



**CITY COUNCIL AGENDA
MONDAY, APRIL 1, 2019
7:00 P.M.**

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 – March 18, 2019
 - B. Approval of Exempt Off-Site Gambling Application – Spring Lake Park Lions – Tower Days June 9, 2019 – Lakeside Park
 - C. Sign Permit
 - D. Contractor’s Licenses
 - E. Correspondence
7. PUBLIC WORKS REPORT
8. CODE ENFORCEMENT REPORT
9. ORDINANCES AND/OR RESOLUTIONS
 - A. Ordinance 451 Amending Chapter 150 of the Spring Lake Park City Code Relating to the State Building Code
 - B. Ordinance 452 Amending Chapter 119 of the Spring Lake Park City Code Relating to Massage Services
 - C. Resolution 19-04 Authorizing Summary Publication of Ordinance 451, An Ordinance Amending Chapter 150 of the Spring Lake Park City Code Relating to the State Building Code
 - D. Resolution 19-05 Authorizing summary Publication of Ordinance 452, An Ordinance Amending Chapter 119 of the Spring Lake Park City Code Related to Massage Services
10. ENGINEER’S REPORT
11. ATTORNEY’S REPORT
12. REPORTS
 - A. Beyond the Yellow Ribbon Report
13. OTHER
 - A. Notice of Cancellation of Purchase Agreement for 525 Osborne Road NE
 - B. Administrator Reports
14. ADJOURN

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

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 to 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.

Minutes from the March 18, 2019 City Council meeting will be distributed at the meeting.

MINNESOTA LAWFUL GAMBLING
LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: Spring Lake Park Lions Club License Number: 005848
 Address: 8433 Center Drive City: Spring Lake Park, MN Zip: 55432
 Chief Executive Officer (CEO) Name: Michelle Barrett Daytime Phone: 763-587-1179
 Gambling Manager Name: Amanda Jackson Daytime Phone: 763-784-9179

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 06 / 09 / 19 to 06 / 09 / 19

Check the type of games that will be conducted:

Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Lakeside Lions Park

Street address and City (or township): 7840 Pleasant View Drive Zip: 55432 County: Anoka

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

Yes If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

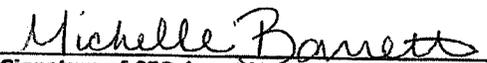
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


3-27-19

Signature of CEO (must be CEO's signature; designee may not sign) _____ Date _____

Mail or fax to: Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032	No attachments required. Questions? Contact a Licensing Specialist at 651-539-1900.
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Sign Permit

April 1, 2019

Speedway

7701 Hwy 65 NE



CITY OF SPRING LAKE PARK
1301 81st Avenue N E
Spring Lake Park, MN 55432
763-784-6491

Sign Permit Application

DATE: 3/12/19
NAME OF APPLICANT: David W. Allen
ADDRESS OF APPLICANT: 11351 49th St. N. Clearwater FL 33762
TELEPHONE NUMBER OF APPLICANT: (727) 329-3418
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected Speedway 7701 Hwy 65 NE

New Construction: _____ Remodel: X Word Change Only: X

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: Rose city Inc

Corey Goodwin
Address: 31208 City Rd 71 Eagle Bend MN (320) 760-7422

Is an Electrical Permit required? _____

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

David W. Allen
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:*****

FEE: \$588.75

RECEIPT NUMBER: _____

DATE OF APPROVAL: _____ DATE OF ISSUE: _____

REASON FOR DENIAL: _____

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 1501

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~22~~ + 32 + 24 = 78 x 2 = 156 ^{part of pylon}

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: Building 25, Awning 47 x 2 = 94, Car Wash 41, pylon 58 + 8 = 64 x 2 = 128 Total: ~~382~~

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEEDING THE COUNCIL MEETING.

DRAWING:

Proposed

Building 25 - \$75.00

Awning 47 - \$75 + ^{8.75} 1.25(7) = \$83.75
47 - \$75 + 1.25(7) = \$83.75

Car Wash 41 - \$75 + 1.25 = \$76.25

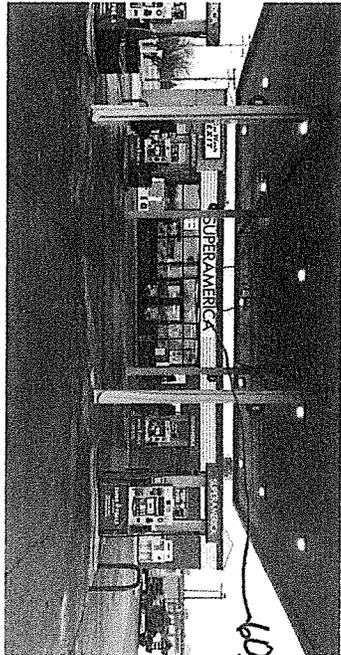
Pylon 58 - \$75 + ^{22.50} 18(1.25) = \$97.50 x 2 = \$195

8 - \$75

\$588.75

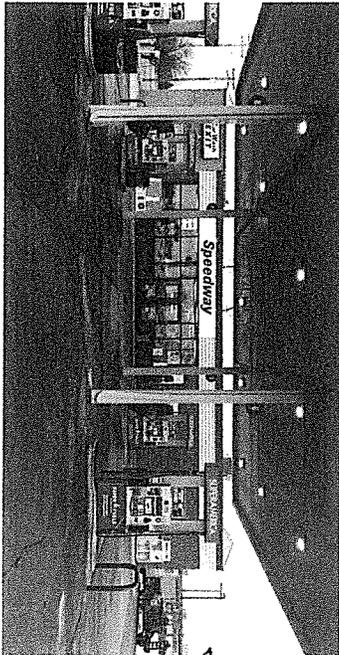
450 - 30%
156 - Existing
~~226~~ ~~382~~ Proposed
68 Remaining

EXISTING BUILDING FASCIA HEIGHT: 44'-1 1/2"



PROPOSED BUILDING

PHOTO ELEVATION DEPICTION INTENDED FOR GENERAL CONCEPT ILLUSTRATION, ACTUAL SIZING, COLORS & PERSPECTIVE WILL VARY FROM IMAGE.



LOCATION - FRONT

REMOVE & DISCARD (1) SET 22" X 208" SA VINYL LETTERS ON ACM
 INSTALL (1) NEW SET 28" SPEEDWAY VINYL LETTERS ON WHITE 48" ACM

EXISTING SIGNS:

LOCATION:	DESCRIPTION:	ILLUMINATION:	HEIGHT:	LENGTH:	SQ. FT.
1	SA VINYL LETTERS	NON-ILLUMINATED	1'-10"	17'-4"	31.89

PROPOSED SIGNS:

LOCATION:	DESCRIPTION:	ILLUMINATION:	HEIGHT:	LENGTH:	SQ. FT.
1	SPEEDWAY VINYL LETTERS	NON-ILLUMINATED	2'-2"	11'-4"	24.56

Client Review Status

Allen Industries, Inc. requires that an Approved drawing be obtained from the client prior to any production release or production release revision.

Approved Revisions & Resubmit

Name _____ Date _____

Declaration

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Date / Description

Date	Description
02/18/19	Issue Date
2/28/19	A - Change to SOV & Details
A -	
A -	
A -	

Project Information

Client: Speedway #4928 - Logoac #4871
 7701 Highway 65 NE
 Spring Lake Park - MN 55432
 Fax: 508/4828
 Sales: 508/4828 Design: ZMB PM: SS

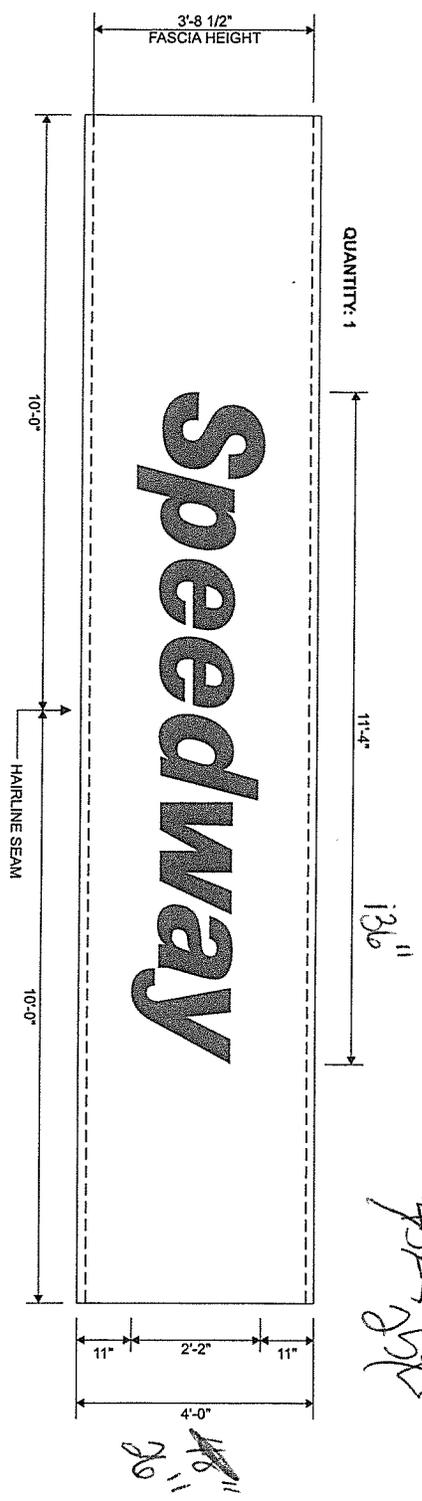
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Speedway / 26" Vinyl Letters on 48" ACM / No Stripe Pattern for 44-1/2" Fascia

ACM w/ No Stripes - Centered

Page 4 of 13

SQUARE FOOTAGE = 24.56



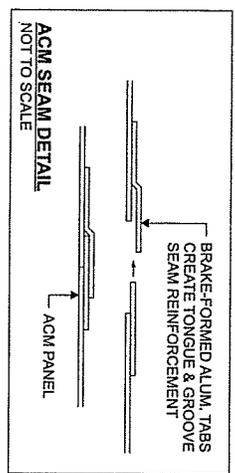
ACM w/ VINYL LETTERS
SCALE: 1/2" = 1'-0"

NOTE: TRIMMED ON BOTH SIDES TO NOT COVER EXISTING GREY STRIPES AND CENTER SIGNAGE BETWEEN BOTTOM OF RED STRIPE AND BOTTOM OF FASCIA

SPECIFICATIONS:

ACM: 3mm, WHITE.
VINYL LOGO LETTERING.

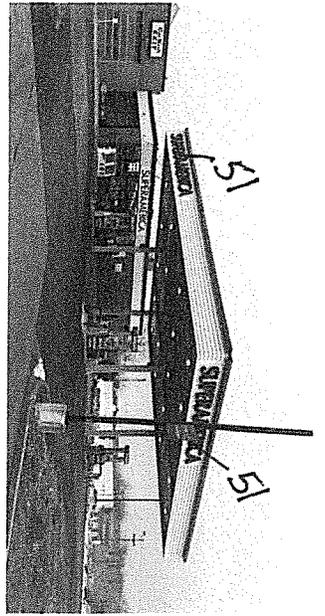
COLOR SPECIFICATIONS - ACM
 3M GERANIUM #7725-63 OPAQUE VINYL
 PMS White



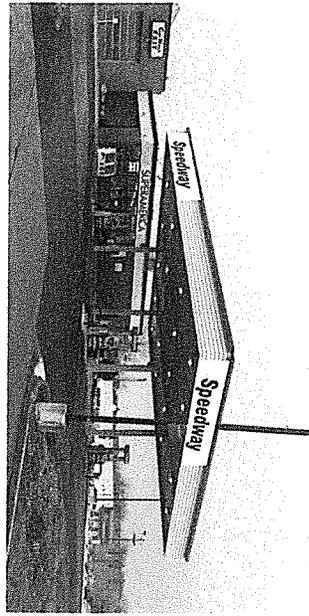
Client Review/Status		Description		Date / Description		Project Information	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit	02/18/19	Issue Date	Client	Speedway #4928 - Legacy #4871
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit	2/28/19	Change to SCOV & Details - FK	701 Highway 65 NE	Spring Lake Park - MN 55432
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			File	SM4828
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			Site	House
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			Design	ZMB
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			PN	SS

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EXISTING GAS CANOPY FASCIA HEIGHT: 52'-1/2"



PROPOSED GAS CANOPY PHOTO ELEVATION DEPICTION INTENDED FOR GENERAL CONCEPT ILLUSTRATION. ACTUAL SIZING, COLORS & PERSPECTIVE WILL VARY FROM IMAGE.



LOCATION - FRONT & LEFT

- REMOVE & DISCARD (2) 22' X 269" SA CHANNEL LETTERS ON ACM
- INSTALL (2) NEW 36" SPEEDWAY CHANNEL LETTERS ON WHITE 60" ACM
- CONNECT TO EXISTING POWER
- REMOVE & DISCARD (4) EXISTING FIRE MARSHAL SIGNS
- INSTALL (4) FIRE MARSHAL SIGNS
- REMOVE & DISCARD ALL FLEET SIGNS
- REMOVE ANY BRANDED SIGNAGE ON BUG BUCKETS.

EXISTING SIGNS:

LOCATION:	DESCRIPTION:	ILLUMINATION:	HEIGHT:	LENGTH:	SQ. FT.
2	SA CHANNEL LETTERS	ILLUMINATED	1'-10"	22'-5"	41.23
3	SA CHANNEL LETTERS	ILLUMINATED	1'-10"	22'-5"	41.23

PROPOSED SIGNS:

LOCATION:	DESCRIPTION:	ILLUMINATION:	HEIGHT:	LENGTH:	SQ. FT.
2	SPEEDWAY CHANNEL LETTERS	ILLUMINATED	3'-0"	15'-6 1/4"	47.08
3	SPEEDWAY CHANNEL LETTERS	ILLUMINATED	3'-0"	15'-6 1/4"	47.08

Client/Review Status

Allen Industries, Inc. requests that an "Approver" designate the individual from the design firm to be the production manager or production process reviewer.

