



**CITY COUNCIL AGENDA
TUESDAY, FEBRUARY 19, 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. A. John Connelly - Twin Cities North Chamber of Commerce
CONSENT AGENDA:
 - A. Approval of Minutes – February 4, 2019
 - B. Disbursements
 1. General Operations Disbursement Claim No. 19-01 \$735,467.36
 - C. Contractor’s Request for Payment No. 2 – 2018 Sanitary Sewer Lining Project
 - D. Sign Permit
 - E. Contractor’s Licenses
7. POLICE REPORT
8. PARKS AND RECREATION REPORT
9. NEW BUSINESS
 - A. Authorization to Purchase New Traffic Speed Trailer
 - B. Authorization to Prepare Plans and Bidding for 2019 Sewer Lining Project
10. ENGINEER’S REPORT
11. ATTORNEY’S REPORT
12. REPORTS
 - A. Administrator Reports
13. OTHER
14. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARING
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.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on February 4, 2019 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

Members Present: Councilmembers Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: Councilmember Nelson

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Code Enforcement Inspector Caldwell; Engineer Gravel; Attorney Thames; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Al Sampson, 8367 Monroe Street NE
Paddy Jones, Ham Lake

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 10.A. State Aid Reclassification be added to the agenda.

5. Discussion From The Floor

Al Sampson, 8367 Monroe Street NE, informed the City Council of the extra work he is doing at his property by shoveling and putting salt on the sidewalk. He reported that he makes certain that the bus bench is cleaned of snow as well. He thanked Mr. Randall for lowering his sidewalk to avoid a potential tripping hazard. He stated that he appreciates that staff listens to his concerns and are helpful in finding a solution.

Mr. Sampson stated that he would like to be a model citizen for the the City of Spring Lake Park as he cares for its citizens.

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – January 22, 2019
- B. Contractor's Licenses
- C. Sign Permit
- D. Correspondence

MOTION BY COUNCILMEMBER DELFS TO APPROVE THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Public Works Report

Public Works Director Randall reported that the Public Works Department have been maintaining the ice rinks daily; continuing to collect the garbage and recycling at the parks, and working on repairs to the maintenance equipment. He reported that the Department plowed and salted two times in the month of January.

Mr. Randall reported that there were two water main breaks in January. He reported that all the water meters had been read and there were 60 that could not be read. He stated that those residents were contacted and repairs to the meter were made.

Mr. Randall reported that the Department has been trimming brush and trees around the City including the pond north of Triangle Park. He provided the Council with a summary of the meetings he attended for the month of January. He reported that he met with the vendor of the water meter reading equipment and learned that in the future the current equipment could be outdated. He stated that with new technology there is the possibility that the City of New Brighton could read the water meters from their water tower antennas and transmit the readings to Spring Lake Park.

Mayor Hansen inquired on how residents are notified if their water meter is unable to be read. Mr. Randall explained that a door tag is hung at the residence.

Councilmember Goodboe-Bisschoff inquired if collaborating with the City of New Brighton would be the most economical way for the City to read the meters in the future. Mr. Randall stated that he felt it would be as the City of New Brighton has the ability to read the same frequency.

8. Code Enforcement Report

Code Inspector Caldwell reported in January 2019, four building permits were issued compared to 11 in 2018. He stated that 13 mechanical permits were issued in January, compared to 11 in 2018. He reported that 12 plumbing permits were issued in January, compared to three in 2018.

Mr. Caldwell reported that Hy-Vee has decided to downsize its main store from 85,000 square feet to 75,000 square feet. He stated that this decision was made by Hy-Vee management after the footings and stem walls for 85,000 square foot building perimeter was already done. He stated that inspections for the footings and stem walls for the revised building perimeter has been conducted by the Code Enforcement Department and await the structural insulated (SIP'S) or tilt-up's, in the middle of February.

Mr. Caldwell provided an update on the Public Storage interior climate control building and the twin homes that are being built on Pierce Street as well as the single family home on Benjamin Street. He reported that 11 out of 842 rental units failed to register for rental in 2019. He stated that administrative offense tickets will be issued for each unit in February to encourage the remaining rental owners to register their rental units as required by ordinance.

Mr. Caldwell provided a "Mold in Homes" handout for information to residents. He reported that the handout is provided for any Spring Lake Park property owner and tenant that is looking for information on what effects, how to detect, and clean for removal of mold.

Councilmember Wendling inquired what stem walls were. Mr. Caldwell explained that the walls are similar to foundation walls however, stem walls are paved in place and are usually much larger than foundation walls.

9. New BusinessA. Approval of Job Description for Building Code Enforcement Official

Administrator Buchholtz reported that with the upcoming retirement of Building Official Barry Brainard, staff has taken the opportunity to update the job description for the Building/Code Enforcement Official. He provided a copy of the description to the City Council. He reported that the description had not been updated in over 20 years. He stated that staff recommends approval of the job description update.

Councilmember Delfs inquired if Mr. Brainard had input on the updated description. Administrator Buchholtz stated that he did.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE BUILDING OFFICIAL JOB DESCRIPTION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Approval of Zoning Compliance Agreement – 7901 Quincy Street NE

Code Enforcement Inspector Caldwell presented a Zoning Compliance Agreement proposal for 7901 Quincy Street NE with homeowner Allen Hambleton. He stated the goal of the agreement is to gain compliance with City Ordinance 153.066 (C). He stated that the agreement has already been reviewed, agreed to and signed by the homeowner on February 25, 2019. He reported that the homeowner paid the administrative penalty of \$70.

Mr. Caldwell explained that the contract is necessary, as an expansion of the existing driveway is required so that two trailers can be parked on the approved driveway. He reported that the completed expansion of the driveway cannot take place until the spring of 2019 and requests the additional time to bring the property into compliance without further citations being issued for the compliance issue.

MOTION MADE BY MAYOR HANSEN TO APPROVE ZONING COMPLIANCE AGREEMENT FOR 7901 QUINCY STREET NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel had no new items to report.

A. State Aid Reclassification

Engineer Gravel reported that the City would like to change State Aid allocation on a few of the City streets. He stated the City would like to request to revoke 81st Avenue from TH47 to Terrace and University Avenue Service Road from 83rd Avenue to 81st Avenue. He stated that the City would like to add Able Street from 81st Avenue to Osborne Road. He explained that 81st Avenue and University were constructed using state aid funds and they must be paid back before the exchange of streets could happen.

Mr. Gravel is seeking approval to move forward with correspondence to the MnDOT with a proposal and receive their feedback to move forward with the change in allocation in State Aid funds.

Councilmember Wendling stated that he is favor of the change and would like to see truck traffic moved to Osborne Road for the safety of the pedestrians. He stated that the proposed change will help with the traffic for the Hy-Vee traffic when the store opens. Mayor Hansen agreed.

Councilmember Delfs inquired as to what State Aid money is used for. Mr. Gravel explained that the City receives an annual allocation (gas tax) and can be used in various projects within the city. Mr. Gravel explained that advanced state aid money was used in the construction of Monroe Street.

MOTION MADE BY COUNCILMEMBER WENDLING TO AUTHORIZE STAFF TO PREPARE PROPOSAL FOR REVISIONS TO THE STATE AID COLLECTOR STREETS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Attorney's Report

Attorney Thames had no new items to report.

12. Reports

A. Beyond the Yellow Ribbon Report

Councilmember Wendling reported that he could not give a report on the how well attended last month's pork chop dinner, as he was not in attendance. He noted that the Beyond the Yellow Ribbon committee is currently helping a family on Ballantyne Street.

13. Other

A. Administrator Reports

Administrator Buchholtz reported that he attended the Legends of Spring Lake Park ribbon cutting along with the City Council and Spring Lake Park staff. He reported that the Coon Creek and Rice Creek Watershed Districts have approved the City's Local Surface Water Management Plan. He explained that the approval was a necessary step in the Comprehensive Plan update.

Administrator Buchholtz reported that he would be involved with the committee researching the corridor developments on University Avenue and Highway 65. He stated that he would be testifying on the Open Meeting Law Bill at the Capitol on February 7, 2019. He reported that he would be attending the public hearing on February 13, 2019, to provide comments on the proposed grant application for the Garfield Pond Project with Rice Creek Watershed District.

14. Adjourn

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

The meeting was adjourned at 7:39 P.M.

Cindy Hansen, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: Jan 2019
Page: 1
Claim Res.#19-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65539	AFLAC	PAYROLL	22.17
65540	AMERITAS	PAYROLL	37.26
65541	CENTRAL PENSION FUND	PAYROLL	520.08
65542	DEARBORN NATIONAL	PAYROLL	471.51
65543	DELTA DENTAL	PAYROLL	1,599.77
65544	HEALTH PARTNERS	PAYROLL	13,933.36
65545	L.E.L.S.	PAYROLL	255.00
65546	LOCAL 49	PAYROLL	105.00
65547	NCPERS GROUP LIFE INS	PAYROLL	72.00
65548	AID ELECTRIC SERVICE, INC	SERVICES	142.00
65549	ASPEN MILLS	U. ALLOWANCES	285.39
65550	AT & T MOBILITY	MONTHLY SERVICES	919.00
65551	BRAD BAKER	U. ALLOWANCES	194.65
65552	BERKLEY ADMINISTRATORS	DEDUCTIBLE	471.89
65553	BLAKE DRILLING CO., INC	SERVICES	5,344.00
65554	RANDY BROWN	U. ALLOWANCES	313.19
65555	BUREAU OF CRIM APPREHENSION	DATA SERVICES	390.00
65556	CARSON, CLELLAND & SCHREDER	LEGAL FEES	9,036.90
65557	CATHLEEN PETERSON	REFUND RECREATION	5.00
65558	CINTAS	MATS	88.46
65559	COMMUNITY WIRELESS CONSULTANTS	LEASE AMENDMENT CONSULTING	750.00
65560	COMPUTER INTERGRATION TECHNOLOG	SERVICES	10,000.00
65561	COTTENS INC	PARTS/SUPPLIES	210.71
65562	DAVE'S SPORT SHOP	U. ALLOWANCES	160.00
65563	ECM PUBLISHERS, INC.	PUBLISHING	451.51
65564	ELAINE WOLF	REFUND RECREATION	5.00
65565	EMERGENCY AUTOMOTIVE TECHNOLOG	AUTO SERVICES	135.00
65566	Evident Crime Scene Products	OFFICE SUPPLIES	79.75
65567	FASTENAL COMPANY	PARTS/SUPPLIES	116.66
65568	GOPHER STATE ONE-CALL INC	LOCATES	33.75
65569	GREENHAVEN PRINTING	PRINTING	1,625.53
65570	HOUSE OF PRINT	PRINTING	3,832.62
65571	JILL AUSTIN	INSTRUCTOR RECREATION	210.00
65572	NANCY KELM	MILEAGE	10.86
65573	KENNEDY & GRAVEN, CHARTERED	LEGAL FEES	17.50
65574	MICHAEL LEDMAN	INSTRUCTOR RECREATION	232.00
65575	MANSFIELD OIL COMPANY	FUEL	1,412.81
65576	MASTER ELECTRIC	SERVICES/INSPECTION	2,200.00
65577	CITY OF MINNEAPOLIS	APS TRANSACTIONS	213.30
65578	PLUNKETT'S INC	PEST CONTROL	90.00
65579	RICHFIELD BUS CO	BUS SERVICES RECREATION	589.04

