



**CITY COUNCIL AGENDA
MONDAY, OCTOBER 15, 2018
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. PRESENTATION
 - A. Mayor's Proclamation – Purple Heart City
7. CONSENT AGENDA:
 - A. Approval of Minutes – October 1, 2018
 - B. Approval of Work Session City Council Minutes – October 8, 2018
 - C. General Operations Disbursements #18-17 - \$435,996.16
 - D. Budget to Date (September)
 - E. Exempt Gambling Permit Application – North Suburban MN Deer Hunters Association; December 3, 2018 at Kraus Hartig VFW
 - F. Resolution 18-45 Amending The List Of Official Depositories For The City Of Spring Lake Park
 - G. Resolution 18-46 Appointing Election Judges For The 2018 General Election
 - H. Right of Way Application - EPS c/o TLR Consulting
 - I. Approval of Suburban Rate Authority 2018 Membership Assessment Invoice
 - J. Contractor's Licenses
 - K. Correspondence
8. POLICE REPORT
9. PARKS AND RECREATION REPORT
10. NEW BUSINESS
 - A. 2019 Osborne Road Trail Improvements Project
 - B. Part Time Code Enforcement Inspector Extension Request
11. ENGINEER'S REPORT
12. ATTORNEY'S REPORT
13. REPORTS
14. ADMINISTRATOR REPORTS
15. OTHER
 - A. Closed Session – City Administrator Performance Evaluation
16. 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 the comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.



**MAYOR'S PROCLAMATION
PURPLE HEART CITY
OCTOBER 15, 2018**

WHEREAS, the City of Spring Lake Park, Minnesota and our community have a great admiration and the utmost gratitude for all the men and women who have, and are, selflessly serving their country and this community in the Armed Forces; and

WHEREAS, Veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and

WHEREAS, the contributions and sacrifices of the men and women who served the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, many men and women in uniform have given their lives while serving in the Armed Forces; and

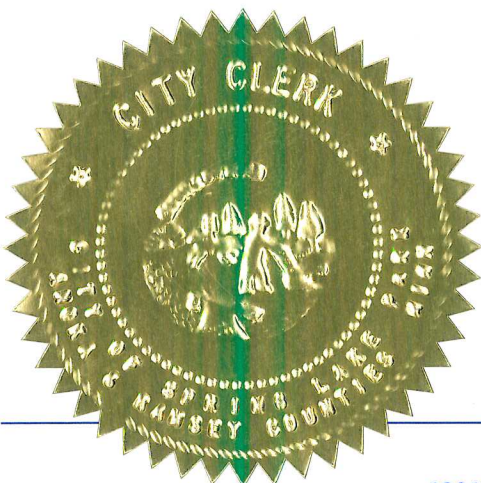
WHEREAS, citizens of our country have received a Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, construed as a singularly meritorious act of essential service; and

WHEREAS, the City seeks to remember and recognize veterans who are recipients of the Purple Heart Medal; acknowledging them for their courage and showing them the honor and support they have earned.

NOW, THEREFORE, I, Cindy Hansen, Mayor of the City of Spring Lake Park, do hereby proclaim the City of Spring Lake Park as

A PURPLE HEART CITY

honoring the service and sacrifice of our nation's men and women in uniform wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.



Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Clerk

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on October 1, 2018 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 Nelson, Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: None

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; City Planner Carlson; Attorney Thames; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake
Greg Erickson, Pro Courier
Rachel Erickson, Pro Courier
Christina, Elizabeth and Mabel Badeto, Spring Lake Park
Cory, Lori and Lily Magstadt, 7734 Lakeview Lane NE
Sue Davis, AFS
Todd Junell, Spring Lake Park
Ana Alasonso, Spain
Mike Thomas, Thomland Homes

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz asked that a purchase agreement from Z Systems, Inc. be added to agenda as item 7F. He stated that it is for purchase of a replacement camera for the Council Chambers.

5. Discussion From The Floor - None

6. Presentation

A. Mayor's Proclamation – Foreign Exchange Student Week – Honorary Citizen Ana Arquero Alasonso

Mayor Hansen presented proclamations proclaiming the week of October 1, 2018 as American Field Service Week and proclaiming that Ana Arquero Alasonso be named an honorary citizen for the City of Spring Lake Park for the duration of her stay.

7. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – September 17, 2018
- B. General Operations Disbursements (August) \$416,523.05
- C. Right of Way Application – Park Construction Co.
- D. Contractor's Licenses
- E. Correspondence
- F. Approval of Purchase Agreement – Z Systems Inc.

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

8. Public Works Report

Public Works Director Randall reported that in the month of September, the Public Works Department continued to collect the garbage and recycling at the parks, weed whip at City facilities and line the softball fields for the fall leagues. He stated that a new fence and retaining wall were installed at Able Park. He stated that the Department has been working on cleaning out the sewers citywide and continues to paint crosswalks and stop bars.

Mr. Randall reported he attended a preconstruction meeting with Hy-Vee and participated in the walk through at the Legends. He stated that he attended various meetings and a conference.

9. Code Enforcement Report

Building Official Brainard stated that in September 2018, 20 building permits, 7 zoning, 13 mechanical, 6 plumbing permits were issued for a total of 46 permits compared to a total of 45 in 2017. He reported that the Code Enforcement Department conducted 152 inspections in the month of September.

Mr. Brainard reported construction at the Legends of Spring Lake Park is ending and the final Certificate of Occupancy would be issued after the final walk through with Public Safety staff on October 2, 2018. He reported that the City received plans and application for the building at 8407 Plaza Boulevard to remodel the interior for a proposed banquet and restaurant.

Mr. Brainard reported that the September 2018 vacancy listing shows that there are 11 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There are two vacant/foreclosed commercial properties, which remains the same from last month; and two residential properties currently occupied and ready for Sheriff Sale redemption, which remains that same from last month. He reported that he did not post any abandoned and/or vacant property notices in the month of September. He stated that the department did issue three administrative offense tickets.

Mr. Brainard reported that he attended the Council meetings on September 4 and 17; a Department Head meeting on September 5 and the Planning Commission meeting on September 24.

Mr. Brainard reminded residents that Fire Prevention Week is October 7 through October 13. He provided a handout on recreational bonfires.

10. New BusinessA. Authorize Participation in Anoka County Economic Development Initiative

Administrator Buchholtz reported that the Anoka County HRA, Connexus Energy and the Metro North Chamber of Commerce partnered together to hire Ady Advantage to complete the “Anoka County Economic Development Business Recruitment Roadmap” study to help create an overarching economic development strategy for Anoka County. He stated that the study has provided all the stakeholders the foundation to develop strategies to better attract and retain businesses within Anoka County. He stated that project identified three areas of focus, with goals to be achieved.

He reported the following goals were identified:

- Marketing and Differentiation: Address and work to change the perception of Anoka County, among stakeholders, partners, developers and potential talent, etc.
- Readiness: Ensure Anoka County is ready for development from both a talent and product (site and buildings) perspective, etc.
- Alignment/Regionalism: Clearly define roles within the county, as well as with regional partners, as it relates to marketing, incentives, business retention and expansion.

Administrator Buchholtz reported that Anoka County has hired an economic development specialist to develop, implement and promote economic development strategies, provide technical expertise to cities and work collaboratively with a variety of private and public stakeholders.

Administrator Buchholtz stated that Anoka County is requesting participation from the cities/township in the county to generate funds for website service, social media, marketing and other economic development activities. He stated that participation would be memorialized in a Memorandum of Agreement (MOU). He stated that the cities area asked to raise, on a per capita basis, \$20,000. He stated that the City’s annual share would be \$357 and noted that all of the cities in Anoka County have indicated support for this initiative.

Administrator Buchholtz stated that staff is requesting authority to enter in a Memorandum of Agreement with Anoka County to participate in the economic development initiative. He stated that the funding is included in the 2019 budget proposal.

Councilmember Wendling stated that the meetings leading up to forming the initiative have been informative during the planning process of the study.

Mayor Hansen stated that it is helpful to have the availability of so many resources from the various communities to work with.

Councilmember Nelson stated that the City’s economic development partnership with the county started a long time ago with the development of the Public Works building and surrounding businesses in the area. He stated that new development helps keep the taxes lower for the community and the county.

MOTION MADE COUNCILMEMBER NELSON TO AUTHORIZE PARTICIPATION IN ANOKA COUNTY ECONOMIC DEVELOPMENT INITIATIVE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Ordinances and ResolutionsA. Resolution 18-39 Approving A Variance To Allow A Driveway Expansion at 359 Manor Drive NE

Administrator Buchholtz reported that the City received a variance application from Carolyn Lohman at 359 Manor Drive NE to allow for the expansion of her driveway along the west edge of the property three feet into the required five-foot side-yard setback. He reported that the property is a 10,125 square foot residential site, along Manor Drive, between University Avenue and Terrace Road. He stated that the property includes a single-family residential home with an attached garage and driveway. He stated that neighboring properties are single-family residential homes. He reported that the applicant would like to use the expanded driveway to store her recreational vehicle (RV) on her property. He stated that he applicant currently stores her RV at Public Storage in Fridley, but Public Storage is eliminating their outdoor parking spaces to accommodate a climate controlled storage facility.

Administrator Buchholtz reported that the property is zoned R-1, Single Family Residential and guided Low Density Residential on the 2030 Future Lane Use Map. He stated that the driveway is an allowed accessory use in the R-1 zoning district and is consistent with the Comprehensive Plan.

Administrator Buchholtz reported that Section 153.224 of the Spring Lake Park Zoning Code outlines the purpose and process to approve a variance. He stated that this variance application has been analyzed with respect to the requirements and noted that a variance may be approved with conditions.

Administrator Buchholtz reported that the driveway is a standard feature on residential properties for off-street parking. He stated that the Comprehensive Plan guides this property as low density residential, which is the current use. He stated that the area is a residential neighborhood, with each property owner having access to the roadway through a driveway. He stated that the City Code allows one RV to be parked within the front yard setback provided that the vehicle may not be parked closer than five feet to the side yard property line on an approved driveway. He reported that there are a number of driveways on Manor Drive that are located within the required five-foot side yard setback. He stated that the applicant does not cite economic considerations as a reason to approve the variance. He reported that the parcel is standard width and length and includes no wetlands or waterbodies, and therefore no unique challenges or circumstances on the parcel.

Administrator Buchholtz reported that Section 153.152 of the City of Spring Lake Park Zoning Code outlines specific requirements off-street parking facilities, including driveways, in the city. He explained that in addition, Section 153.066 of the Zoning Code outlines specific requirements for the parking of motor and recreational vehicles.

Administrator Buchholtz reported that through the review of the application for the proposed driveway variance, the City has identified potential issues. He summarized the issues to as:

1. *Practical Difficulty and Unique Circumstances.* He stated that the applicant is requesting a variance to locate the driveway within the required five-foot setback from the western property line. The existing driveway is located 15 ½ feet from the property line. The applicant can expand the driveway an additional 10 ½ feet and still meet the five-foot side yard setback. The RV is 28 feet long and 8 ½ feet wide, meaning that the width that would be allowed would be able to accommodate her existing RV with one foot of pavement on each side. Providing the property owner with another three feet of driveway would make it easier for the property owner to park the RV on the approved parking surface, especially considering that there will be retaining wall

installed on the west edge of the new driveway.

2. *Existing screening.* He stated that there was previously screening of the driveway with two pine trees. However, those pine trees have been cut down to accommodate the driveway. He stated that if the Commission wishes to grant the variance, staff would recommend some sort of screening in the remaining setback on the west property line to screen the neighbor's view of the RV.

Administrator Buchholtz stated that the Planning Commission found that there are practical difficulties and recommended approval of the variance, with the following the conditions:

1. Applicant shall provide screening (vegetative or fencing) within the remaining side yard setback to screen the RV from the neighboring property to the west.
2. Applicant shall ensure that the RV is parked no closer than five feet from the property line in conformance with Section 153.066 of the Spring Lake Park Zoning Code.
3. Applicant shall install retaining wall and reseed all disturbed areas with grass.

Councilmember Nelson stated that he had driven by the property and felt that by not granting the variance, there would be a hardship in the winter months, as there would not be a good place to move snow accumulation from the driveway. He stated how he feels it is important that property owners are able to use all their usable space fully.

Mayor Hansen noted that the residents on the west side of the applicant's property have plenty of room remaining.

Councilmember Goodboe-Bisschoff inquired as to what type of screening would be required. Administrator Buchholtz stated that the screening could be vegetative or a fence. He stated that the reason for the screening is to assure that it is in place now for any possible future conflicts that could occur if and when the neighboring properties change hands.

Councilmember Goodboe-Bisschoff inquired as to who would approve the screening material and how tall an RV is. Building Official Brainard stated that the screening material will be noted on the driveway application and if there is a question as to the material requested, a discussion with Administrator Buchholtz would be required. He stated that typically RV's are 11 to 13 feet.

Building Official Brainard stated that a fence permit will be required unless it is less than four feet. He stated that the fence would need to stay within the front yard setback of four feet.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-39 APPROVING A VARIANCE TO ALLOW A DRIVEWAY EXPANSION AT 359 MANOR DRIVE NE WITH THE FOLLOWING CONDITIONS: 1.) APPLICANT SHALL PROVIDE SCREENING (VEGETATIVE OR FENCING) WITHIN IN THE REMAINING SIDE YARD SETBACK TO SCREEN THE RECREATIONAL VEHICLE FROM THE NEIGHBORING PROPERTY TO THE WEST; 2.) APPLICANT SHALL ENSURE THAT THE RV IS PARKED NO CLOSER THAN FIVE FEET FROM THE PROPERTY LINE IN CONFORMANCE WITH SECTION 153.066 OF THE SPRING LAKE PARK ZONING CODE; 3.) APPLICANT SHALL REINSTALL RETAINING WALL AND RESEED ALL DISTURBED AREAS WITH GRASS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-40 Approving A Lot Size Variance For Lot 1 Block 1 Pride Rock Addition To Allow Construction Of A Twin Home

Planner Carlson reported that Thomland Homes and Remodeling, LLC has submitted a Conditional Use Permit (CUP) application and a Variance application for the construction of two twin-home structures (two duplexes) with one structure on each of two lots, four units total, at 8360 Pierce Street. He reported that an earlier CUP application was filed on May 8, 2018, but was withdrawn by the applicant.