Approved Approved as Noted Revised & Resubmit

Name: _____ Date: _____

Declaration

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Date / Description

Date	Description	Issue Date
02/18/19	Change to SOW & Details	FK
2/26/19		

Project Information

Client: Speedway #4828 - Legacy #4871

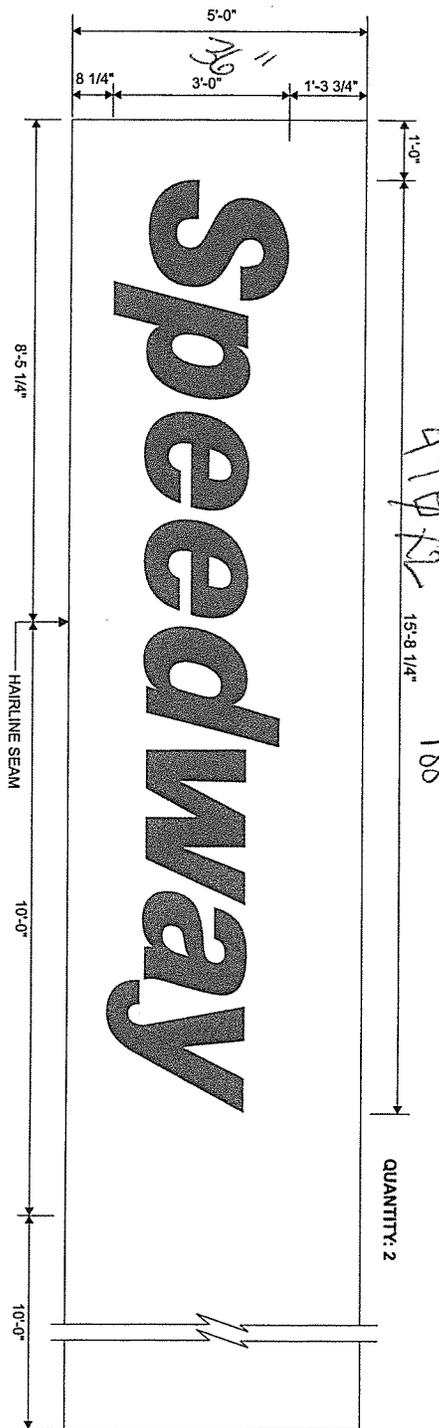
7701 Highway 65 NE
Spring Lake Park - MN 55432

File: SW/4828
Shea House Design ZWB PW SS

1874 X2 = 15674 2444
 41442 153 3/4" 188"

Speedway / 36" Channel Letters on 60" ACM / No Stripe Pattern
 ACM w/ No Stripes - Left
 Page 6 of 13

SQUARE FOOTAGE = 47.08



ILLUMINATED CHANNEL LETTERS
 ON ACM PANELS
 SCALE: 1/2" = 1'-0"

MET LABELS SHOULD BE VISIBLE FROM THE GROUND

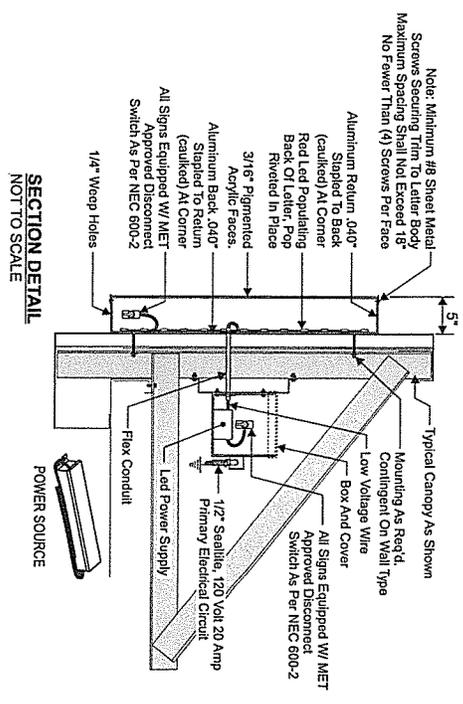
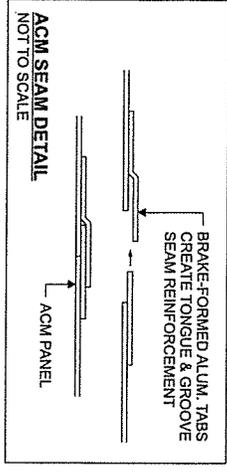
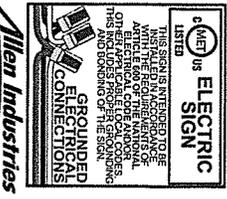
CHANNEL LETTER
 SIDE VIEW
 SCALE: 1/2" = 1'-0"

SPECIFICATIONS:

- ACM: 3mm, WHITE.
- 5" DEEP LETTERS WITH 1" RED JEWELITE.
- 3/16" PIGMENTED ACRYLIC FACES.
- RETURNS PRE-FINISHED LIGHT GRAY.
- RED GE LED ILLUMINATION W/ POWER SUPPLIES.

COLOR SPECIFICATIONS - LETTERS

- RED 2283 ACRYLIC
 - RETURNS PRE-FINISHED LIGHT GRAY
- COLOR SPECIFICATIONS - ACM**
- 3M GERANIUM #7725-63 OPAQUE VINYL
 - PMS White

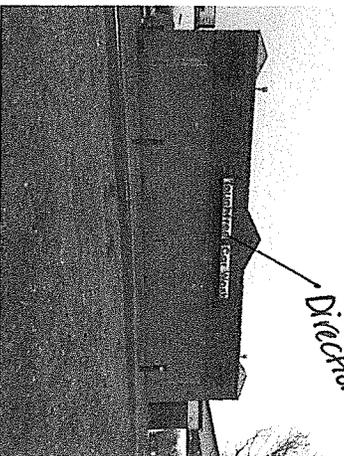
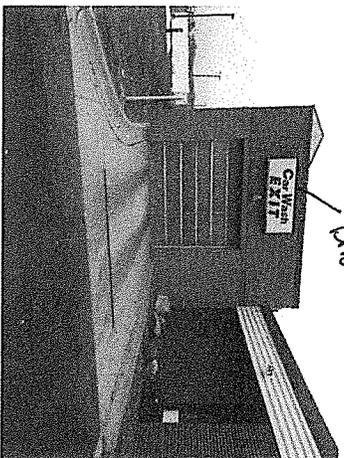
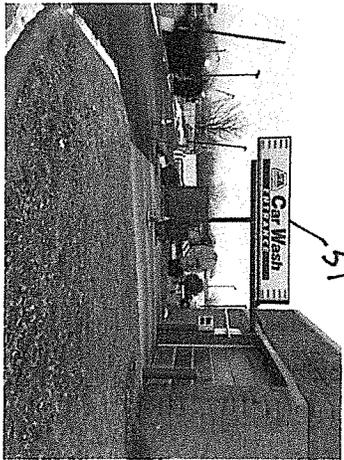


Client Review Status		Declaration		Date / Description		Project Information	
<input type="checkbox"/> Approved <input type="checkbox"/> Revised & Resubmit <input type="checkbox"/> Rejected & Resubmit <input type="checkbox"/> On Hold <input type="checkbox"/> Cancelled	<input type="checkbox"/> Approved <input type="checkbox"/> Revised & Resubmit <input type="checkbox"/> Rejected & Resubmit <input type="checkbox"/> On Hold <input type="checkbox"/> Cancelled	I, the undersigned, declare that the design is original and not a copy of any other design. I warrant that the design is original and not a copy of any other design. I warrant that the design is original and not a copy of any other design. I warrant that the design is original and not a copy of any other design.	Copyright © 2019 Allen Industries, Inc. This is an original, unadvised design created by Allen Industries, Inc. The design is the property of Allen Industries, Inc. and shall remain the property of Allen Industries, Inc. All rights reserved. No part of this design may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Allen Industries, Inc.	02/18/19 7/25/19 A A A	Issue Date Change to SOW & Details PK	Client 7701 Highway 65 NE Spring Lake Park - MN 55432 File: SW-4828 Sales House: ZMB Design: ZMB PHL: SS	Project Information 7701 Highway 65 NE Spring Lake Park - MN 55432 File: SW-4828 Sales House: ZMB Design: ZMB PHL: SS

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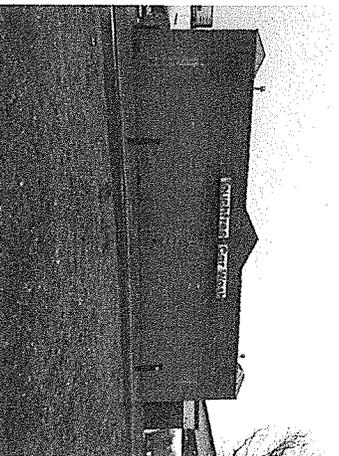


EXISTING BUILDING



PROPOSED BUILDING

PHOTO ELEVATION DEPICTION INTENDED FOR GENERAL CONCEPT ILLUSTRATION. ACTUAL SIZING, COLORS & PERSPECTIVE WILL VARY FROM IMAGE.



LOCATION - REAR (ENTRANCE)

LOCATION - FRONT (EXIT)

LOCATION - LEFT

REMOVE EXISTING CAR WASH ENTRANCE PAN FACE
 INSTALL (1) NEW 30" X 196" PAN FACE WITH "SPEEDY WASH" COPY WITH GREY STRIPES
 12" FROM EDGE OF LETTERS AND RED STRIPE AT TOP
 CABINET SIZE: 30" X 196"

EXISTING SIGNS:

LOCATION:	DESCRIPTION:	ILLUMINATION:	HEIGHT:	LENGTH:	SQ. FT.
4	SA CAR WASH FACES	ILLUMINATED	2'-6"	16'-4"	40.33

PROPOSED SIGNS:

LOCATION:	DESCRIPTION:	ILLUMINATION:	HEIGHT:	LENGTH:	SQ. FT.
4	SPEED WASH FACES	ILLUMINATED	2'-6"	16'-4"	40.33

Client Review Status

Fast Track: Approved/Change the selected
 Not Fast Track: Not approved/Not selected
 Approved Approved as Is Revised & Resubmit

Name: _____ Date: _____

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Date/Description

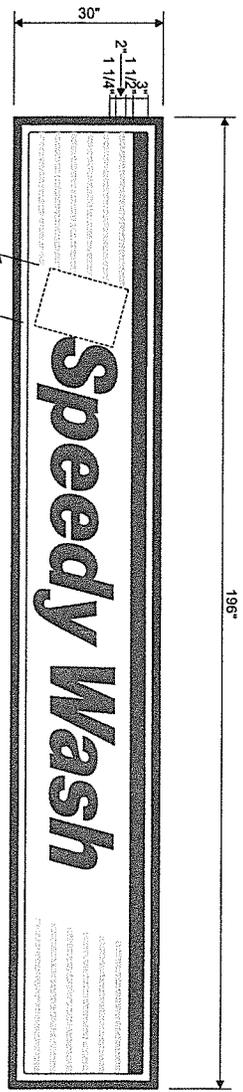
Date	Description
02/18/19	Issue Date
2/26/19	Change to SOW & Details
A-	FK
A-	
A-	

Project Information

Client: Speedway #44928 - Legacy #4871
 7701 Highway 65 NE
 Spring Lake Park - MN 55432
 File: SW44928
 Sales House: Design ZMB P/L SS

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417



FACE REPLACEMENT LAYOUT
SCALE: 1/2" = 1'-0"

QUANTITY: 1
SQ. FT. = 40.83

REMOVE EXISTING CAR WASH ENTRANCE PAN FACE
INSTALL (1) NEW 30" X 196" PAN FACE WITH "SPEEDY WASH" COPY WITH GREY STRIPES
12" FROM EDGE OF LETTERS AND RED STRIPE AT TOP
CABINET SIZE: 30" X 196"

MAIN ID SPECIFICATIONS:

- .187" CLEAR POLYCARBONATE FACE.
- 1-1/2" DEEP PAN-FORMED.
- *SPEEDY WASH* COPY IS FLAT.
- ALL DECORATION ON 2ND SURFACE.
- COPY TO BE RED.
- BACKGROUND TO BE WHITE TRANSLUCENT PAINT.
- COPY AND STRIPES WEDED OUT & BACK SPRAYED WHITE.

COLOR GUIDE

	WHITE
	PMS 428C
	RED 3M 3630-83



Client Review Status
 Approved Drawing for detail
 Approved for production
 Approved as Model
 Revised & Resubmit

Declaration
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Date	Description	Issue Date
02/18/19	Change to SOW & Details	FK
2/28/19		

Project Information
 Client: Speedway #4928 - Legacy #4871
 7701 Highway 65 NE
 Spring Lake Park - MN 55432
 Fax: 5M4828
 Site: House Design: ZWB PA SS

EXISTING PYLON



PROPOSED PYLON



144 x 2 = 288 ft

Scope Of Work

Pylon Sign
Page 11 of 13

297' OAH
REMOVE & DISCARD (2) EXISTING SA FACES
INSTALL (2) NEW SPEEDWAY LOGO FACES
MAIN ID: 90 1/2" X 97 1/2"
VO SIZE: 98 1/2" X 95 1/2"
RETAINER: 2 1/4"

REMOVE & DISCARD (2) NY SA REWARDS SLIDE-IN PLACARDS
INSTALL (2) NEW SPEEDY FREEZE SLIDE-IN PLACARDS
CABINET TRIM SIZE: 48" X 95"
FACE TO BE TRIMMED IN FIELD.
REMOVE & DISCARD EXISTING (2) EXISTING DIESEL PLACARD FACES.
INSTALL (2) NEW DIESEL FACES (YELLOW W/ BLACK COPY).
TRIM SIZE: 10" x 40 3/4"
ALREADY LED

MAIN ID SPECIFICATIONS:

- .187" CLEAR POLYCARBONATE FACE.
- 1-1/2" DEEP PAN-FORMED W/ 1-1/4" DEEP EMBOSSED LOGO.
- "SPEEDWAY" COPY IS FLAT.
- ALL DECORATION ON 2ND SURFACE.
- LOGO AND COPY TO BE WHITE.
- BACKGROUND TO BE RED TRANSLUCENT PAINT.
- COPY AND LOGO WEDED OUT & BACK SPRAYED WHITE.

PLACARD SPECIFICATIONS:

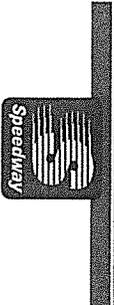
- FONT STYLE IS SWISS BLACK CONDENSED.
- CLEAR, 118" POLYCARB. PANEL WITH 1ST SURFACE VINYL GRAPHICS.

COLOR GUIDE	
	WHITE
	RED 3M 3630-83
	BLUE 3M 3630-157 (PMS 288C)
	YELLOW 3M 7725-15 (PMS 109C)
	BLACK

PHOTO ELEVATION DEPICTION INTENDED FOR GENERAL CONCEPT ILLUSTRATION. ACTUAL SIZING, COLORS & PERSPECTIVE WILL VARY FROM IMAGE.

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Client Review Status		Date/Description		Project Information	
<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit	02/18/19	Issue Date	Client	Speedway #4828 - Legacy #4871
<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit	02/19/19	Change to SOW & Details	File	7701 Highway 65 NE Spring Lake Park - MN 55432
<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			Site	SW4828
<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			Design	ZMB
<input type="checkbox"/> Approved	<input type="checkbox"/> Revised & Resubmit			Print	SS



297" OAH
REMOVE & DISCARD (2) EXISTING SA FACES
INSTALL (2) NEW SPEEDWAY LOGO FACES
MAIN ID: 90 1/2" X 97 1/2"
VO SIZE: 88 1/2" X 95 1/2"
REMAINER: 2 1/4"

REMOVE & DISCARD (2) MY SA REWARDS SLIDE-IN PLACARDS
INSTALL (2) NEW SPEEDY FREEZE SLIDE-IN PLACARDS
CABINET TRIM SIZE: 48" X 95"
FACE TO BE TRIMMED IN FIELD.
REMOVE & DISCARD EXISTING (2) EXISTING DIESEL PLACARD FACES.
INSTALL (2) NEW DIESEL FACES (YELLOW W/ BLACK COPY).
TRIM SIZE: 10" X 40 3/4"
ALREADY LED

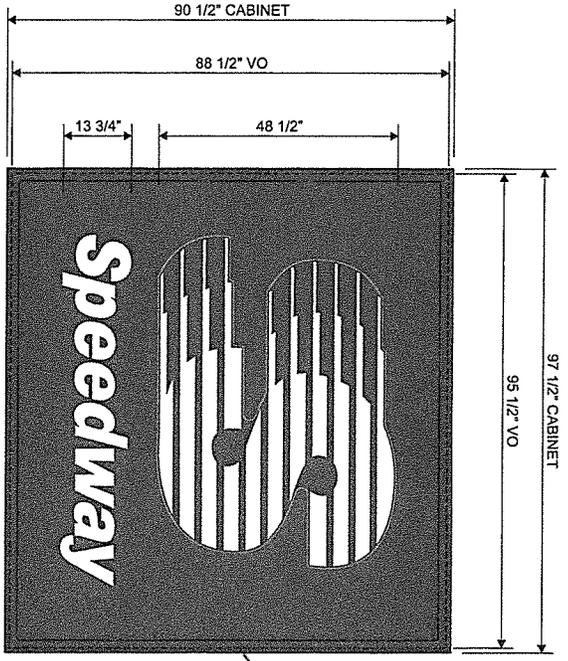
MAIN ID SPECIFICATIONS:

- 1.87" CLEAR POLYCARBONATE FACE.
- 1-1/2" DEEP PAN-FORMED W/ 1-1/4" DEEP EMBOSSED LOGO.
- *SPEEDWAY COPY IS FLAT.
- ALL DECORATION ON 2ND SURFACE.
- LOGO AND COPY TO BE WHITE.
- BACKGROUND TO BE RED TRANSLUCENT PAINT.
- COPY AND LOGO WEDED OUT & BACK SPRAYED WHITE.