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

Date: Jan 2019
Page: 2
Claim Res.#19-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65580	RUSSIAN SOUL	DAYTRIP RECREATION	100.00
65581	SHRED-IT USA	SHREDDING SERVICES	99.37
65582	SPRING LAKE PARK SCHOOL DISTRICT	REFUND RECREATION	180.00
65583	SPRING PLUMBING INC LLC	REFUND PLUMB. PERMIT/SURCHARGE	46.00
65584	STANTEC	ENGINEERING	20,276.84
65585	STREICHER'S	U. ALLOWANCES	61.99
65586	THE HOME DEPOT CREDIT SERVICES	MONTHLY CREDIT CARD	17.73
65587	U.S.T.I.	FORMS	365.00
65588	WATER CONSERVATION SERVICE INC	SERVICES/REPAIRS	286.05
65589	ZARNOTH BRUSH WORKS INC	SUPPLIES	394.50
65590	BOYER TRUCKS PARTS DISTRIBUTION CEI	PARTS	440.61
65591	COMPUTER INTERGRATION TECHNOLOG	DELL POWEREDGE RACK SERVER	14,450.00
65592	CORRPRO COMPANIES INC	INSPECTION SERVICES	1,740.00
65593	ECM PUBLISHERS, INC.	PUBLISHING	43.00
65594	INSTRUMENTAL RESEARCH INC	WATER TESTING	81.00
65595	KRAUS HARTIG VFW #6587	GAMBLING TAX REFUND	1,848.76
65596	MANSFIELD OIL COMPANY	FUEL	964.14
65597	MN DEP'T OF LABOR & INDUSTRY	SURCHARGES	7,724.53
65598	SLP PLACE LLC.	REFUND RENTAL LICENSE	620.00
65599	SPRING LAKE PARK LIONS	GAMBLING TAX REFUND	14,088.83
65600	TWIN CITY HARDWARE	PARTS/SERVICES	1,747.91
65601	WASTE MANAGEMENT OF WI-MN	MONTHLY UTILITIES	7,146.74
65602	XCEL ENERGY	MONTHLY UTILITIES	53.57
65603	AIR TRAVEL GROUP	EXTENDED TOURS RECREATION	7,178.75
65604	AMERICAN MESSAGING	YEARLY SERVICES	50.16
65605	ASPEN MILLS	U. ALLOWANCES	58.21
65606	COMPUTER EXPLORERS	INSTRUCTOR RECREATION	1,482.00
65607	COMPUTER INTERGRATION TECHNOLOG	MANAGED SERVICES	12,000.00
65608	COORDINATED BUSINESS SYSTEMS LTD	MAINTENANCE CONTRACT	1,300.74
65609	EMBEDDED SYSTEMS, INC	MAINTENANCE AGREEMENT	553.50
65610	FLEETPRIDE	PARTS	84.21
65611	GRAY LINE TOURS	EXTENDED TOURS RECREATION	7,000.00
65612	KATHLEEN HOLM-PARTROW	REFUND RECREATION	70.00
65614	MOCIC ATTN: MEMBERSHIP	MEMBERSHIP FEES	150.00
65615	MOSCOW ON THE HILL	DAYTRIP RECREATION	600.00
65616	NASASP	ANNUAL DUES	39.00
65617	NICOLE AND JAMES KLUSSMAN	OVERPAYMENT FINAL WTR BILL	9.92
65618	NORTH METRO MAYORS ASSOC	MEMBERSHIP FEES	2,888.00
65619	OPG-3, INC.	MAINTENANCE AGREEMENT	340.00
65620	ORGANIX SOLUTIONS	SUPPLIES	1,142.34
65621	RS PROPERTIES, INC. DBA THE SUNSET GI	REIMBUREMENT FOR ROTO ROOTER	4,300.00

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

Date: Jan 2019
Page: 3
Claim Res.#19-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65622	SLP FIRE DEPARTMENT	FIRE PROTECTION/CAPITAL BUDGET	32,953.00
65623	TASC	ADMIN FEES	30.08
65625	TRI-COUNTY LAW ENFORCEMENT ASSOC	ANNUAL DUES	75.00
65626	U.S. POSTAL SERVICES	POSTAGE	450.00
65627	VISUAL COMPUTER SOLUTIONS	CONTRACTUAL SERVICES	1,750.00
65628	DVS	TABS	42.00
65629	ANOKA COUNTY TREASURY	MAINT SIGNAL/ADMIN CHARGE	582.09
65630	ASPEN MILLS	U. ALLOWANCES	34.50
65631	BATTERIES PLUS BULBS	BATTERIES	26.50
65632	BETTY WILSON	EXTENDED TOURS RECREATION	250.00
65633	CITY OF BLAINE	BLAINE WATER PROPERTIES	858.69
65634	BOBBIE JOHNSON	REFUND RECREATION	74.00
65635	CENTERPOINT ENERGY	MONTHLY UTILITIES	3,146.97
65636	CINTAS	MATS	88.46
65637	COMCAST	MONTHLY SERVICES	105.92
65638	COMM-WORKS, LLC	PARK CAMERAS	125.00
65639	COMPUTER INTERGRATION TECHNOLOG	DELL NOTEBOOKS	21,510.00
65640	CONNEXUS ENERGY	MONTHLY UTILITIES	370.65
65641	CONSERVICE REO UTILITIES	OVERPAYMENT FINAL WTR BILL	118.49
65642	COON RAPIDS CHRYSLER	AUTO SERVICES	40.00
65643	CORE & MAIN LP	PARTS	7,056.70
65644	COTTENS INC	PARTS	97.95
65645	EMERGENCY AUTOMOTIVE TECHNOLOG	SUPPLIES	46.95
65646	FASTENAL COMPANY	PARTS/SUPPLIES	63.85
65647	G & N ENTERPRISES	LAMP SOCKET/LAMP HOLDER	323.75
65648	GOPHER STATE ONE-CALL INC	FACILITY OPERATOR FEE	50.00
65649	KEYS WELL DRILLING COMPANY	MAINTENANCE PROJECT	47,285.30
65650	MANSFIELD OIL COMPANY	FUEL	1,673.93
65651	MARCO	MAINTENANCE AGREEMENT	1,079.79
65652	JILL MASON	INSTRUCTOR RECREATION	75.00
65653	METRO CITIES	DUES	2,814.00
65654	METROPOLITAN COUNCIL	WASTE WATER SERVICES	49,464.84
65655	MINNESOTA-WIS PLAYGROUND INC	HEXAGON SHELTER	34,360.00
65656	MN CRIME PREVENTION ASSOC	MEMBERSHIP DUES	50.00
65657	MN DNR WATERS	PERMIT	2,579.25
65658	MN PUBLIC FACILITIES AUTHORITY	G.O BONDS	16,322.01
65659	NORTHERN	SUPPLIES	113.98
65660	OFFICE DEPOT	SUPPLIES	133.43
65661	PERFECT 10 CAR WASH	AUTO SERVICES	23.97
65662	ROBERT KAY	OVERPAYMENT FINAL WTR BILL	11.99
65663	STATE OF MN-DEPT OF PUBLIC SAFETY	ANNUAL FEES	125.00

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

Date: Jan 2019
Page: 4
Claim Res.#19-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65664	SURPLUS SERVICES	U. ALLOWANCES	20.00
65665	VISU-SEWER INC	SERVICES	325.00
65666	WALTERS RECYCLING REFUSE SERV	MONTHLY SERVICES	320.55
65667	WARNING LITES OF MN	FLASHERS/BARRACADES	611.70
65668	WIPERS AND WIPES INC	SUPPLIES	864.28
65669	AFLAC	PAYROLL	22.17
65670	AMERITAS	PAYROLL	37.26
65671	CENTRAL PENSION FUND	PAYROLL	1,039.92
65672	DEARBORN NATIONAL	PAYROLL	547.31
65673	DELTA DENTAL	PAYROLL	1,599.77
65674	HEALTH PARTNERS	PAYROLL	13,933.36
65675	L.E.L.S.	PAYROLL	255.00
65676	LOCAL 49	PAYROLL	105.00
65677	NCPERS GROUP LIFE INS	PAYROLL	72.00
65678	ALLEGRA PRINT & IMAGING	PRINTING	125.38
65679	ANOKA COUNTY CHIEFS OF POLICE ASSO	MEETING FEES	27.50
65680	ASPEN MILLS	U. ALLOWANCES	533.56
65681	AUTOMATIC SYSTEMS CO	SERVICES/PARTS	522.70
65682	CITY OF BLAINE	OFFICE SUPPLIES	132.48
65683	BLAKE DRILLING CO., INC	SERVICES/REPAIRS	3,457.00
65684	CAROLYN LOHMAN	REFUND ESCROW	184.44
65685	CINDY HANSEN	MILEAGE	168.41
65686	NORTHLAND TRUST SERVICES, INC.	ANNUAL DISCLOSURE REPORT	645.00
65687	OFFICE OF MN.IT SERVICES	MONTHLY FIBER OPTICS	46.40
65688	STREICHER'S	SUPPLIES	34.99
65689	VALLEY-RICH CO., INC.	SERVICES/EQUIPMENT	3,725.28
65690	XCEL ENERGY	MONTHLY UTILITIES	11,374.27
65691	AMERICAN LEGAL	ORDINANCES/INTERNET RENEWAL	495.00
65692	ANOKA COUNTY CHIEFS OF POLICE ASSO	ANNUAL DUES	141.60
65693	ASPEN MILLS	U. ALLOWANCES	26.55
65694	BILL'S GUN SHOP	U. ALLOWANCES	121.13
65695	CAROL DAVIS	EXTENDED TOURS RECREATION	225.00
65696	CINTAS	MATS	88.46
65697	CITY OF CIRCLE PINES	CAPITAL NOTES SERIES 2016A	13,202.78
65698	CITYWIDE SERVICE CORP	TOWING FOFEITURE STORAGE	1,225.00
65699	COMPUTER INTERGRATION TECHNOLOG	MANAGED SERVICES/EQUIPMENT	37,968.00
65700	COON RAPIDS CHRYSLER	AUTO SERVICES	51.48
65701	EMERGENCY AUTOMOTIVE TECHNOLOG	AUTO SERVICES	1,453.19
65702	FASTENAL COMPANY	BATTERIES	16.25
65703	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	135.69
65704	GARY KING	INSTRUCTOR RECREATION	640.00

