lake Park

- 1.13.2020: Went to City Hall to check on a faulty switcher. The graphic program was corrupted. Got the switcher working by using a backup file. Called Broadcast Pix and they sent the installer for the graphics program. It installed correctly and the issues seem to be fixed.

All Cities

- 1.22.20: Finished running power to new APC units in Master Control.

Master Control



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

| Title | Producer | Runtime |
|---|-------------------|----------|
| Blaine City Council Meeting (1/6/20) | Blaine Staff | 01:19:15 |
| Blaine Planning Commission Meeting (1/14/20) | Blaine Staff | 00:48:52 |
| Blaine Natural Resources Conservation Board Meeting (1/21/20) | Blaine Staff | 00:27:37 |
| Blaine City Council Meeting (1/22/20) | Blaine Staff | 01:03:04 |
| Blaine Park Board Meeting (1/28/20) | Blaine Staff | 01:06:42 |
| Centerville City Council Meeting (1/8/20) | Centerville Staff | 02:13:48 |
| Centerville City Council Meeting (1/22/20) | Centerville Staff | 01:27:42 |

| | | |
|--|------------------------|---------------------------|
| Circle Pines City Council Meeting (1/14/20) | Circle Pines Staff | 01:31:22 |
| Circle Pines Utility Commission Meeting (1/15/20) | Circle Pines Staff | 00:42:21 |
| Circle Pines City Council Meeting (1/28/20) | Circle Pines Staff | 00:36:57 |
| Ham Lake City Council Meeting (1/6/20) | Ham Lake Staff | 00:31:20 |
| Ham Lake Park & Tree Commission Meeting (1/15/20) | Ham Lake Staff | 01:33:27 |
| Ham Lake City Council Meeting (1/21/20) | Ham Lake Staff | 00:46:53 |
| Ham Lake Planning Commission Meeting (1/27/20) | Ham Lake Staff | 00:39:46 |
| Lexington City Council Meeting (1/2/20) | Lexington Staff | 00:16:12 |
| Lexington City Council Meeting (1/16/20) | Lexington Staff | 00:33:25 |
| Lino Lakes Planning and Zoning Commission Meeting (1/8/20) | Lino Lakes Staff | 00:46:26 |
| Lino Lakes City Council Meeting (1/13/20) | Lino Lakes Staff | 00:42:35 |
| Lino Lakes Special Water Meeting (1/22/20) | Lino Lakes Staff | 01:10:21 |
| Lino Lakes City Council Meeting (1/27/20) | Lino Lakes Staff | 00:43:48 |
| Lino Lakes Environmental Board Meeting (1/29/20) | Lino Lakes Staff | 01:02:02 |
| Spring Lake Park City Council Meeting (1/6/20) | Spring Lake Park Staff | 00:34:30 |
| Spring Lake Park City Council Meeting (1/21/20) | Spring Lake Park Staff | 00:48:22 |
| Spring Lake Park Planning Commission Meeting (1/27/20) | Spring Lake Park Staff | 00:38:58 |
| 24 New Programs | | 22:05:45 New Hours |

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

| City | Number of Times Programs Played | Hours Programmed on Channel |
|--------------|--|------------------------------------|
| Blaine | 185 | 222:47:58 |
| Centerville | 57 | 96:13:18 |
| Circle Pines | 160 | 158:33:29 |
| Ham Lake | 80 | 87:03:20 |
| Lexington | 120 | 71:32:59 |
| Lino Lakes | 164 | 117:58:07 |

| | | |
|------------------|------------------------------|---|
| Spring Lake Park | 110 | 94:36:24 |
| Totals: | 876 Program Playbacks | 948:45:35 Hours of Video Programming on Channels |

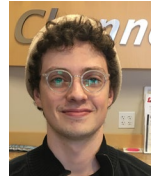
The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information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

- **Blaine**
- Transcoded and uploaded 1 video to Carousel.
- **Centerville**
- Transcoded and uploaded 0 videos 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.
- **Lino Lakes**
- Transcoded and uploaded 1 videos to Carousel.
- Created 2 graphics pages for Carousel.
- **Spring Lake Park**
- Transcoded and uploaded 0 videos to Carousel.
- Created 13 graphics page for Carousel

City Channel Signal Monitoring

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

Meetings on Demand



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

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

Administrative



The issues dealt with in January included keeping informed regarding the FCC Third Report and Order challenge, receiving and processing the 4th quarter franchise and PEG fees, updating the Joint Powers Agreement, reviewing the CenturyLink/State of Minnesota lawsuit settlement, and developing a new meeting recording service for Member Cities.