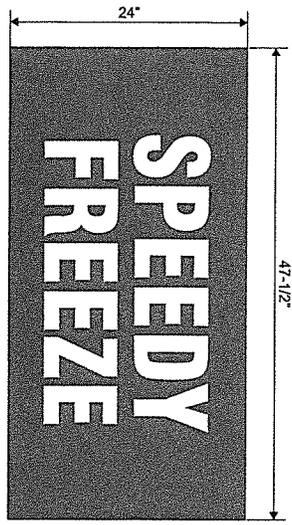
PLACARD SPECIFICATIONS:

- FONT STYLE IS SWISS BLACK CONDENSED.
- CLEAR, .118" POLYCARB. PANEL WITH 1ST SURFACE VINYL GRAPHICS.

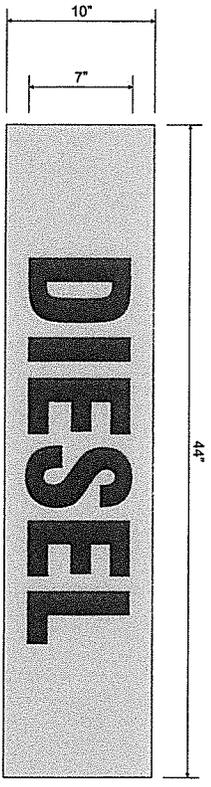
COLOR GUIDE	
	WHITE
	RED 3M 3630-83
	BLUE 3M 3630-157 (PMS 288C)
	YELLOW 3M 7725-15 (PMS 109C)
	BLACK



FACE REPLACEMENT LAYOUT
SCALE: 1/2" = 1'-0"
QUANTITY: 2
SQ. FT. = 26.86



PLACARDS LAYOUT
SCALE: 1" = 1'-0"
QUANTITY: 2
SQ. FT. = 8.0



PLACARD FACE REPLACEMENT LAYOUT
SCALE: 1 1/2" = 1'-0"
QUANTITY: 2
SQ. FT. = 3.06

Client Review Status

Allen Industries, Inc. reserves the right to "Revised" certain specifications from the client prior to any production unless or production release version.

Approved Approved as Noted Revised & Resubmit

Name _____ Date _____

Declaration

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Date	Description
02/18/19	ISSUE DATE
2/20/19	Change to SOW & Details
	FK

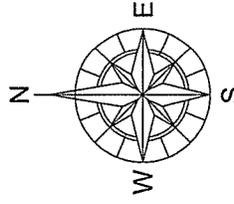
Project Information

Client: Speedway #4928 - Legacy #4871
7701 Highway 65 NE
Spring Lake Park - MN 55432

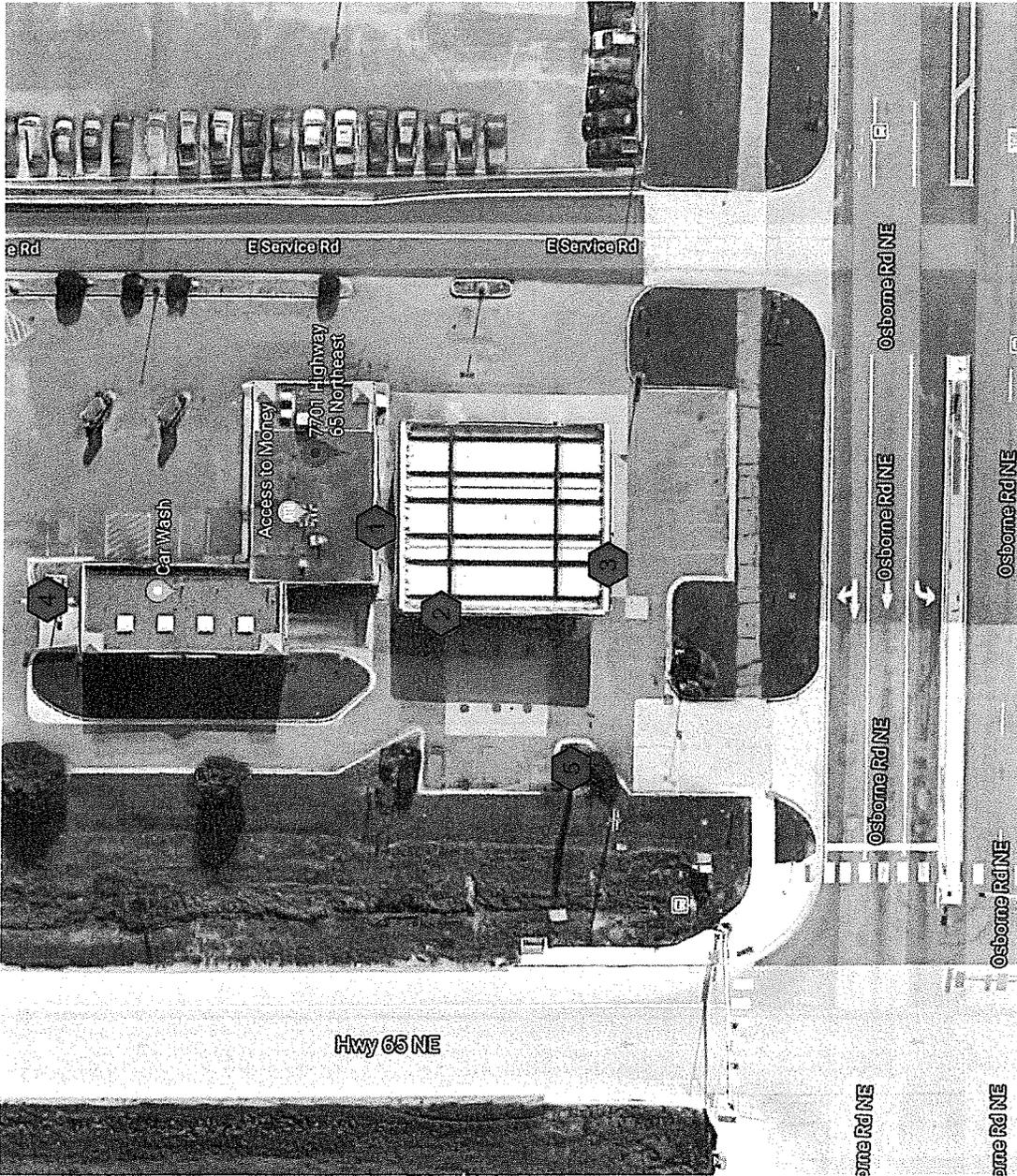
File: SW4828
Site: House
Design: ZWB
Proj. SS

SITE PLAN LEGEND

- 1 STOREFRONT - 26" SPEEDWAY VINYL LETTERS - LEFT
- 2 GAS CANOPY LEFT - 36" SPEEDWAY CHANNEL LETTERS - LEFT
- 3 GAS CANOPY FRONT - 36" SPEEDWAY CHANNEL LETTERS - LEFT
- 4 CAR WASH SIGN - REPLACEMENT FACES
- 5 PYLON SIGN - REPLACEMENT FACES



SITE PLAN
SCALE: NTS



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Client Review Status <input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Revised & Resubmit Name _____ Title _____ Date _____	Declaration Copyright © 2019 Allen Industries, Inc. This is an original, unmodified drawing created by Allen Industries, Inc. This drawing is prepared for you by Allen Industries, Inc. and is not to be shown or used by anyone other than the person or company named in this drawing. The design, name, or logo of Allen Industries, Inc. remain the property of Allen Industries, Inc.	Date/Description 02/18/19 Issue Date 2/28/19 Change to SOW & Details FK 3/1/19 Change to SOW & Details FK	Project Information Clear Speedway #4828 - Legacy #4871 7701 Highway 65 NE Spring Lake Park - MN 55432 File SW.4828 Sales House Design ZWB PR SS

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

Contractor's Licenses

April 1, 2019

2018-2019 Contractor Licenses

General

Holiday Stationstores, LLC.

Plumbing Contractor

Voson Plumbing, Inc.

Concrete Contractor

Remackel Outdoor Services, Inc.

General Contractor

Classic Construction of Cedar MN, Inc

Holiday Stationstores, LLC.

RJ Ryan Construction

Dior Consulting, LLC.

McGough Construction

Welsh Construction

Mechanical Contractor

4 Front Energy Solutions

Aquarius Home Services

Corporate Mechanical

Hero Plumbing, Heating and Cooling

Master Mechanical, Inc.

Rivercity Sheet Metal

St. Cloud Refrigeration dba SCR

Air Mechanical

Blue Ox Heating and Air

Hearth & Home Technologies, LLC

Hoffman Cooling and Heating

MN Plumbing & Home Services

Sabre Plumbing, Heating and Air

Voson Plumbing, Inc.

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

Contractor's Licenses

April 1, 2019

Sign Contractor

Rheaumes House of Lettering dba RHL. Inc.

Scenic Sign

Tree Contractor

Maximum Tree Service & Landscape

Metro Tree & Stump

Precision Landscape and Tree, Inc.

Rainbow Treecare



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

REPORT

TO: Spring Lake Park City Council
FROM: Barry L. Brainard, Code Enforcement Director
RE: Code Enforcement Monthly Report for March 2019
DATE: March 27, 2019

The Spring Lake Park Code Enforcement department is delegate the duties of enforcement for all building, mechanical, plumbing, fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In March 2019, a total of 13 building permits were issued compared to 13 in 2018. 3 mechanical permits were issued in March 2019, compared to 11 in 2018. 7 Plumbing permits issued in March 2018, in comparison to 8 in 2018. A total of 98 inspections were conducted within the month of March,

The Hy-Vee main building continues to proceed as the roof bar joist are complete and steel deck is being applied for closure of the structure. Construction on the Public Storage Interior Climate Control building is now proceeding for framing of the second floor. Both projects will keep Spring Lake Park busy this spring, summer, and fall, for anticipated fall completions.

Inspector John Caldwell last day of employment with Spring Lake Park was on March 8, 2019. Many within the administration office gathered at Torg Brewery to wished him well on his new endeavors with the City of St. Paul.

Also attached with this report, please find the March 2019 Spring Lake Park vacancies listings. The listings include both residential and commercial properties indicating vacant and foreclosure properties as well as upcoming Sheriff Sales. Please refer to the handout for specific details.

The Code Enforcement Department posted one abandoned/vacant property notice in the month of March. Also, in March, the Code Enforcement Department did not issue any Administrative Offense (A.O.) Tickets.

My time allotted for Code Enforcement in March is as follows:

Building Inspections:	67%
Mechanical Inspections:	12%
Plumbing Inspections:	14%
Rental Inspections:	1%
Fire Inspections:	2%
C.O./Nuisance Inspections:	3%
Zoning Inspections:	1%

In March of 2019, I attended the following appointments:

- City Council meeting March 4th and 18th.
- Department Head meeting on March 5th.
- North Suburban Code Official meeting at Coon Rapids City Hall on March 12th.
- Association of Minnesota Building Officials Director meeting on March 14th.
- Meeting with MNSPECT on March 21st.
- North Suburban Building Officials meeting at Spring Lake Park City Hall on March 26th.

This month I am attaching the “Disaster Response” public information handout for your review. This handout is intended to inform all Spring Lake Park property homeowners of what their building inspection department will be doing at the time of a disaster to help make damaged homes and businesses functional again.

As this is my last official report to the City Council and public, I would like to state that it has been an honor and pleasure to serve the citizens of Spring Lake Park in these last 19 years of employment. I would mostly like to thank the SLP Administrative staff for making the sometime difficult and tedious tasks as Code Official in Spring Lake Park bearable. These individuals have been like family to me these last 19 years, and I will miss them dearly.

This concludes the Code Enforcement Department monthly report for March 2019.

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
---------	-------------	--------------	--------------	-------------	-----------	---------	------------	-----------------	-----------	-----------	----------	----------	------------

Permit Type: FIRE SUPPRESSION
 Permit Kind: COMMERCIAL FIRE SUPPRESSION

Permit Type: FIRE SUPPRESSION - Totals

Period	0												
YTD	2	0			112.40	4.06	7.08						123.54

Permit Type: MECHANICAL

Permit Kind: COMMERCIAL HEATING, VENT & AC

Permit Kind: COMMERCIAL HVAC - COMMERCIAL MINIMUM

Permit Kind: SINGLE FAMILY HEATING, VENT & AC

Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE

2019-00065	03/21/2019	870 84TH AVE NE	0		40.00		1.00						41.00
2019-00051	03/07/2019	408 MANOR DR NE	0		40.00		1.00						41.00
2019-00060	03/13/2019	7859 MONROE ST NE	0		40.00		1.00						41.00

Permit Type: MECHANICAL - Totals

Period	3	0			120.00		3.00						123.00
YTD	22	0			7,436.16		171.30						7,607.46

Permit Type: PLUMBING

Permit Kind: COMMERCIAL PLUMBING

Permit Kind: SINGLE FAMILY ALTERATION

Permit Kind: SINGLE FAMILY NEW

2019-00052	03/11/2019	7971 QUINCY ST NE	0		45.00		1.00						46.00
2019-00063	03/19/2019	880 MANOR DR NE	0		50.00	5.00	1.00						51.00
2019-00062	03/19/2019	8201 TAYLOR ST NE	0		45.00		1.00						46.00

Permit Kind: SINGLE FAMILY PLUMBING

2019-00058	03/11/2019	7873 MADISON ST NE	0		45.00		1.00						46.00
2019-00057	03/11/2019	8221 MADISON ST NE	0		45.00		1.00						46.00
2019-00056	03/11/2019	8024 PLEASANT VIEW DR NE	0		45.00		1.00						46.00

City of Spring Lake Park
Permits Issued & Fees Report - Detail by Address
Issued Date From: 3/1/2019 To: 3/29/2019
Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: COMMERCIAL SHELL CONSTRUCTION													
2019-00054	03/12/2019	PUBLIC ALTERATION 7777 UNIVERSITY AVE NE	0		75,000.00	951.79	618.66	37.50					1,607.95
Permit Kind: SINGLE FAMILY DOOR REPLACEMENT													
Permit Kind: SINGLE FAMILY DRAIN TILE & SUMP													
2019-00068	03/26/2019	SINGLE FAMILY EGRESS WINDOW 7760 JACKSON ST NE	0		1,800.00	82.96	53.92	0.90					137.78
Permit Kind: SINGLE FAMILY REMODEL													
2019-00066	03/26/2019	8460 COTTAGEWOOD TERR NE	0		4,800.00	125.18	81.37	2.40					208.95
2019-00049	03/11/2019	8346 WESTWOOD RD NE	0		5,000.00	128.44	83.49	2.50					214.43
Permit Kind: SINGLE FAMILY REPAIR													
2019-00067	03/25/2019	351 79TH AVE NE	0		4,486.00	120.04		2.24					122.28
2019-00053	03/14/2019	8370 TERRACE RD NE	0		10,000.00	210.14		5.00					215.14
Permit Kind: SINGLE FAMILY SIDING													
2019-00050	03/07/2019	552 80TH AVE NE	0		7,000.00	161.12		3.50					164.62
Permit Kind: SINGLE FAMILY SOLAR ARRAY SYSTEM													
Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT													
2019-00055	03/12/2019	602 78TH AVE NE	0		809.00	43.32		0.40					43.72
Permit Type: BUILDING - Totals													
			Period	8	0	108,895.00	1,822.99	837.44	54.44				2,714.87
			YTD	16	0	7,496,190.36	42,335.20	26,343.64	1,712.28				70,391.12

Permit Type: FIRE SUPPRESSION



CITY OF SPRING LAKE PARK
CODE ENFORCEMENT
1301 81st Avenue NE
Spring Lake Park MN 55432
Business Phone 763-784-6491
Fax 763-792-7257



DISASTER RESPONSE PUBLIC INFORMATION HANDOUT

This handout is intended to inform property owners of what your building department will be doing to help make damaged homes and businesses functional again.