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

Date: Jan 2019
Page: 5
Claim Res.#19-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65705	LEAGUE OF MN CITIES	SUBSCRIPTIONS/WORKSHOPS	1,010.00
65706	LITIN PAPER, PKG & CONVERTING	SUPPLIES	63.16
65707	MANSFIELD OIL COMPANY	FUEL	1,333.47
65708	MARGO KUIVANEN	REFUND RECREATION	164.00
65709	MARVIN & MARY BRATSCHE	REFUND RECREATION	200.00
65710	MCCLELLAN SALES INC	SUPPLIES	30.26
65711	MEDICS TRAINING, INC	MANDATED TRAINING	785.00
65712	MINNEAPOLIS SAW	PARTS/SUPPLIES	17.23
65713	MINNESOTA SHERIFF'S ASSOC	MSA CONFERENCE	325.00
65714	MN COUNTY ATTORNEYS ASSOCIATION	FORFETURE FORM	44.00
65715	NORTHLAND TRUST SERVICES, INC.	G.OBIGATION EQUIP CERT	221,350.00
65716	NYSTROM PUBLISHING CO	PUBLISHING	2,478.44
65717	PERMIT WORKS	SOFTWARE SUPPORT PLAN	2,090.00
65718	CITY OF SPRING LAKE PARK - PETTY CASH	RECREATION PETTY CASH	335.11
65720	SHRED-IT USA	SHREDDING SERVICES	98.51
65721	TASC	ADMIN FEES	304.92
65722	THE HOME DEPOT CREDIT SERVICES	MONTHLY CREDIT CARD	55.97
65723	UNIVERSITY OF MINNESOTA	REGISTRATION FEES	645.00
65724	WATER CONSERVATION SERVICE INC	LEAK LOCATES	286.05
65725	ZULEY AWARDS	ENGRAVED BRIDGE PLATE	31.50
65726	ALEX AND MARY MISKO	REFUND RECREATION	100.00
65727	ALLEN AND DIANE JOHNSON	REFUND RECREATION	100.00
65728	ALLEN JOHNSON	REFUND RECREATION	50.00
65729	ANTOINETTE WALKER	REFUND RECREATION	50.00
65730	ASPEN MILLS	U. ALLOWANCES	251.85
65731	AUTOMATIC SYSTEMS CO	SERVICES	206.50
65732	BARBARA PASS	REFUND RECREATION	50.00
65733	BONITA KOCH	REFUND RECREATION	50.00
65734	CLETIUS PUHRMANN	REFUND RECREATION	50.00
65735	COON RAPIDS CHRYSLER	AUTO SERVICES	1,029.81
65736	DORAINE NEWLAND	REFUND RECREATION	50.00
65737	EMMA AUGUSTINE	REFUND RECREATION	50.00
65738	G & N ENTERPRISES	FLUORESCENT TUBES	180.75
65739	GERALDINE YORKS	REFUND RECREATION	50.00
65740	GREEN LIGHTS RECYCLING INC	REFUND RECREATION	4,590.10
65741	HAWKINS WATER TREATMENT	RECYCLING EVENT	2,455.81
65742	JEANNE SMITH	WATER CHEMICALS	50.00
65743	KAREN HANSON	REFUND RECREATION	50.00
65744	MICHAEL LEDMAN	INSTRUCTOR RECREATION	337.50
65745	MARIAN WILLIAMS	REFUND RECREATION	50.00
65746	MARY MADIGAN	REFUND RECREATION	50.00

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

Date: Jan 2019
Page: 6
Claim Res.#19-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65747	MICHAEL AND ANN BERGQUIST	REFUND RECREATION	100.00
65748	MNX INC.	GASKETS	129.04
65749	PATRICIA ZAJAC	REFUND RECREATION	50.00
65750	PAULINE SCHOOLEY	REFUND RECREATION	50.00
65751	PEGGY DANIELS	REFUND RECREATION	50.00
65752	SANDRA ANDERSON	REFUND RECREATION	50.00
65753	SHERWIN WILLIAMS	PAINT	92.31
65754	SHERWIN WILLIAMS	PAINT	138.92
65755	SHIRLEE VAN HORN	REFUND RECREATION	50.00
65756	SUSAN BEMBENEK	REFUND RECREATION	50.00
65757	USS MINNESOTA ONE MT LLC	SUBSCRIBED ENERGY	1,697.18
		TOTAL DISBURSEMENTS	<u>735,467.36</u>

WHEREAS,

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

WHEREAS,

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

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

Signed: _____
Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer



Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
Tel: (612) 712-2000

February 5, 2019

Honorable Mayor and City Council
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Re: 2018 Sanitary Sewer Lining Project
Project No. 193804547
Contractor's Request for Payment No. 2

Dear Mayor and Councilmembers:

Attached for your approval is Contractor's Request for Payment No. 2 for the 2018 Sanitary Sewer Lining Project. The prime Contractor on this project is Insituform Technologies.

This request sewer lining. Future requests will include the cleaning and grout work on lateral service openings.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Insituform Technologies in the amount of \$151,040.83.**

Please execute the payment request documents. Keep one copy for your records, forward two copies to Insituform Technologies (one for them and one for their bond company), and return one copy to me.

Feel free to contact Harlan Olson or me if you have any questions.

Regards,
STANTEC

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

Phil Gravel
City Engineer

Enclosures



Owner: City of Spring Lake Park, 1301 81st Ave. NE, Spring Lake Park, MN 55432	Date: February 5, 2019
For Period: 11/8/2018 to 2/5/2019	Request No: 2
Contractor: Insitufom Technologies USA, LLC, 17988 Edison Ave., Chesterfield, MO 63005	

CONTRACTOR'S REQUEST FOR PAYMENT
 2018 SANITARY SEWER IMPROVEMENTS
 STANTEC PROJECT NO. 193804547

SUMMARY

1	Original Contract Amount		\$ <u>326,758.40</u>
2	Change Order - Addition	\$ <u>49,348.70</u>	
3	Change Order - Deduction	\$ <u>0.00</u>	
4	Revised Contract Amount		\$ <u>376,107.10</u>
5	Value Completed to Date		\$ <u>354,270.30</u>
6	Material on Hand		\$ <u>0.00</u>
7	Amount Earned		\$ <u>354,270.30</u>
8	Less Retainage 5%		\$ <u>17,713.51</u>
9	Subtotal		\$ <u>336,556.79</u>
10	Less Amount Paid Previously		\$ <u>185,515.96</u>
11	Liquidated damages -		\$ <u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$ <u><u>151,040.83</u></u>

Recommended for Approval by:
STANTEC

Phil Arndt 2/5/19

Approved by Contractor:
INSITUFORM TECHNOLOGIES USA, LLC

Per Invoices 539819 and 539820

Approved by Owner:
CITY OF SPRING LAKE PARK

Specified Contract Completion Date:
March 2, 2019 (revised)

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID							
1	MOBILIZATION	LS	1	5853.00	0.5	1	\$5,853.00
2	TRAFFIC CONTROL	LS	1	8918.50	0.5	1	\$8,918.50
3	SEWER REHABILITATION, 8 or 9-INCH CIPP	LF	12450	21.90	4475	12406	\$271,691.40
4	HYDROPHILIC END SEAL	EA	89	112.10	34	89	\$9,976.90
5	CLEAN AND INSPECT SERVICE LATERAL CONNECTION	EA	10	317.40			\$0.00
6	GROUT SERVICE LATERAL CONNECTION	EA	90	290.90			\$0.00
7	PIPE GRADING (C.O. 2)	LS	1	8000.00	1	1	\$8,000.00
	TOTAL BASE BID						<u>\$304,439.80</u>
CHANGE ORDER NO. 1							
8	MOBILIZATION	LS	1	1100.00	0.5	1	\$1,100.00
9	TRAFFIC CONTROL	LS	1	660.00	1	1	\$660.00
10	SEWER REHABILITATION, 8 OR 9-INCH CIPP	LF	2173	21.90	1853	2195	\$48,070.50
	TOTAL CHANGE ORDER NO. 1						<u>\$49,830.50</u>
	TOTAL BASE BID						\$304,439.80
	TOTAL CHANGE ORDER NO. 1						<u>\$49,830.50</u>
	WORK COMPLETED TO DATE:						<u>\$354,270.30</u>

PROJECT PAYMENT STATUS

OWNER CITY OF SPRING LAKE PARK
 STANTEC PROJECT NO. 193804547
 CONTRACTOR INSITUFORM TECHNOLOGIES USA, LLC

CHANGE ORDERS

No.	Date	Description	Amount
1	8/8/2018	This Change Order provides for additional work on this project. See Change Order.	\$49,348.70
Total Change Orders			\$49,348.70

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	10/01/2018	11/07/2018	185,515.96	9,763.99	195,279.95
2	11/08/2018	02/05/2019	151,040.83	17,713.51	354,270.30

Material on Hand

Total Payment to Date		\$336,556.79	Original Contract	\$326,758.40
Retainage Pay No. 2		17,713.51	Change Orders	\$49,348.70
Total Amount Earned		\$354,270.30	Revised Contract	\$376,107.10



580 GODDARD AVE
CHESTERFIELD, MO 63005
636 530-8621

PAGE : 1 of 1
DATE : 1/29/2019
ESTIMATE #
INVOICE # 539819
JOB # 102483
BILLING PERIOD : 1/1/2019 - 1/29/2019
FEDERAL ID. : 43-1319597

CITY OF SPRING LAKE PARK
C/O STANTEC CONSULTING SERVICES
2335 HIGHWAY 36 WEST
ST. PAUL, MN 55113

Contract : STANTEC#193804547-ANOKA CO.
Project : SPRING LAKE PARK MN, ANOKA CO.