- **FCC Third Report and Order Update**
 - The Motion for Stay is now before the 6th District Court of Appeals.
 - It has been announced that the Court will hear oral arguments on this Motion. This type of Motion is usually decided without oral argument, so this is interesting. Oral arguments are scheduled for early March.
- **CenturyLink Franchise Violations**
 - In 2017 the State of Minnesota initiated a lawsuit against CenturyLink alleging that they had committed consumer fraud and deceptive trade practices.

- The Cable Commission found CenturyLink in violation of their franchises related to this lawsuit.
- The lawsuit has been settled, tentatively curing the franchise violations. CenturyLink did not admit fault.
- Because the Cable Commission found CenturyLink in violation of the franchises, penalties could be imposed.
- Read the supporting documents.
- Discussed options with Legal Counsel.
- Prepared to present options to Operations Committee and Cable Commission.

4th Quarter Franchise and PEG Fees

- Received 4th quarter franchise and PEG fee reports and payments from Comcast and CenturyLink.
- Entered data into spread sheets for PEG fees received, franchise fees received, and gross revenues.
- 2019 franchise fees were 2.4% less than 2018 franchise fees.
- 2019 PEG fees were down by 1.3% over 2018 PEG fees, but remain substantial.
- Considering record subscriber losses by cable companies and the gradual end to CenturyLink services, the amount of losses is quite positive.
- CenturyLink continues to steadily lose customers, and they have indicated that they will leave the cable television market by the end of 2020.

Franchise Fee Payment to Cities

- Calculated percentages of income based on total system gross revenue and City gross revenue.
- Determined amounts of franchise fees to be returned to Cities based on those percentages.
- Created tables outlining payment amounts.

Joint Powers Agreement

- Worked with Legal Counsel to update the Joint Powers Agreement.
- Changes will give Cities more control over Commission membership and how franchise and PEG fees can be spent.
- Will present to Cities for recommendations and suggestions.

Meeting Recording Service for Cities

- Talked with City Managers regarding desire for NMTV to assume responsibility for recording city meetings.
- Worked with NMTV staff to outline plan for doing so.
- Facilitated staff workshop on January 29th to discuss and finalize tentative plan.
- Developed structure and procedure for recording City meetings.
- Will present plan to Operations Committee and Cable Commission at February meetings.

Miscellaneous

- Get information for Commission Member Dale Stoesz regarding 4K programming on Comcast.
- Met with Columbia Heights Communications Coordinator to answer further questions regarding the Commission. Recommended they wait to make a decision regarding joining a Commission or hiring out for projects until the impact of the FCC Order is clarified.
- Talk with Denise Webster regarding budget and freelancers for City meetings.
- Emailed Garth Ashpaugh with questions regarding Comcast interpretation of franchise fee review.

- Talked with Mike Bradley regarding franchise fee review, FCC Order and CenturyLink franchise violations.
- Read industry articles.

North Metro Telecommunications Commission

Meeting Talking Points

February 19, 2020

- ▶ The Commission is working on updates to the organization's Joint Powers Agreement. The recommended changes would remove language that no longer applies, give the Commission more flexibility regarding who can join the Commission, and more control over how fees can be spent. Further consideration to recommended changes will be given at the March meetings.
- ▶ Fourth quarter franchise and PEG fee reports have been received. Fees were down slightly from the previous year, but not significantly. This is encouraging considering the trend of subscribers dropping cable for streaming services.
- ▶ The Commission approved disbursement of 2019 franchise fees to the Member Cities. The fees were delivered on Thursday, February 20th.
- ▶ The Operations Committee has requested that NMTV assume responsibility for recording city meetings. Staff has developed a tentative plan for transitioning into that service. Freelancers will be hired to record meetings, with current full and part-time staff serving as back-up whenever necessary. Interviews are underway for freelancers, and staff is undergoing training at each city hall. Some cities want to start right away. Others would like to move more slowly. Because the service wasn't budgeted for 2020, cities utilizing NMTV freelancers for meeting coverage this year will be billed for the expense. If approved by the all of the member cities, the service will be included in the 2021 budget.
- ▶ Legal Counsel gave an update on the Comcast franchise and PEG fee review. A meeting was held in December between the participating franchising authorities, Comcast, and our auditing consultants Ashpaugh & Sculco. Each side reviewed their positions, which were very different. At this time, it was recommended that discussions continue with the goal of reaching a settlement agreement.
- ▶ The Commission's Motion for Stay in the FCC's Third Order and Report was filed with the 6th District Court of Appeals. The Court has called for oral arguments in the matter, which is unusual. The oral arguments are scheduled for early March. Briefs are also being filed in the Commission's Appeal of the Order.
- ▶ The State of Minnesota and CenturyLink have settled the State's lawsuit against CenturyLink for alleged consumer fraud and alleged deceptive trade practices. The Commission had found CenturyLink in violation of their franchises related to this matter in 2017, but agreed to wait for the outcome of the lawsuit before taking further steps. The Commission asked Legal Counsel and staff to meet with CenturyLink to come to some agreement and resolution regarding the Notices of Franchise Violations.