Damage assessment inspections:

- The Spring Lake Park Code Enforcement Department will be sending out inspectors to inspect each home/structure suspected to have been damaged during the recent event.
- The purpose of these inspections is to identify which homes and businesses are safe to continue to occupy and to identify those structures which are unsafe. Inspectors will use a standard damage assessment inspection report form to identify the degree of damage of each structure. A copy of the report will be left at the building. The inspectors will also be 'placarding' each damaged structure to identify its occupancy worthiness. 'Placards identify occupancy restrictions for the protection of the public are posted on the front of each building. It is anticipated all structures will be inspected within the first two (2) days following a disaster.
- If utilities (gas, water and electric) are not functional in your home or business and need to be re-established.
- If the structure has been placarded as 'uninhabitable', utilities will not be re-established immediately.
- If the structure has been placarded as 'habitable', utility companies must gain access to the building or structure in order to re-establish service. Please contact your utility companies directly to coordinate (see phone numbers attached).
- For re-establishing water and sewer service (if non-functional), please call the Spring Lake Park Public Works Department at 763-792-7227.
- Closing or securing a structure or building to protect it from the elements does not require a building permit. Examples include minor roof or shingle repair, covering a building with a tarp, window/glass repair and garage door repair/replacement.
- Permanent repairs and/or alterations in conjunction with repairs will require the issuance of a building permit. Example include:
 - Roof replacement
 - Residing
 - Any structural repairs
 - Drywall replacement
 - Foundation repairs
 - Electrical work
 - Plumbing work
 - Mechanical work
 - Fire sprinkler/alarm work for commercial buildings

For questions regarding if a permit is required for proposed work, please contact the building department at 763-784-6491.

How to obtain a permit:

- To obtain a building/mechanical/plumbing permit, an application must be submitted to the Spring Lake Park Code Enforcement Department at City Hall. Depending on the scope of the disaster, some permits will be issued immediately to homeowners and contractors while others may require a review. No permit will be issued on a structure until it has received an initial damage assessment inspection and it has been recorded. Permits will be issued 'over the counter' for reroofs, residing, window replacements, and other minor repairs.

Not issued immediately will be permits for structural repairs, alterations, additions, demolitions, commercial work and other significant work as this type of work will require a plan review. There is a fee for most permits to cover inspection services; however, most permit fees are included in insurance covered repairs.

All electrical permits must be obtained through the State Electrical Inspector for the MN Department of Labor and Industry at 763-551-5557 or e-mail at: sawyerinspections@gmail.com

Beware: Following a disaster event, the desire for immediate repairs should be tempered by a few precautions so that you do not fall victim to unscrupulous practices or scams:

- Do not sign a contract until you have spoken with your insurance company.
- Get all contracts in writing.
- Always use licensed contractors through the State of Minnesota or the City of Spring Lake Park.
- Exorbitant prices and some repairs may not be fully covered by your insurance in spite of what some contractors may tell you. Make sure to show your estimates to your insurance agent before signing any contracts.
- Watch for notifications and postings put out by the Spring Lake Park Code Enforcement Department for frequent informational updates.
- By obtaining building permits and using licensed contractors, this will provide the property owner with additional protections and, is required by law.

Reoccupying your home/business:

If your home or business has been placard as 'uninhabitable', means the structure can no longer support occupation for human habitation. In order for the home/business to be reclassified as 'habitable', the following steps are necessary:

1. If repairs are not to be made by the property owner, any estimates or bid proposals should first be reviewed and approved by your insurance agent to verify coverage.
2. Obtain a building permit to repair those items listed on the Damage Assessment Report. Not all items on the report will affect habitability. Ask the building department which items must be repaired to gain occupancy. Note: some repairs, particularly to commercial properties, will require architectural/engineering plans prior to permit submittal.
3. Complete at least those repairs which affect habitability (if not by the property owner, by a licensed contractor).
4. Schedule any necessary inspections listed on the permit card of the work in progress or completed work.
5. Once the portion of work affecting habitability has been approved by the Code Enforcement department, request the issuance of a conditional or temporary occupancy certificate which allows occupancy of the structure while other repairs are completed.

Spring Lake Park Contacts

- Administration: 763-784-6491
- Code Enforcement Department: 763-792-7212
- Fire:
 - Non-Emergency: 763-786-4436
 - Emergency: 911
- Police:
 - Non-Emergency: 763-792-7200
 - Emergency: 911
- Public Works (Water & Sewer): 763-792-7227
- Gas Service:
 - CenterPoint Energy: 612-372-5050
1-800-296-9815
 - Xcel Energy: 1-800-895-2999
- Electrical Service:
 - Conexus Energy: 763-323-2660
 - Xcel Energy: 1-800-895-1999
- Phone Service:
 - Qwest Phone Service: 1-877-348-9007
 - AT&T Phone Service: 1-800-288-2747
- Anoka County Community Health & Environmental Services: 763-422-7030
- Ramsey County Public Health: 651.266.2400
- Anoka County Emergency Ready: http://ww2.anokacounty.us/v3_ready/index.aspx
- Ramsey County Emergency Ready: <http://www.co.ramsey.mn.us/ph/ei/index>
- Ramsey County Emergency Management: <http://www.co.ramsey.mn.us/em>
- American Red Cross: 612-871-7676
- Salvation Army: 612-789-1512



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: March 22, 2019
Subject: Ordinance No. 451

The City of Spring Lake Park executed a contract with MNSPECT, LLC to perform building inspection duties within the City of Spring Lake Park.

As part of that contract, MNSPECT, LLC has received delegation authority from the State of Minnesota to do plumbing plan review. In order to utilize that delegation, the City must adopt an ordinance amendment that allows the building official to conduct plumbing plan review and inspections. This ordinance amends Chapter 150 to authorize the plumbing plan review.

In addition, there are a number of statutory references in a portion of Chapter 150 that are out of date. The ordinance corrects those statutory references. The ordinance also adopts the Minnesota Plumbing Plan Review Fee Schedule by reference into the City's fee schedule.

Staff recommends approval of Ordinance 451. If you have any questions, please don't hesitate to contact me at 763-784-6491.

ORDINANCE NO. 451

AN ORDINANCE AMENDING CHAPTER 150 OF THE SPRING LAKE PARK CITY CODE RELATING TO THE STATE BUILDING CODE

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

Section 1. Section 150.001 of the Spring Lake Park City Code is amended as follows:

§ 150.001 CODES ADOPTED BY REFERENCE

The Minnesota State Building Code, as adopted by the Commissioner of Labor and Industry, pursuant to ~~M.S. §§ 16B.59 to 16B.75~~ Minnesota Statutes chapter 326B, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Unit, is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this subchapter. The Minnesota State Building Code is hereby incorporated in this code as if fully set out herein.

Section 2. Section 150.002 of the Spring Lake Park City Code is amended as follows:

§ 150.002 APPLICATION, ADMINISTRATION AND ENFORCEMENT

(A) The application, administration, and enforcement of the code shall be in accordance with Minnesota State Building Code. The code shall be enforced within the extraterritorial limits permitted by M.S. § ~~16B.62, subd. 1~~ when so established by this subchapter. 326B.121, subd. 2(d), as amended from time to time.

(B) This code shall be enforced by the Minnesota Certified Building Official designed by the City of Spring Lake Park, Minnesota, to administer the code (M.S. § ~~16B.62, subd. 1~~ 326B.133), including plumbing plan review and inspections.

(C) Prior to the installation of a system other than for a single-family dwelling with independent plumbing service, complete plumbing plans and specifications, together with any additional information that the Building Official may require, shall be submitted in duplicate and approved by the Building Official. No construction shall proceed except in accordance with the approved plans. Any alteration or extension of any existing plumbing system shall be subject to these same requirements. A plumbing system installation, as described herein, shall be subject to inspection as required by the State Plumbing Code. Fees for Plumbing Plan review shall be as specified for plan review in City's Fee Schedule.

Section 3. Section 150.003 of the Spring Lake Park City Code is amended as follows:

§ 150.003 PERMITS AND FEES

(A) The issuance of permits and the collection of fees shall be as authorized in ~~M.S. § 16B.62, subd. 1~~ Minnesota Rules Chapter 1300.

(B) Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by the City Council of the City of Spring Lake Park. In addition, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with ~~M.S. § 16B.70~~ M.S. § 326B.148.

Section 4. Section 150.004 of the Spring Lake Park City Code is amended as follows:

§ 150.004 VIOLATIONS.

A violation of the code is a misdemeanor (~~M.S. § 16B.69~~ M.S. § 326B.082, subd. 16)

Section 5. Section 150.005 of the Spring Lake Park City Code is amended as follows:

§ 150.005 BUILDING CODE OPTIONAL CHAPTERS.

(A) The Minnesota State Building Code, established pursuant to ~~M.S. §§ 16B.59 to 16B.75~~ Minnesota Rules Chapter 1300 allows the municipality to adopt by reference and enforce certain optional chapters of the most current edition of the Minnesota State Building Code.

(B) The following optional provisions identified in the most current edition of the State Building Code are hereby adopted and incorporated as part of the building code of the City of Spring Lake Park Minnesota:

- (1) Minnesota Rules, chapter 1306, Special Fire Protection Systems, subpart 2; and
- (2) International Building Code Appendix J, Grading.

Section 6. The definition for Building Official under Section 150.043 of the Spring Lake Park is hereby amended as follows:

BUILDING OFFICIAL. The city building code administrative authority certified under M.S. §§ ~~16B.65(2) and 16B.65(3)~~ 326B.133, as they may be amended from time to time.

Section 7. The City's fee schedule, Section 33.25 of the Spring Lake Park City Code, is hereby amended as follows:

PLUMBING PLAN REVIEW

The State of Minnesota Plumbing Plan Review Fee Schedule is adopted by reference.

Section 8. Effective Date. The ordinance shall become effective upon adoption and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 1st day of April, 2019.

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: March 21, 2019

Subject: Massage Therapy Ordinance Amendments

City staff has drafted a number of amendments to the City's massage therapy ordinance in order to protect the health, safety and welfare of the residents of Spring Lake Park. These amendments update the standards for massage therapists who practice and massage therapy enterprises who operate in the City of Spring Lake Park.

The ordinance updates the definitions to clarify which programs and institutions are accredited. There have been some applicants that have had education from accredited institutions or accredited programs that have been outside the definition of the ordinance. This change will correct those situations. In addition, the ordinance amends the definition of massage therapist to address situations where the therapist had the required 500 hours from a program or institution that was once accredited but is no longer in existence; allowing the City, in its discretion, to accept those hours for the purpose of the license.

The ordinance prohibits licenses to be issued to anyone who has been arrested, charged or convicted of any crime directly related to licensed occupations. This has been expanded from just convicted to provide the City with the ability to deny licenses to those who may have been charged with a crime but received a stay of adjudication from the court, meaning that if there are no same or similar violations over a period of time, the criminal charge is removed from their record.

The ordinance requests additional information from the applicants which will allow law enforcement more information for which to conduct their background check. The ordinance requires the applicant to submit the results of a comprehensive national criminal background check from a background investigative provider approved by the city, which is to be obtained and paid for by the applicant. The ordinance also allows the City and the Police Department to conduct any additional investigations necessary in reviewing the application.

The ordinance prohibits therapeutic enterprise licenses from being issued to locations that are out of compliance with the State Building and Fire Codes, as well as City ordinance as well as to enterprises who have hired two therapists whose licenses have been suspended or revoked within any 12 month period.

ORDINANCE NO. 452

**AN ORDINANCE AMENDING CHAPTER 119 OF THE SPRING LAKE PARK CITY
CODE RELATED TO MASSAGE SERVICES**

The Spring Lake Park City Council ordains as follows:

Section 1. Section 119.03 is hereby amended as follows:

§119.03 DEFINITIONS.

The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:

ACCREDITED INSTITUTION. An educational institution holding accredited status approved by with the United States Department of Education or the Minnesota Office of Higher Education.

ACCREDITED PROGRAM. A professional massage program or educational institution accredited by the Commission on Massage Therapy Accreditation (COMTA) or other accrediting agency recognized by the United States Department of Education or the Minnesota Office of Higher Education.

CLEAN. The absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.

GOOD REPAIR. Free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.

ISSUING AUTHORITY. The City of Spring Lake Park.

MASSAGE. Any method of pressure on, or friction against, or the rubbing, stroking, kneading, tapping, pounding, vibrating, stimulating, or rolling of the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations. This includes the concept of touch therapy or snuggling.

MASSAGE THERAPIST. An individual who practices or administers massage to the public who can demonstrate to the issuing authority that he or she:

(A) Possessed a massage therapist license issued by the City of Spring Lake Park on December 31, 2013 and is affiliated with, employed by, or owns a therapeutic massage enterprise licensed by the City; or

(B) Has current insurance coverage of \$1,000,000.00 for professional liability in the practice of massage;

(C) Is affiliated with, employed by, or owns a therapeutic massage enterprise licensed by the City; and

(D) Has completed 500 hours of certified therapeutic massage training with content that includes the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice from an accredited program, ~~or accredited institution, or a program or institution~~ licensed or verified by a state licensing board or agency that has been approved by the issuing authority. These training hours must be authenticated by a single provider through a certified copy of the transcript of academic record from the school issuing the training, degree or diploma. In the event the accredited program or accredited institution is no longer in existence, in the sole discretion of the city, a certified copy of the transcript of academic record may be accepted directly from the applicant with an affidavit stating said transcript of academic record is authentic. The transcript of academic record must be from a program or institution that was once accredited and approved by the issuing authority. The certified copy of the transcript of academic record must contain the applicant's name, last address of the accredited institution at the time of closing, and reflect the 500 hours of certified therapeutic massage training with content that includes the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice, as required.

OPERATE. To own, manage, or conduct, or to have control, charge, or custody over.