Please Remit Payment to :
PO BOX 674060

DALLAS, TX 75267-4060

ITEM NO	DESCRIPTION OF WORK	CONTRACT		PRICE	COMPLETED THIS PERIOD		COMPLETED TO DATE	
		QUANTITY	UNIT		QUANTITY	AMOUNT	QUANTITY	AMOUNT
01	Mobilization	1	LS	5,853.00	.50	2,926.50	1.00	5,853.00
02	Traffic Control	1	LS	8,918.50	.50	4,459.25	1.00	8,918.50
03	Sewer Rehabilitation 8" or 9"	7931	EA	21.80	.00	0.00	7931.00	172,895.80
04	Hydrophilic End Seal	55	EA	112.10	.00	0.00	55.00	6,165.50
05	Clean and Inspect Service Late	6	LS	317.40	.00	0.00	.00	0.00
06	Grout Service Lateral Connecti	60	LS	290.90	.00	0.00	.00	0.00
07	CO 1 Mobilization	1	LS	1,100.00	.50	550.00	1.00	1,100.00
08	CO 1 Traffic Control	1	LS	660.00	1.00	660.00	1.00	660.00
09	CO 1 Sewer Rehab 8" or 9" CIPP	2173	LF	21.90	1853.00	40,580.70	2195.00	48,070.50
10	CO 2 Am Environ Mobilization	1	LS	4,500.00	1.00	4,500.00	1.00	4,500.00
11	CO 2 Grout Joints	2	EA	800.00	2.00	1,600.00	2.00	1,600.00
12	CO 2 Grout	20	GA	35.00	20.00	700.00	20.00	700.00
13	CO 2 Jetting	1	LS	1,200.00	1.00	1,200.00	1.00	1,200.00
TOTAL CONTRACT 270,539.90					EARNED THIS PERIOD 57,176.45		EARNED TO DATE 251,663.30	

Month Gross	57,176.45	Sales Tax	12,583.16
Sales Tax		Less: Retainage @	
Month Retention	(2,858.82)	Previous Estimates	184,762.51
Month Open	54,317.63	Other	
Customer #	3080827	Total Deductions from Earned to Date	
		AMOUNT DUE THIS ESTIMATE	54,317.63



580 GODDARD AVE
CHESTERFIELD, MO 63005
636 530-8621

PAGE : 1 of 1
DATE : 1/29/2019
ESTIMATE #
INVOICE # 539820
JOB # 10248301
BILLING PERIOD : 1/1/2019 - 1/31/2019
FEDERAL ID. : 43-1319597

CITY OF SPRING LAKE PARK
C/O STANTEC CONSULTING SERVICES
2335 HIGHWAY 36 WEST
ST. PAUL, MN 55113

Contract : STANTEC#193804547, RAMSEY CO.
Project : SPRING LAKE PARK MN, RAMSEY CO.

Please Remit Payment to :
PO BOX 674060

DALLAS, TX 75267-4060

ITEM NO	DESCRIPTION OF WORK	CONTRACT		COMPLETED THIS PERIOD		COMPLETED TO DATE	
		QUANTITY	UNIT	PRICE	AMOUNT	QUANTITY	AMOUNT
01	Sewer Rehab 8" or 9" C/IPP	4519	EA	21.80	98,514.20	4475.00	97,555.00
02	Hydrophilic End Seal	34	EA	112.10	3,811.40	34.00	3,811.40
03	Clean Inspect Svc Lateral Con	4	LS	317.40	1,269.60	.00	0.00
04	Grout Svc Lateral Connection	30	LS	290.90	8,727.00	.00	0.00
TOTAL CONTRACT				112,322.20	EARNED THIS PERIOD	101,366.40	EARNED TO DATE

Month Gross	101,366.40	Sales Tax	
Sales Tax		Less: Retainage @	5,068.32
Month Retention	(5,068.32)	Previous Estimates	
Month Open	96,298.08	Other	
Customer #	3080827	Total Deductions from Earned to Date	
		AMOUNT DUE THIS ESTIMATE	96,298.08

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

Sign Permits

February 19, 2019

Tribes Barber Studios

8187B University Ave NE



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

Sign Permit Application

DATE: 1/11/19

NAME OF APPLICANT: HENRY AMODJA

ADDRESS OF APPLICANT: 8187B UNIVERSITY AVE NE @ SPRING LAKE PARK 55432

TELEPHONE NUMBER OF APPLICANT: 651-307-6696

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected TRIBES BARBER STUDIOS

8187B UNIVERSITY AVE NE SPRING LAKE PARK 55432

New Construction: _____ Remodel: Word Change Only: _____

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.

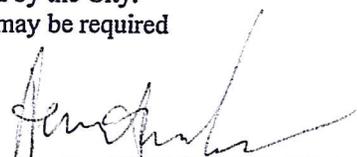
Name of person, firm or corporation erecting the structure: ALBRECHT SIGNS COMPANY

Address: 7775 MAIN ST NE FRIDLEY MN 55432

Is an Electrical Permit required? NO

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.


SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:*****

FEE: 785

RECEIPT NUMBER: _____

DATE OF APPROVAL: _____ DATE OF ISSUE: _____

REASON FOR DENIAL: _____

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 21,852

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 1965

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 48

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:

6556 - 30%
1965 - Existing
48 - proposed

4543 Remaining

Proposed
48
 $\$45 + 8(1.25) = \85
\$10



DESIGN FABRICATION | INSTALLATION | SERVICE

7775 Main St. N.E.
Fridley, MN 55432
P: 763.541.2899 | F: 763.767.7316
www.albrechtsgncompany.com

Client Name:
Tribes Barber Studios

Client Address:
8187B University Ave NE
Spring Lake Park, MN 55432

Start Date: 2/7/19
Last Revision Date: N/A
Job Number: N/A
Drawing Revision: N/A
Sales Representative: CJ
Designer: JPA

Revision	Update
01	
02	
03	
04	
05	
06	
07	
08	
09	

Customer Signature of Approval

X

LED Module		Power Supply	
Type	Units	Type	Units



This sign intended to be installed in accordance with the instructions provided with the sign. Please refer to the UL listing for the sign for the appropriate listing code. The listing code is located on the back of the sign.

Copyright 2005, by Albrecht Sign Company, Inc. All Designs Presented are the Sole Property of Albrecht Sign Company, Inc. and may not be reproduced in part or whole without written permission. All other designs are the property of their respective owners. All Signs to be Installed in this Drawing are for Informational Purposes Only and May Differ from Finished Product. Physical Color Samples Can be Provided Upon Request.

03/04

Align to Seam - - - - -
Center on Store Front



17'-0" Overall Store Front

Front Elevation-Rendering
Scale: 1/4" = 1'

Kristine Pearson

From: Henry Amoloja <henryamoloja@gmail.com>
Sent: Monday, February 11, 2019 8:35 AM
To: kpearson@slpmn.org
Subject: Fwd: Tribe Barber Shop

----- Forwarded message -----

From: **Leslye Chirino** <lchirino@gatorinv.com>
Date: Fri, Feb 8, 2019 at 11:49 AM
Subject: Re: Tribe Barber Shop
To: Henry Amoloja <henryamoloja@gmail.com>
CC: cjudd@albrechtsigncompany.com <cjudd@albrechtsigncompany.com>

Approved

As long as it doesn't interfere with neighboring tenants frontage.

Gator Investments

On Feb 7, 2019, at 2:49 PM, Henry Amoloja <henryamoloja@gmail.com> wrote:

Hey les, this is all the information you need from my sign guy. Please let me if you anything else. This is urgent. I need permission letter returned back to the city by Monday please. Thank you.

----- Forwarded message -----

From: **Chris Judd** <cjudd@albrechtsigncompany.com>
Date: Thu, Feb 7, 2019 at 1:03 PM
Subject: Fwd: Tribe Barber Shop
To: <henryamoloja@gmail.com>

Hi Henry,
Attached below are the renderings for you to submit to GATOR and the City of Spring Lake Park!
Thanks,
Chris Judd

Chris Judd | Sales Executive

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

Contractor's Licenses

February 19, 2019

2019-2020 Garbage Haulers

Curbside Waste, Inc.

Le Page & Sons, Inc.

Plumbing Contractor

Mid-City Mechanical Corp.

Plumbing West



Police Report

January 2019

Submitted for Council Meeting February 19, 2019

The Spring Lake Park Police Department responded to five hundred and ninety-nine calls for service for the month of January 2019. This is compared to responding to five hundred and thirty-seven calls for service in January of 2018.

Our School Resource Officer, Officer Chlebeck reports handling twelve calls for service at our local schools for the month of January 2019, along with conducting thirty-two student contacts, three escorts and three follow up investigations into school related incidents. Officer Chlebeck did indicate that our schools were out of session for seventeen days this month and four of these days were due to extreme cold temperatures. Officer Chlebeck also noted assisting with two separate presentations regarding Opioids and drugs in our community and Human Trafficking for our students. For further details, see Officer Chlebeck's attached report.

Investigator Baker reports handling a case load of forty cases for the month of January 2019. Thirty-four of these cases were felony in nature, one case was gross misdemeanor in nature and five cases were misdemeanor in nature. Investigator Baker is also monitoring five forfeiture case along with his monthly case load. For further details, see Investigator Baker's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, while continuing to address citizen concerns at our "Police Public Walk up- Window", along with other duties that may be assigned on a daily basis.

The month of January was a busy month for myself as well, besides handling the day to day operations of the police department, I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department. These meetings include but are not limited to:

- City Council meetings held here at City Hall for the month
- Orchestrating and attending OSHA Mandated Training for Blood Borne Pathogens/AED/Narcan
- Attending the Department Head meeting held here at City Hall
- Attending the Anoka County Governance Committee meeting with Mayor Hanson for the Public Safety Data System
- Attending the Anoka County Chiefs of Police monthly meeting held in Coon Rapids, MN.
- Holding a meeting with "Lights on Representative Sherman Patterson" to evaluate the current program and possibly expanding it.
- Orchestrated and conducted a meeting in Little Canada, MN, with "Total Auto Sales", Representative Jason Tubbesing regarding possible alternative for disposing of forfeited vehicles

I concluded the month of January 2019 by attending the Spring Lake Park Safety Committee meeting held here at City Hall.