Mr. Carlson reported that in January 2018, the property was re-platted to allow for two single-family lots and at that time, the applicant stated that the existing house and garage would be removed to make way to build two new houses. He stated that the demolition has since taken place but the applicant has determined construction of two single-family homes is economically unfeasible.

Mr. Carlson stated that the property is zoned R-1 Single Family Residence. He stated that it was guided Commercial in the City's 2030 Land Use Plan but has been changed to Single Family Residential in the 2040 Land Use Plan. He stated that twin homes are a conditional use in the R-1 zoning district. He stated that additionally, the proposal does not meet the minimum lot area for twin homes, therefore variances are also required.

Mr. Carlson stated that the proposed construction of the two twin-home structures on 8360 Pierce Street NE requires two approvals:

- Conditional Use Permit (CUP) – Twin homes are allowed as a conditional use subject to the approval and contingent on stipulations set forth by the Planning Commission and City Council.
- Variance - A minimum lot area of 7,500 square feet is required for each two-family dwelling unit but only 6,750 square feet per unit are available. A variance to minimum lot area is requested.

Mr. Carlson stated that Section §153.202 of the City of Spring Lake Park's zoning code outlines the requirements to approve a conditional use permit by the City Council, provided the applicant has provided evidence establishing the requirements. He summarized the questions and criteria answered by the applicant. He reported that the applicant stated that the proposed use, two side-by-side twin homes on each of the two lots, will be beneficial to the community as it will allow for four new residential units and families to join the community, rather than the two total units permitted by the zoning district. He stated that the applicant believes that the addition of the four homes will increase property values along Pierce Street. He stated that the applicant feels that the proposed four new units will not substantially increase traffic along Pierce Street or surrounding streets.

Mr. Carlson reported that Section §153.224 of the City of Spring Lake Park's zoning code requires that practical difficulty be proven for the approval of a variance. He reviewed the practical difficulties and responses from the applicant.

Mr. Carlson stated that the Planning Commission recommends to the City Council approval of the requests as follows with the following conditions:

1. Approval of a conditional use permit (CUP) for two twin-home structures in the R-1 zoning district at 8360 Pierce Street Northeast with the following conditions:

- a. Additional grading plans and drainage plans will be provided to the Engineer before building permit approval, including the items specified below:
 - i. Details on site drainage need to be reviewed. The grading for each building shall be completed so that no additional runoff is diverted to any adjacent property.
 - ii. Details on the driveway, sewer and water service connections, and street patching need to be reviewed for each lot.
2. Approval of variances to the lot standards to allow 6750 square feet per unit versus the 7500 square feet required by code.

Councilmember Nelson stated that he feels the twin home concept is a better fit for the existing environment. He stated that he hopes the twin home units owner occupied rather than rentals..

Mayor Hansen noted that the City will address the signage to make traffic aware that Pierce Street and neighboring streets are not through streets for traffic.

Councilmember Wendling inquired if the builder could dictate who purchases the property to avoid rental situations. Mr. Thomas stated that when the units become available for sale, they will be marketed for families.

Councilmember Goodboe-Bisschoff inquired on the estimated pricing of the new twin homes. Mr. Thomas stated he hoped to market each unit at \$250,000 - \$300,000.

Councilmember Nelson inquired if there were any stormwater issues or if there was any pond clean out that needed to occur. Mr. Randall reported that there are no issues.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-40 APPROVING A LOT SIZE VARIANCE FOR LOT 1 BLOCK 1 PRIDE ROCK ADDITION TO ALLOW CONSTRUCTION OF A TWIN HOME. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 18-41 Approving A Lot Size Variance For Lot 2 Block 1 Pride Rock Addition To Allow Construction Of A Twin Home

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 18-41 APPROVING A LOT SIZE VARIANCE FOR LOT 2 BLOCK 1 PRIDE ROCK ADDITION TO ALLOW CONSTRUCTION OF A TWIN HOME. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Resolution 18-42 Approving A Conditional Use Permit For Lot 1 Block 1 Pride Rock Addition To Permit The Construction Of A Two Family Dwelling

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-42 APPROVING A CONDITIONAL USE PERMIT FOR LOT 1 BLOCK 1 PRIDE ROCK ADDITION TO PERMIT THE CONSTRUCTION OF A TWO FAMILY DWELLING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Resolution 18-43 Approving A Conditional Use Permit For Lot 2 Block 1 Pride Rock Addition To Permit The Construction Of A Two Family Dwelling

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE RESOLUTION 18-43 APPROVING A CONDITIONAL USE PERMIT FOR LOT 2 BLOCK 1 PRIDE ROCK ADDITION TO PERMIT THE CONSTRUCTION OF A TWO FAMILY DWELLING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Resolution 18-44 Approving Conditional Use Permit and Site Plan for Pro Courier

Planner Carlson reported that the Planning Commission held a special Planning Commission meeting prior to the October 1, 2018 Council meeting. He reported that the City received an application for a Conditional Use Permit (CUP) from Pro Courier that is currently located at 8375 Sunset Road NE and would like to move their business across the street to 8370 Sunset Road NE. He stated the property is guided Industrial and zoned I-1: Light Industrial. He stated that "Express" and "cartage" services are considered a Conditional Use in this zoning district.

Mr. Carlson stated that the site is 78,221 square feet and is currently a gravel parking lot. He stated that the request is to build a 3,000 square foot structure with the site primarily used for parking. He stated that the site plan shows 85 standard-size parking stalls and 21 stalls that are 40 feet deep to accommodate delivery vehicles. He stated that the required impervious surface coverage for properties in the Commercial and Industrial districts is 75% - the proposal is for 74.8%

Mr. Carlson stated that the proposed use is compliant with all applicable standard in the I-1 industrial district. He stated that the site is vacant with two paved driveways that meet in a U shape in the back of the property. He stated that Pro Courier will make improvements to the site and eliminate any unintended uses of a vacant site. He noted that commercial traffic will have direct access to County Road J and the Highway 10 Service Road without needing to travel on any neighborhood streets.

Mr. Carlson reported that the applicant is supplying adequate parking for employees, delivery vehicles, and loading. He stated that the City Engineer has reviewed the proposed drainage plan and identified further action. He stated that he watershed has approved all the site permits and noted that the storm water ponds will be lined due to the proximity of the buffer zone by the City well. He stated that there would be no ponding near the filtration.

Mr. Carlson stated that the Planning Commission recommends approval to the City Council for the Conditional Use Permit with the following conditions:

- 1.) The character of Sunset Road NE includes mature deciduous trees lining the corridor. The applicant shall plant deciduous trees in the area identified for seed mix along Sunset Road NE to satisfaction of the Zoning Administrator.
- 2.) The applicant shall comply with all the comments from the City Engineer outlined in the staff memo from Stantec dated October 2018.

Mayor Hansen inquired if the ponds that are proposed were adequate for the site. Planner Carlson stated that if the ponds are constructed and graded as directed on the specifications, it will meet approval.

Councilmember Nelson inquired if Pro Courier will continue to use the existing building at the 8370 Sunset Road. Mr. Erickson stated that he is unsure at this moment whether they will use both buildings or sell the

property at 8370 Sunset Road.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-44 APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN APPROVAL FOR PRO COURIER, 8370 SUNSET ROAD, TO PERMIT THE CONSTRUCTION OF A FACILITY FOR EXPRESS/CARTAGE SERVICES WITH THE FOLLOWING CONDITIONS: APPLICANT SHALL COMPLY WITH THE FOLLOWING ENGINEERING COMMENTS AS SPECIFIED IN THE OCTOBER 1, 2018 STAFF MEMORANDUM; 1.) A. PERMITS. THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SITE PERMITS INCLUDING PERMITS FROM THE COON CREEK WATERSHED DISTRICT (CCWD) AND MPCA STORMWATER PERMITS. B. STORMWATER. THE STORMWATER MANAGEMENT FACILITIES ON THE SITE SHALL BE CONSIDERED PRIVATE. MAINTENANCE OF THE STORMWATER MANAGEMENT FACILITIES SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. C. STORMWATER. THE APPLICANT SHALL PROVIDE THE CITY WITH A SIGNED COPY OF THE CCWD REQUIRED MAINTENANCE AGREEMENT FOR THE STORMWATER MANAGEMENT FACILITIES. D. SANITARY SEWER. SANITARY SEWER SERVICE FOR THE SITE SHALL BE AS DIRECTED BY THE PUBLIC WORKS DIRECTOR AND INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. E. WATER MAIN. WATER SERVICE FOR THE SITE SHALL BE AS DIRECTED BY THE PUBLIC WORKS DIRECTOR AND INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. WATER MAIN CONNECTION SHALL BE COMPLETED BY CUTTING IN A 6X6 TEE. F. REMOVALS. EXISTING SEWER AND WATER SERVICE LINES TO THE SITE SHALL BE ABANDONED IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. G. STREET PATCHING. CURB REPLACEMENT AND STREET PATCHING SHALL MATCH THE EXISTING AND SHALL BE COMPLETED PER THE REQUIREMENTS OF THE PUBLIC WORKS DIRECTOR. 2.) THE CHARACTER OF SUNSET ROAD NE INCLUDES MATURE DECIDUOUS TREES LINING THE CORRIDOR. THE APPLICANT SHALL PLANT DECIDUOUS TREES IN THE AREA IDENTIFIED FOR SEED MIX ALONG SUNSET ROAD NE TO THE SATISFACTION OF THE ZONING ADMINISTRATOR. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Administrator Bushholtz had no new items to report outside of the Engineer's Report that was included in the City Council packet.

13. Attorney's Report

Attorney Thames had no new items to report.

14. Reports

A. Beyond the Yellow Ribbon Report

Councilmember Nelson reported that the September pork chop dinner was very successful. He stated that the Beyond the Yellow Ribbon participation has increased. He reminded residents that a business meeting will be held on October 10, 2018 at 6:30 PM at Kraus-Hartig VFW.

14. Other

Councilmember Goodboe-Bisschoff reported that she attended the open houses hosted by the Spring Lake Park School District on Saturday, September 29, 2018. She stated that she visited the new elementary school dedication as well.

Councilmember Nelson thanked City staff for the great job on the fall newsletter. He noted how the newsletter outlined the past developments of the City.

Mayor Hansen praised Administrator Buchholtz on his dedication and hard work for the recent advancements in the development within the City.

15. Administrator Reports

Administrator Buchholtz reported that he attended a meeting with MnDOT to review the dual turn lane proposal for the Hy-Vee project. He stated that changes were proposed and discussed and a consensus was reached for the project to continue.

Administrator Buchholtz requested a Council workshop session to be scheduled for October 8, 2018 at 5:30 PM. The consensus of the Council was that the meeting date would work.

Administrator Buchholtz reported that Public Storage received the approval from Rice Creek Watershed and stated that Mr. Brainard can issue the construction permits. He reported that there are a few punch list items to complete on the Legends of Spring Lake Park project.

16. Adjourn

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

The meeting was adjourned at 8:25 P.M.

Attest:

Cindy Hansen, Mayor

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special work session meeting of the Spring Lake Park City Council was held on October 8, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 5:30 P.M.

1. Call to Order

Mayor Hansen called the meeting to order at 5:30 P.M.

2. Roll Call

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

Members Absent: None

Staff Present: Administrator Buchholtz, SBM Fire Chief Charles Smith

Visitors: Paddy Jones, Ham Lake

3. Agenda

A. SBM Fire Department

Fire Chief Charles Smith gave the City Council an update on the activities of the SBM Fire Department.

- Provided an update on the construction of Ladder 3. He said Ladder 3 will be nearly identical to Ladder 1 except that it is a platform aerial.
- Gave a presentation about the specifications/mission capabilities of Rescue 3, the Rapid Intervention Vehicle, which will address aircraft rescue/firefighting, grass fires, vehicle fires, rescue/extrication, medical emergencies, and other special operations. He stated that Rescue 3 would be housed at Station 3.
- Reported that SBM will not be moving forward on a fire services proposal for the City of Fridley.
- Stated that SBM is applying for a \$200,000 Assistance for Fire Fighters Grant for a new tender truck.
- Partnered with the Red Cross to make manufactured home parks within the Fire District by replacing smoke detectors and carbon monoxide detectors, handing out bike helmets, and installing stove top fire units.
- Updated the Council on the ISO survey conducted in August.
- Provided a status update of the 2018 capital projects.
- Reported that the final open house is on Saturday, October 13 at Station 3.

Chief Smith provided the City Council with a demonstration of the functionality of Rescue 3.

B. Discuss Reimbursement Request from Tenants at 8466 Central Avenue

Administrator Buchholtz reported that the RS Properties has spent a significant amount of money renovating the property at 8466 Central Avenue. He said that during the renovation, there were some structural issues that were repaired. He noted that the City, as landlord, is responsible for structural repairs, per the lease agreement.

Administrator Buchholtz stated that he reviewed the invoices that RS Properties submitted for payment and determined that approximately \$39,000 of repairs were for structural issues. He recommended that the City Council consider providing RS Properties with 7 months of free rent in lieu of a cash payment. Consensus of

the City Council was to authorize the Administrator to make this offer to RS Properties.

C. Purple Heart City Proclamation

Administrator Buchholtz presented a draft “Purple Heart City” proclamation for City Council review. Councilmember Nelson stated that he has been in contact with various veteran groups, seeking their participation in the presentation of the proclamation on October 15. He said the Beyond the Yellow Ribbon Committee would donate funds to pay for four “Purple Heart City” signs, complementing the two signs that will be donated by the Military Order of the Purple Heart.

D. Discuss Potential Zoning Ordinance and Liquor Ordinance Amendments

Administrator Buchholtz presented a draft zoning ordinance amendment to the City Council which would remove all assembly uses from the C-3, Office Commercial, District, and would create a 500 foot buffer between liquor establishments and churches/schools. Consensus of the Council was to submit the proposed ordinance to the Planning Commission for review.

Administrator Buchholtz presented a draft update to the City’s Liquor Ordinance to allow intoxicating off-sale liquor licenses and 3.2% malt liquor off-sale liquor licenses. He stated the ordinance amends the City’s license language for on-sale and off-sale brew pub licenses and creates new licenses for temporary on-sale brewery liquor licenses, brewer tap room licenses, cocktail room licenses, a microdistiller off-sale license, and a microdistiller temporary on-sale license. Consensus of the Council was to present the proposed amendments to the City Council at a future meeting.