PLEASE encourage your council members to call me if they have any questions you can't answer. I would be happy to answer any questions they may have. Heidi Arnson at NMTV. Direct line is 763-231-2801. Email is harnson@northmetrotv.com.

North Metro TV

January 2020 Update

Program Production

In January, a total of 98 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **65:15:00 hours of new programming**.

- 21 programs were produced by the public
- 53 programs were produced by NMTV staff
- 24 programs were produced by City staff



Van Shoots

The HD truck was used for **50:00:00** hours of production. Events produced live and recorded for additional playbacks include:

- Boys Hockey: Blaine vs. Centennial
- Boys Basketball: Centennial vs. Blaine
- Boys Hockey: Spring Lake Park vs. Blaine
- Boys Hockey: Centennial vs. Spring Lake Park
- Girls Hockey: Spring Lake Park/Anoka vs. Centennial
- Girls Basketball: Centennial vs. Spring Lake Park
- Boys Hockey: Centennial vs. Blaine
- Girls Basketball: Centennial vs. Blaine



Workshops

| Workshop | Instructor | Organization | Students |
|--|--------------|--|--------------------|
| Lecture Series – Christmas in Hollywood | Eric Houston | General Public @ North Metro TV | 14 |
| Editing | Eric Houston | General Public | 1 |
| Intro to NMTV/Studio Tour | Eric Houston | Brightondale Senior Living (\$150 fee) | 12 |
| Lecture Series – Star Wars Saga: Creating a Galaxy Far, Far Away | Eric Houston | General Public @ North Metro TV | 31 |
| Lecture Series – Star Trek: Behind the Scenes of the Final Frontier | Eric Houston | Blaine Park & Rec | 7 |
| Editing | Eric Houston | General Public | 1 |
| Lecture Series – Over the Rainbow: Behind the Scenes of the Wizard of Oz | Eric Houston | Mary Ann Young Senior Center | 27 |
| Editing | Eric Houston | General Public | 1 |
| 8 Workshops | | | 94 Students |

Home Movie Transfers

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

| Month | Hours Transferred | Tapes | Film Reels | DVDs | Photos/ Slides | Fees Paid |
|---------------|-------------------|-----------|------------|-----------|----------------|-----------------|
| January | 192.75 | 69 | 4 | 13 | 415 | \$639.00 |
| TOTAL: | 192.75 | 69 | 4 | 13 | 415 | \$639.00 |

Public Usage Stats

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

| Month | Unique Individuals | Total Usage Hours |
|----------------------------|--------------------|-------------------|
| January | 131 | 504.75 |
| TOTAL PUBLIC USAGE: | | 504.75 |

Production Highlights

NMTV News Highlights

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

- Arrival of Owl Brings New Educational Opportunities to the Wargo Nature Center
- Anoka County Leaders Say “No” to Public Input at Board Meetings
- Lino Lakes Leaders Worry About Uncertainty of Ambulance Coverage
- Rice Creek Watershed Appointments Questioned
- Eyes on the Wild Lets You Be An Animal Researcher From Home
- Election Season is Underway in Minnesota
- Lino Lakes Officials Address Water Supply Concerns
- Donations Help fund Creative Options for Anoka Hennepin Students
- Centennial Students Collect Markers to Recycle



In addition to daily playbacks of North Metro TV News on the cable systems, there are 618 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.

Recording City Meetings

A tentative plan for transitioning the responsibility for recording city meetings, from city staff to North Metro TV staff, has been developed. North Metro TV will hire, train, and schedule freelancers to record some city meetings right away, and then bill that city for the cost. Current NMTV staff will serve as backup, should a freelancer be unable to cover a meeting. This service was not anticipated when the 2020 budget was approved, but will be included in the 2021 budget. At that time NMTV will cover the costs for meeting coverage. Job postings have been distributed and the hiring process is underway. Even if a city currently has staff to cover meetings, NMTV staff could serve as backup should they be needed.