PERSON. Any individual, firm, association, partnership, corporation, joint venture, or combination of individuals.

THERAPEUTIC MASSAGE ENTERPRISE. An entity which operates a business which hires only licensed therapeutic massage therapists to provide therapeutic massage to the public. The owner/operator of a therapeutic massage enterprise need not be licensed as a therapeutic massage therapist if he or she does not at any time practice or administer massage to the public. A therapeutic massage enterprise may employ other individuals such as cosmetologists and estheticians, and these individuals are not required to have a massage therapist license as long as they are not providing therapeutic massage to the public.

WITHIN THE CITY. Includes physical presence as well as telephone referrals such as phone-a-massage operations in which the business premises, although not physically located within the city, serves as a point of assignment of employees who respond to requests for services from within the city.

Section 2. Section 119.05 of the Spring Lake Park Code of Ordinance is amended as follows:

§119.05 EXCEPTIONS.

A therapeutic massage enterprise or therapist license is not required for the following persons and places:

(A) Persons duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry, provided the massage is administered in the regular course of the medical business and not provided as part of a separate and distinct massage business.

(B) Persons duly licensed by this state as beauty culturists or barbers, provided such persons do not hold themselves out as giving massage treatments and provided the massage by beauty culturists is limited to the head, hand, neck, and feet and the massage by barbers is limited to the head and neck.

(C) Persons working solely under the direction and control of a person duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry.

(D) Places duly licensed or operating as a hospital, nursing home, hospice, sanitarium, or group home established for the hospitalization or care of human beings.

(E) Students of an accredited institution who are performing massage services in the course of a clinical component of an accredited program of study, provided that the students are performing the massage services at the location of the accredited institution and provided the students are identified to the public as students of massage therapy. Students of an accredited institution who are performing massage services at clinics or other facilities located outside of the accredited institution must have at least 150 hours of certified therapeutic massage training at the accredited institution prior to performing the therapy outside of the institution, must have proof of liability insurance, and must be identified to the public as a student of massage therapy; ~~and/or~~

(F) Athletic coaches, directors or trainers employed by public or private schools; and/or

(G) Individuals licensed in another municipality performing massage services as part of a wellness event/expo where such event will not be more than three (3) days in length. Written notice must be provided to the city and must include dates, times and location(s) of such event.

Section 3. Section 119.06 is hereby amended as follows:

§119.06 LICENSE APPLICATION.

(A) Therapeutic massage enterprise license application. An application for a therapeutic massage enterprise license shall be made on a form supplied by the Administrator, Clerk-Treasurer and shall request the following information:

(1) *All applicants.* For all applicants:

(a) Whether the applicant is an individual, corporation, partnership, or other form of organization.

(b) The legal description of the premises to be licensed together with a plan of the area showing dimensions, location of buildings, street access, and parking facilities.

(c) The floor number, street number, suite number(s) and rooms where the massage services are to be conducted.

(d) Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.

(e) Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed. If the plans for design are on file with the City's code enforcement department, no plans need be submitted to the issuing authority.

(f) The name and street address of the business if it is to be conducted under a designation, name, or style other than the name of the applicant, and a certified copy of the certificate as required by Minn. Stat. § 333.02.

(g) The amount of the investment that the applicant has in the business, buildings, premises, fixtures, furniture, and equipment, and proof of the source of such investment. The identity of all other persons investing in the business, building, premises, fixture, furniture and equipment, the amount of their investment and proof of the source of such investment.

(h) All applications for licenses, whether enterprise or individual applications, shall be signed and sworn to. If the application is that of a natural person, it shall be signed and sworn to by such person; if by a corporation, by an officer thereof; if by an incorporated association, by the manager or officer thereof; if by a limited liability company (LLC), by a member thereof. Any falsification of information on the license application shall result in the denial of the license and the applicant may be subject to prosecution for forgery as defined by MN State Statute.

(i) Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ten years of the date the license application is submitted to the issuing authority.

(j) Whether the applicant has ever been engaged in the operation of massage services. If so, applicant shall furnish information as to the name, place, dates and length of time of the involvement of any and all such establishments.

(k) Such other information as the City Council or issuing authority shall require.

(l) Applicant is responsible for reading and understanding the City ordinance regarding therapeutic massage and for communicating and providing interpretation when necessary to all massage therapists licensed at the enterprise to ensure compliance.

(2) *Individuals.* For applicants who are individuals:

(a) The name, place and date of birth, and street residence address of the applicant.

(b) Whether the applicant has ever used or been known by a name other than the applicant's name, and if so, the name or names and information concerning dates and places where used.

(c) Whether the applicant is a citizen of the United States or a resident alien or has the legal authority to work in the United States.

(d) Street addresses and dates at which the applicant has lived during the preceding ~~five~~ten years.

(e) The type, name, ~~and location,~~ and dates of every business or occupation the applicant has been engaged in during the preceding ~~five~~ten years.

(f) Whether the applicant is currently licensed in other communities to perform massage therapy, and if so, where.

(g) Names, ~~and addresses,~~ contact information and dates of the applicant's employers for the preceding ~~five~~ten years.

(h) Whether the applicant has ever been arrested, charged or convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense. If so, the applicant shall furnish information as to the date, time, place and offense for which arrests, charges or convictions were had.

(i) Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was revoked or suspended within the last ~~five~~ten years of the date the license application is submitted to the issuing authority.

(j) Whether the applicant has ever been engaged in the operation of massage services. If so, applicant shall furnish information as to the name, dates, place and length of time of the involvement in such an establishment.

(k) Such other information as the city council or issuing authority shall require.

(3) *Partnerships.* For the applicants that are partnerships: the names and addresses of all general and limited partners and all information concerning each general partner as is required in paragraph (2) of this section of this Code. The managing partners shall be designated and the interest of each general and limited partner in the business shall be disclosed. A true copy of the partnership agreement shall be submitted with the application, and if the partnership is required to file a certificate as to a trade name under Minn. Stat. § 333.02, a certified copy of such certificate shall be submitted. The license shall be issued in the name of the partnership.

(4) *Corporations and other organizations.* For applicants that are corporations or other types of organizations:

(a) The name of the organization, and if incorporated, the state of incorporation.

(b) A true copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minn. Stat. § 303.02.

(c) The name of the general manager, corporate officers, proprietor, and other person in charge of the premises to be licensed, and all the information about said persons as is required in paragraph (2) of this section of this Code.

(d) A list of all persons who own or control an interest in the corporation or organization or who are officers of said corporation or organization, together with their addresses and all the information regarding such persons as is required in paragraph (2) of this section of this Code.

(B) *Massage therapist application.* An application for a massage therapist license shall be made on a form supplied by the Administrator, Clerk-Treasurer and shall request the following information:

(1) The applicant's name and current address.

(2) The applicant's current employer.

(3) The applicant's employers for the previous ~~five~~ten years, including the employer's name, address and dates of employment.

(4) The applicant's addresses and dates for the previous ~~five~~ten years.

(5) The applicant's date of birth, home telephone number, weight, height, color of eyes, and color of hair. A color photocopy of the applicant's MN driver's license or MN I.D. front and back, or any other government-issued I.D. If the photocopy is not acceptable to the Police Chief, the Police Department may take photographs for the file.

(6) Whether the applicant has ever been arrested, charged or convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense and, if so, the date, time, place, and offense for which arrests, charges or convictions were had.

(7) Whether the applicant has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ~~five~~ten years of the date the license application is submitted to the issuing authority.

(8) The names, resident and business addresses and contact information of those residents of the metropolitan area, of good moral character, not related to the applicant or financially interested in the premises of the business, who may be referred to as the applicant's character.

(9) Whether the applicant is a U.S. citizen or resident alien or has the legal authority to work in the United States.

(10) Whether the applicant has ever used or been known by a name other than the applicant's name, and if so, the name or names and information concerning dates and places where used.

(11) Whether the applicant has met the definition of a massage therapist in section §119.03 of this Code.

(12) Whether the applicant has ever been the subject of an investigation, public or private, criminal or non-criminal, regarding massage therapy.

~~(13)~~ Such other information as the City Council or Issuing Authority shall require.

Section 4. Section 119.08 is hereby amended as follows:

§119.08 LICENSE APPLICATION VERIFICATION AND CONSIDERATION.

(A) *Therapeutic massage enterprise license.*

(1) All applications shall be referred to the Chief of Police, or his or her designee, and such other City departments as the Administrator, Clerk-Treasurer shall deem necessary for verification and investigation of the facts set forth in the application. The Chief of Police, or his or her designee, is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry and/or a driver's license history inquiry on the applicant. The Chief of Police, or his or her designee, is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. The Chief of Police, or his or her designee, and other consultants shall make a written recommendation to the City Council as to the issuance or non-issuance of the license. The City Council or Chief of Police or his/her designee may order and conduct such additional investigation as it deems necessary, including but not limited to contacting other state agencies. In addition, all applications must include results of a comprehensive national criminal background check from a background investigative provider approved by the city. The national criminal background check is to be obtained and paid for by the therapeutic massage enterprise licensee upon signed release from employee. Upon completion of its investigation, the council shall grant or deny the license.

(B) *Massage therapist license.*

(1) Within a reasonable period after receipt of a complete application and applicable fees for a massage therapist license, the issuing authority shall make recommendation to grant or deny the application. The issuing authority is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry, background check, and/or a driver's license history inquiry on the applicant. The City Council or Chief of Police or his/her designee may order and conduct such additional investigation as it deems necessary, including but not limited to contacting other state agencies. In addition, all applications must include results of a comprehensive national criminal background check from a background investigative provider approved by the city. The national criminal background check is to be obtained and paid for by the therapeutic massage enterprise licensee upon signed release from employee. Notice shall be sent by the Administrator, Clerk-

Treasurer by regular mail to the applicant upon a denial informing the applicant of the right to appeal to the City Council within 20 days. If an appeal is properly made, the matter shall be placed on the next available City Council agenda.

Section 5. Section 119.09 is hereby amended as follows:

§119.09 PERSONS INELIGIBLE FOR LICENSE.

(A) *Therapeutic massage enterprise license.* No therapeutic massage enterprise license shall be issued to an individual or entity which:

(1) Is not 18 years of age or older at the time the application is submitted to the issuing authority;

(2) Has been arrested, charged or convicted of any crime directly related to the occupation licensed, as prescribed by M.S. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee, as prescribed by M.S. § 364.03, subd. 3;

(3) Has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last five years of the date the license application is submitted to the issuing authority;

(4) Is not a citizen of the United States or a resident alien, or is legally prohibited from working in the United States;

(5) Is not of good moral character or repute;

(6) Is not the real party in interest of the enterprise;

(7) Has knowingly misrepresented or falsified information on ~~the~~ license application at any time in the preceding ten (10) years;

(8) Cannot meet the definition of therapeutic massage enterprise in § 119.03;

(9) Owes taxes, assessments or other financial claims to the state, county, school district, or city that are due and delinquent; or

(10) Is the spouse of a person whose massage-related license has been denied, suspended or revoked in the past ~~five~~ten years.

(B) *Massage therapist license.* No massage therapist license shall be issued to a person who:

(1) Is not 18 years of age or older at the time the application is submitted to the issuing authority;

(2) Has been arrested, charged or convicted of any crime directly related to the occupation licensed as prescribed by M.S. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee, as prescribed by M.S. § 364.03, subd. 3;

(3) Whether the applicant has had an interest in, individually or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was denied, revoked or suspended within the last ~~five~~ten years of the date the license application is submitted to the issuing authority;

(4) Is not a citizen of the United States or a resident alien, or is legally prohibited from working in the United States;

(5) Is not of good moral character or repute;

(6) Has knowingly misrepresented or falsified information on ~~the~~a license application at any time in the preceding ten (10) years;

(7) Is not affiliated with, employed by, or does not own a therapeutic massage enterprise licensed by the city; or

(8) Cannot meet the definition of massage therapist in § 119.03.

Section 6. Section 119.10 is hereby amended as follows:

§119.10 LOCATIONS INELIGIBLE FOR THERAPEUTIC MASSAGE ENTERPRISE LICENSE.

(A) *Delinquent taxes.* No therapeutic massage enterprise shall be licensed if such enterprise is located on property on which taxes, assessments, or other financial claims to the state, county, school district, or city are due and delinquent. In the event a suit has been commenced under M.S. §§ 278.01-278.13, questioning the amount or validity of taxes, the City Council may, on application, waive strict compliance with this provision; no waiver may be granted, however, for taxes or any portion thereof, which remain unpaid for a period exceeding one year after becoming due.

(B) *Improper zoning.* No therapeutic massage enterprise shall be licensed if the location of such enterprise is not in conformance with the city's zoning code.

(C) *Building, fire and code compliance violations.* No therapeutic massage enterprise shall be licensed if the location of such enterprise is not in compliance with State Building and Fire Codes in addition to the City's Code of Ordinance.

(D) *Previous license infractions.* No therapeutic massage enterprise license shall be issued or renewed if the massage therapy enterprise has employed two or more massage therapists whose

licenses have been suspended and/or revoked within any 12-month period during time of employment

Section 7. Section 119.11 is hereby amended as follows:

§119.11 LICENSE RESTRICTIONS.

(A) *Posting of license.*

(1) A therapeutic massage enterprise license issued must be posted in a conspicuous place on the premises for which it is used.

(2) A person licensed as a massage therapist shall also post their massage therapist license in a conspicuous place on the premises at which the therapist is associated.

(B) *Licensed premises.*

(1) A therapeutic massage enterprise license is only effective for the compact and contiguous space specified in the approved license application. Before the licensed premises is enlarged, altered, or extended, the licensee shall inform the Administrator, Clerk-Treasurer within ten business days.

(2) A massage therapist license shall entitle the licensed therapist to perform on-site massage ~~at a business, public gathering, private home, or other site not on the therapeutic massage enterprise premises~~ the therapeutic massage enterprise they are licensed for, the place of residence of the licensed massage therapist or client, or at an office, business, park or institution excluding hotel and motel guest rooms.

(3) It shall be the continuing duty of each licensee to properly notify the Administrator, Clerk-Treasurer, within ten business days, of any change in the information or facts required to be furnished on the application for license and failure to comply with this chapter shall constitute cause for revocation or suspension of such license.

(4) All therapeutic massage must be performed within a building with a valid certificate of occupancy and not in or upon any vacant lot, motor vehicle, trailer, or tent, including but not limited to structures not meant for human habitation.

(C) *Transfer of license prohibited.* The license issued is for the person or the premises named on the approved license application. No transfer of a license shall be permitted from place to place or from person to person without complying with the requirements of an original application.

(D) *Affiliation with enterprise required.* A massage therapist shall be employed by, affiliated with, or own a massage enterprise business licensed by the city, unless a person or place is specifically exempted from obtaining a therapeutic massage enterprise license in § 119.05.

(E) *Employment of unlicensed massage therapists prohibited.* No therapeutic massage enterprise shall employ or use any person to perform massage who is not licensed as a therapeutic massage therapist under this chapter, unless the person is specifically exempted from obtaining a therapist license in § 119.05.

(F) *Coverage of genitals/breasts during massage.* The licensee shall require that the person who is receiving the massage shall completely cover, at all times, ~~have his or her~~ genitals and breasts covered with non-transparent material or clothing.

(G) *Therapist dress/uniform requirements.* Any therapist performing massage shall, at all times, be dressed professionally, including short sleeved shirts, skirts no shorter than three inches above the knees, no cleavage showing, nails trimmed and neat, hair pulled back and closed-toed shoes.