E. Administrator Reports

Administrator Buchholtz provided the following reports:

- Notified the City Council that the City’s investment brokers moved from Morgan Stanley to RBC Wealth Management and that a resolution amending the City’s list of depositories would be on the next agenda.
- Informed the Council that the City’s subscription with US Solar would likely begin in December, with solar energy bill credits appearing on the City’s Xcel Energy bill in January.
- Reported that the ProCourier project would likely begin Spring 2019.
- Stated that the City made a request to Coon Creek Watershed District to accept the maintenance responsibility for the stormwater pond on University Avenue at Sanburnol Drive.
- Reported that Executive Assistant Jenny Gooden was appointed to the Municipals Board of Directors.

4. Adjourn

The meeting was adjourned at 7:10 PM.

Attest:

Cindy Hansen, Mayor

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64922	ABLE HOSE & RUBBER INC.	SUPPLIES	25.99
64923	ACZ LABORATOIRES, INC.	RADIUM	368.00
64924	AID ELECTRIC SERVICE, INC	SERVICES	461.15
64925	AMERICAN MESSAGING	MONTHLY SERVICES	8.34
64926	JOSH ANTOINE	REIMBURSEMENT	104.94
64927	APPLIED CONCEPTS INC	NEW SQUAD RADARS	13,643.50
64928	ASPEN MILLS	U.ALLOWANCE	176.75
64929	AT & T MOBILITY	MONTHLY SERVICES	917.61
64930	BLAINE LOCK & SAFE INC	SERVICES	543.00
64931	CADY BUSINESS TECHNOLOGIES	PARTS/SERVICES	120.00
64932	CARSON, CLELLAND & SCHREDER	LEGAL FEES	24,478.73
64933	CINTAS	MATS	88.46
64934	COMMERS PRINTING INC	BUSINESS CARDS	177.70
64935	COMM-WORKS, LLC	MONTHLY SERVICES	850.00
64936	COON RAPIDS CHRYSLER	AUTO SERVICES	1,546.55
64937	CORE & MAIN LP	PARTS/SERVICES	2,893.04
64938	COTTENS INC	PARTS	308.11
64939	CREATIVE REAL ESTATE INC	OVERPAYMENT FINAL WATER BILL	59.00
64940	DARRELL'S CONTRACTING INC	SERVICES	1,100.00
64941	DAVE PERKINS CONTRACTING INC	SERVICES	7,509.00
64942	DIAMOND VOGEL PAINTS	SUPPLIES	520.85
64943	DOUGLAS EBELTOFT	REIMBURSEMENT	366.40
64944	ECM PUBLISHERS, INC.	PUBLISHING	139.75
64945	EMERGENCY AUTOMOTIVE TECHNOLOGIES	SQUAD BUILD/OUTFITTING	7,396.74
64946	FERGUSON WATERWORKS #2516	SUPPLIES	1,539.41
64947	FLEXIBLE PIPE TOOL COMPANY	SERVICES	642.00
64948	GAMETIME	PARTS/SUPPLIES	2,274.42
64949	GARELICK STEEL	PARTS	135.00
64950	GRAINGER INC	PARTS	56.74
64951	INSTRUMENTAL RESEARCH INC	WATER TESTING	72.00

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64952	MAI CHUE AND PAO XIONG	OVERPAYMENT FINAL WATER BILL	31.88
64953	MANSFIELD OIL COMPANY	FUEL	1,796.12
64954	MINNESOTA DEPT OF HEALTH	WATER SUPPLY CONNECTION FEE	3,486.00
64955	MN FALL MAINTENANCE EXPO	REGISTRATION	210.00
64956	MOBOTREX INC.	PARTS	428.00
64957	MTI DISTRIBUTING INC	PARTS	114.97
64958	OFFICE DEPOT	SUPPLIES	93.51
64959	SHRED-IT USA	SHREDDING SERVICES	148.39
64960	SLP FIRE DEPARTMENT	FIRE PROTECTION	18,834.00
64961	STANTEC	ENGINEERING FEES	34,614.05
64962	TASC	ADMIN FEES	30.08
64963	THE HOME DEPOT CREDIT SERVICES	MONTHLY CREDIT CARD	233.95
64964	TOLL GAS & WELDING SUPPLY	OXYGEN	32.19
64965	KENNETH A. TOLZMANN, SAMA	PROPERTY TAX ASSESSMENT	8,604.00
64966	TWIN CITIES BMEU WEST	POSTAGE	775.00
64967	U.S.T.I.	UB E-BILLING	9.36
64969	WASTE MANAGEMENT	MONTHLY SERVICES	7,145.02
64970	KENNETH WENDLING	ELECTION JUDGE	169.13
64971	AFLAC	PAYROLL	22.17
64972	CENTRAL PENSION FUND	PAYROLL	520.08
64973	DEARBORN NATIONAL	PAYROLL	471.51
64974	DELTA DENTAL	PAYROLL	1,638.98
64975	HEALTH PARTNERS	PAYROLL	14,329.46
64976	L.E.L.S.	PAYROLL	245.00
64977	LOCAL 49	PAYROLL	105.00
64978	NCPERS MINNESOTA-7750811	PAYROLL	72.00
65018	BROCK WHITE COMPANY	GEOTEX	266.73
65019	CENTERPOINT ENERGY	MONTHLY UTILITIES	401.50
65020	COMCAST	MONTHLY SERVICES	105.92

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65021	CONNEXUS ENERGY	MONTHLY UTILITIES	339.34
65022	COORDINATED BUSINESS SYSTEMS L1	MAINT CONTRACT	1,300.74
65023	ECM PUBLISHERS, INC.	PUBLISHING	129.00
65024	GOPHER STATE ONE-CALL INC	LOCATES	141.75
65025	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	2,982.38
65026	HAMPTON INN SUITES	RECREATION EXTENDED TOUR	500.00
65027	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	319.83
65028	JERRY'S FLOOR STORE	DOWNPAYMENT CARPET PROJECT	4,148.50
65029	MANSFIELD OIL COMPANY	FUEL	2,959.56
65030	MEL'S HARD LUCK DINER	RECREATION EXTENDED TOUR	100.00
65031	METRO SALES	SUPPLIES	134.50
65032	METROPOLITAN COUNCIL	WASTEWATER SERVICES	46,213.07
65033	CITY OF MINNEAPOLIS	APS TRANS	171.00
65034	MUNICI-PALS	REGISTRATION	117.00
65035	NORTHLAND TRUST SERVICES, INC.	ANNUAL TIF REPORTING/TIF DIST. 6-1	1,960.00
65036	ON SITE SANITATION INC	RESTROOMS	181.50
65037	PERFECT 10 CAR WASH	AUTO SERVICES	64.94
65038	RICHFIELD BUS CO	RECREATION BUS SERVICES	577.29
65039	SLP FIRE DEPARTMENT	RESCUE 3 REMAINING BALANCE LADDER	30,823.00
65040	WARGO NATURE CENTER	RECREATION PARTNERSHIP PROGRAMS	200.00
65041	WASTE MANAGEMENT OF WI-MN	SERVICES	120.00
65042	XCEL ENERGY	MONTHLY UTILITIES	13,991.62
65043	ANOKA COUNTY	2ND HALF PROPERTY TAXES	10,746.81
65044	ANOKA COUNTY	2ND HALF PROPERTY TAXES	272.58
65045	ASPEN MILLS	U.ALLOWANCE	1,588.51
65046	ANTHONY BENNEK	U.ALLOWANCE	61.99
65047	LEAGUE OF MN CITIES INSURANCE	TF WORK COMP INSURANCE	3,918.00
65048	BOB AND MARY FISH	RECREATION REFUND	200.00
65049	BRANSON BELLE SHOWBOAT	RECREATION EXTENDED TOUR	200.00

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65050	BRETT SHOW	RECREATION EXTENDED TOUR	100.00
65051	CENTRAL WOOD PRODUCTS	SUPPLIES/REC STEP CERT. PLAYGROUND	611.00
65052	CHAMPION YOUTH	RECREATION INSTRUCTOR	1,377.60
65053	CINTAS	MATS	88.46
65054	COMPUTER INTERGRATION TECHNOI	MANAGED SERVICES	2,000.00
65055	COON RAPIDS CHRYSLER	AUTO SERVICES/PARTS	1,257.94
65056	COORDINATED BUSINESS SYSTEMS L1	MAINT. AGREEMENT	819.32
65057	COTTENS INC	PARTS/SUPPLIES	68.88
65058	DAVE PERKINS CONTRACTING INC	SERVICES	6,557.00
65059	DUTTONS	RECREATION EXTENDED TOUR	100.00
65060	ECM PUBLISHERS, INC.	PUBLISHING	150.51
65061	EMERGENCY AUTOMOTIVE TECHNOL	AUTO SERVICES/PARTS	25.00
65062	FERGUSON WATERWORKS #2516	PARTS	296.23
65063	FM Trucking Co., Inc	MULTI FACE GRAY	1,005.80
65064	CITY OF FRIDLEY	RECREATION PARTNERSHIP PROGRAMS	1,058.88
65065	HAWKINS WATER TREATMENT	CHEMICALS	2,651.21
65066	HAYGOODS	RECREATION EXTENDED TOUR	100.00
65067	IDC AUTOMATIC	SERVICES	212.85
65068	INT'L SECURITY PRODUCTS	SUPPLIES	1,414.90
65069	JEANIE CARROLL	RECREATION REFUND	27.00
65070	LAW ENFORCEMENT TARGETS	COMIBINATION B-27E/FBI-Q TARG	44.55
65071	LUVERNE AND HELEN ANDERSON	RECREATION REFUND	200.00
65072	MARY CROUSE	RECREATION REFUND	100.00
65073	MENARDS-CAPITAL ONE COMMERIC/	MONTHLY CREDIT CARD	555.55
65074	METROPOLITAN COUNCIL	WASTEWATER SERVICES	46,213.07
65075	MINNESOTA SAFETY COUNCIL	RECREATION INSTRUCTOR	468.00
65076	M-R SIGN CO INC	SIGNS	104.28
65077	OFFICE OF MN.IT SERVICES	MONTHLY FIBER OPTICS	46.40
65078	ORGANIX SOLUTIONS	SUPPLIES	546.25

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65079	TERRY RANDALL	REIMBURSEMENT	158.05
65080	RANGER CHEVROLET	2018 CHEV SILVERADO	30,793.00
65081	RILEY BUS SERVICE INC	RECREATION BUS SERVICES	2,950.00
65082	SHRED-IT USA	SHREDDING SERVICES	187.13
65083	SLP FIRE DEPARTMENT	FIRE PROTECTION	18,834.00
65084	STANTEC	ENGINEERING FEES	8,539.53
65085	TAHO SPORTSWEAR	RECREATION PROGRAM SUPPLIES	435.00
65086	TASC	ADMIN FEES	30.08
65087	TIFFANY PRUETT	RECREATION REFUND	32.00
65088	WALTERS RECYCLING REFUSE SERV	MONTHLY SERVICES	306.01
65089	WATER CONSERVATION SERVICE INC	SERVICES	288.73
65090	AFLAC	PAYROLL	22.17
65091	AMERITAS	PAYROLL	74.52
65092	CENTRAL PENSION FUND	PAYROLL	520.08
65093	DEARBORN NATIONAL	PAYROLL	471.51
65094	DELTA DENTAL	PAYROLL	1,482.12
65095	HEALTH PARTNERS	PAYROLL	14,329.46
65096	L.E.L.S.	PAYROLL	245.00
65097	LOCAL 49	PAYROLL	105.00
65098	NCPERS MINNESOTA-7750811	PAYROLL	72.00
		TOTAL DISBURSEMENTS	<u>435,996.16</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

MEMORANDUM

DATE: Monday, October 08, 2018

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant

RE: Budget to Date (as of 9/30/18)



Attached is the September, 2018 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **25% remaining**. The overall General Fund ratio is **27.15%**.

CITY OF SPRING LAKE PARK

Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-9 Ending September 30, 2018