#CATCLASH

The Sports department had some fun with our local basketball and hockey teams the last week of January. They named the week “Cat Clash Week” as all of their games were between our three high school teams. (panthers, bengals and cougars....cats clashing!) They made promos that aired leading up to each of the games and created open teasers at the start of each game. In all, they recorded 5 games of Blaine, Centennial, and Spring Lake Park playing each other. The games included all 3 girls and boys basketball teams, and the Blaine and Centennial boys hockey teams. Two of the games were overtime thrillers and amazing comeback wins for Blaine. You can still catch the games on VOD at northmetrotv.com or streaming on Roku and AppleTV.



Conversations

The third episode of Conversations was produced in January. This time local author and teacher, Stacy Bauer was featured. She discussed her fourth book in the “Cami Kangaroo and Wyatt Too” series. She talked about self-publishing, marketing and writing books that open conversations between parents and children. Conversations features interesting people and topics in the North Metro area.



Meet John Schoolmeesters



We have a new studio assistant at North Metro TV. John Schoolmeesters is a graduate of the University of Minnesota with a degree in Individualized Studies in Media Production. He comes to us with great experience as a student video lab technician and undergraduate peer advisor. His primary responsibilities are assisting producers in the studio and edit suites, transferring tapes, pictures, and slides to DVD, and monitoring and processing city meetings. He covers evening hours, Monday through Thursday, and has proven himself to be a very efficient and hard working individual. John replaces Gunnar Morkri who left us for full-time editing internship.

Lecture Series

It was another big month for our lecture series. We had two of our best attended presentations, to date, with 31 attendees at the studio for “The Star Wars Saga” and 27 attendees for “Over the Rainbow: Behind the Scenes of the Wizard of Oz” at the new Mary Ann Young Senior Center. Since the lecture series remains so popular, Eric has created two more presentations. The first is “The Birth of Animation” and will premiere in March at the North Metro TV studio. The second “Hollywood Goes to the Dogs” about famous movie dogs, will likely premiere at the Mary Ann Young Senior Center. Some facilities, outside of the Member Cities, have begun to show interest in the presentations. We have been contracted to present two classes in February for the Brightdale Senior Living, in New Brighton, for a fee.



City Productions

In January, Municipal Producer, Trevor Scholl, completed another episode of Get Connected Lino Lakes, and spent a majority of the month working with the Blaine Police Department on a suicide awareness video. He will complete that project in early February. Chief Podany sent a very nice email thanking Trevor for the great job he did on the video.

- Get Connected Lino Lakes Winter 2020

New and ongoing projects include:

- Teen Suicide Awareness
- Dasco Printing, business profile
- Animal Humane Society adoption program
- Producing headshots for Blaine staff
- Organized drone projects
- Lexington fire profile
- New police department shows
- New Council member highlights
- 2020 census
- Grandma's House non-profit profile
- Ham Lake Snowbowl
- Centerville ice fishing contest and family skate night



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

Production equipment consulting for cities and schools

Blaine

- No assistance required.

Centerville

- No assistance required.

Circle Pines

- 1.30.2020: Trained new staff to record meetings.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- 1.22.2020: Problems with the DVD recorder. The tray will not function. Seems the motor is broken. Brought it back to the office to try to fix.

Spring Lake Park

- 1.13.2020: Went to City Hall to check on a faulty switcher. The graphic program was corrupted. Got the switcher working by using a backup file. Called Broadcast Pix and they sent the installer for the graphics program. It installed correctly and the issues seem to be fixed.

All Cities

- 1.22.20: Finished running power to new APC units in Master Control.

City Channel 16 Playback Stats

| City | Number of Times Programs Played | Hours Programmed on Channel |
|------------------|---------------------------------|---|
| Blaine | 185 | 222:47:58 |
| Centerville | 57 | 96:13:18 |
| Circle Pines | 160 | 158:33:29 |
| Ham Lake | 80 | 87:03:20 |
| Lexington | 120 | 71:32:59 |
| Lino Lakes | 164 | 117:58:07 |
| Spring Lake Park | 110 | 94:36:24 |
| Totals: | 876 Program Playbacks | 948:45:35 Hours of Video Programming on Channels |

Programs Produced by the Public

| Title | Producer | Runtime |
|--|-----------------|---------------------------|
| Cornerstone Church ((3 episodes) | Rick Bostrom | 01:45:26 |
| Christ Lutheran Church (3 episodes) | Jacob Nessman | 03:09:21 |
| The Power of Love (4 episodes) | Rick Larson | 02:00:00 |
| LovePower (4 episodes) | Rick Larson | 04:00:00 |
| Rice Creek Watershed District Meeting (2 episodes) | Theresa Stasica | 02:13:35 |
| Oak Park Community Church (5 episodes) | David Turnidge | 03:12:17 |
| 21 New Programs | | 16:20:39 New Hours |