(H) *Effect of license suspension or revocation.* No licensee shall solicit business or offer to perform massage services while under license suspension or revocation by the city.

(I) *Massage of certain body parts prohibited.* At no time shall the massage therapist intentionally massage, or offer to massage, the penis, scrotum, mons veneris, vulva, ~~or~~ vaginal area or breasts of a person, unless massage of pectoral muscles is requested by customer or patron.

(J) *Restrictions regarding hours of operation.* No therapeutic massage enterprise shall be open for business, nor shall any therapeutic massage therapist offer massage services, before ~~8:00~~7:00 a.m. or after 10:00 p.m. any day of the week. No customers or patrons shall be allowed to remain upon the licensed premises after 10:30 p.m. and before ~~8:00~~7:00 a.m. daily. Support activities such as cleaning, maintenance and bookkeeping are allowed outside of business hours.

(K) *Proof of local residency required.* In the case of a therapeutic massage enterprise, the licensee, managing partner, or manager of the licensed premises must show proof of residency in one of the following counties: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright in Minnesota, and St. Croix or Pierce in Wisconsin. In the case of therapeutic massage therapists, the licensee must show proof of residing in one of the following counties: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright in Minnesota, and St. Croix or Pierce in Wisconsin.

(L) *Inspections.* In light of the high risk of involvement with illegal conduct, an establishment providing massage therapy poses to the general public, the issuing authority, Code Enforcement Department and/or the Police Department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business to ensure compliance with all provisions of this chapter. Any search of the licensed premises are subject to reasonableness standards as recognized by the courts; search warrants will be secured when applicable. Any entry into a private residence will require either consent, exigent circumstances, or a search warrant. With reasonable notice, the

business records of the licensee, including income tax returns, shall be available for inspection during the hours in which the licensed premises is open for business. The licensee is subject to a \$250 fee for a third inspection, if orders to correct are issued to the licensee and those orders are not corrected upon re-inspection. Licenses shall be granted only to establishments which can meet the safety and sanitary requirements of the city and of the building code regulations of the city and state.

(M) *Posting of rates.* All massage enterprise businesses must post their rates for service in a prominent place in the entrance or lobby of the business.

(N) *Illegal activities.* In addition to the license restrictions set forth in this section, any advertising by a licensee or representative of a licensee of any potential unlawful, misleading, sexually explicit, obscene or erotic conduct at the licensed establishment shall be prohibited. A licensee under this chapter shall be strictly responsible for the conduct of the business being operated in compliance with all applicable laws and ordinances, including the actions of any employee or agent of the licensee on the licensed premises. No audio or visual recording is allowed at any time.

(O) *Restrictions involving minors.* No person under the age of 18 shall be permitted at any time to be in or on the licensed premises as a customer, guest, or employee, unless accompanied by his/her parent or guardian.

(P) *Food preparation.* Food preparation on site shall only occur in locations specifically designed for that purpose and with proper building permits having been obtained. Food preparation is limited to use for employees during breaks during the regular shift.

(Q) *Habitation.* Massage enterprises shall not contain nor allow the use by any person of sleeping quarters or living spaces of any kind intended for habitation, including but not limited to beds, cots or mattresses. Home-based enterprises shall not contain nor allow the use by any person of sleeping quarters or living spaces of any kind intended for habitation, including but not limited to beds, cots or mattresses in any area where massage is performed.

(R) *Intoxicating alcoholic beverages.* Per MN Statute 340A.401, no person may directly or indirectly, on any pretense or by any device, sell, barter, keep for sale, charge for possession or otherwise dispose of intoxicating alcoholic beverages onsite. Intoxicating alcohol does not include alcohol used in direct conjunction with massage therapy such as in cleaning.

Section 8. Section 119.12 is hereby amended as follows:

§119.12 RESTRICTIONS REGARDING SANITATION, HEALTH AND SAFETY.

(A) *Toilet room requirements.* A licensed therapeutic massage enterprise shall be equipped with adequate and conveniently located toilet rooms for the accommodation of its employees and patrons. The toilet room shall be well ventilated by natural or mechanical methods and be enclosed with a door. The toilet room shall be kept clean and in good repair and shall be adequately lighted.

(B) *Paper/linen requirements.* A licensed therapeutic massage enterprise shall provide single service disposal paper or clean linens to cover the massage therapy table or; chair; ~~furniture, or area~~ on which the patron receives the massage; or, in the alternative, if the massage therapy table or; chair; ~~or furniture~~ on which the patron receives the massage is made of material impervious to moisture, such massage therapy table or; chair; ~~or furniture~~ shall be properly sanitized after each massage.

(C) *Washing of hands required.* The massage therapist shall wash his or her hands and arms with water and soap, anti-bacterial scrubs, alcohol, or other disinfectants prior to and following each massage service performed.

(D) *Door latches and locks.* Doors on massage therapy rooms shall not be locked or capable of being locked. Locks, latches or other devices intended to secure a door so as to prevent it from being opened by any person from either side of the door, with or without a key, cannot be present on any doors of rooms intended for massage therapy.

(E) *Equipment.* All modalities shall be performed on a raised massage therapy table or chair; no bed, mattress or other similar type equipment shall be allowed onsite except for a mat similar to those used in yoga. No modality may be performed that requires a massage therapist to stand on the massage therapy table or chair unless necessary due to size ratio of massage therapist/client.

(F) *Prohibited modalities.* Modalities involving work performed on the floor or requiring a massage therapist to stand on a massage therapy table, including but not limited to Shiatsu are strictly prohibited unless completely clothed and massage therapist is certified in Shiatsu or other modality by an accredited institution or program.

Section 9. Section 119.13 is hereby amended as follows:

§119.13 TERM, RENEWAL OF LICENSE.

(A) The term of a massage therapist license and a therapeutic massage enterprise license is one year. If an individual or enterprise submits an application any time during a calendar year, the term shall expire December 31 of the year of issuance. The license fee for a partial calendar year may be pro-rated to one-half of the annual fee if an application is filed with the issuing authority after June 30.

(B) Licenses must be renewed annually. A massage therapist license issued under this chapter shall expire on December 31 of the year of issuance of the license. A therapeutic massage enterprise license issued under this chapter shall expire on December 31 of the year of issuance. An application for the renewal of an existing license shall be made at least 75 days prior to the expiration date of the license and shall be made in such form as the issuing authority requires.

(C) An application for a renewal of an enterprise or individual license shall be made in the same manner as the original application. The license and investigation fees for a renewal shall be the same as those contained in § 119.07. If the license holder is a corporation, licenses must also be renewed within 30 days whenever more than 10% of the corporation's stock is transferred. If the license holder is a partnership, the license must also be renewed within 30 days whenever a new partner is added to the partnership. If the license holder is an LLC, the license must be renewed within 30 days whenever a change in membership or chief manager occurs.

(D) After the completion of the renewal license verification process, the issuing authority shall present the enterprise license application to the City Council in accordance with this section. If the application is denied, the Administrator, Clerk-Treasurer shall notify the applicant of the determination in writing and by regular mail to the address provided on the application form. The notice shall inform the applicant of the right, within 20 days after receipt of the notice by the applicant, to request an appeal of the denial to the City Council. If an appeal to the City Council is timely received by the Administrator, Clerk-Treasurer, the hearing before the City Council shall take place within a reasonable period of receipt of the appeal by the issuing authority.

(E) After the completion of the renewal license verification process, the issuing authority shall present the massage therapist license application to the City Council in accordance with this section. If the application is denied, the Administrator, Clerk-Treasurer shall notify the applicant of the determination in writing and by regular mail to the address provided on the application form. The notice shall inform the applicant of the right, within 20 days after receipt of the notice by the applicant, to request an appeal of the denial to the City Council. If an appeal to the City Council is timely received by the Administrator, Clerk-Treasurer, the hearing before the City Council shall take place within a reasonable period of receipt of the appeal by the issuing authority.

Section 10. Section 119.14 is hereby amended as follows:

(A) *Suspension or revocation.*

(1) The City Council may impose an administrative penalty, suspend or revoke a license issued pursuant to this section, at its discretion, for:

(a) A violation related to fraud, misrepresentation, or false statement contained in a license application or a renewal application;

- (b) A violation related to fraud, misrepresentation, or false statement made in the course of carrying on the licensed occupation or business;
- (c) Any violation of this chapter or state law;
- (d) A violation by any licensee or individual that is directly related to the occupation or business licensed, as defined by M.S. § 364.03, subd. 2;
- (e) Conducting the licensed business or occupation in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the community;
- (f) If the owner, manager, lessee or any of the employees are found to be in control or possession of an alcoholic beverage, a narcotic drug or controlled substance on the premises, other than drugs which may be purchased over the counter without a prescription or those for which the individual has a prescription;
- (g) Failure to maintain insurance coverage, as required under this chapter; and/or
- (h) A material variance in the actual plan and design of the premises from the plans submitted;

(2) Neither the charging of a criminal violation nor a criminal conviction is required in order for the Council to impose an administrative penalty or suspend or revoke a license.

(B) *Notice and hearing.* A revocation or suspension by the City Council shall be preceded by written notice to the licensee and a hearing. The notice shall give at least ten days' notice of the time and place of the hearing and shall state the nature of the charges against the licensee. The notice shall be mailed by regular mail to the licensee at the most recent address listed on the license application.

(C) Ability to reapply after revocation. The holder of a massage enterprise license or massage therapist license may not reapply for a new license for a period of five (5) years if their license is revoked under this section.

(D) Ability to reapply after denial. The applicant for a massage enterprise license or massage therapist license may not reapply for a license for a period of five (5) years if the applicant's license has previously been denied due to fraud, misrepresentation or false statement contained in a previous license or renewal application.

Section 11. Section 119.15 is hereby created and reads as follows:

§119.07 SUSPENSION OF LICENSE FOR VIOLATIONS.

The Chief of Police or his/her designee may immediately suspend a license, pending a hearing, if the licensee, or any person working on behalf of the licensee, is determined to be conducting business in an unlawful manner, any manner that constitutes a breach of the peace or a menace to the health, safety or general welfare of the public, or after repeated complaints received regarding conduct of business practices or method of solicitation.

Section 12. Section 119.99 is hereby amended as follows:

§119.99 PENALTY.

Any person or entity violating the provisions of this chapter is guilty of a misdemeanor under state law, and shall be punished by a fine or by imprisonment, or both, together with the costs of prosecution. Each violation of this chapter shall constitute a separate offense. Arrests, charges or conviction of a violation of this chapter, while not required, may be grounds for the non-renewal, suspension, denial or revocation of any license issued under this chapter.

Section 13. Effective date.

This ordinance shall have full force and effect upon its passage and publication.

Passed by the Council of the City of Spring Lake Park, Anoka County, Minnesota, this ____ day of _____, 2019.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

RESOLUTION NO. 19-04

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 451,
AN ORDINANCE AMENDING CHAPTER 150 OF THE SPRING LAKE PARK CITY
CODE RELATING TO THE STATE BUILDING CODE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 451 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 451 is approved for publication:

“On April 1, 2019, the Spring Lake Park City Council approved Ordinance No. 451, entitled ‘An Ordinance Amending Chapter 150 of the Spring Lake Park City Code Relating to the State Building Code.’

The following is a summary of Ordinance No. 451, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81st Avenue NE, Spring Lake Park, MN, or for review on the City’s website, www.slpmn.org.

The Ordinance amends Chapter 150 by permitting the building official to conduct plumbing plan reviews and inspections. The Ordinance also corrects statutory references made to State laws associated with administration of the building code. The Ordinance also amends the City’s fee schedule to adopt the State Plumbing Plan Review Fee Schedule by reference.”

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 1st day of April, 2019

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

RESOLUTION NO. 19-05

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 452, AN ORDINANCE AMENDING CHAPTER 119 OF THE SPRING LAKE PARK CITY CODE RELATED TO MASSAGE SERVICES

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 452 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 452 is approved for publication:

“On April 1, 2019, the Spring Lake Park City Council approved Ordinance No. 452, entitled ‘An Ordinance Amending Chapter 119 of the Spring Lake Park City Code Relating to the State Building Code.’

The following is a summary of Ordinance No. 452, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81st Avenue NE, Spring Lake Park, MN, or for review on the City’s website, www.slpmn.org.

The Ordinance amends Chapter 119 by updating definitions for accredited institution, accredited program and massage therapist. The ordinance establishes an license exception for an individual licensed in another municipality performing massage services as part of a wellness event/expo last three days or less. The ordinance requires additional license application information, gathering additional information about past massage operations and if an applicant had a license that was denied, revoked or suspended in the previous ten years. The ordinance requires an applicant to obtain a comprehensive national criminal background check from an approved provider and submit the background check report with their application. The ordinance expands the list of locations ineligible for an enterprise license, including those out of compliance with state building and fire codes and local codes and if an enterprise has employed two or more therapists whose licenses have been revoked or suspended within any 12 month period. The ordinance also established new licensing restrictions, including, but not limited to, prohibiting food preparation, habitation and intoxicating alcoholic beverages. The ordinance establishes required equipment for massage and lists prohibited modalities. The ordinance also establishes an appeal process if the City Council denies a renewal license for massage therapist or massage enterprise licenses. The ordinance also establishes a five year waiting period to apply if a license has been revoked or an application has been denied.”

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 1st day of April, 2019

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 4.1.19 Meeting** (no fooling)
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Annual Training was completed in December. 2019 Report and Public Meeting will be completed in June.

Local Surface Water Management Plan (LSWMP) (193803949).

An updated LSWMP based on comments received from the various review agencies has been prepared and distributed to appropriate agencies. Rice Creek Watershed has approved. Coon Creek Watershed has given conditional approval. *Currently working with the Administrator on Ordinance revisions.*

2018 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the northeast area of the city. Service wye grouting continues. Repair of the problem segment has been completed. Terry Randall is monitoring the work.

2019 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the area near TH65 and Osborne Rd. The City Council authorized the obtaining bids at the February 19th meeting.

2019 Street Seal Coat and Crack Fill Project (193804625).

This project includes streets in the area north of 81st Avenue between Monroe and Able. *Project was awarded to Allied Blacktop on March 18th. Construction Contracts have been sent to Contractor for their signatures and will be returned to city for processing.*

Wells 4 and 5 (193804554): Contractor is Keys Well Drilling. Well 4 was video inspected on October 31 and found to be in good condition. Well 4 is now operating. *Well 5 rehabilitation work is nearly complete.*

Arthur Street (Well 5) Water Treatment Plant Evaluation (193801776 Task 300): A summary list of identified plant issues has been prepared and reviewed by the Administrator and Public Works Director. *Filter media has been replaced. A comprehensive plant maintenance project is being considered.*

Bituminous Trail (on Osborne Rd. from TH 65 to Central Avenue)(193804584): This segment may be reconstructed in the summer of 2019. *Plans and specifications have been sent to St Paul Regional Water Services (SPRWS) and Anoka County for review. A tentative bid opening date has been set for April 30th.*

Garfield Pond Improvements Project (19380xxxx): This project is located on the south side of the intersection of 81st and Arthur. This project was identified through the LSWMP process. The Rice Creek Watershed District (RCWD) has approved a grant application for partial project funding. *Next steps will include initial communication with neighbors most impacted by the potential project.*

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



Memorandum

To: Mayor Hansen and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: March 21, 2019
Subject: 525 Osborne Road NE Update

In September 2018, the City executed a purchase agreement with Interstate LLC to sell the 525 Osborne Road NE property for development.