This will conclude my report for January 2018.

Are there any questions?



Investigator
Brad Baker

Spring Lake Park Police Department Investigations Monthly Report

January 2019

Total Case Load

Case Load by Level of Offense: 40

Felony	34
Gross Misdemeanor	1
Misdemeanor	5

Case Dispositions:

County Attorney	7
Juvenile County Attorney	0
City Attorney	3
Forward to Other Agency	2
SLP Liaison	0
Carried Over	20
Unfounded	0
Exceptionally Cleared	2
Closed/Inactive	6

Forfeitures:

Active Forfeitures	5
Forfeitures Closed	0

Spring Lake Park Police / School Resource Officer Report

January 2019

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	12	32	3	3
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations				
Totals:	12	32	3	3

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	3
Students charged with Assault or Disorderly Conduct	3
Students charged with other crimes	
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	6



Memorandum

February 13, 2019

To: Mayor and City Council

From: Chief Ebeltoft

Re: Purchase of New Traffic Speed Trailer

Dear Mayor and City Council,

On April 30, 2009, the police department was able to purchase our current speed trailer (used) from the City of Burnsville for the economical price of \$800.00. Since that date, the Spring Lake Park Police Department has utilized the speed trailer within our city to help address traffic speed issues and effect potential positive change for those driving on our roadways and our residents living in the city.

Over time, this speed trailer has required numerous repairs and maintenance. For these reasons I began researching and learned that our current speed trailer was manufactured in May of 1997, was purchased by the City of Burnsville and utilized for their traffic needs until purchased by the Spring Lake Park Police Department in April 2009, as of the date of this memorandum our speed trailer is currently approximately twenty-two years old.

The police department had limited deployment of our speed trailer last year due to continuing mechanical issues. I do believe that utilizing a speed trailer in our community does promote traffic safety, provide a means of education and is a very valuable tool for Law Enforcement to utilize for effecting positive change without having to always issue traffic citations and further backlog our court systems. For these reasons, I have conducted research on purchasing a new speed trailer from several

different vendors to include but not limited to "TAPCO", "MPH Industries", All Traffic Solutions" and other vendors at the 2018 IACP Conference.

After concluding my research, I am presenting the attached quote and related information from "All Traffic Solutions" to the Mayor and City Council for consideration/authorization to purchase a new speed trailer. The quoted price for this speed trailer is \$7,945.00.

It is my recommendation that this speed trailer would meet all the needs for the City of Spring Lake Park and the Police Department currently and into the future.

If approved, I would request that the funds to purchase the new speed trailer be taken from Fund 248 which is the "Traffic Education Fund" and that there is more than enough money in this fund to cover this purchase.

I am making this request to purchase the new speed trailer at this time in order to be able to place the order and receive the speed trailer by spring, so that we can start utilizing it as soon as possible.



All Traffic Solutions Inc.
 12950 Worldgate Dr.,
 Ste 310
 Herndon, VA 20170
 Phone: 814-237-9005
 Fax: 814-237-9006

QUOTE Q-40435

DATE/TIME: 1/21/2019 2:28:03 PM
 PAGE NO: 1

A sign of the future.™

Tax ID: 25-1887906

Questions contact:
MANUFACTURER:

Independent Sales Rep:

All Traffic Solutions
 Paul Madsen
 571-321-5459
 x
 pmadsen@alltrafficsolutions.co
 m

Mail Purchase

Orders to:

3100 Research Dr.
 State College, PA
 16801

BILL TO:

Spring Lake Park Police Dept.
 1301 Eighty First Avenue Northeast
 Sprig Lake Park, MN 55432

SHIP TO:

Spring Lake Park Police Dept.
 , MN

Attn: Doug Ebeltoft

PAYMENT TERMS: Net 30
CUSTOMER: 212410
CONTACT: (763) 792-7200

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000566	Shield 15 Speed Display; base unit w/ mounting bracket	1.00	\$3,195.00	\$3,195.00
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	1.00	\$1,500.00	\$1,500.00
4000767	Base Model CREDIT, speed display; requires min 1 yr TrafficCloud Traffic Suite	1.00	(\$750.00)	(\$750.00)
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	1.00	\$0.00	\$0.00
4000925	Trailer, ATS-3 (select power separately)	1.00	\$2,300.00	\$2,300.00
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1.00	\$0.00	\$0.00
4000637	Trailer Battery kit for ATS-3, 100Ah SLA battery with hold down, cables & hardware	1.00	\$300.00	\$300.00
4000975	Solar panel, 45W; includes bracket for ATS-3 trailer and harness	1.00	\$500.00	\$500.00
4000740	Trailer Certificate of Origin	1.00	\$0.00	\$0.00



PRODUCT SPECIFICATIONS:

ATS-3 TRAILER

Compatible, interchangeably, with the following products:

- o Shield 15 (Sh15) Radar Speed Display
- o SpeedAlert 18 (SA18) Radar Message Display
- o Speed Dependent Messaging System
- 5' to bottom of display; 7' to bottom of display optional

Weight

- o 350# with 100Ah battery capacity and SA18
- o Add 40# for 40W solar panel
- Tongue weight: 20 pounds
- Dimensions: 61.5" long x 62.5" wide x 72" high
- Rotate sign for display or travel position
- Removable tongue for 2" ball, lockable
- Storage for tongue by putting it in the receiver sideways, making attachment impossible
- Aluminum diamond plate battery compartment with vented battery chamber, charger/accessories chamber and aluminum diamond plate lid
- Continuous weld steel frame, White marine grade powder coat finish

Wheels

- 12", 5 bolt steel rims with 4.5" bolt circle
- Ground clearance: 9.75 under axle, 19 under chassis
- Replaceable steel fenders, weight supporting
- Locking wheel lug bolts, 1 per wheel, w/ removal tool
- **Axle:** 2000# leaf spring
- **Jacks:** 4, Retractable crank type, fully adjustable at each corner, 1500 lb capacity each
- DoT approved lighting
- Safety chains, 30" with hooks
- DOT Approved red/white reflective tape
- License plate holder with light

ATS-3 Trailer Power

- 12 VDC system, Std 4 pin wiring plug
- 100Ah, 12VDC battery, Absorbed Glass Mat, sealed
- 20A time delay fuse on battery supply
- 40W solar assist with 6A solar controller to prevent overcharging
- Solar panel charges while sign stowed or deployed
- 6 Amp 120VAC automatic charger
- Switch to control power to sign

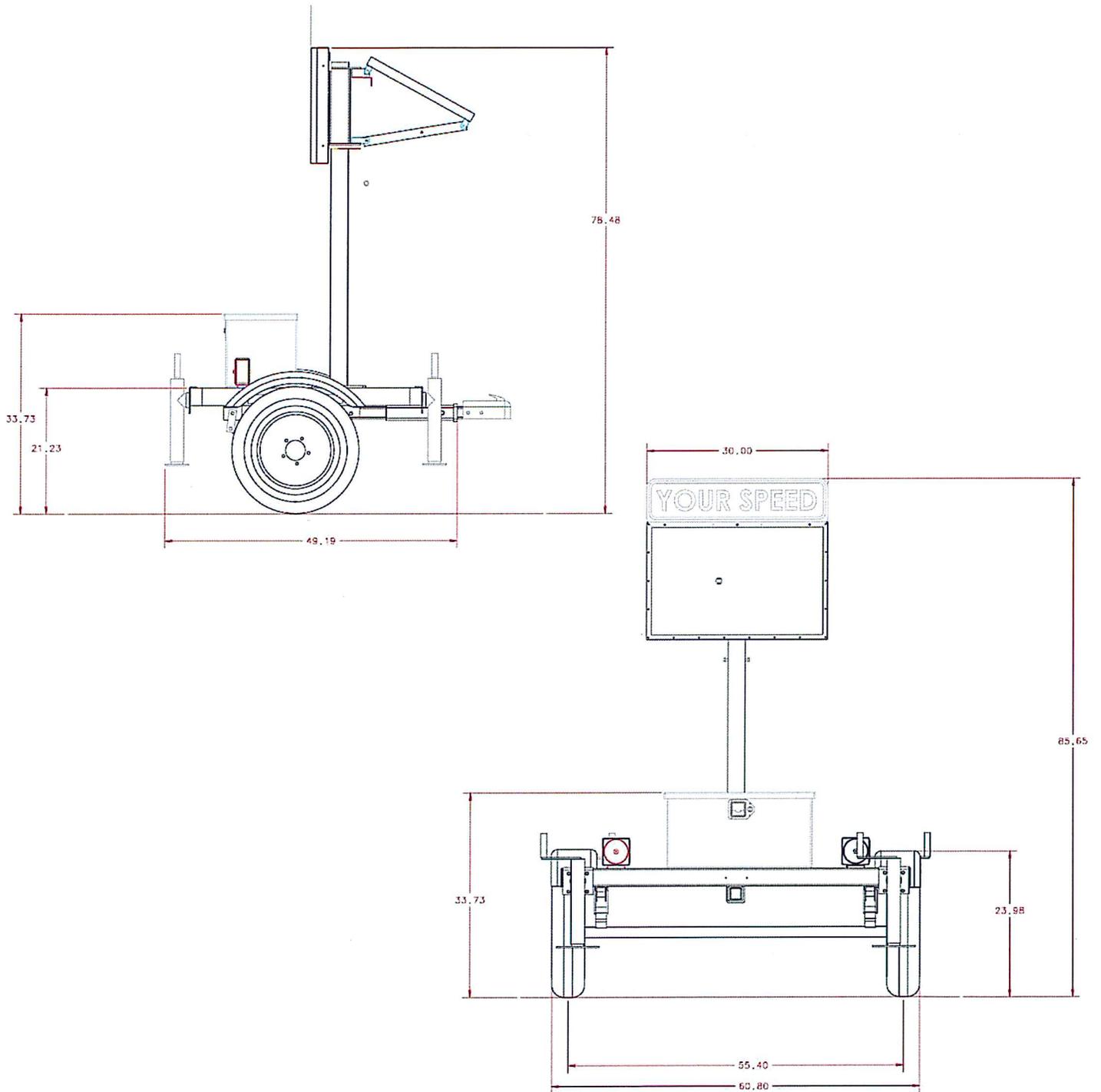
ATS-3 Trailer Options

- 30" x 36" speed limit sign and interchangeable digits for 5-65 mph display, digit storage in battery compartment
- Low Voltage Disconnect solar controller to turn off sign if power falls below 11.5VDC (decreases run time)
- Orange powder coat finish (minimum order qty)
- Tamper alarm with adjustable sensitivity
- Wheel lock bar