Programs Produced by NMTV Staff

| Title | Producer | Runtime |
|---|---------------------------|---------------------------|
| Anoka County Stat-Org and Board Meeting (1/7/20) | T.J. Tronson | 00:43:14 |
| Anoka County Board Meeting (1/28/20) | T.J. Tronson | 01:03:51 |
| NMTV News (3 episodes) | Danika Peterson/Rusty Ray | 00:47:33 |
| Conversations: Stacy Bauer | Danika Peterson/Rusty Ray | 00:18:53 |
| Local Decision 2020: Anoka County Commissioner District 6 Special Edition | Danika Peterson/Rusty Ray | 00:30:27 |
| Get Connected With Lino Lakes | Trevor Scholl | 00:12:27 |
| Boys Hockey: Blaine/Centennial | Kenton Kipp/J. Millington | 02:09:24 |
| Boys Basketball: Centennial/Blaine | Kenton Kipp/J. Millington | 01:24:22 |
| Boys Hockey: Spring Lake Park/Blaine | Kenton Kipp/J. Millington | 01:49:48 |
| Boys Hockey: Centennial/Spring Lk Prk | Kenton Kipp/J. Millington | 01:47:35 |
| Girls Hockey: Spring Lake Park Anoka/Centennial | Kenton Kipp/J. Millington | 01:45:33 |
| Girls Basketball: Centennial/Spring Lk Prk | Kenton Kipp/J. Millington | 01:32:47 |
| Boys Hockey: Centennial/Blaine | Kenton Kipp/J. Millington | 02:02:16 |
| Girls Basketball: Centennial/Blaine | Kenton Kipp/J. Millington | 02:16:21 |
| Girls Hockey: Centennial/Blaine | Kenton Kipp/J. Millington | 01:23:42 |
| Girls Basketball: Blaine/Centennial | Kenton Kipp/J. Millington | 01:29:11 |
| Boys Basketball: Spring Lake Park/Centennial | Kenton Kipp/J. Millington | 01:11:25 |
| Boys Basketball: Blaine/Centennial | Kenton Kipp/J. Millington | 01:06:15 |
| Sports Den (4 episodes) | Kenton Kipp/J. Millington | 01:51:45 |
| Coach & Captains (9 episodes) | Kenton Kipp/J. Millington | 00:30:36 |
| Game Highlights (20 episodes) | Kenton Kipp/J. Millington | 00:51:23 |
| 53 New Programs | | 26:48:48 New Hours |

Programs Produced by City Staff

| Title | Producer | Runtime |
|---|-------------------|----------|
| Blaine City Council Meeting (1/6/20) | Blaine Staff | 01:19:15 |
| Blaine Planning Commission Meeting (1/14/20) | Blaine Staff | 00:48:52 |
| Blaine Natural Resources Conservation Board Meeting (1/21/20) | Blaine Staff | 00:27:37 |
| Blaine City Council Meeting (1/22/20) | Blaine Staff | 01:03:04 |
| Blaine Park Board Meeting (1/28/20) | Blaine Staff | 01:06:42 |
| Centerville City Council Meeting (1/8/20) | Centerville Staff | 02:13:48 |

| | | |
|--|------------------------|---------------------------|
| Centerville City Council Meeting (1/22/20) | Centerville Staff | 01:27:42 |
| Circle Pines City Council Meeting (1/14/20) | Circle Pines Staff | 01:31:22 |
| Circle Pines Utility Commission Meeting (1/15/20) | Circle Pines Staff | 00:42:21 |
| Circle Pines City Council Meeting (1/28/20) | Circle Pines Staff | 00:36:57 |
| Ham Lake City Council Meeting (1/6/20) | Ham Lake Staff | 00:31:20 |
| Ham Lake Park & Tree Commission Meeting (1/15/20) | Ham Lake Staff | 01:33:27 |
| Ham Lake City Council Meeting (1/21/20) | Ham Lake Staff | 00:46:53 |
| Ham Lake Planning Commission Meeting (1/27/20) | Ham Lake Staff | 00:39:46 |
| Lexington City Council Meeting (1/2/20) | Lexington Staff | 00:16:12 |
| Lexington City Council Meeting (1/16/20) | Lexington Staff | 00:33:25 |
| Lino Lakes Planning and Zoning Commission Meeting (1/8/20) | Lino Lakes Staff | 00:46:26 |
| Lino Lakes City Council Meeting (1/13/20) | Lino Lakes Staff | 00:42:35 |
| Lino Lakes Special Water Meeting (1/22/20) | Lino Lakes Staff | 01:10:21 |
| Lino Lakes City Council Meeting (1/27/20) | Lino Lakes Staff | 00:43:48 |
| Lino Lakes Environmental Board Meeting (1/29/20) | Lino Lakes Staff | 01:02:02 |
| Spring Lake Park City Council Meeting (1/6/20) | Spring Lake Park Staff | 00:34:30 |
| Spring Lake Park City Council Meeting (1/21/20) | Spring Lake Park Staff | 00:48:22 |
| Spring Lake Park Planning Commission Meeting (1/27/20) | Spring Lake Park Staff | 00:38:58 |
| 24 New Programs | | 22:05:45 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.