The City has received written notice of termination of the purchase agreement, effective March 21, 2019.

Staff recommends the City Council direct staff to seek representation from a commercial broker to list the site for development. As ideas for development come in, staff will work with the City Council to identify the best development alternative.

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

MESSERLI | KRAMER

March 21, 2019

VIA OVERNIGHT MAIL

City of Spring Lake Park
Attn: Daniel Buchholtz, City Administrator,
Clerk/Treasurer
1301 81st Avenue NE
Spring Lake Park, MN 55432

VIA EMAIL ONLY

First American Title Insurance Company
Attn: Jim Erickson
121 South Eighth Street, Suite 1250
Minneapolis, MN 55402
jerickson@firstam.com

VIA U.S. MAIL

Carson, Clelland & Schreder
Attn: John J. Thames, Esq.
6300 Shingle Creek Parkway, Suite 305
Minneapolis, MN 55430

**Re: Termination of Purchase Agreement
Our File No.: 23743.00001**

Dear Daniel, John and Jim:

Messerli & Kramer P.A., represents Interstate LLC (“Buyer”). Buyer hereby terminates that certain Purchase Agreement dated September 24, 2018, by and between Buyer and the City of Spring Lake Park (the “Agreement”).

The Earnest Money in the amount of Twenty-Five Thousand Dollars (\$25,000.00) together with any accrued interest and after deducting the escrow fees charged by Escrow Holder should be directed to:

Interstate LLC
Attn: Lonnie L. Provencher
6390 Carlson Drive
Eden Prairie, MN 55346

Very truly yours,

MESSERLI & KRAMER P.A.


Anthony L. Barthel
Attorney

Cc: Lonnie L. Provencher (*via email only*: lp@interstatedevelopment.com)

1711860.1

1400 Fifth Street Towers
100 South Fifth Street
Minneapolis, MN 55402

messerlikramer.com

CORRESPONDENCE



Memorandum

To: Mayor Hansen and Members of the City Council
From: Wanda Brown, Recycling/Special Projects
Date: March 27, 2019
Subject: Recycling Day – April 13, 2019

This is just a reminder that the Spring Recycling Day will be held on April 13 from 9:00 am – Noon at the City Hall Parking Lot, and not at Green Lights Recycling.

Residents may recycle two items for FREE by producing the coupon sent out at the beginning of the year in the brochure labeled Spring Lake Park 2019 Recycling Guide. If residents do not have a coupon they can go to the following website <http://www.slpmn.org/recycling.html>, and click on 2019 Recycling Newsletter and Saturday Recycling Event Information. Residents can also stop by City Hall and pick a coupon up at the front counter.

Thank you.



Minnesota Department of **Human Services**

To: City Administrator or Municipality Clerk
From: Department of Human Services, Licensing Division
Date: 03/05/19
Re: New Residential Program Licenses: **February 2019**

The League of Minnesota Cities has requested that the Department of Human Services (DHS) notify cities and townships when DHS issues a new residential program license in their community.

Attached is a report for your city or township for the month of **February 2019**. The report identifies any newly licensed adult and child foster care providers.

This report will be issued monthly to each city or township in which a new adult foster care or child foster care license has been issued.

DHS applications for residential services licenses instruct the applicant to contact the municipality to inquire about local ordinances that may apply, and to document the name and phone number of the person with whom they spoke.

For non-foster care residential programs, DHS will continue to notify the municipality at the time an application for DHS licensure is received.

Information about DHS licensed programs, including their location and license type, can be found at the following websites:

<https://licensinglookup.dhs.state.mn.us/>

www.dhs.state.mn.us/licensing

If you have any questions about this notice, please call 651-431-6500

DEPARTMENT OF HUMAN SERVICES

DIVISION OF LICENSING

New Licenses by Municipality Report

Date Range: 02/01/2019 through 02/28/2019

Municipality: Spring Lake Park

<u>License No.</u>	<u>Program Name</u>	<u>Address</u>	<u>Service Provided</u>	<u>Cap.</u>	<u>Licensing Agency</u>	<u>Effective Date</u>
1096432	Lincoln Georgina & Lincoln James Ya	1620 81st Avenue NE #10	Adlt Fstr Care	2	Anoka County Human Services	02/01/2019

Video Production



Municipal Producer, Trevor Scholl, began work on two major long-form projects in February, including a project with the Blaine Police Department regarding police training and a Lino Lakes crime prevention series . Programs were also produced by Danika Peterson, Rusty Ray and T.J. Tronson. 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.

▪ February Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Blaine Shares Community and Finance Data Online	Danika Peterson/Rusty Ray	00:02:31
Lino Lakes Heron Rookery in Winter	Danika Peterson/Rusty Ray	00:03:20
Lexington Liquor Builds on Success	Danika Peterson/Rusty Ray	00:02:32
SBM Fire Ratings Improve	Danika Peterson/Rusty Ray	00:01:36
Your City Staff: Cathy Sorensen	Danika Peterson/Rusty Ray	00:02:53
Anoka County Board Meeting (2/12/19)	T.J. Tronson	01:08:20

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

- Met with Northern Force Dance Studio business profile
- Blaine Police Department training series
- Set up meeting for CBD Store piece in Ham Lake
- Met with Lino Lakes Public Safety about crime prevention videos
- Winter restoration in Blaine Wetland Sanctuary
- Ham Lake Senior Center activities
- Chomonix Golf Course Issues

Equipment Consulting/Technical Support



- **Blaine**
- 2.20.19: Made an appointment with Ben to look into routing some audio into speakers, and checking on chamber cameras that appear too hot on close up shots.

- 2.26.19: Discovered chamber cameras must be adjusted internally through the camera settings and not the LCS settings. Showed Roark and Ben how to do it in case it happens again. Also worked on audio. The staff mics were not coming through the audience monitors. Downloaded a program for the Tesira Bi-amp DSP controller. After working to network laptop to the switch and connect to the IP address, was able to connect mics to the audience speaker output. Then trimmed the audience speakers down 10db to prevent feedback.

- **Centerville**

- 2.4.19: Worked with Jacob at Roseville to figure out if a wireless netgear router belonged to Centerville. Told him to disconnect router and return to Centerville.

- **Circle Pines**

- 2.27.19: Recording device stopped. Went to City Hall. Couldn't find problem with USB recorder. Gave instructions for what to do if it happens again. Checked into low audio issues. Set the DSP computerized audio board to send a much louder signal back to NMTV and adjusted the audio outputs and inputs for everything. All internal settings so will continue to monitor. Installed new software for controlling Sony cameras that Ross created specifically for us. Adjusted all the cameras with a manual setting instead of auto. Fixed the shutter saving ability but the gain is still not saving correctly. Made some adjustments and will monitor next meeting.

- **Ham Lake**

- 2.5.19: Emailed Nicole regarding black signal coming from Ham Lake. She flipped switch to Brightsign and signal came back on.
- 2.5.19: Ham Lake signal back to black. Rebooted all Ham Lake Ross cards. Flex 4.1 being fed into router. Switched to Ham Lake Carousel.

- **Lexington**

- 2.7.19: Emailed Bill Petracek about meeting with Z Systems to discuss equipment upgrade. Set up meeting to discuss mics and to review system one more time before starting project.
- 2.14.19: Walk through at City Hall with Z Systems. Looked at current set-up. Current mics will still work, which will save money. Discovered video over IP network. Will also upgrade that to HD.

- **Lino Lakes**

- 2.5.19: Emailed Jeff Karlson regarding video issue. Frozen video. Went to City Hall and found issue with the Brightsign player. Reset the player, transmission back to normal.
- 2.21.19: Emailed Jeff Karlson to let him know the Lino Lakes livestream would be down for a period of time while some issues are being worked out with integration of the new streaming servers.

- **Spring Lake Park**

- 2.19.19: Trouble with audience monitor in council chambers. Went to City Hall. Did some troubleshooting. Could be HDMI over ethernet 4x4 router. Found replacement on Ebay, as they are no longer being made. Ordered it.

- **All Cities**

- 2.4.19: Emailed Z Systems for ETA update on delivery of livestream servers.
- 2.4.19: Staff meeting regarding server install and integration.
- 2.4.19: Emailed BizzyWeb with preliminary data to get going on project.
- 2.6.19: Contacted Ian to update firewall rules for the livestream servers. Emailed IP addresses to him to use for servers.
- 2.12.19: Ian and Brian updated the firewall configuration for the new servers.
- 2.12.19: Ran and labeled network cable for the livestream servers to the network switch.
- 2.13.19: Emailed Rose the new configuration addresses for the servers.
- 2.14.19: Ran cable for the network monitor for livestream servers.

- 2.18.19: Installed livestream servers. Set up desktop displays and IP network configuration. Servers are tested and running.
- 2.21.19: Work with Ian and Brian to make some changes IP addresses for all servers in the router going out to Tighrope.
- 2.25.19: Changes made to IP addresses allowing servers to get through firewall. Two servers are not functioning properly. Troubleshooting.
- 2.28.19: Updated configuration on servers to get a connection. Firewall will only pass 6 livestream servers. Have checked every possibility. Have contacted Ian and Brian to resolve.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston, Tarkor Zehn, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tighrope 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 February:

Title	Producer	Runtime
Blaine City Council Meeting (2/7/19)	Blaine Staff	01:09:26
Blaine Planning Commission Meeting (2/12/19)	Blaine Staff	01:14:32
Blaine Natural Resources Conservation Board Meeting (2/19/19)	Blaine Staff	01:00:58
Blaine City Council Meeting (2/21/19)	Blaine Staff	01:38:43
Blaine Park Board Meeting (2/26/19)	Blaine Staff	00:58:58
Centerville City Council Meeting (2/13/19)	Centerville Staff	00:55:45
Centerville City Council Meeting (2/27/19)	Centerville Staff	00:47:54
Circle Pines Park Board Meeting (2/5/19)	Circle Pines Staff	00:12:23
Circle Pines City Council Meeting (2/12/19)	Circle Pines Staff	00:34:02
Circle Pines Utility Commission Meeting (2/20/19)	Circle Pines Staff	00:12:32
Circle Pines City Council Meeting (2/26/19)	Circle Pines Staff	00:43:44
Ham Lake City Council Meeting (2/4/19)	Ham Lake Staff	00:18:52
Ham Lake Planning Commission Meeting (2/11/19)	Ham Lake Staff	01:47:11
Ham Lake City Council Meeting (2/19/19)	Ham Lake Staff	00:56:43
Ham Lake Planning Commission Meeting (2/25/19)	Ham Lake Staff	00:10:49
Ham Lake Park & Tree Meeting (2/27/19)	Ham Lake Staff	01:31:31

Lexington City Council Meeting (2/21/19)	Lexington Staff	00:27:10
Lino Lakes City Council Meeting (2/11/19)	Lino Lakes Staff	00:19:29
Lino Lakes Planning & Zoning Meeting (2/13/19)	Lino Lakes Staff	01:59:43
Lino Lakes City Council Meeting (2/25/19)	Lino Lakes Staff	00:20:06
Spring Lake Park City Council Meeting (2/4/19)	Spring Lake Park Staff	00:36:37
Spring Lake Park City Council Meeting (2/19/19)	Spring Lake Park Staff	00:29:25
Spring Lake Park Planning Commission Meeting (1/22/19)	Spring Lake Park Staff	00:25:06
23 New Programs		18:51:39 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	165	226:29:36
Centerville	40	43:57:58
Circle Pines	169	96:26:42
Ham Lake	62	75:40:16
Lexington	92	65:18:11
Lino Lakes	54	50:39:20
Spring Lake Park	96	69:24:14
Totals:	678 Program Playbacks	627:56:17 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 new Carousel units complete, 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 new 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 February:

Blaine

- Transcoded and uploaded 3 videos to Carousel.
- Created a demo version of a five zone Carousel channel as requested.

Centerville

- Transcoded and uploaded 0 videos to Carousel.
- Created 2 graphic pages for Carousel

Circle Pines

- Transcoded and uploaded 0 videos to Carousel.

Ham Lake

- Transcoded and uploaded 0 videos to Carousel.
- Created 1 graphic page for Carousel.

Lexington

- Transcoded and uploaded 1 video to Carousel.

Lino Lakes

- Transcoded and uploaded 1 video to Carousel.

Spring Lake Park

- Transcoded and uploaded 1 video to Carousel.
- Created 3 graphic pages for Carousel

City Channel Signal Monitoring

Blaine

- Noted audio and camera brightness issues. Relayed info to Video Engineer.

Centerville

- No channel signal problems.

Circle Pines

- Noted audio problems. Relayed info to Video Engineer.

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 type in 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 February:

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

Administrative



The issues dealt with in February include rescheduling the kick-off franchise renewal meeting with Comcast, acquisition and integration of the live streaming servers for Cities, and calculating, processing, reporting and delivering the franchise fee payments.

- **Streaming Servers for Cities**
 - Met with IT staff to plan steps necessary for integration of live streaming servers into system.
 - Streaming servers were delivered and installed.
 - Authorized payment to BizzyWeb for work to update website for new streaming servers.
 - Authorized firewall work to allow Tightrope access to streaming servers.
 - Kept on top of problems with firewall and routers allowing access to all servers.
 - Authorized launching two additional Reflect Service accounts with Tightrope to accommodate 6 additional streaming channels.
- **Franchise Fee Payment to Cities**
 - Presented franchise fee payment calculations to Operations Committee and Executive Committee for approval of payments to Cities.
 - Assembled supporting data and explanatory letter to accompany franchise fee payments.
 - Canceled Cable Commission meeting due to lack of quorum, due no doubt, to snowmeggedan.
 - Conferred with City Managers and Legal Counsel regarding ability to deliver checks considering canceled Cable Commission meeting.
 - Delivered checks.
- **Miscellaneous**
 - Rescheduled Comcast franchise renewal meeting to March 12th, per Comcast's request.

- Reviewed model small cell ordinance prepared by Mike Bradley, and forwarded to City Managers.
- Reviewed draft Closed Captioning Report and recommendations from Mike Bradley.
- Read industry articles.

North Metro Telecommunications Commission Meeting Talking Points

March 20, 2019

- ▶ North Metro TV's traveling lecture series is becoming very popular. Instructor, Eric Houston, has been taking his multi-media presentations on topics such as James Bond or Early Film Treasures to locations throughout the North Metro. Classes are regularly taught at various senior centers and senior living facilities, through City Park and Rec departments and at the Library and History Center. Every venue continues to request that Eric return to teach more classes. Currently the Ham Lake and Lino Lakes senior centers and the Blaine park and rec and Crest View Senior housing facility are being added to the list.
- ▶ The live streaming servers for Cities are up and running. North Metro TV staff have been working with City staff to make sure they are aware of the service and that they have a link for city residents. This means that the city channel is now live streaming 24/7. Residents who do not have cable TV can now watch the City meetings live. The server is hosted on the North Metro TV website so it requires no extra capacity from City networks. It is easily accessible through the city websites or on the North Metro TV website. Just go to the city meeting drop down at northmetrotv.com, click on your city, and then click on the white arrow in the live streaming box.
- ▶ The City of Lexington is ready to move forward with their HD upgrade. Once the cities are sending an HD signal, an HD channel will be requested from Comcast for the city channels.
- ▶ The NCTA, a cable trade organization has filed an ex parte letter with the FCC regarding the franchise fee Further Notice of Proposed Rulemaking. It is important that Cities respond to this letter. The Commission approved joining with other Cities to have Commission Legal Counsel draft an ex parte letter in response.
- ▶ The FCC's Small Cell Order has been appealed and a request for reconsideration has been made.
- ▶ The Closed Captioning study requested by the Commission is near completion. In the draft report the conclusion reached is that the Commission is exempt from closed captioning according to FCC rules, but not exempt according to ADA guidelines. The report includes various options for providing closed captioning on live programming and prerecorded programming. Legal Counsel is drawing up an implementation plan, and money will be budgeted for the 2020 budget for closed captioning.