Warranty

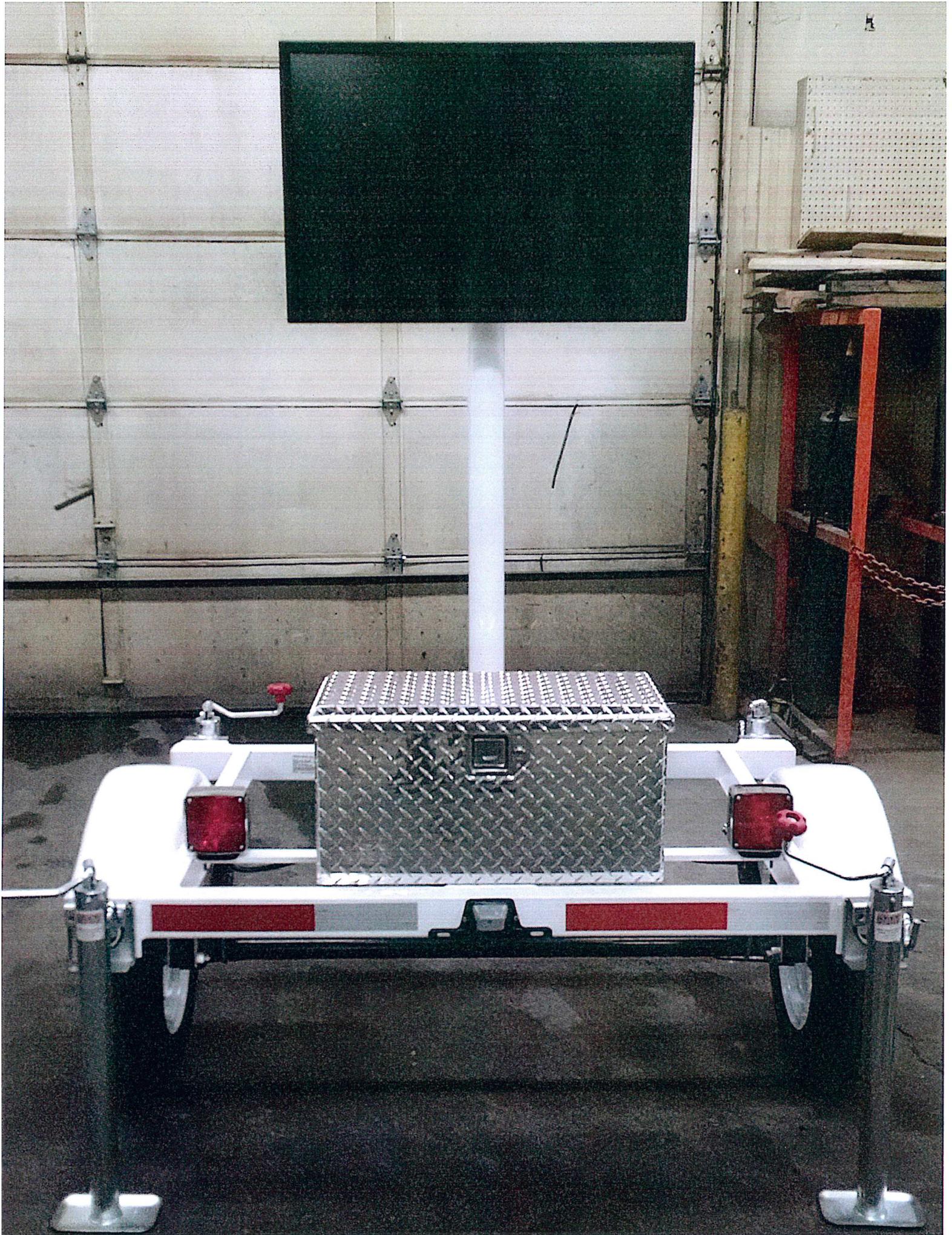
- 1-year warranty (three months on batteries)

ATS-3 Trailer Dimensions



All Traffic Solutions 12950 Worldgate Drive, Suite 310, Herndon, VA 20170
Phone 866.366.6602 | sales@alltrafficsolutions.com | AllTrafficSolutions.com

©All Traffic Solutions
TraffiCloud leverages our patented technology (US Patents 8,417,442; 8,755,990; 9,070,287; 9,411,893) to deliver unique cloud-based management, features and functionality.





February 12, 2019

Honorable Mayor and City Council
City of Spring Lake Park
1301 Eighty-First Avenue NE
Spring Lake Park, MN 55432-2188

Re: 2019 Sewer Lining Project
Authorize Preparation of Plans and Bidding

Dear Mayor and Council:

For the past several years the City has completed a sanitary sewer lining project as part of a long-term effort to maintain the city's infrastructure. A map showing where sewer lining has been completed from 2012 through 2018 is attached to this letter.

The Public Works Director has determined a priority sewer repair area for 2019 lining. In preparation for a 2019 lining project, he hired a sewer televising company complete a preliminary inspection of the sewer lines in the priority sewer repair area.

The proposed 2019 work includes the sewer lines in the area just east and just west of Highway 65 and south of 81st Avenue. In addition to lining of the sewer mains, sewer service connection wyes will be repaired where warranted.

The precise limits of the project will be determined based on available project budget as determined by the Public works director and the City Administrator. If the City would like to take the next step in the project, **we request that the City Council order preparation of plans and specifications and authorize bidding for the 2019 Sanitary Sewer Lining Project.** Bid results will be presented to the Council for approval later this Spring.

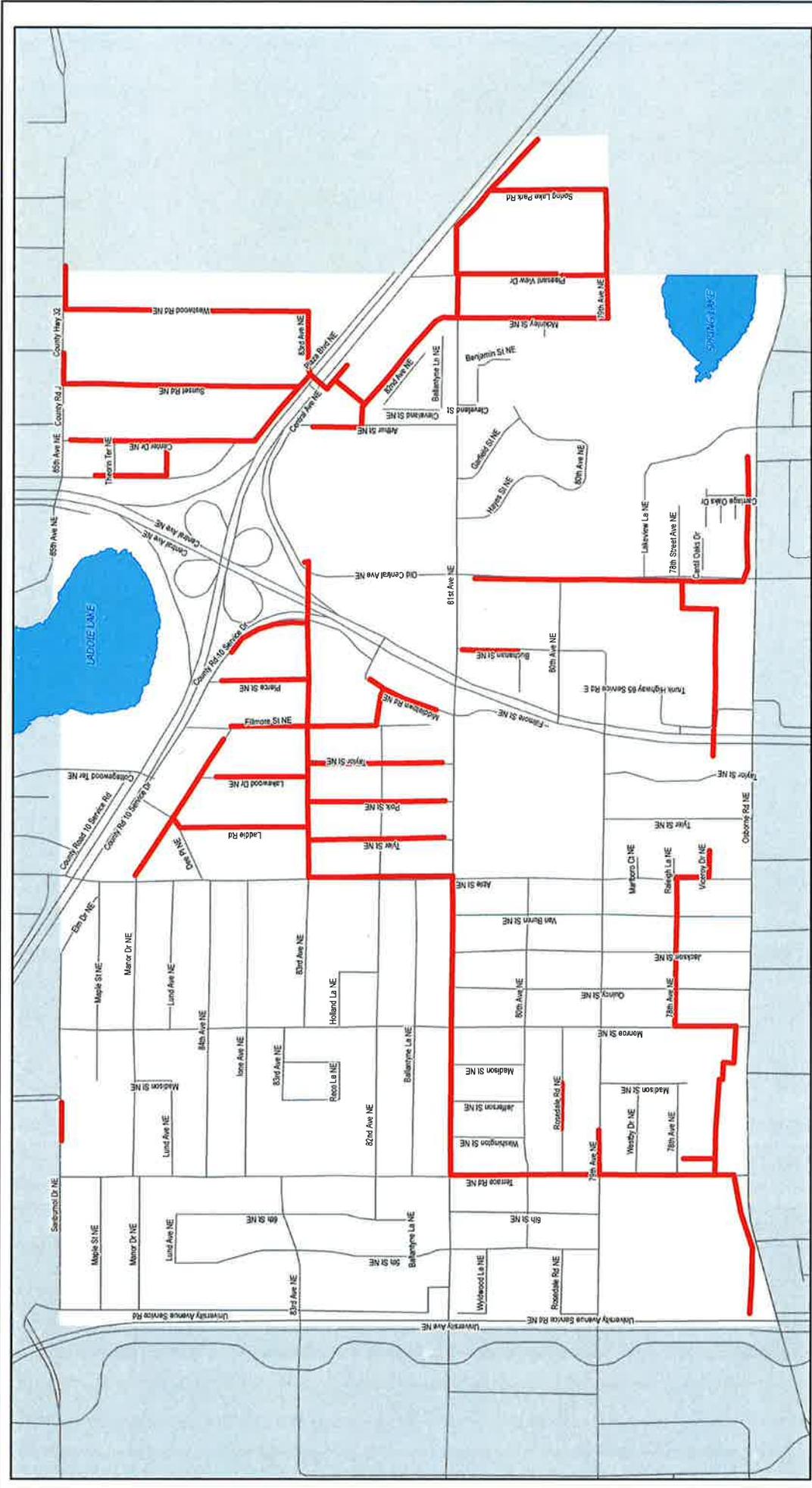
Please contact Harlan Olson or me if you have any questions or need any additional information.

Sincerely,
STANTEC

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

Phil Gravel

cc: Terry Randall, Public Works Director
Dan Buchholtz, City Administrator



Sewer Lining 2012-2018	
Date	1/3/2019
Job No.	193804547
Scale	0 275 550 1,100 Feet

City of Spring Lake Park

Sewer Lining

— Lined 2012-2018

Spring Lake Park
Healthy Communities. Proudly.

Stantec



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 2.19.19 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Annual Training was completed in December. 2019 Report and Annual Public Meeting 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.*

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 will occur in mid-February. Terry Randall is monitoring the work.*

2019 Street Seal Coat Project (193804625).

Plans and specifications are being prepared. Bids will be received in March.