RICE CREEK WATERSHED DISTRICT

4325 Pheasant Ridge Drive, Suite 611
Blaine, MN 55449
Phone: (763) 398-3070 / Fax: (763) 398-3088
<http://www.ricecreek.org>


PERMIT 19-111

Expires on 08/20/2021

Pursuant to the Rules and Regulations of the Rice Creek Watershed District and the District policies and standards, and based upon the statements and information contained in the permit application, letters, maps, and plans submitted by the applicant and other supporting data, all of which are made a part hereof by reference, permission is hereby granted to the permittee named below to conduct the activity described below. **If an extension to the permit is needed, the permittee should submit a written request to the District at least 2 weeks prior to the expiration date.**

| | | | |
|---|---------------------------------------|---|---|
| Name of Project Garfield Pond Improvements | | | |
| Project Description Flood control and water quality improvements | | | |
| Property Location 81st Ave NE & Arthur St NE | | County Anoka | Municipality Spring Lake Park |
| Permittee Name City of Spring Lake Park | | Permittee Contact Dan Buchholtz | |
| Permittee Address (No. & Street, City, State, Zip code) 1301 81st Avenue NE, Spring Lake Park, MN 55432 | | | |
| Permittee Phone #'s 763-784-6491 | Permittee Fax 763-792-7257 | Permittee Cell Phone | Permittee e-mail info@slpmn.org |
| Overall Surety Paid | Surety Paid in Cash / LOC / | Cash Paid By | Letter of Credit Expiration |
| In accordance with the attached plan received at the District on (date received): 12/18/2019 | | | |

Authorized Signature:


Nick Tomczik, District Administrator
Date of Issuance: 02/20/2020

SPECIAL STIPULATIONS

1. Provide an as-built survey of the invert elevations of the 42-inch RCP pipe to verify location and elevation with the approved plans.

EROSION AND SEDIMENT CONTROL STIPULATIONS

1. Erosion control measures shall be in place prior to grading activities and maintained through project completion. These features can include sediment logs, erosion blankets, sod, riprap, silt fence and temporary or permanent vegetation.
2. The District Inspector may require additional erosion control features, dependent upon site condition.
3. Refer to the MPCA "Protecting Water Quality in Urban Areas" manual at <http://www.pca.state.mn.us/water/pubs/sw-bmpmanual.html> for BMPs.
4. Please contact the District Inspector at 763-398-3070 if you have questions or to discuss site stabilization practices.

GENERAL PROVISIONS

1. The project shall be in accordance with the plans most recently submitted and approved by the District as part of the record of this project.
2. This permit is not assignable by the Permittee, except with the written consent of the RCWD.
3. The Permittee shall grant access to the site at all reasonable times during and after construction to authorized representatives of the RCWD for inspection of the work authorized hereunder.
4. In all cases where the Permittee, by performing the work authorized by this permit, shall involve the taking, using, or damaging of any property rights or interests of any other person or persons, or of any publicly owned lands or improvements thereon or interests therein, the Permittee, before proceeding, shall obtain the written consent of all persons, agencies, or authorities concerned, and shall acquire all property, rights and interests needed for the work.
5. This permit is permissive only. No liability shall be imposed on the RCWD or any of its officers, agents, or employees, officially or personally, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of the Permittee or any of its agents, employees, or contractors. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person against the Permittee, its agents, employees or contractors, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the RCWD against the Permittee, its agents, employees, or contractors for violation of or failure to comply with the permit or applicable provisions of law. If during the work conditions are encountered indicating that soil or groundwater contaminants may be present, work must cease until the RCWD has been informed. The RCWD may require additional information and may require that the stormwater management plan be amended in order to properly manage site stormwater in the presence of contaminants.
6. Any stormwater management facilities approved as part of this permit shall be properly maintained in perpetuity to assure that they continue to function as originally designed.
7. After vegetation is in place and erosion control features have been removed, notify the District Inspector at 763-398-3070. Once the Inspector verifies that site conditions comply with all permit requirements, your cash surety will be returned to the remitter.
8. **FAILURE TO COMPLY WITH THE PROVISIONS OF THIS PERMIT IS A VIOLATION OF THE LAW AND MAY RESULT IN FORFEITURE OF PERMITTEE'S SURETY AND/OR THE PERMITTEE BEING CHARGED WITH A MISDEMEANOR.**