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues						
Revenues						
101.00000.31010	CURRENT TAXES	\$ 0.00	\$ 0.00	\$ 2,999,913.00	\$ 1,590,929.53	46.97%
101.00000.31020	DELINQ TAXES	0.00	0.00	0.00	11,897.23	0.00%
101.00000.31910	PENALTIES & INTEREST	0.00	0.00	0.00	4,438.70	0.00%
101.00000.32110	LIQUOR LICENSES	0.00	750.00	29,800.00	9,620.70	67.72%
101.00000.32111	OFF-SALE LIQUOR	0.00	310.00	0.00	310.00	0.00%
101.00000.32179	PAWN SHOP LICENSES	0.00	521.00	6,352.00	4,168.00	34.38%
101.00000.32180	CIGARETTE,DANCE,BINGO,MIS	0.00	100.00	6,000.00	400.00	93.33%
101.00000.32181	SIGN PERMITS	0.00	321.25	5,000.00	5,738.49	(14.77%)
101.00000.32208	CONTRACTORS LICENSES	0.00	650.00	7,500.00	7,515.00	(0.20%)
101.00000.32210	BUILDING PERMIT	0.00	3,473.00	78,000.00	95,679.26	(22.67%)
101.00000.32211	BUILDING PERMIT SURCHARG	0.00	218.54	3,000.00	4,341.60	(44.72%)
101.00000.32215	DEMOLITION PERMIT	0.00	200.00	0.00	600.00	0.00%
101.00000.32230	PLUMBING PERMIT	0.00	382.00	4,300.00	2,817.00	34.49%
101.00000.32231	PLUMBING PERMIT SURCHAR	0.00	8.00	300.00	52.00	82.67%
101.00000.32232	HEATING & A/C PERMITS	0.00	620.00	8,780.00	22,862.01	(160.39%)
101.00000.32233	HTG & A/C SURCHARGES	0.00	13.00	400.00	555.02	(38.76%)
101.00000.32240	PET LICENSE	0.00	12.00	400.00	676.00	(69.00%)
101.00000.32260	CERTIFICATE OF OCCUPANCY	0.00	0.00	3,000.00	1,400.00	53.33%
101.00000.32261	VACANT PROPERTY REGISTR	0.00	0.00	5,200.00	2,200.00	57.69%
101.00000.33401	LOCAL GOVERNMENT AID	0.00	0.00	393,159.00	196,581.00	50.00%
101.00000.33404	PERA INCREASE AID	0.00	0.00	5,775.00	2,887.50	50.00%
101.00000.33416	POLICE TRAINING REIMB	0.00	0.00	3,200.00	10,527.04	(228.97%)
101.00000.33421	INSURANCE PREMIUM-POLICE	0.00	0.00	90,000.00	0.00	100.00%
101.00000.34102	ZONING LETTERS	0.00	0.00	0.00	300.00	0.00%
101.00000.34103	SPEC USE,ZONING,SUB-DIV	0.00	1,410.00	3,200.00	5,980.00	(86.88%)
101.00000.34104	PLAN REVIEW FEES	0.00	162.10	20,000.00	47,666.23	(138.33%)
101.00000.34105	SALE OF MAPS,COPIES ETC	0.00	0.00	300.00	639.50	(113.17%)
101.00000.34107	ASSESSMENT SEARCHES	0.00	0.00	100.00	0.00	100.00%
101.00000.34108	ADMINISTRATION SAC CHARG	0.00	0.00	70.00	0.00	100.00%
101.00000.34109	FILING FEES	0.00	0.00	60.00	60.00	0.00%
101.00000.34111	ADM. GAMBLING EXPENSES	0.00	0.00	34,033.00	0.00	100.00%
101.00000.34115	GUN RANGE FACILITY USE	0.00	0.00	375.00	340.00	9.33%
101.00000.34117	ROOM-FACILITY RENTAL	0.00	200.00	50.00	1,600.00	(3100.00%)
101.00000.34201	POLICE & FIRE ALARM PERMIT	0.00	0.00	1,250.00	225.00	82.00%
101.00000.34204	RENTAL HOUSING REGISTRATI	0.00	5,125.00	52,770.00	28,779.02	45.46%
101.00000.34205	RIGHT OF WAY APPLICATIONS	0.00	0.00	1,500.00	7,137.40	(375.83%)
101.00000.34801	INSURANCE DIVIDENDS	0.00	0.00	10,000.00	0.00	100.00%
101.00000.34950	REFUNDS & REIMB	0.00	5.00	4,000.00	129.00	96.78%
101.00000.35101	COURT FINES	0.00	4,531.57	65,000.00	29,985.79	53.87%
101.00000.35102	ADM OFFENSE FINES	0.00	0.00	3,500.00	3,165.00	9.57%
101.00000.35348	PROPERTY ROOM REVENUE	0.00	15.98	0.00	670.85	0.00%
101.00000.35349	MN DRIVING DIVERSION PROG	0.00	0.00	500.00	700.00	(40.00%)
101.00000.35350	DETOX TRANSPORTATION	0.00	0.00	200.00	210.00	(5.00%)
101.00000.36210	INTEREST EARNINGS	0.00	1,718.13	20,000.00	8,150.56	59.25%
101.00000.36901	LIAISON OFFICER	0.00	0.00	77,406.00	58,054.50	25.00%
101.00000.39100	CPWL REIM FOR SERVICES	0.00	0.00	4,000.00	0.00	100.00%

CITY OF SPRING LAKE PARK

Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-9 Ending September 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39101 RECYCLE PARK PRGM-REIM F	0.00	0.00	0.00	1,061.00	0.00%
101.00000.39202 TRANSFER FROM PUBLIC UTILI	0.00	0.00	47,740.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	0.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING	0.00	0.00	2,500.00	0.00	100.00%
101.00000.39207 TRANSFER FROM RECREATIO	0.00	0.00	60,000.00	0.00	100.00%
Total Revenues	0.00	20,746.57	4,133,633.00	2,171,049.93	47.48%
Total GENERAL FUND Revenues	\$ 0.00	\$ 20,746.57	\$ 4,133,633.00	\$ 2,171,049.93	47.48%

Expenditures

MAYOR AND COUNCIL Expenditures

101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,296.00	\$ 23,470.92	25.00%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	105.57	1,685.00	950.13	43.61%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	199.50	2,395.00	1,795.50	25.03%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	50.00	59.00	(18.00%)
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	0.00	100.00%
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	320.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	0.00	32.25	1,800.00	198.88	88.95%
101.41110.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,805.00	2,899.25	(3.36%)
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	12,757.00	2,869.00	77.51%
101.41110.04955 DISCRETIONARY	0.00	29.64	3,800.00	465.45	87.75%
Total MAYOR AND COUNCIL Expenditures	0.00	2,974.84	57,419.00	32,708.13	43.04%

ADMINISTRATION Expenditures

101.41400.01010 FULL TIME EMPLOYEES	0.00	23,856.23	298,395.00	238,290.84	20.14%
101.41400.01050 VACATION BUY BACK	0.00	0.00	6,000.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,782.26	22,380.00	17,802.26	20.45%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,788.16	23,286.00	17,843.94	23.37%
101.41400.01300 HEALTH INSURANCE	0.00	4,591.59	48,520.00	38,699.46	20.24%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	19.02	230.00	186.18	19.05%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,500.00	1,294.86	48.21%
101.41400.02000 OFFICE SUPPLIES	0.00	285.45	3,848.00	2,430.81	36.83%
101.41400.02030 PRINTED FORMS	0.00	0.00	1,794.00	1,144.93	36.18%
101.41400.02100 OPERATING SUPPLIES	0.00	12.99	625.00	262.97	57.92%
101.41400.02220 POSTAGE	0.00	139.89	3,445.00	1,638.91	52.43%
101.41400.03210 TELEPHONE	0.00	50.12	750.00	558.43	25.54%
101.41400.03310 TRAVEL EXPENSE	0.00	230.76	3,300.00	2,374.98	28.03%
101.41400.03410 EMPLOYMENT ADVERTISING	0.00	0.00	0.00	54.55	0.00%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	460.00	0.00	100.00%
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	0.00	2,500.00	0.00	100.00%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	1,300.74	7,192.00	5,828.88	18.95%
101.41400.04300 CONFERENCE & SCHOOLS	0.00	78.00	6,425.00	4,386.58	31.73%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	780.00	423.93	45.65%
101.41400.04390 US BANK CC REBATE-MISCELL	0.00	(1,021.32)	0.00	(2,143.20)	0.00%
101.41400.04500 CONTRACTUAL SERVICES	0.00	93.57	4,245.00	1,828.31	56.93%
Total ADMINISTRATION Expenditures	0.00	33,207.46	436,675.00	332,907.62	23.76%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For GENERAL FUND (101)
For the Fiscal Period 2018-9 Ending September 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
ASSESSOR Expenditures					
101.41500.04000 CONTRACTUAL SERVICE	0.00	8,604.00	35,500.00	25,812.00	27.29%
Total ASSESSOR Expenditures	0.00	8,604.00	35,500.00	25,812.00	27.29%
AUDIT & ACCTG SERVICES Expenditures					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	9,847.00	9,846.50	0.01%
Total AUDIT & ACCTG SERVICES Expenditures	0.00	0.00	9,847.00	9,846.50	0.01%
I.T. SERVICES Expenditures					
101.41600.04000 I.T. SERVICES	0.00	2,129.98	28,580.00	22,735.57	20.45%
Total I.T. SERVICES Expenditures	0.00	2,129.98	28,580.00	22,735.57	20.45%
LEGAL FEES Expenditures					
101.41610.03040 LEGAL FEES	0.00	11,012.77	120,000.00	82,056.44	31.62%
Total LEGAL FEES Expenditures	0.00	11,012.77	120,000.00	82,056.44	31.62%
ENGINEERING FEES Expenditures					
101.41710.03030 ENGINEERING FEES	0.00	100.00	9,000.00	3,469.66	61.45%
Total ENGINEERING FEES Expenditures	0.00	100.00	9,000.00	3,469.66	61.45%
PLANNING & ZONING Expenditures					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	117.00	17.99	84.62%
101.41720.02220 POSTAGE	0.00	0.00	175.00	0.00	100.00%
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	800.00	32.25	95.97%
101.41720.04000 PLANNER FEES	0.00	0.00	500.00	367.53	26.49%
Total PLANNING & ZONING Expenditures	0.00	0.00	1,592.00	417.77	73.76%
GOVERNMENT BUILDING Expenditures					
101.41940.01010 FULL TIME EMPLOYEES	0.00	1,170.41	14,462.00	11,686.75	19.19%
101.41940.01013 OVERTIME	0.00	0.00	0.00	876.22	0.00%
101.41940.01020 ON CALL SALARIES	0.00	0.00	0.00	248.68	0.00%
101.41940.01050 VACATION BUY BACK	0.00	0.00	350.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLO	0.00	87.76	1,085.00	960.74	11.45%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	86.66	1,133.00	960.86	15.19%
101.41940.01300 HEALTH INSURANCE	0.00	220.96	2,185.00	1,811.70	17.08%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	9.38	27.85%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	557.00	(11.40%)
101.41940.02100 OPERATING SUPPLIES	0.00	176.92	8,000.00	7,858.16	1.77%
101.41940.02200 REPAIR & MAINTENANCE	0.00	1,533.41	7,200.00	7,909.84	(9.86%)
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	750.00	125.00	83.33%
101.41940.03210 TELEPHONE	0.00	543.87	8,345.00	4,417.57	47.06%
101.41940.03810 ELECTRIC UTILITIES	0.00	2,156.48	23,000.00	16,136.24	29.84%
101.41940.03830 GAS UTILITIES	0.00	178.30	18,000.00	13,362.81	25.76%
101.41940.03841 RUBBISH REMOVAL	0.00	514.96	4,200.00	2,589.04	38.36%
101.41940.04000 CONTRACTUAL SERVICE	0.00	324.52	4,715.00	3,830.78	18.75%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	9,394.00	0.00	100.00%
Total GOVERNMENT BUILDING Expenditures	0.00	6,995.29	103,332.00	73,340.77	29.02%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

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For GENERAL FUND (101)
For the Fiscal Period 2018-9 Ending September 30, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
POLICE PROTECTION Expenditures					
101.42100.01010 FULL TIME EMPLOYEES	0.00	84,147.21	1,037,545.00	835,268.00	19.50%
101.42100.01013 OVERTIME	0.00	1,998.56	97,000.00	30,810.70	68.24%
101.42100.01050 VACATION BUY BACK	0.00	0.00	6,700.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	12,822.69	160,290.00	129,067.22	19.48%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	2,006.30	27,531.00	20,113.53	26.94%
101.42100.01300 HEALTH INSURANCE	0.00	14,937.68	151,865.00	125,385.06	17.44%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	61.08	675.00	549.72	18.56%
101.42100.01510 WORKERS COMPENSATION	0.00	0.00	29,000.00	36,472.88	(25.77%)
101.42100.02000 OFFICE SUPPLIES	0.00	29.50	3,600.00	1,065.11	70.41%
101.42100.02030 PRINTED FORMS	0.00	94.50	1,200.00	366.00	69.50%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	44.55	7,550.00	3,698.71	51.01%
101.42100.02100 OPERATING SUPPLIES	0.00	104.94	3,883.00	921.99	76.26%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	1,728.02	21,700.00	16,207.25	25.31%
101.42100.02220 POSTAGE	0.00	35.32	1,900.00	254.54	86.60%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	0.00	266.49	3,900.00	1,788.18	54.15%
101.42100.03211 DATA SERVICES	0.00	265.03	33,781.00	22,201.47	34.28%
101.42100.03300 CLOTHING & PERSONAL EQUI	0.00	789.25	9,860.00	4,187.23	57.53%
101.42100.03310 TRAVEL EXPENSE	0.00	0.00	1,200.00	289.33	75.89%
101.42100.03421 800 MHZ RADIO	0.00	0.00	2,006.00	0.00	100.00%
101.42100.04000 CONTRACTUAL SERVICE	0.00	139.96	18,885.00	14,456.63	23.45%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	819.32	4,000.00	3,702.85	7.43%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	2,898.38	20,000.00	27,524.10	(37.62%)
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	0.00	2,500.00	1,716.59	31.34%
101.42100.04300 CONFERENCE & SCHOOLS	0.00	494.60	13,000.00	8,527.90	34.40%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	945.00	748.00	20.85%
101.42100.05000 CAPITAL OUTLAY	0.00	7,396.74	37,471.00	31,008.74	17.25%
101.42100.07000 PERMANENT TRANSFERS OUT	0.00	0.00	16,657.00	553.50	96.68%
Total POLICE PROTECTION Expenditures	0.00	131,080.12	1,716,644.00	1,316,885.23	23.29%
FIRE PROTECTION Expenditures					
101.42200.04000 CONTRACTUAL SERVICE	0.00	37,668.00	226,014.00	188,340.00	16.67%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	48,296.00	34,986.00	27.56%
Total FIRE PROTECTION Expenditures	0.00	37,668.00	274,310.00	223,326.00	18.59%
CODE ENFORCEMENT Expenditures					
101.42300.01010 FULL TIME EMPLOYEES	0.00	8,134.24	102,665.00	81,270.34	20.84%
101.42300.01030 PART TIME EMPLOYEES	0.00	2,136.00	14,560.00	11,392.50	21.75%
101.42300.01050 VACATION BUY BACK	0.00	0.00	3,200.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLO	0.00	770.30	7,700.00	6,414.06	16.70%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	750.16	9,212.00	6,751.13	26.71%
101.42300.01300 HEALTH INSURANCE	0.00	1,791.04	16,220.00	15,121.72	6.77%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	6.42	78.00	57.78	25.92%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	342.06	76.41%
101.42300.02000 OFFICE SUPPLIES	0.00	223.50	500.00	394.49	21.10%
101.42300.02100 OPERATING SUPPLIES	0.00	0.00	1,350.00	953.54	29.37%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	115.19	1,600.00	1,079.64	32.52%