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 continues. The Well 5 pump has been repaired and should be reinstalled the week of February 18th.*

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. Calibration tubes for the Manganese Sulfate and Potassium Permanganate feed systems have been added. Infrared testing of electrical equipment has been completed. *Recent water sample results are better but not below desired levels. An inspection of the filter interior and media has been completed. Filter media modifications are being completed.*

Bituminous Trail (on Osborne Rd. from TH 65 to Central Avenue)(193804584): This segment may be reconstructed in 2019. *Plans and specifications are being prepared for permits and bidding.*

Cellular Antenna Installations on Water Towers:

- **Verizon on Arthur Street tower.** This is a new installation. Revised Construction Drawings were submitted in December 2018 *and are being reviewed. Lease issues are being discussed.*
- **AT&T on Arthur Street tower.** Replacement/modification project. *4th Amendment to Lease was approved on 11/19/18. Revision 4 Construction Drawings (CDs) dated 10/17/18 are approvable from and engineering standpoint.*
- **T-Mobile Utility Upgrade/Backup power (generator) - Able Street tower.** This project includes installing a permanent generator. *Review of lease issues and construction drawings will begin when an escrow account has been established.*

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



CORRESPONDENCE

Video Production



Municipal Producer, Trevor Scholl, completed five projects in December, including two economic development stories and a highlight of a new Spring Lake Park business. 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.

▪ December Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Centerville Economic Development Authority	Trevor Scholl	00:03:20
Trog Brewing	Trevor Scholl	00:08:00
Ham Lake and Santa Partner for NACE	Trevor Scholl	00:02:42
Blaine Economic Development Review	Trevor Scholl	00:03:53
Blaine Indoor Market	Trevor Scholl	00:02:12
Lino Lakes May Save Oldest Building	Danika Peterson/Rusty Ray	00:01:08
Heroes and Helpers	Danika Peterson/Rusty Ray	00:02:30
Lovell Road	Danika Peterson/Rusty Ray	00:03:25
Ruffridge-Johnson Opens in Centerville	Danika Peterson/Rusty Ray	00:01:22
Cub Scouts Explore Science	Danika Peterson/Rusty Ray	00:02:35
NMTC Meeting	T.J. Tronson	00:12:42
Anoka County Board Meeting (12/7/18)	T.J. Tronson	00:23:09
Anoka County Board Meeting (12/18/18)	T.J. Tronson	01:15:28

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

- Shot interviews for Lexington's Mayor's Minutes
- Organizing winter Mayor's Minutes
- Northern Force Dance business profile
- New Blaine app OpenGov
- Winter restoration in Blaine Wetland Sanctuary
- Booked Centerville's Mayor's Minutes
- Ham Lake Snowbowl promo

Equipment Consulting/Technical Support



Blaine

- No equipment issues were reported.

Centerville

- No equipment issues were reported.

Circle Pines

- 12.3.18: Discussed camera issue with Z Systems and Ross. Exploring whether the gain feature could be involved in their macro button.
- 12.5.18: Went to City Hall to investigate connection issue. Checked all settings at NMTV. Good. Checked all settings at City Hall. Good. Called Jim Ellison at Roseville to check connectivity. Could not see. Matt traced the problem to a faulty connection at the wall outlet. Will make replacement cable in case it is not the wall connector. Reconnected and is now working.
- 12.10.18: Ross figured out a resolution to the camera gain problem. Sent an updated version of Dashboard & LCS that has the ability to save the camera gain feature in the shot list. The problem is a result of Sony changing their protocol and Ross quickly resolved the issue once we reported it.
- 12.27.18: Went to City Hall with Z Systems to review set-up. Checked on mic set-up. Installed a program so changes can be easily made.
- 12.27.18: Investigated hum coming through mic line. Still present even when mics are turned off. Could be a grounding problem. Will check on a power cleanser.

Ham Lake

- 12.5.18: Went to City Hall to help with audio issues. Tested all the mics and reset the audio board settings. Reviewed faders with Nicole.
- 12.18.18: More audio issues. Scheduled a meeting at Ham Lake with Z Systems.
- 12.27.18: Met with Nicole and Z Systems to review audio set-up. Went through all the mics and set the levels. Z Systems reviewed how to turn down the speakers in the control room if feedback starts to happen.

Lexington

- 12.6.18: Took Comcast tech to City Hall to adjust video levels. Since Lexington's power outage the video level looks washed out and dark. Turned down the white clip. Fixed problem. Also tested audio and mic levels. All good.
- 12.10.18: Went to City Hall to trouble shoot audio problem. A power supply for the Sennhieser ASA1 amp stopped working and caused half of the mics to fail. Ordered a new part from B&H.
- 12.17.18: Went to City Hall to install the new power supply. Checked the audio with Michele back in master control and all checked out good.

Lino Lakes

- No equipment issues were reported.

Spring Lake Park

- No equipment issues were reported.

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 Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in December:

Title	Producer	Runtime
Blaine Traffic Commission Meeting (12/4/18)	Blaine Staff	01:16:00
Blaine City Council Meeting (12/6/18)	Blaine Staff	00:59:05
Blaine Planning Commission Meeting (12/11/18)	Blaine Staff	02:07:56
Blaine Truth in Taxation Meeting (12/13/18)	Blaine Staff	00:44:17
Blaine Natural Resources Conservation Board Meeting (12/18/18)	Blaine Staff	00:47:56
Blaine City Council Meeting (12/20/18)	Blaine Staff	02:19:18
Centerville City Council Meeting (12/12/18)	Centerville Staff	02:43:20
Circle Pines City Council Meeting (12/11/18)	Circle Pines Staff	00:46:40
Circle Pines Utility Commission Meeting (12/19/18)	Circle Pines Staff	00:27:09
Circle Pines City Council Meeting (12/26/18)	Circle Pines Staff	00:54:07
Ham Lake City Council Meeting (12/3/18)	Ham Lake Staff	00:30:50
Ham Lake Planning Commission Meeting (12/10/18)	Ham Lake Staff	01:12:15
Ham Lake City Council Meeting (12/17/18)	Ham Lake Staff	01:34:25
Lexington City Council Meeting (12/6/18)	Lexington Staff	00:26:24
Lexington City Council Meeting (12/20/18)	Lexington Staff	00:37:26
Lino Lakes City Council Meeting (12/10/18)	Lino Lakes Staff	02:39:11
Lino Lakes Planning & Zoning Meeting (12/12/18)	Lino Lakes Staff	00:23:07
Spring Lake Park City Council Meeting (12/3/18)	Spring Lake Park Staff	01:26:14
Spring Lake Park City Council Meeting (12/17/18)	Spring Lake Park Staff	00:46:11
19 New Programs		21:01:56 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	201	269:23:03
Centerville	57	86:34:17
Circle Pines	192	125:20:26
Ham Lake	84	97:22:21
Lexington	117	71:07:59
Lino Lakes	81	144:08:29
Spring Lake Park	112	117:27:14
Totals:	844 Program Playbacks	911:23:49 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 December:

- **Blaine**
• Transcoded and uploaded 3 videos to Carousel.
- **Centerville**
• Transcoded and uploaded 3 videos to Carousel.
- **Circle Pines**
• Transcoded and uploaded 1 video to Carousel.
- **Ham Lake**
• Transcoded and uploaded 1 video to Carousel.
- **Lexington**
• Transcoded and uploaded 1 video to Carousel.
- **Lino Lakes**
• Transcoded and uploaded 3 videos to Carousel.
- **Spring Lake Park**
• Transcoded and uploaded 1 video to Carousel.
• Created 1 graphic page for Carousel

City Channel Signal Monitoring

Blaine

- No channel signal problems.

Centerville

- No channel signal problems.

Circle Pines

- Problems with 12/4 Park Board meeting. Recorded a freeze frame.

Ham Lake

- HD channel on CenturyLink not working. Contacted CenturyLink technicians regarding issue. Working to resolve.

Lexington

- Bad audio for 12/6 City Council meeting recording. Balanced the audio coming through system with Comcast. Also discovered mic system problem.

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 December:

Blaine

- 6 meetings bookmarked and placed on VOD.

Centerville

- 1 meeting placed on VOD.

Circle Pines

- 3 meetings bookmarked and placed on VOD.

Ham Lake

- 3 meetings bookmarked and placed on VOD.

Lexington

- 2 meetings placed on VOD.

Lino Lakes

- 2 meetings bookmarked and placed on VOD.

Spring Lake Park

- 2 meetings bookmarked and placed on VOD.

Administrative



The issues dealt with in December include Legal Counsel's reply to the draft of a settlement agreement from CenturyLink to plan an exit strategy for Prism TV, reading and responding to Mike Bradley's reply comments regarding original comments filed with the FCC regarding the FNPRM, and resolving a couple of Comcast franchise related issues.

CenturyLink Franchise Compliance Issues

- Reviewed settlement agreement reply authored by Commission Attorney, Mike Bradley. The reply included many edits to the original draft agreement authored by CenturyLink.
- Relayed comments to Mike Bradley.
- Reply sent to CenturyLink.
- Updated the Operations Committee and Cable Commission on status.

FCC FNPRM

- Reviewed Mike Bradley's draft reply comments to the FCC regarding the original comments received by the FCC regarding the FNPRM.
- Relayed comments to Mike Bradley.
- Read final reply comments sent to the FCC regarding the comments on the FNPRM.
- Updated the Operations Committee and Cable Commission on the filing of the reply comments and the main points.

Miscellaneous

- Coordinated resolution of Circle Pines fire station free TV service issues. Comcast investigated, consulted with me, and restored the service.
- Worked with Lino Lakes resident to try to find high speed internet service for his address. Outside of Comcast build-out area. Comcast reexamined original bid and suggested waiting till spring for new bid. CenturyLink does not provide high-speed service at address. Looking into satellite internet. Resident grateful for attention to matter and assistance provided, even though unable to obtain high speed internet at address at this time.
- Provided 2019 meeting schedule to Operations Committee and Cable Commission. Posted schedule on NMTV website.
- Reviewed third quarter PEG and franchise fee data with Operations Committee and Cable Commission.
- Presented budget adjustment to cover roof and building maintenance expenses to Operations Committee and Cable Commission. Adjustment approved.
- Read industry articles.

North Metro TV

December 2018 Update

Program Production

In December, a total of 84 **new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **57:00:00 hours of new programming**.