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.
Anoka/Washington County Head Start-Early Head Start Program

9574 Foley Blvd. Coon Rapids, MN 55433 • Phone (763) 783-4300 • TTY 711 • Fax (763) 783-4333 • www.accap.org



Greetings from your local Head Start program,

We are reaching out to the community to advertise and reach low-income families in Anoka and Washington Counties. Head Start, Early Head Start Home Base (offered in both counties) and Early Head Start Partnership program provides FREE programs for eligible families, Prenatal to Five years old.

Enclosed are current Head Start Fliers. We have attached to this letter an example of our Recruitment cards which have proven to be successful, due to them being small and easy to store. If you are interested in receiving recruitment cards please contact us.

Strategies to promote our program:

- Include us in your community newsletter
- Place recruitment cards in your lobby or include in a move-in packet
- Post fliers on bulletin boards or in a community room
- Tell your family and friends

If you need additional copies of applications, fliers and recruitment cards, please contact us.

We thank you in advance for helping us increase our visibility in the community.

*Please discard any old applications and/or fliers as our applications and fliers have been updated.

Sincerely,
Recruitment & Enrollment
Anoka/Washington County Head Start-Early Head Start
(763) 783-4314





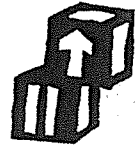
FREE Preschool and



Home-Based Educational Services



ANOKA/WASHINGTON COUNTY HEAD START-EARLY HEAD START



NOW ENROLLING!

Providing comprehensive school readiness and high-quality services to income eligible families:

- ★ Part Day and Full Day preschool Monday –Thursday (ages 3-5) options include FREE nutritional meals and snacks AND help with potty training
- ★ High quality staff providing educational experiences to develop school readiness skills
- ★ Transportation available in designated areas
- ★ Home-based weekly visit options include 2 monthly classroom socialization days
- ★ Family Service workers available to assist with family goal setting and resources
- ★ Early Head Start Child Care Partnerships through local daycares includes FREE FULL DAY FULL YEAR services for children 6 weeks to 36 months!

Call the Enrollment Hotline
TODAY! 763-783-4314

Check out our website:
www.accap.org

Come tour our facility M-F, 8:00-4:30 at 9574 Foley Boulevard, Coon Rapids, MN 55433

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Give Your Child a Head Start!



FREE

High-quality early learning
programs serving income
eligible children birth-5 years
old and pregnant women

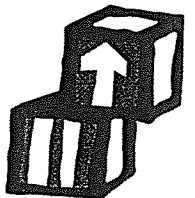


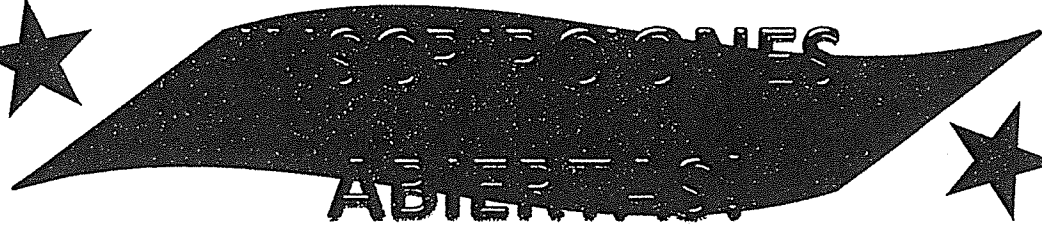
PROGRAM HIGHLIGHTS:

- **FREE HEALTHY MEALS & SNACKS**
- **HIGHLY QUALIFIED TEACHERS**
- **HEAD START 4 DAY SCHOOL WEEK FOR 3-5 YR OLDS—INCLUDES TOILET TRAINING. PART DAY, FULL DAY, AND FULL YEAR OPTIONS!**
- **EARLY HEAD START PROGRAM FOR PREGNANT WOMEN AND CHILDREN BIRTH-3**

Apply Today!