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101.42300.02200 REPAIR & MAINTENANCE	0.00	805.24	1,000.00	1,352.73	(35.27%)
101.42300.03210 TELEPHONE	0.00	108.20	1,000.00	861.72	13.83%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	300.00	91.26	69.58%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,600.00	100.00	93.75%
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	0.00	3,755.00	2,490.00	33.69%
Total CODE ENFORCEMENT Expenditures	0.00	14,840.29	166,190.00	128,672.97	22.57%
STREET DEPARTMENT Expenditures					
101.43000.01010 FULL TIME EMPLOYEES	0.00	10,532.29	132,640.00	105,185.22	20.70%
101.43000.01013 OVERTIME	0.00	145.39	7,459.00	3,320.22	55.49%
101.43000.01020 ON CALL SALARIES	0.00	266.99	2,131.00	1,540.22	27.72%
101.43000.01050 VACATION BUY BACK	0.00	0.00	1,900.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLO	0.00	820.82	10,667.00	8,253.18	22.63%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	807.12	11,026.00	8,184.98	25.77%
101.43000.01300 HEALTH INSURANCE	0.00	1,862.06	18,700.00	15,317.08	18.09%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.86	107.00	79.73	25.49%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	9,000.00	11,311.52	(25.68%)
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	1,264.23	14,000.00	12,049.02	13.94%
101.43000.02150 SHOP MATERIALS	0.00	173.27	2,500.00	759.07	69.64%
101.43000.02200 REPAIR & MAINTENANCE	0.00	868.00	7,500.00	3,042.27	59.44%
101.43000.02210 EQUIPMENT PARTS	0.00	110.38	6,000.00	4,883.85	18.60%
101.43000.02221 TIRES	0.00	0.00	800.00	0.00	100.00%
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,300.00	520.85	59.93%
101.43000.02226 SIGNS & STRIPING	0.00	104.28	6,000.00	4,264.79	28.92%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,040.00	875.00	15.87%
101.43000.03210 TELEPHONE	0.00	16.70	370.00	157.55	57.42%
101.43000.04000 CONTRACTUAL SERVICE	0.00	0.00	1,040.00	691.25	33.53%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	52.50	500.00	472.50	5.50%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	100.00	61.25	38.75%
101.43000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	1,600.00	0.00	100.00%
Total STREET DEPARTMENT Expenditures	0.00	17,032.89	236,380.00	180,969.55	23.44%
RECREATION DEPARTMENT Expenditures					
101.45100.01010 FULL TIME EMPLOYEES	0.00	17,443.53	216,702.00	173,862.70	19.77%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	0.00	17,010.00	9,329.25	45.15%
101.45100.01050 VACATION BUY BACK	0.00	0.00	1,600.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,308.26	16,253.00	13,039.65	19.77%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,292.60	18,001.00	13,571.96	24.60%
101.45100.01300 HEALTH INSURANCE	0.00	3,268.67	33,500.00	27,021.25	19.34%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	14.54	176.00	130.86	25.65%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	1,700.00	853.43	49.80%
101.45100.02000 OFFICE SUPPLIES	0.00	333.64	2,161.00	1,388.60	35.74%
101.45100.02220 POSTAGE	0.00	798.28	8,950.00	7,717.60	13.77%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	42.09	2,500.00	1,925.64	22.97%
101.45100.03310 TRAVEL EXPENSE	0.00	295.00	1,000.00	1,300.83	(30.08%)
101.45100.03500 PRINTING & PUBLISHING	0.00	0.00	14,357.00	9,857.77	31.34%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	350.00	1,400.00	370.00	73.57%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	457.00	280.00	38.73%

CITY OF SPRING LAKE PARK

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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total RECREATION DEPARTMENT Expenditures	0.00	25,146.61	335,767.00	260,649.54	22.37%
PARKS DEPARTMENT Expenditures					
101.45200.01010 FULL TIME EMPLOYEES	0.00	11,041.10	139,055.00	110,266.33	20.70%
101.45200.01013 OVERTIME	0.00	143.95	7,459.00	6,329.82	15.14%
101.45200.01020 ON CALL SALARIES	0.00	257.65	2,131.00	842.87	60.45%
101.45200.01040 TEMPORARY EMPLOYEES	0.00	759.00	15,840.00	35,871.63	(126.46%)
101.45200.01050 VACATION BUY BACK	0.00	0.00	3,000.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	0.00	858.20	11,148.00	8,807.95	20.99%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	908.28	12,812.00	11,543.83	9.90%
101.45200.01300 HEALTH INSURANCE	0.00	2,172.12	19,720.00	16,357.32	17.05%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	107.00	80.27	24.98%
101.45200.01510 WORKERS COMPENSATION	0.00	1,306.00	10,000.00	13,354.85	(33.55%)
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	1,000.00	408.00	59.20%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	1,187.42	12,000.00	11,329.17	5.59%
101.45200.02200 REPAIR & MAINTENANCE	0.00	1,056.23	8,000.00	10,680.61	(33.51%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	1,568.42	0.00	7,459.44	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	955.97	5,500.00	4,380.88	20.35%
101.45200.02221 TIRES	0.00	0.00	800.00	396.94	50.38%
101.45200.02225 LANDSCAPING MATERIALS	0.00	1,176.80	8,932.00	6,622.54	25.86%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,000.00	875.00	12.50%
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	2,000.00	848.52	57.57%
101.45200.03210 TELEPHONE	0.00	38.71	300.00	335.88	(11.96%)
101.45200.03810 ELECTRIC UTILITIES	0.00	389.37	4,000.00	2,820.66	29.48%
101.45200.03830 GAS UTILITIES	0.00	84.26	4,000.00	2,719.68	32.01%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	400.00	63.87	84.03%
101.45200.04190 SATELLITE RENTAL	0.00	181.50	1,400.00	1,466.14	(4.72%)
101.45200.04300 CONFERENCE & SCHOOLS	0.00	52.50	900.00	452.50	49.72%
101.45200.04330 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	61.25	0.00%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	880.00	691.25	21.45%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
Total PARKS DEPARTMENT Expenditures	0.00	24,146.40	283,884.00	266,567.20	6.10%
MISCELLANEOUS Expenditures					
101.49000.01300 HEALTH INSURANCE	0.00	60.16	0.00	826.88	0.00%
101.49000.01313 COBRA-H.S.A. FEES	0.00	0.00	2,600.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	44,320.88	1.51%
101.49000.04000 CONTRACTUAL SERVICE	0.00	275.00	0.00	4,403.00	0.00%
101.49000.04389 CONTINGENCY FUND	0.00	0.00	108,313.00	0.00	100.00%
101.49000.04390 MISCELLANEOUS	0.00	0.00	5,000.00	1,583.18	68.34%
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	0.00	100.00%
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	155,000.00	0.00	100.00%
Total MISCELLANEOUS Expenditures	0.00	335.16	318,513.00	51,133.94	83.95%
Total GENERAL FUND Expenditures	\$ 0.00	\$ 315,273.81	\$ 4,133,633.00	\$ 3,011,498.89	27.15%

CITY OF SPRING LAKE PARK
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Revised Budget
For GENERAL FUND (101)
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
GENERAL FUND Excess of Revenues Over Expenditure \$	0.00 \$	(294,527.24) \$	0.00 \$	(840,448.96)	0.00%

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Revised Budget

For the Fiscal Period 2018-9 Ending September 30, 2018

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	20,746.57	\$	4,133,633.00	\$	2,171,049.93		47.48%
Total Expenditures	\$	0.00	\$	315,273.81	\$	4,133,633.00	\$	3,011,498.89		27.15%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	(294,527.24)	\$	0.00	\$	(840,448.96)		0.00%

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Revised Budget
 For PUBLIC UTILITIES OPERATIONS (601)
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
601.00000.34950 MISC REVENUE-NSF CHRGS \$	0.00	\$ 210.00	\$ 0.00	\$ 393.21	0.00%
601.00000.36210 INTEREST EARNINGS	0.00	0.00	65,000.00	0.00	100.00%
601.00000.37101 WATER COLLECTIONS	0.00	189,367.50	471,605.00	496,606.12	(5.30%)
601.00000.37103 SALES TAX COLLECTED	0.00	2,086.37	5,000.00	6,166.82	(23.34%)
601.00000.37104 PENALTIES/WATER	0.00	0.00	6,000.00	5,562.00	7.30%
601.00000.37109 SAFE DRINKING WATER FEE	0.00	3,441.40	13,844.00	13,876.00	(0.23%)
601.00000.37111 ADMINISTRATIVE CHARGE	0.00	19,749.53	79,586.00	80,975.16	(1.75%)
601.00000.37115 ESTIMATE READING CHR	0.00	0.00	50.00	50.00	0.00%
601.00000.37149 WATER CONN-INTEREST	0.00	479.31	0.00	1,248.00	0.00%
601.00000.37150 WATER CONNECTION-WAC	0.00	106.93	0.00	284.32	0.00%
601.00000.37151 WATER RECONNECT-CALL OU	0.00	390.00	1,000.00	1,420.65	(42.07%)
601.00000.37170 WATER PERMITS	0.00	50.00	100.00	50.00	50.00%
601.00000.37171 WATER PERMIT SURCHARGES	0.00	1.00	10.00	1.00	90.00%
601.00000.37172 WATER METER SALES & INSTA	0.00	0.00	1,500.00	7,239.03	(382.60%)
601.00000.37201 SEWER COLLECTIONS	0.00	219,830.93	798,652.00	832,659.92	(4.26%)
601.00000.37204 PENALTIES-SEWER	0.00	0.00	14,000.00	11,731.07	16.21%
601.00000.37250 SEWER CONNECTION-SAC	0.00	65,424.60	0.00	72,426.31	0.00%
601.00000.37251 SEWER CONN-INTEREST	0.00	331.08	0.00	793.27	0.00%
601.00000.37270 SEWER PERMITS	0.00	50.00	100.00	50.00	50.00%
601.00000.37271 SEWER PERMIT SURCHARGES	0.00	1.00	10.00	1.00	90.00%
601.00000.37273 SEWER HOOK-UP CHARGES	0.00	0.00	150.00	0.00	100.00%
601.00000.39206 TRANSFER FROM RECYCLING	0.00	0.00	1,500.00	0.00	100.00%
Total Revenues	0.00	501,519.65	1,458,107.00	1,531,533.88	(5.04%)
Total PUBLIC UTILITIES OPERATIONS Revenues	\$ 0.00	\$ 501,519.65	\$ 1,458,107.00	\$ 1,531,533.88	(5.04%)

Expenditures**WATER DEPARTMENT Expenditures**

601.49400.01010 FULL TIME EMPLOYEES \$	0.00	\$ 0.00	\$ 106,500.00	\$ 84,269.73	20.87%
601.49400.01013 OVERTIME	0.00	0.00	7,500.00	6,241.39	16.78%
601.49400.01020 ON CALL SALARIES	0.00	0.00	2,950.00	1,137.49	61.44%
601.49400.01040 TEMPORARY EMPLOYEES	0.00	0.00	9,550.00	1,737.00	81.81%
601.49400.01050 VACATION BUY BACK	0.00	0.00	1,650.00	0.00	100.00%
601.49400.01210 PERA CONTRIBUTIONS-EMPLO	0.00	0.00	8,479.00	6,873.58	18.93%
601.49400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	0.00	9,803.00	6,958.77	29.01%
601.49400.01300 HEALTH & DENTAL INSURANC	0.00	0.00	16,600.00	13,608.94	18.02%
601.49400.01313 LIFE INSURANCE	0.00	0.00	95.00	69.12	27.24%
601.49400.01510 WORKERS COMPENSATION	0.00	0.00	6,700.00	7,874.54	(17.53%)
601.49400.02000 OFFICE SUPPLIES	0.00	0.00	800.00	327.17	59.10%
601.49400.02030 PRINTED FORMS	0.00	0.00	2,000.00	1,270.73	36.46%
601.49400.02100 OPERATING SUPPLIES	0.00	0.00	800.00	0.00	100.00%
601.49400.02120 MOTOR FUELS & LUBRICANTS	0.00	116.26	2,500.00	2,275.56	8.98%
601.49400.02200 REPAIR & MAINTENANCE	0.00	4,225.39	55,000.00	41,538.10	24.48%
601.49400.02210 EQUIPMENT PARTS	0.00	0.00	1,000.00	1,153.16	(15.32%)
601.49400.02220 POSTAGE	0.00	0.00	2,500.00	1,751.23	29.95%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	0.00	60.00	1,500.00	5,788.44	(285.90%)
601.49400.02261 WATER TESTING	0.00	0.00	800.00	504.00	37.00%
601.49400.02262 WATER METER & SUPPLIES	0.00	0.00	5,500.00	6,049.73	(10.00%)
601.49400.02264 SAFE DRINKING WATER FEE	0.00	0.00	13,844.00	10,458.00	24.46%
601.49400.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	623.48	34.37%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,617.00	2,618.76	(0.07%)
601.49400.03030 ENGINEERING FEES	0.00	0.00	2,000.00	9,945.01	(397.25%)
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	42.03	900.00	430.40	52.18%
601.49400.03310 TRAVEL EXPENSE	0.00	0.00	1,100.00	283.35	74.24%
601.49400.03500 PRINTING & PUBLISHING	0.00	2,483.07	7,000.00	7,677.96	(9.69%)
601.49400.03600 INSURANCE	0.00	0.00	8,500.00	6,642.10	21.86%
601.49400.03870 WATER USAGE-CITY OF BLAIN	0.00	0.00	3,500.00	1,163.52	66.76%
601.49400.04000 CONTRACTUAL SERVICE	0.00	0.00	7,011.00	2,629.17	62.50%
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	75.66	13,775.00	2,773.64	79.86%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,000.00	1,153.03	42.35%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	525.00	552.25	(5.19%)
601.49400.04370 PERMITS AND TAXES	0.00	0.00	7,200.00	5,964.22	17.16%
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.05000 CAPITAL OUTLAY	0.00	0.00	0.00	14,365.32	0.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	100,139.00	0.00	100.00%
Total WATER DEPARTMENT Expenditures	0.00	7,002.41	414,598.00	256,708.89	38.08%
WATER TREATMENT PLANT Expenditures					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	1,388.66	(1288.66%)
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PRO	0.00	0.00	19,000.00	15,317.33	19.38%
601.49402.02200 REPAIR & MAINTENANCE	0.00	0.00	10,000.00	11,604.98	(16.05%)
601.49402.02210 EQUIPMENT PARTS	0.00	0.00	5,000.00	852.97	82.94%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	1,440.00	(44.00%)
601.49402.03600 INSURANCE	0.00	0.00	10,000.00	10,105.20	(1.05%)
601.49402.03810 ELECTRIC UTILITIES	0.00	0.00	75,000.00	61,974.58	17.37%
601.49402.03830 GAS UTILITIES	0.00	137.22	2,500.00	2,567.16	(2.69%)
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	3,500.00	470.00	86.57%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIO	0.00	0.00	2,850.00	1,075.00	62.28%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	43,635.00	0.00	100.00%
Total WATER TREATMENT PLANT Expenditures	0.00	137.22	174,585.00	106,795.88	38.83%
SEWER DEPARTMENT Expenditures					
601.49450.01010 FULL TIME EMPLOYEES	0.00	0.00	106,500.00	84,270.07	20.87%
601.49450.01013 OVERTIME	0.00	0.00	7,500.00	6,241.50	16.78%
601.49450.01020 ON CALL SALARIES	0.00	0.00	2,950.00	1,137.51	61.44%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	0.00	9,550.00	1,737.00	81.81%
601.49450.01050 VACATION BUY BACK	0.00	0.00	1,650.00	0.00	100.00%
601.49450.01210 PERA CONTRIBUTIONS-EMPLO	0.00	0.00	8,479.00	6,874.21	18.93%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	0.00	9,803.00	6,959.28	29.01%
601.49450.01300 HEALTH & DENTAL INSURANC	0.00	0.00	16,600.00	13,609.50	18.02%
601.49450.01313 LIFE INSURANCE	0.00	0.00	95.00	69.30	27.05%