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

February 2019 Update

Program Production

In February, a total of 119 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **78:15:00 hours of new programming**.

- 33 programs were produced by the public
- 63 programs were produced by NMTV staff
- 23 programs were produced by City staff



Van Shoots

The HD truck was used for **66:30:00** hours of production. Events produced live and recorded for additional playbacks include:

- Gymnastics: Andover/Blaine/Centennial
- Boys Basketball: Irondale vs. Spring Lake Park
- Adapted Floor Hockey: Mounds View vs. North Suburban
- Girls Basketball: Maple Grove vs. Centennial
- Girls Hockey: 5AA QF: Maple Grove vs. Blaine
- Girls Hockey: 5AA QF: Centennial vs. Rogers
- Girls Basketball: Spring Lake Park vs. Blaine
- Boys Hockey: 5AA QF: Blaine vs. Osseo
- Boys Hockey: 5AA QF: Centennial vs. Coon Rapids
- Boys Hockey: 5AA SF: Blaine vs. Centennial
- Boys Basketball: Centennial vs. Spring Lake Park
- Boys Hockey: 5AA Championship: Blaine vs. Maple Grove



Workshops

Workshop	Instructor	Organization	Students
Lecture Series - Mary Pickford: The World's First Movie	Eric Houston	General	9
Lecture Series - Early Film Treasures: The Great Train Robbery	Eric Houston	Spring Lake Park City Hall	10
Open Studio Night	Eric Houston	General Public	5
Lecture Series - Jim Henson and the Muppets	Eric Houston	Northtown Library	17
Intro to NMTV/Tour	Eric Houston	Blaine Home School	19
Bad Movie Bros Taping	Eric Houston	Video Club	3
6 Workshops			63 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	226	64	47	2	702	\$1,305.00
February	302.75	71	91	2	1,277	\$914.00
TOTAL:	528.75	135	138	4	1,979	\$2,219.00

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	144	677.5
February	94	606.5
TOTAL PUBLIC USAGE:		1,284

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 February highlights include:

- Blaine Makes All City Spending Easy to See
- SBM Fire Ratings Improve
- Mobile Menders Fix Thousands of Pieces of Clothing Each Year
- Volunteers Protect Lino Lakes Heron Rookery
- Hope's Closet Helps Homeless Youth
- Chomonix Golf Course May Close
- Chomonix Golf Course to Remain Open for at Least Three Years
- Stacy Bauer to Release Second Book
- Fifth Graders Collect Eye Glasses
- Your City Staff: Cathy Sorensen



In addition to daily playbacks of North Metro TV News on the cable systems, there are 545 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetroTV.com website.

Your City Staff: Cathy Sorensen

It looks like another City staff member got talked into an interview! This time around Blaine's City Clerk, Cathy Sorensen was highlighted. Cathy has served the City of Blaine for over 20 years. She discussed various aspects of the City Clerk position such as answering questions about permits or council business, and making sure the City has what it needs to pull off smooth elections. The interview can be watched on NMTV's YouTube page, and on the Blaine City Channel.



Traveling Lectures

Instructor, Eric Houston, is adding another lecture to his traveling series. This one concerns the evolution of movies and movie theaters and focuses on the introduction of feature length films, widescreen movies, sound, and Technicolor. He has also overhauled the very popular James Bond lecture with new movie clips and photos. Eric has reached out to additional venues for presenting the lectures, including the Ham Lake Senior Center, the Lino Lakes Senior Center, Crest View Senior Housing in Blaine, and the Blaine Parks and Rec department.

Open Studio Night

The first Open Studio Night of the year was held in February. The goal of the event is to encourage people who would like to produce a show, but don't want to go through the classes, or don't have a crew to help them out, to come in and just do it. The NMTV Video Club provides all the crew and assistance anyone would need to produce their program. This time around two new shows were produced. The first, called Kids Cooking School, was produced by a Lino Lakes resident. The second, called Travel Talk, was produced by a member of the local Toastmasters.



Commercial Productions

Special Events Coordinator, T.J. Tronson, has wrapped up a commercial project for the City of Columbia Heights. He has been working with the City's Communications Coordinator on a "Welcome to Columbia Heights" video for the City. Their goal was to have a video to play at their Town Hall meeting in early March. T.J. is also booked to provide drone coverage of the annual Nearly Naked Ruck Sack event. That will be taking place in March.

City Productions

Municipal Producer, Trevor Scholl, has started several major projects that will take some time to complete, including an in-depth piece with the Blaine Police Department regarding training and a new Lino Lakes crime prevention series.

- Blaine's Open Portal
- Shot Lino Lakes Guns and Hoses Charity Hockey Game
- Shot 3 interviews for Chominix Golf piece
- Working on long-form piece with Blaine PD. Shot wardrobe day and scenario training



New and ongoing projects include:

- Met with Northern Force Dance Studio business profile
- Blaine Police Department training series
- Set up meeting for CBD Store piece in Ham Lake
- Met with Lino Lakes Public Safety about crime prevention videos
- Winter restoration in Blaine Wetland Sanctuary
- Ham Lake Senior Center activities
- Chomonix Golf Course Issues

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

- 2.20.19: Made an appointment with Ben to look into routing some audio into speakers, and checking on chamber cameras that appear too hot on close up shots.
- 2.26.19: Discovered chamber cameras must be adjusted internally through the camera settings and not the LCS settings. Showed Roark and Ben how to do it in case it happens again. Also worked on audio. The staff mics were not coming through the audience monitors. Downloaded a program for the Tesira Bi-amp DSP controller. After working to network laptop to the switch and connect to the IP address, was able to connect mics to the audience speaker output. Then trimmed the audience speakers down 10db to prevent feedback.

Centerville

- 2.4.19: Worked with Jacob at Roseville to figure out if a wireless netgear router belonged to Centerville. Told him to disconnect router and return to Centerville.

Circle Pines

- 2.27.19: Recording device stopped. Went to City Hall. Couldn't find problem with USB recorder. Gave instructions for what to do if it happens again. Checked into low audio issues. Set the DSP computerized audio board to send a much louder signal back to NMTV and adjusted the audio outputs and inputs for everything. All internal settings so will continue to monitor. Installed new software for controlling Sony cameras that Ross created specifically for us. Adjusted all the cameras with a manual setting instead of auto. Fixed the shutter saving ability but the gain is still not saving correctly. Made some adjustments and will monitor next meeting.

Ham Lake

- 2.5.19: Emailed Nicole regarding black signal coming from Ham Lake. She flipped switch to Brightsign and signal came back on.
- 2.5.19: Ham Lake signal back to black. Rebooted all Ham Lake Ross cards. Flex 4.1 being fed into router. Switched to Ham Lake Carousel.

Lexington

- 2.7.19: Emailed Bill Petracek about meeting with Z Systems to discuss equipment upgrade. Set up meeting to discuss mics and to review system one more time before starting project.
- 2.14.19: Walk through at City Hall with Z Systems. Looked at current set-up. Current mics will still work, which will save money. Discovered video over IP network. Will also upgrade that to HD.

Lino Lakes

- 2.5.19: Emailed Jeff Karlson regarding video issue. Frozen video. Went to City Hall and found issue with the Brightsign player. Reset the player, transmission back to normal.
- 2.21.19: Emailed Jeff Karlson to let him know the Lino Lakes livestream would be down for a period of time while some issues are being worked out with integration of the new streaming servers.

Spring Lake Park

- 2.19.19: Trouble with audience monitor in council chambers. Went to City Hall. Did some troubleshooting. Could be HDMI over ethernet 4x4 router. Found replacement on Ebay, as they are no longer being made. Ordered it.

All Cities

- 2.4.19: Emailed Z Systems for ETA update on delivery of livestream servers.
- 2.4.19: Staff meeting regarding server install and integration.
- 2.4.19: Emailed BizzyWeb with preliminary data to get going on project.
- 2.6.19: Contacted Ian to update firewall rules for the livestream servers. Emailed IP addresses to him to use for servers.

- 2.12.19: Ian and Brian updated the firewall configuration for the new servers.
- 2.12.19: Ran and labeled network cable for the livestream servers to the network switch.
- 2.13.19: Emailed Rose the new configuration addresses for the servers.
- 2.14.19: Ran cable for the network monitor for livestream servers.
- 2.18.19: Installed livestream servers. Set up desktop displays and IP network configuration. Servers are tested and running.
- 2.21.19: Work with Ian and Brian to make some changes IP addresses for all servers in the router going out to Tightrope.
- 2.25.19: Changes made to IP addresses allowing servers to get through firewall. Two servers are not functioning properly. Troubleshooting.
- 2.28.19: Updated configuration on servers to get a connection. Firewall will only pass 6 livestream servers. Have checked every possibility. Have contacted Ian and Brian to resolve.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	165	226:29:36
Centerville	40	43:57:58
Circle Pines	169	96:26:42
Ham Lake	62	75:40:16
Lexington	92	65:18:11
Lino Lakes	54	50:39:20
Spring Lake Park	96	69:24:14
Totals:	678 Program Playbacks	627:56:17 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Nocked & Loaded TV	Dave Perkins	00:27:43
Chit Chat: Jenna Lind	Sharon Carlson	00:25:22
A Fresh New Day	Anita Wardlaw	00:40:35
Every Movie Ever (5 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Brett Wong/Seraiah Brooks/Eric Houston	01:46:18
Cornerstone Church (3 episodes)	Rick Bostrom	01:27:42
Christ Lutheran Church (4 episodes)	Chance Amundson/Jacob Nessman	04:34:39
The Power of Love (6 episodes)	Rick Larson	03:00:00
LovePower (6 episodes)	Rick Larson	06:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	01:15:05
Oak Park Moments (5 episodes)	Dave Turnidge	03:37:22
33 New Programs		23:14:46 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (2/12/19)	T.J. Tronson	01:08:20
NMTV News (5 episodes)	Danika Peterson/Rusty Ray	01:24:16
Lino Lakes Heron Rookery in Winter	Danika Peterson/Rusty Ray	00:03:20
Your City Staff: Cathy Sorensen	Danika Peterson/Rusty Ray	00:02:53
Lexington Liquor Builds on Success	Danika Peterson/Rusty Ray	00:02:32
Blaine Shares Community and Finance Data Online	Danika Peterson/Rusty Ray	00:02:31
SBM Fire Ratings Improve	Danika Peterson/Rusty Ray	00:01:36
Adapted Floor Hockey: North Suburban/Anoka Hennepin	Kenton Kipp/J. Millington	01:25:39
Gymnastics: Andover/Blaine/Centennial	Kenton Kipp/J. Millington	02:26:07
Wrestling: Chisago Lakes/Spring Lake Park/St. Anthony	Kenton Kipp/J. Millington	00:41:40
Boys Basketball: Irondale/Spring Lake Park	Kenton Kipp/J. Millington	01:35:41
Wrestling: Mounds View/Spring Lake Park/Irondale/St. Anthony	Kenton Kipp/J. Millington	00:57:10
Wrestling: Osseo/Spring Lake Park/Irondale/St. Anthony	Kenton Kipp/J. Millington	00:59:13
Adapted Floor Hockey: Mounds View/North Suburban	Kenton Kipp/J. Millington	01:12:41
Girls Hockey: Blaine/Anoka	Kenton Kipp/J. Millington	01:16:33
Girls Hockey: Centennial/Spring Lake Park	Kenton Kipp/J. Millington	01:22:20
Girls Basketball: Maple Grove/Centennial	Kenton Kipp/J. Millington	01:24:22
Girls Hockey: Maple Grove/Blaine	Kenton Kipp/J. Millington	01:30:35
Girls Hockey: Centennial/Rogers	Kenton Kipp/J. Millington	01:33:15
Girls Basketball: Spring Lake Park/Blaine	Kenton Kipp/J. Millington	01:56:26
Boys Hockey: Blaine/Osseo	Kenton Kipp/J. Millington	01:45:35
Boys Hockey: Centennial/Coon Rapids	Kenton Kipp/J. Millington	01:46:49
Boys Basketball: Blaine/Centennial	Kenton Kipp/J. Millington	00:56:21
Boys Hockey: Blaine/Centennial	Kenton Kipp/J. Millington	01:45:04
Boys Basketball: Centennial/Spring Lake Park	Kenton Kipp/J. Millington	01:34:48
Girls Basketball: Champlin Park/Spring Lake Park	Kenton Kipp/J. Millington	01:22:20
Boys Hockey: Blaine/Maple Grove	Kenton Kipp/J. Millington	02:23:02
Sports Den (4 episodes)	Kenton Kipp/J. Millington	01:55:23
Game Summaries (28 episodes)	Kenton Kipp/J. Millington	01:04:37
63 New Programs		35:41:09 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (2/7/19)	Blaine Staff	01:09:26
Blaine Planning Commission Meeting (2/12/19)	Blaine Staff	01:14:32
Blaine Natural Resources Conservation Board Meeting (2/19/19)	Blaine Staff	01:00:58
Blaine City Council Meeting (2/21/19)	Blaine Staff	01:38:43
Blaine Park Board Meeting (2/26/19)	Blaine Staff	00:58:58
Centerville City Council Meeting (2/13/19)	Centerville Staff	00:55:45
Centerville City Council Meeting (2/27/19)	Centerville Staff	00:47:54
Circle Pines Park Board Meeting (2/5/19)	Circle Pines Staff	00:12:23

Title cont.	Producer cont.	Runtime cont.
Circle Pines City Council Meeting (2/12/19)	Circle Pines Staff	00:34:02
Circle Pines Utility Commission Meeting (2/20/19)	Circle Pines Staff	00:12:32
Circle Pines City Council Meeting (2/26/19)	Circle Pines Staff	00:43:44
Ham Lake City Council Meeting (2/4/19)	Ham Lake Staff	00:18:52
Ham Lake Planning Commission Meeting (2/11/19)	Ham Lake Staff	01:47:11
Ham Lake City Council Meeting (2/19/19)	Ham Lake Staff	00:56:43
Ham Lake Planning Commission Meeting (2/25/19)	Ham Lake Staff	00:10:49
Ham Lake Park & Tree Meeting (2/27/19)	Ham Lake Staff	01:31:31
Lexington City Council Meeting (2/21/19)	Lexington Staff	00:27:10
Lino Lakes City Council Meeting (2/11/19)	Lino Lakes Staff	00:19:29
Lino Lakes Planning & Zoning Meeting (2/13/19)	Lino Lakes Staff	01:59:43
Lino Lakes City Council Meeting (2/25/19)	Lino Lakes Staff	00:20:06
Spring Lake Park City Council Meeting (2/4/19)	Spring Lake Park Staff	00:36:37
Spring Lake Park City Council Meeting (2/19/19)	Spring Lake Park Staff	00:29:25
Spring Lake Park Planning Commission Meeting (1/22/19)	Spring Lake Park Staff	00:25:06
23 New Programs		18:51:39 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.