- 31 programs were produced by the public
- 34 programs were produced by NMTV staff
- 19 programs were produced by City staff



Van Shoots

The HD truck was used for **18:00:00** hours of production. Events produced live and recorded for additional playbacks include:

- Wrestling: Blaine vs. Centennial
- Girls Hockey: Centennial vs. Blaine
- Boys Hockey: Centennial vs. Blaine



Workshops

Workshop	Instructor	Organization	Students
Lecture Series - The Star Wars Holiday Special	Eric Houston	Anoka County History Center	30
Lecture Series - Dracula, Frankenstein and King Kong: Monster Movies of the '20s and '30s	Eric Houston	Video Club	6
Lecture Series - Wolfman, Creature, and Godzilla: Monster Movies of the '40s and '50s	Eric Houston	Video Club	7
Bad Movie Bros Live Practical	Eric Houston	Video Club	3
4 Workshops			46 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	201.75	57	122	20	409	\$1,159.00
February	120.5	41	53	15	1,164	\$780.00
March	167.5	64	0	74	237	\$381.00
April	128.00	52	53	17	781	\$195.00
May	59.00	29	18	9	0	\$460.00
June	133.75	45	36	31	475	\$354.00
July	166.5	27	54	28	230	\$200.00
August	224.5	64	11	62	649	\$1,157.00
September	138.75	35	0	3	1,112	\$345.00
October	80.75	34	0	14	0	\$577.00
November	247	54	79	26	215	\$829.20
December	462	199	41	75	172	\$1,191.00
TOTAL:	2,002.00	701	467	374	5,444	\$7,628.20

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	111	460
February	112	685.25
March	117	552.25
April	47	295.5
May	103	409.25
June	116	556.75
July	101	513.25
August	106	612.75
September	90	441
October	73	366.75
November	118	604.75
December	126	741
TOTAL PUBLIC USAGE:		6,238.75

Production Highlights

NMTV News Highlights

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

- Lino Lakes May Save Oldest Building in City
- Law Enforcement Makes Holidays Brighter
- Hope for the Community
- Anoka County Library First in Nation on New Technology



- Anoka County Commissioner Jim Kordiak Says Goodbye
- Ruffridge-Johnson Opens in Centerville
- Blaine Salvation Army Theft
- Heroes and Helpers

In addition to daily playbacks of North Metro TV News on the cable systems, there are 534 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetroTV.com website.

Trial of the Wicked Witch

T.J. Tronson recorded Centennial Middle School's production of "The Trial of the Wicked Witch" in December. After capturing the event, he edited the footage with color and audio quality enhancements. He also created a title page and closing credits featuring the names of all of the students and teachers involved in the production. While we can't play the video on our channels because of copyright issues, we make the DVDs available to the school.



Home Movie Transfers

2018 was a very busy year for home movie transfers. Studio Manager, Eric Houston, advertised the service in the TidBits paper and the Clip 'n Save coupon circular, along with taking out ads in the Blaine Community Resource Guide, and on Facebook, Instagram, and Google. He also secured ad space on the Target Employees benefits page and researched the cost for promoting the service on the back of grocery store receipt tapes. So far, the TidBits paper brings in the largest number of people. With increased usage we found the need to invest in two more film scanners, which scan each individual frame of film at high resolution, offering the absolute best picture quality possible. While many people choose to transfer their VHS tapes to DVD themselves for free, commercial transfers increased over the previous year, with fees totaling \$7,628. While we don't think this service is going to earn large amounts of money, we do think it is possible to hit the \$20,000 mark.

Winter Sports Season Starts

After a brief sports hiatus from mid-November to mid-December, sports programming is back! Kenton, Jeremy, and the the whole sports team got back to it with wrestling, hockey, and basketball coverage and the start of the winter Sports Den season. They also produced five episodes of their very popular Coach & Captain's series along with game summaries and Sports Den Highlights posted on our YouTube page.



Holiday Special Lecture Class

Eric Houston put together a Star Wars Holiday Special for his growing lecture series. The class was offered as part of the Christmas festivities at the Anoka County Historical Center. Thirty people attended the lecture, with many taking literature regarding future classes and our home movie transfer service.

New Class

In an ongoing effort to keep students engaged, Eric Houston is creating a new class for the general public. The Screenwriting Workshop will make students familiar with screenwriting and screenplays through reading and dissecting an actual screenplay. Students will learn terms and principals of telling a story on television, and then write an actual screenplay for an episode of Gilligan's Island as a team.

City Productions

Municipal Producer, Trevor Scholl, completed five projects in December including a couple of EDA pieces and an in-depth profile of a new brewery in Spring Lake Park. Projects completed include:

- Centerville Economic Development Authority
- Torg Brewing
- Ham Lake and Santa Partner for NACE
- Blaine Economic Development Review
- Blaine Indoor Market



New and ongoing projects include:

- Shot interviews for Lexington's Mayor's Minutes
- Organizing winter Mayor's Minutes
- Northern Force Dance business profile
- New Blaine app OpenGov
- Winter restoration in Blaine Wetland Sanctuary
- Booked Centerville's Mayor's Minutes
- Ham Lake Snowbowl promo

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

Production equipment consulting for cities and schools

Blaine

- No equipment issues were reported.

Centerville

- No equipment issues were reported.

Circle Pines

- 12.3.18: Discussed camera issue with Z Systems and Ross. Exploring whether the gain feature could be involved in their macro button.
- 12.5.18: Went to City Hall to investigate connection issue. Checked all settings at NMTV. Good. Checked all settings at City Hall. Good. Called Jim Ellison at Roseville to check connectivity. Could not see. Matt traced the problem to a faulty connection at the wall outlet. Will make replacement cable in case it is not the wall connector. Reconnected and is now working.
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- 12.17.18: Went to City Hall to install the new power supply. Checked the audio with Michele back in master control and all checked out good.

Lino Lakes

- No equipment issues were reported.

Spring Lake Park

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City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	201	269:23:03
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Lexington	117	71:07:59
Lino Lakes	81	144:08:29
Spring Lake Park	112	117:27:14
Totals:	844 Program Playbacks	911:23:49 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Off Constantly (2 episodes)	David Bauer	00:51:36
Toastmasters Live!	Jason Sonnek	00:24:17
Tea Time With Susie	Susie Brooks	01:02:56
Every Movie Ever (2 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Friendschuh, Gavin Van Trease/Brett Wong/Seraiah Brooks/Eric Houston	00:47:52
Bad Movie Bros	Video Club/Eric Houston	00:29:29
A Fresh New Day (2 episodes)	Anita Wardlaw	00:56:56
Christ Lutheran Church (4 episodes)	Jacob Nessman/Chance Amundson	04:04:56
The Power of Love (3 episodes)	Rick Larson	01:30:00
LovePower (3 episodes)	Rick Larson	03:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	01:04:45
Hope Church (4 episodes)	Cindy Hardy	03:04:10
Oak Park Moments (7 episodes)	Dave Turnidge	04:30:00
31 New Programs		21:46:57 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (12/7/18)	T.J. Tronson	00:23:09
Anoka County Board Meeting (12/18/18)	T.J. Tronson	01:15:28
NMTC Meeting (12/19/18)	T.J. Tronson	00:12:42
Centennial Middle School Presents: Trial of the Wicked Witch	T.J. Tronson	01:38:00
NMTV News (3 episodes)	Danika Peterson/Rusty Ray	00:51:15
Lino Lakes May Save Oldest Building	Danika Peterson/Rusty Ray	00:01:08
Heroes and Helpers	Danika Peterson/Rusty Ray	00:02:43
Lovell Road	Danika Peterson/Rusty Ray	00:03:25
Ruffridge-Johnson Opens in Centerville	Danika Peterson/Rusty Ray	00:01:22

Cub Scouts Explore Science	Danika Peterson/Rusty Ray	00:02:35
Centerville Economic Development Authority	Trevor Scholl	00:03:20
Trog Brewing	Trevor Scholl	00:08:00
Ham Lake and Santa Partner for NACE	Trevor Scholl	00:02:42
Blaine Economic Development Review	Trevor Scholl	00:03:53
Blaine Indoor Market	Trevor Scholl	00:02:12
Boys Hockey: Blaine/Spring Lake Park	Kenton Kipp/J. Millington	01:37:37
Wrestling: Blaine/Centennial	Kenton Kipp/J. Millington	01:09:42
Girls Hockey: Centennial/Blaine	Kenton Kipp/J. Millington	01:45:58
Boys Hockey: Centennial/Blaine	Kenton Kipp/J. Millington	02:16:34
Boys Basketball: Centennial/Blaine	Kenton Kipp/J. Millington	01:19:07
Sports Den (2 episodes)	Kenton Kipp/J. Millington	00:57:19
Coach & Captains (5 episodes)	Kenton Kipp/J. Millington	00:15:55
Game Summaries (2 episodes)	Kenton Kipp/J. Millington	00:01:45
Sports Den Highlights (3 episodes)	Kenton Kipp/J. Millington	00:05:24
34 New Programs		14:21:25 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine Traffic Commission Meeting (12/4/18)	Blaine Staff	01:16:00
Blaine City Council Meeting (12/6/18)	Blaine Staff	00:59:05
Blaine Planning Commission Meeting (12/11/18)	Blaine Staff	02:07:56
Blaine Truth in Taxation Meeting (12/13/18)	Blaine Staff	00:44:17
Blaine Natural Resources Conservation Board Meeting (12/18/18)	Blaine Staff	00:47:56
Blaine City Council Meeting (12/20/18)	Blaine Staff	02:19:18
Centerville City Council Meeting (12/12/18)	Centerville Staff	02:43:20
Circle Pines City Council Meeting (12/11/18)	Circle Pines Staff	00:46:40
Circle Pines Utility Commission Meeting (12/19/18)	Circle Pines Staff	00:27:09
Circle Pines City Council Meeting (12/26/18)	Circle Pines Staff	00:54:07
Ham Lake City Council Meeting (12/3/18)	Ham Lake Staff	00:30:50
Ham Lake Planning Commission Meeting (12/10/18)	Ham Lake Staff	01:12:15
Ham Lake City Council Meeting (12/17/18)	Ham Lake Staff	01:34:25
Lexington City Council Meeting (12/6/18)	Lexington Staff	00:26:24
Lexington City Council Meeting (12/20/18)	Lexington Staff	00:37:26
Lino Lakes City Council Meeting (12/10/18)	Lino Lakes Staff	02:39:11
Lino Lakes Planning & Zoning Meeting (12/12/18)	Lino Lakes Staff	00:23:07
Spring Lake Park City Council Meeting (12/3/18)	Spring Lake Park Staff	01:26:14
Spring Lake Park City Council Meeting (12/17/18)	Spring Lake Park Staff	00:46:11
19 New Programs		21:01:56 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.