CITY OF SPRING LAKE PARK
Statement of Revenue and Expenditures

Revised Budget
For PUBLIC UTILITIES OPERATIONS (601)
For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,700.00	7,874.54	(17.53%)
601.49450.02000 OFFICE SUPPLIES	0.00	0.00	800.00	367.90	54.01%
601.49450.02030 PRINTED FORMS	0.00	0.00	1,500.00	1,270.74	15.28%
601.49450.02100 OPERATING SUPPLIES	0.00	0.00	500.00	0.00	100.00%
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	116.25	2,500.00	2,275.55	8.98%
601.49450.02200 REPAIR & MAINTENANCE	0.00	0.00	10,000.00	4,929.28	50.71%
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	3,000.00	2,460.00	18.00%
601.49450.02220 POSTAGE	0.00	0.00	2,500.00	1,526.22	38.95%
601.49450.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	0.00	1,000.00	3,846.15	(284.62%)
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	6,000.00	0.00	100.00%
601.49450.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	623.48	34.37%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,617.00	2,618.74	(0.07%)
601.49450.03030 ENGINEERING FEES	0.00	0.00	1,000.00	2,846.00	(184.60%)
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	42.04	700.00	430.48	38.50%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	125.30	87.47%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	127.66	57.45%
601.49450.03600 INSURANCE	0.00	0.00	12,100.00	11,149.91	7.85%
601.49450.03810 ELECTRIC UTILITIES	0.00	0.00	3,600.00	3,267.63	9.23%
601.49450.03840 METRO WASTE CONTROL	0.00	46,213.07	554,557.00	519,845.94	6.26%
601.49450.04000 CONTRACTUAL SERVICE	0.00	0.00	13,011.00	4,332.67	66.70%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	75.67	11,460.00	2,773.68	75.80%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	828.03	66.20%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	0.00	340.00	61.25	81.99%
601.49450.04390 MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGE	0.00	0.00	2,700.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.05000 CAPITAL OUTLAY	0.00	0.00	0.00	14,365.32	0.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	81,669.00	0.00	100.00%
Total SEWER DEPARTMENT Expenditures	0.00	46,447.03	887,491.00	708,844.84	20.13%
Total PUBLIC UTILITIES OPERATIONS Expenditures	\$ 0.00	\$ 53,586.66	\$ 1,476,674.00	\$ 1,072,349.61	27.38%
PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$	0.00	\$ 447,932.99	\$ (18,567.00)	\$ 459,184.27	2573.12%

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

For the Fiscal Period 2018-10 Ending October 31, 2018

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	501,519.65	\$	1,458,107.00	\$	1,531,533.88		(5.04%)
Total Expenditures	\$	0.00	\$	53,586.66	\$	1,476,674.00	\$	1,072,349.61		27.38%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	447,932.99	\$	(18,567.00)	\$	459,184.27		2573.12%

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: North Suburban Chapter of MN Deer Hunters Association Previous Gambling Permit Number: x-03304

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 6684 Fridley St NE

City: Fridley State: MN Zip: 55432 County: Anoka

Name of Chief Executive Officer (CEO): Stephen Ranallo

CEO Daytime Phone: 763 574 0195 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Kraus-Hartig VFW

Physical Address (do not use P.O. box): 8100 Pleasant View Ave

Check one:

☒ City: Spring Lake Park Zip: 55432 County: Anoka

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 3, 2018

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Stephen Ranallo Date: 10-10-2018
(Signature must be CEO's signature; designee may not sign)

Print Name: Stephen Ranallo

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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 the

application. 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. 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. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment 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.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Memorandum

To: Mayor Hansen and Members of the City Council

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

Date: October 5, 2018

Subject: Change in Brokerage

The City has worked with Richard Knowlton and Rosanne Kelly since the early 1990's, managing the City's investment portfolio and assisting us in locating suitable banks and federal securities to invest the City's excess reserve funds in.

Over the past month, Morgan Stanley has made changes regarding its handling of municipal accounts, requiring government entities will less than \$10 million in investments to find another broker. Due to this change, Mr. Knowlton and Ms. Kelly have severed their employment relationship with Morgan Stanley and have moved to RBC Capital Markets, LLC. While the City has over \$10 million in assets invested at Morgan Stanley, staff is recommending moving our investments from Morgan Stanley to RBC Capital Markets, LLC so the City can benefit from working with Mr. Knowlton and Ms. Kelly.

Staff has a great level of trust in Mr. Knowlton and Ms. Kelly. They take a conservative approach to managing the City's portfolio with the number one priority being asset preservation with return on investment secondary. They are responsive to staff's inquiries.

Staff recommends the City Council name RBC Capital Markets, LLC as an official depository of the City. Staff will then request Morgan Stanley transfer custody of the City's investments from Morgan Stanley to RBC Capital Markets, LLC. There is no financial impact from this transfer.

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

RESOLUTION NO. 18-45

A RESOLUTION AMENDING THE LIST OF OFFICIAL DEPOSITORIES FOR THE CITY OF SPRING LAKE PARK

WHEREAS, Minnesota Statute 427.02 grants the City Council the authority to name official depositories for City Funds; and

WHEREAS, the City Council named a list of depositories for 2018 at its January 2, 2018 meeting; and

WHEREAS, the City Council desires to amend the list to add RBC Wealth Management and remove Morgan Stanley from the list of official depositories.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Spring Lake Park does hereby amend its list of official depositories as follows:

POSITION	TERM	NAME	TERM EXPIRES
Official Depository	Annual	Wells Fargo Bank	1/7/19
		UBS	1/7/19
		Morgan Stanley	1/7/19
		U.S. Bank, N.A.	1/7/19
		4M Fund	1/7/19
		<u>RBC Capital Markets, LLC</u>	<u>1/7/19</u>

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 15th day of October, 2018.

APPROVED BY:

Cindy Hansen, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator

RESOLUTION NO. 18-46

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2018 GENERAL ELECTION**

WHEREAS, a Minnesota State Primary Election will be held on Tuesday, November 6, 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park that the following persons are hereby appointed as Election Judges for the 2018 General Election and they are authorized and directed to perform all duties of the office of Election Judge as provided by law.

Michael Kiley	Lisa Monson-Hokenson	Delores Kothman	Eleanor Puumala
Joan Hagedorn	Karen Hokenson	Joann Hydeman	Ann O'Donnell
Judy Rogge	Shirley Stevermer	Cheryl Ensenbach	Herb Hoppenstedt
Mathura Deonauth	Rosemary Esler	Erna Thomley	Marilyn Troop
Delores Voorhees	Tammi Winters	Julie Ann Zeuli	Kathy Rootham
Nancy Rose-Balamut	Barry Davis	Marilynn Forsberg	Lynda Hammer
Stephanie Jauert	Norm Kelzenberg	Kari Lathe	Mary Kay Piltz
Alice Prokott	Dean Waldvogel	Leonard Hammerud	

BE IT FURTHER RESOLVED that the Administrator-Clerk/Treasurer is hereby authorized to appoint additional election judges to fill any vacancies that may arise prior to or on Election Day.

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:

Whereupon the Mayor declared said Resolution duly passed and adopted this 15th day of October 2018.

Cindy Hansen, Mayor

ATTEST: _____
Daniel Buchholtz, City Administrator



CITY OF SPRING LAKE PARK
1301 Eighty-First Avenue N.E.
Spring Lake Park, MN 55432
Ph: 763-784-6491 Fax: 763-792-7257

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: EPS c/o TLR Consulting

GOPHER 1-CALL REG. NO.: 83326

ADDRESS: 9938 State Hwy 55 NW - Annandale, MN 55302

PHONE: 320-963-2836

FAX:

E-MAIL ADDRESS: mlaughlin@consulttlr.com

NAME OF REPRESENTATIVE: Mike Laughlin

REPRESENTATIVE PHONE NO'S.: 612-919-5521

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:

From existing handhole at 899 84th Ave NE, north along west ROW to 897 Lund Ave NE, pull slack in existing conduit - then place

2-1.25" conduit from proposed new handhole at 897 Lund Ave NE, north to 889 Manor Dr NE, east under Able St, SE along north ROW to

Manor Drive and Laddie Rd, north along Laddie Rd 287', east under Laddie Rd through ROW to 1066 County Highway 10

START DATE: 10/3/18

COMPLETION DATE: 5/31/18

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION:

Work will be done with a directional drill so there will be minimal disturbances. Any disturbed areas will be graded and seeded

2 holes ~~\$150.00~~ \$300.00
1 Trench 1126' fee x \$70 = \$788.20 10/3/18
Total \$1088.20 12

Jody Hall - Operations Coordinator

10/2/18

Authorized Representative Signature

Date

FOR OFFICE USE ONLY

- ☐ PROOF OF CERTIFICATE OF INSURANCE:
☐ SCALED DRAWING SHOWING LOCATION
☐ COPY OF INSURANCE POLICIES
(If Corporation; from Secretary of State)

VERIFICATION DATE:

- ☐ LETTER OF CREDIT OR CONST. BOND
☐ COPY OF CERTIFICATE OF AUTHORITY
(From M.P.U.C., State, or Federal Agency)

PERMIT FEES: ☐ Excavation Hole - \$150.00
☐ Trench - \$70.00/100'+Hole fee

☐ Emergency Hole - \$55.00
☐ Obstruction Fee - \$50.00+.05/Ft.

Receipt No.:

Date:

Initials:

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227
48 HOURS PRIOR TO COMMENCING WORK



9938 STATE HWY 55 NW
ANNANDALE, MN 55302
320-963-2836
mlaughlin@consulttlr.com



1066 COUNTY HIGHWAY 10 - SPRING LAKE PARK

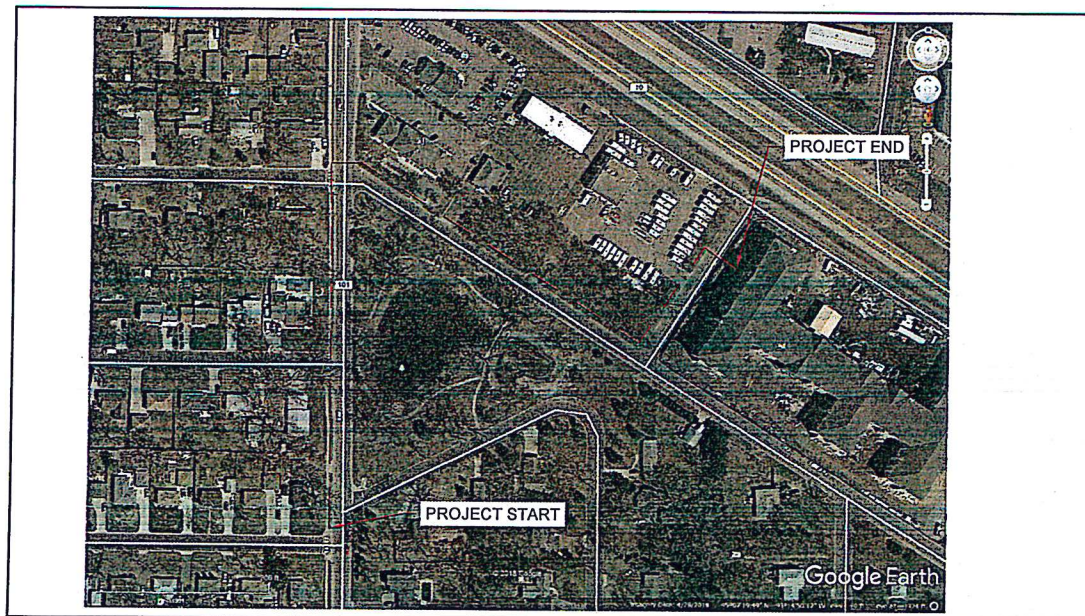
KEY

T	TELEPHONE	⊙	MANHOLE	■	NEW HANDHOLE SMALL
GA	GAS MAIN	⊙	WATER MANHOLE	■	NEW HANDHOLE LARGE
E	UG POWER	⊙	SANITARY MANHOLE	⚡	HYDRANT
UG	EXISTING UNDERGROUND	⊙	STORM SEWER MANHOLE	⊙	EXISTING HANDHOLE
GA	EXISTING AERIAL POWER	⊙	SIGNAL MANHOLE	⊙	EXISTING PEDESTAL TYPES
WM	WATER MAIN	⊙	EXISTING AERIAL POLE	⊙	EXISTING SIGN
SS	SANITARY SEWER	⊙	EQUIPMENT SHELTER	⊙	EXISTING TREE
ST	STORM SEWER	⊙	RXR CROSS ARM	⊙	BILLBOARD SIGN
SL	STREET LIGHTS	⊙	STREET LIGHT	⊙	CATCH BASIN
FO	EXISTING FIBER	⊙	TRAFFIC LIGHT	⊙	ABANDONED FACILITIES
P	PROPOSED ROUTE	⊙	TELEPHONE MANHOLE		
EP	EDGE OF PAVEMENT				
CL	CENTERLINE				
R/W	RIGHT OF WAY				
EF	EXISTING FENCE				
RT	RAILROAD TRACK				
GR	GUARDRAIL				
UE	UTILITY EASEMENT				
RW	RETAINING WALL				
LD	LANDSCAPE				
POND	POND				
BUILDING	BUILDING				

LEGEND

SP# = SPLICE POINT NUMBER
HH# = HAND HOLE NUMBER
■ = 30"x48"x48" HAND HOLE
■ = 24"x36"x24" HAND HOLE
FOSW = FRONT OF SIDE WALK
BOC = BACK OF CURB
EOP = EDGE OF PAVEMENT
ORWL = OFF ROAD WHITE LINE
EOGR = EDGE OF GRAVEL ROAD
BOW = BACK OF WALL
BOSW = BACK OF SIDE WALK

ADDRESS: 1066 COUNTY HIGHWAY 10- SPRING LAKE PARK.
PROJECT NAME:



SITE LOCATION



CONTACTS

CONTACT INFO:

PHONE:

SITE INDEX

- 1 - COVER SHEET
- 2 - LAYOUT COVER SHEET
- 3 - SITE SHEET
- 4 - PROJECT SHEET
- 7 - RAKE CARD TABLE

SCOPE OF WORK:

PLACE A NEW H.H #1 NEXT TO RISER POLE
OVER EXISTING CONDUITS AT ABLE ST NE
AND MOVE SLACK FROM EXISTING H.H FROM
THE SOUTH AT 84TH AVE AND ABLE ST.