Enrollment Hotline: 763-783-4314 or www.accap.org
Anoka/Washington County Head Start-Early Head Start
9574 Foley Blvd NW, Coon Rapids MN 55433
Arabic: 763-783-4319 Spanish: 763-783-4305





CONDADO DE ANOKA/WASHINGTON HEAD START-EARLY HEAD START

Son programas de educación temprana de alta calidad que sirven a las familias que son elegibles-Ingresos para los niños desde el nacimiento hasta los cinco años y mujeres embarazadas que sean residentes del condado de Anoka y Washington.

★ Educación Temprana-Convencio con Guarderías ★

A través de este convenio con centros de guarderías locales y familias que tienen guardería en su hogar con licencia, niños de 6 semanas a 36 meses reciben servicios de tiempo completo todo el día/año

★ Educación Temprana visitas a las casas ★

Las mujeres embarazadas reciben visitas a su casa una vez a la semana y se enfatiza en la importancia de estar saludables tanto la madre como el bebé

Los niños desde que nacen hasta los tres años reciben visitas una vez a la semana de una maestra altamente calificada, y pueden asistir a días de socialización –centro escolar, dos veces al mes.

★ Preescolar Medio día/parte del año ★

Estas clases de preescolar se ofrecen a los niños de tres a cinco años de Lunes a Jueves por 3.5 horas por día.

★ Preescolar Todo el día/todo el año ★

Estas clases de preescolar se ofrecen a niños de tres a cinco años de Lunes a Jueves por 6.5 horas por día, los padres/tutores necesitan estar trabajando o estudiando-escuela.

★ Preescolar programa de Home Base ★

Niños de 3-5 años reciben visitas de una maestra altamente calificada una vez a la semana y pueden asistir a días de socialización-centro escolar dos veces al mes.



- ★ Hay disponibilidad de transportación en áreas designadas.
- ★ Asistencia con pañales
- ★ Nutritivas comidas y bocadillos gratuitos
- ★ Experiencias educacionales por personal altamente calificado
- ★ Personal de Servicios a la familia para proporcionarles información de apoyo en recursos y para la Realización de metas propuestas.
- ★ Evaluaciones de desarrollo y de salud
- ★ Talleres para padres

Niños con discapacidades, necesidades especiales, en el Sistema Foster, o los que no tienen donde vivir, tienen prioridad para obtener un lugar en nuestros programas.

Para mayor información:

llame y aplique hoy: 763-783-4314 En español 763 783-4305

Visite nuestra página web: www.accap.org

Venga y visítenos: 9574 Foley Blvd. Coon Rapids, MN 55433

Invitamos a todas las familias a que apliquen aunque sea un programa basado en ingresos.



امتح طفلك البداية في تعليم المبكر!



مجانا

برنامجنا هو جودة عالية للتعليم
المبكر. في برنامجنا ، نخدم أهلية
الدخل للأطفال من سن صفر إلى
خمس سنوات وأيضًا النساء الحوامل



ما يمكن أن نقدمه لطفلك في برنامجنا

وجبات صحية مجانية ووجبات خفيفة

المعلمين المؤهلين تأهيلا عاليا

في برنامجنا ، سيكون لدينا 4 أيام في الأسبوع لأطفالك لحضور مدرستنا عندما تتراوح أعمارهم

بين 3 سنوات و 5 سنوات

يمكننا أن نقدم لك يوماً جزئياً و يوماً كاملاً في المدرسة

يمكننا أن نخدم الأطفال من الولادة وحتى 5 سنوات والنساء الحوامل

يمكنك التقديم في أي وقت

رقم هاتف التسجيل: 763-783-4314

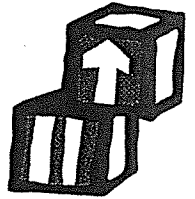
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اللغة العربية

763-783-4314



Sii cunugaaga waxba-rashadiisa hore!



bilaash ah

iskuul loogu talagalay carruurta da 'eber
illaa shan jir ah

Barnaamij bilaash ah oo loogu talagalay
haweenka uurka leh & carruurta
dhalashada illaa shan jirka



waxa dugsigeennu ku siin karo cunuggaaga!

CUNTADA CAAFIMAADKA BILAASH

Shaqaalaha aqoonta sare leh qualified

Afar maalin dugsi usbuuc

Tababar ilmaha inay musqusha isticmaalaan

Barnaamij bilaash ah oo loogu talagalay haweenka uurka leh & carruurta dhalashada
illaa shan jirka



Codso Maanta!

Khadka Tooska Diiwaangelinta: 763-783-4314 or www.accap.org

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