BORE 2-125" HDPE CONDUIT WITH 48CT
ARMORED FIBER GOING NORTH IN ABLE ST
NE TO MANOR DR AND TURN EAST BORE
GOING SOUTH EAST IN MANOR DR TO LADDIE
RD AND INSTALL A NEW H.H #2 FROM THERE
GOING NORTH EAST IN LADDIE RD APPROX.
220' AND GOING SOUTH AND INTERCEPT
EXISTING BUILDING CONDUIT AND TO
DEMARCO POINT.

THE TOTAL BUILD FOR THE PROJECT IS 1125'
BORE & 45' PULLING EXISTING FIBER AND 50'
IN BUILDING CONDUIT.

DESIGN ENGINEER: MICHAEL LAUGHLIN

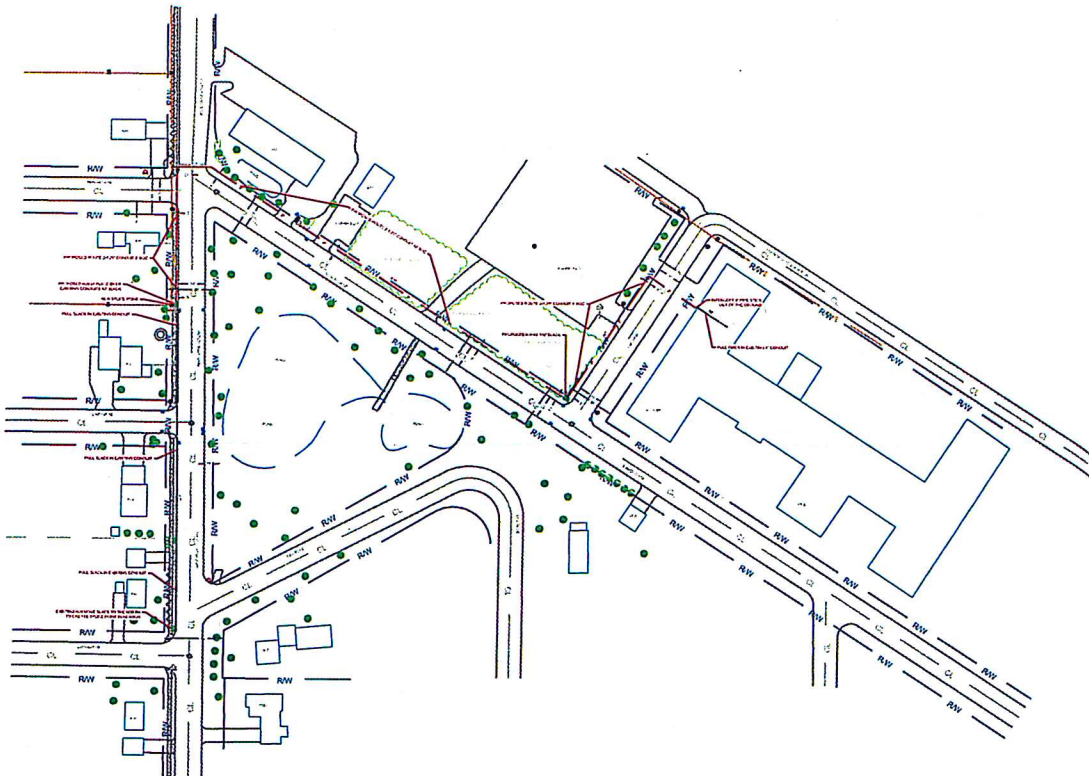
DRAWN BY: THUY VAN PHAM
DATE: 09-26-18

PROJECT NUMBER:
18613105

PROJECT NAME:
1066 COUNTY HIGHWAY 10

SECTION: TOWNSHIP: RANGE:
01 030 24
COVER SHEET
0 OF 00





NORTH



N/A

TLR
CONSULTING

9938 STATE HWY 55 NW
ANNANDALE, MN 55302
320-963-2836
mlaughlin@consulttlr.com



THE LOCATIONS OF THE UTILITIES SHOWN ON THIS DRAWING ARE IN APPROXIMATE LOCATIONS. TLR CONSULTING INC. HEREBY DISCLAIMS ANY RESPONSIBILITY TO THIRD PARTIES FOR THE ACCURACY OF THIS INFORMATION. PERSONS WORKING IN THE AREA COVERED BY THIS DRAWING MUST CONTACT MINNESOTA'S Gopher State One Call System TO ASCERTAIN THE LOCATION OF UNDERGROUND UTILITIES PRIOR TO PERFORMING ANY EXCAVATION.

DESIGN ENGINEER: MICHAEL LAUGHLIN

DRAWN BY: THUY VAN PHAM
DATE: 09-26-18

PROJECT NUMBER:

18613105

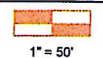
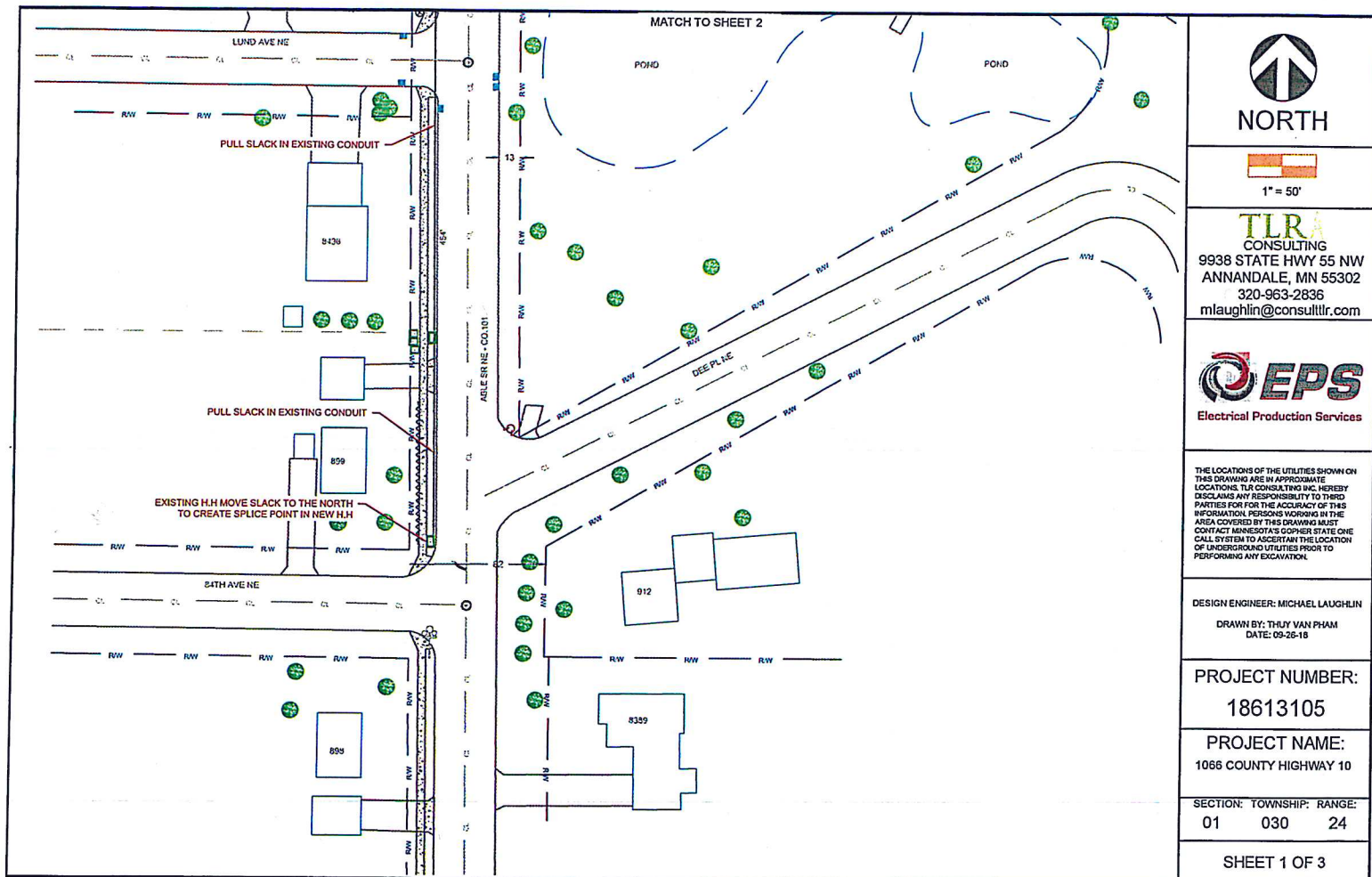
PROJECT NAME:

1066 COUNTY HIGHWAY 10

SECTION: TOWNSHIP: RANGE:

01 030 24

SITE SHEET



TLRA
CONSULTING
9938 STATE HWY 55 NW
ANNANDALE, MN 55302
320-963-2836
mlaughlin@consulttlr.com



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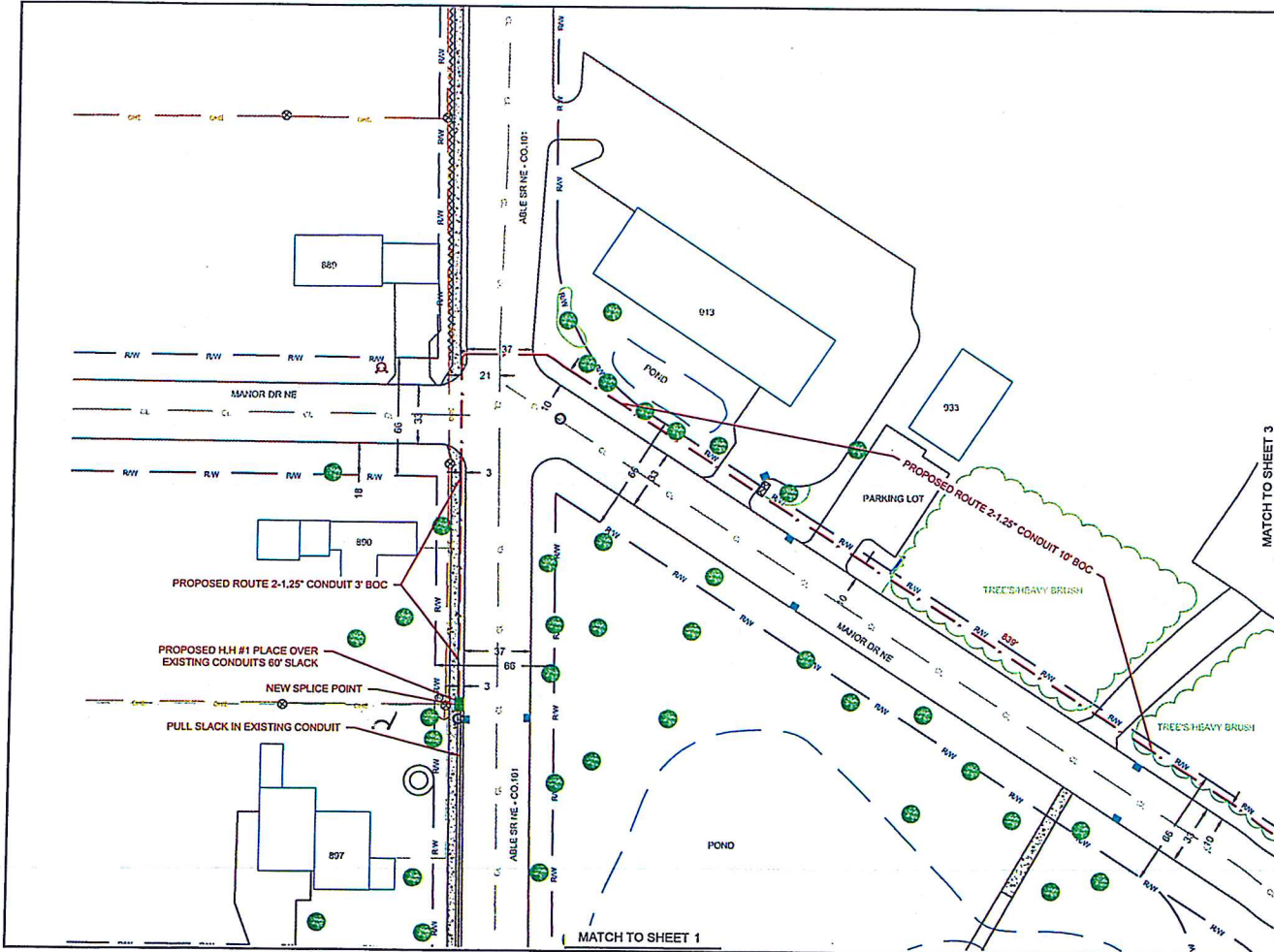
DESIGN ENGINEER: MICHAEL LAUGHLIN
DRAWN BY: THUY VAN PHAM
DATE: 05-25-18

PROJECT NUMBER:
18613105

PROJECT NAME:
1066 COUNTY HIGHWAY 10

SECTION: TOWNSHIP: RANGE:
01 030 24

SHEET 1 OF 3



1" = 50'

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9938 STATE HWY 55 NW
ANNANDALE, MN 55302
320-963-2836
mllaughlin@consulttlr.com



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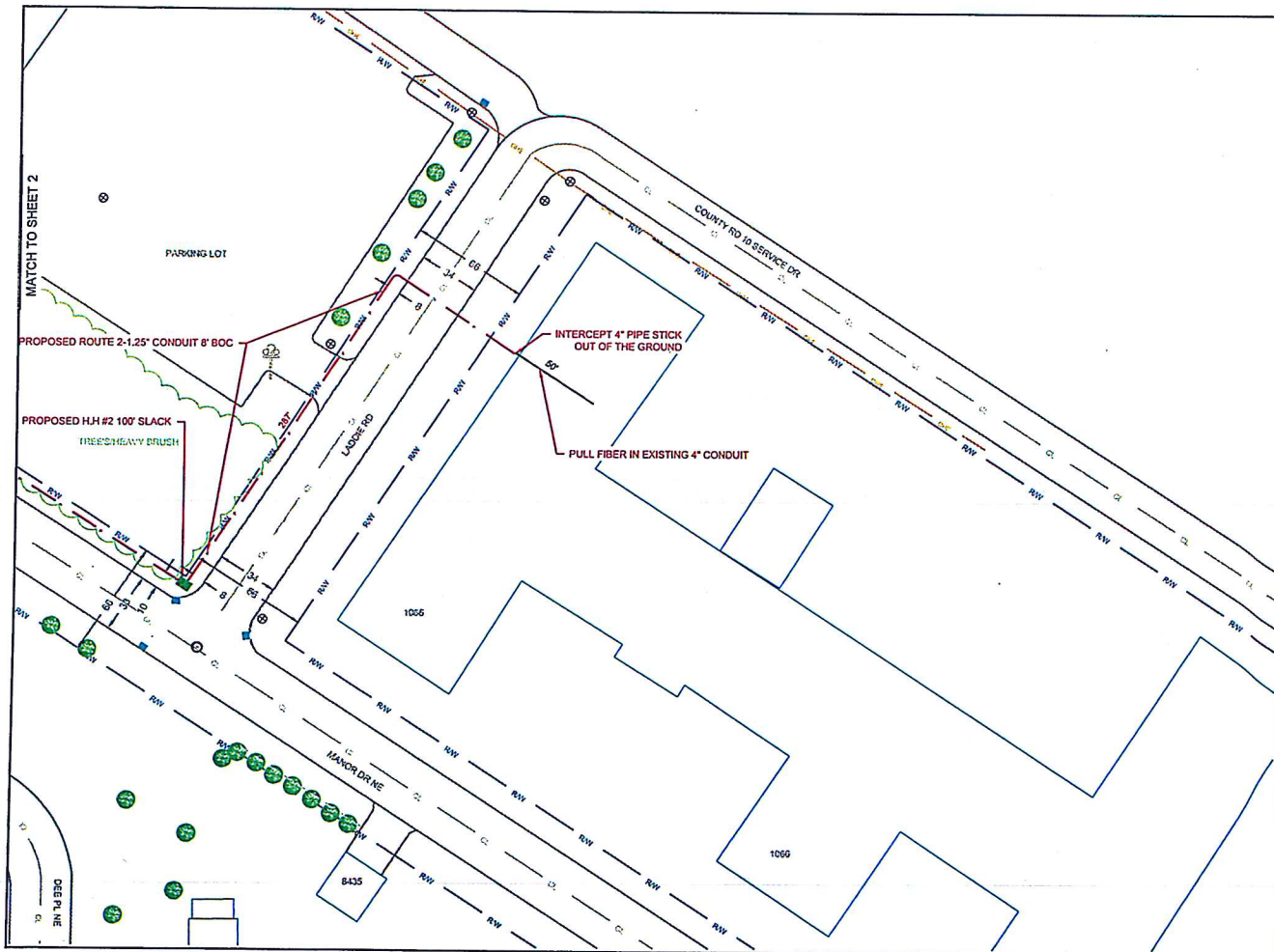
DESIGN ENGINEER: MICHAEL LAUGHLIN
DRAWN BY: THUY VAN PHAM
DATE: 09-26-18

PROJECT NUMBER:
18613105

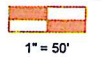
PROJECT NAME:
1066 COUNTY HIGHWAY 10

SECTION: TOWNSHIP: RANGE:
01 030 24

SHEET 2 OF 3



NORTH



1" = 50'

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DESIGN ENGINEER: MICHAEL LAUGHLIN

DRAWN BY: THUY VAN PHAM
DATE: 09-26-18

PROJECT NUMBER:

18613105

PROJECT NAME:

1066 COUNTY HIGHWAY 10

SECTION: TOWNSHIP: RANGE:

01 030 24

SHEET 3 OF 3

ESTIMATED QUANTITIES:

RAKE CARD TABLE		
DESCRIPTION	UNITS	QUANTITY
1.25" HDPE SDR-11 CONDUITS	FT	2,252
UG FIBER CABLE	FT	1,336
PLL FIBER IN BUILDING CONDUIT	FT	50
30"X48"X36" TIER 20 HANDHOLE	UNITS	2
PULL SLACK IN EXISTING CONDUIT	FT	454



NORTH



N/A

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DESIGN ENGINEER: MICHAEL LAUGHLIN

DRAWN BY: THUY VAN PHAM
DATE: 09-26-18

PROJECT NUMBER:

18613105

PROJECT NAME:

1066 COUNTY HIGHWAY 10

SECTION: TOWNSHIP: RANGE:

01 030 24

RAKE OFF SHEET

0

SUBURBAN RATE AUTHORITY

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9233

INVOICE**TO:**

Mr. Daniel Buchholtz
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432-2116

DATE: 08/02/2018

<u>DESCRIPTION</u>	<u>NUMBER OF VOTES</u>	<u>AMOUNT</u>
2018 Membership Assessment: (\$443.00 per vote)	2	\$886
Assessment Paid:		\$443
<u>Second Half Assessment Due and Payable:</u>		<u>\$443</u>

Please Send Payment To:

Mr. Greg Sticha
Treasurer
Suburban Rate Authority
Chanhassen City Hall
P.O. Box 147
Chanhassen, MN 55317-0147

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

Contractor's Licenses

October 15, 2018

General Contractor

Nitti Rolloff Services

Mechanical Contractor

Standard Water Control

Plumbing Contractor

Cedar Plumbing

Sewer & Water Contractor

SpeckTacular Companies, Inc

Sign Contractor

ABC Sign & Graphic, Inc.



Police Report

September 2018

Submitted for Council Meeting October 15, 2018

The Spring Lake Park Police Department responded to six hundred and seven calls for service for the month of September 2018. This is compared to responding to five hundred and sixty-one calls for service in September 2017.

With school back in session, our School Resource Officer, Officer Chlebeck is back in school as well. For the month of September 2018, Officer Chlebeck reports handling eighteen calls for service at our local schools for the month, along with having thirty-one student contacts, ten escorts and six follow up investigations into school related issues. Officer Chlebeck noted that school was in session for nineteen days the month of September and that he has also did two presentations for the OEC (Opportunities Emergency Care) regarding scene safety, hazards, dangers and other threats at scenes. Officer Chlebeck also noted that two students were charged with Disorderly Conduct and that theft of personal items is occurring. Officer Chlebeck, our School District and the Police Department would like to remind students and facility to bring only items need for school to help prevent the opportunity of theft to occur. For further details, see Officer Chlebeck's attached report.

Investigator Baker reports handling fifty-one cases for the month of September 2018. Forty-six of these cases are felony in nature, one was gross misdemeanor in nature and four are misdemeanor in nature. Investigator Baker also notes monitoring one forfeiture case along with his current monthly case load. Investigator Baker indicated that we have been experiencing an increase in burglaries in our community. Investigator Baker continues to investigate and follow up on leads on these cases, along with working with other metro agencies and detective's that are having similar issues in their communities in an attempt to bring these cases to a conclusion as soon as possible. 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 September has been 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 in Spring Lake Park for the month
- A Department Head Meeting
- A meeting with Comm-Works- regarding city park camera's and our system
- Attending POST Mandated Training on Use of Force
- A meeting addressing an ergonomics evaluation for employees with Safe Assure our safety agency advisor and Wanda Brown
- Meeting with the Anoka County Chiefs of Police Association held in Coon Rapids

This will conclude my report for September 2018.

Are there any questions?



Investigator
Brad Baker

Spring Lake Park Police Department

Investigations Monthly Report

September 2018

Total Case Load

Case Load by Level of Offense: 51

Felony	46
Gross Misdemeanor	1
Misdemeanor	4

Case Dispositions:

County Attorney	2
Juvenile County Attorney	0
City Attorney	2
Forward to Other Agency	1
SLP Liaison	0
Carried Over	43
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	3

Forfeitures:

Active Forfeitures	1
Forfeitures Closed	0

Notes:

Spring Lake Park Police / School Resource Officer Report

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	18	31	10	6
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations				
Totals:	18	31	10	6

*refers to consultations with students not requiring a police report

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	4
Students charged with Assault or Disorderly Conduct	2 (charged on 1 ICR)
Students charged with other crimes	
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	13



October 9, 2018

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

Re: 2019 Osborn Road Trail Improvements Project (TH65 to CSAH 35)
Authorize Preparation of Plans and Bidding

Dear Mayor and Council:

For the past several years the City has discussed the condition of the existing bituminous trail along the north side of Osborne Road. This year the trail east of CSAH 35/Central Avenue received a slurry seal coating. The next trail segment to be considered for improvements is the segment from CSAH 35/Central Avenue to Trunk Highway 65.

The trail segment from CSAH 35/Central Avenue to Highway 65 can both be characterized as being in poor condition. The bituminous surface is weathered, and the trail has many transverse cracks. A portion of the trail is low and will need to be slightly raised. Major existing trail elements include:

OSBORNE ROAD TRAIL: TH 65/CENTRAL AVENUE TO OLD CENTRAL AVENUE

- Length is approximately 1300 feet
- Poor surface condition/surface failing
- Transverse cracks
- Trail edges need to be maintained
- Low trail segment between driveways at 1173 Osborne should be raised

The proposed 2019 work for this trail segment includes removing and replacing the entire existing bituminous surface.

The estimated construction cost for this trail project is \$40,000 to \$60,000. 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 Osborne Road Trail Improvements Project.** The time critical task for this project is to get the field survey completed this fall before snow falls.

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



2019 Trail Reconstruction Project



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

MEMORANDUM

TO: Spring Lake Park City Council
FROM: Barry L. Brainard, Code Enforcement Director
RE: Part Time Code Enforcement Inspector Extension Request
DATE: October 5, 2018

On May 8th, Mr. John Caldwell began his employment with the City of Spring Lake Park as the part-time Code Enforcement Inspector. As you know, I have been actively instructing and educating Mr. Caldwell in all aspects of code enforcement including building inspections. In the event I should retire next year, it is my hope that the City of Spring Lake Park will have a smooth transition with a knowledgeable and experienced Building Official capable of continuing enforcement.

Since our time in May of 2018, I can vouch for Mr. Caldwell hard work ethics, knowledge, and consistency in enforcement. Mr. Caldwell continues to learn code enforcement including plan reviews, onsite inspections, fire inspections, and of course, rental and nuisance inspections.

When the part-time position was originally discussed by Council Workshop on the 2018 budget, it was stated that the 2018 budgeted amount would be consumed before the end of 2018 and that an extension for this position would be required to retain the same inspector to December 31st of 2018 and into the 2019 budget allocations.

With continuing demanding building growth in Spring Lake Park set for 2018 and into 2019, to lose the part-time Code Enforcement Inspector would bring a heavy burden to Spring Lake Park Code Enforcement and severely hamper the department services. It would also complicate and cost the City for future employment placement of the Building Official/Fire Marshal position.

Therefore, I am requesting that the Spring Lake Park City Council grant extension of the part-time Code Enforcement Inspector from November 6th through December 31st, 2018. This amount would include PERA, FICA/MC, for a total of \$4,600.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 10.15.18 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

MS4 Permit (193802936).

Annual Report and Annual Public Meeting completed in June. *Annual Training will be completed this fall.*

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

A summary report was presented on September 10th. Currently updating the LSWMP based on comments received from the various review agencies.

2018 Sanitary Sewer Lining Project (193804547).

This project includes sewer lining in the northeast area of the city. Initial sewer cleaning and televising work has been completed. *Lining work will begin in October.*

2017-2018 Street Seal Coat Project (193803783).

The 2018 work has been substantially completed. Waiting for billing quantity information from Contractor.

Wells 4 and 5 (193804554): *Contractor is Keys Well Drilling. Preconstruction Conference was held on Sept. 17th. The construction schedule calls for autumn work on Well 4 and early winter work on Well 5.*

Arthur Street (Well 5) Water Treatment Plant Evaluation: An onsite walkthrough has been completed. Currently, a summary list of identified plant issues is being prepared for review by the administrator and Public Works Director.

Wellhead Protection Plan: A Plan Evaluation Report was provided to the Minnesota Department of Health (MDH). MDH approved a 10-year extension to the Plan on July 26, 2018.

Buchanan St. Parking Lot: *Work by Dave Perkins Contracting & the Public Works staff is nearly complete.*

Bituminous Trail Maintenance (Osborne Rd. and Central Avenue): *The slurry seal work was completed on September 25th.*

Bituminous Trail Maintenance (on Osborne Rd. from TH 65 to Central Avenue): *This trail segment may be reconstructed in 2019. See separate letter.*

Cellular Antenna Installations on Water Towers:

- **Verizon on Arthur Street tower.** This is a new installation. Construction Drawings were approved from an engineering standpoint on April 24th. *Lease issues are being discussed.*
- **AT&T on Arthur Street tower.** This is a replacement/modification project. *Lease is being reviewed. CWC provided lease comments on 8/3/18. Revision 3 Construction Drawings (CDs) were received on 9/17/18. Engineering review comments on Revision 3 CDs were sent on 10/2/18. CDs are approvable from an engineering standpoint.*

Other issues/projects.

Dominium Project. A new site walkthrough inspection was completed on September 25th. *A site punch-list with remaining site improvement work (including street patching) has been prepared.*

Hy-Vee Project. Site grading plan has been reviewed and approved by public works/engineering. *A Site utility work Preconstruction Conference was held on September 26th. Sewer and water utility connections in 81st Avenue and Central Avenue have been completed.*

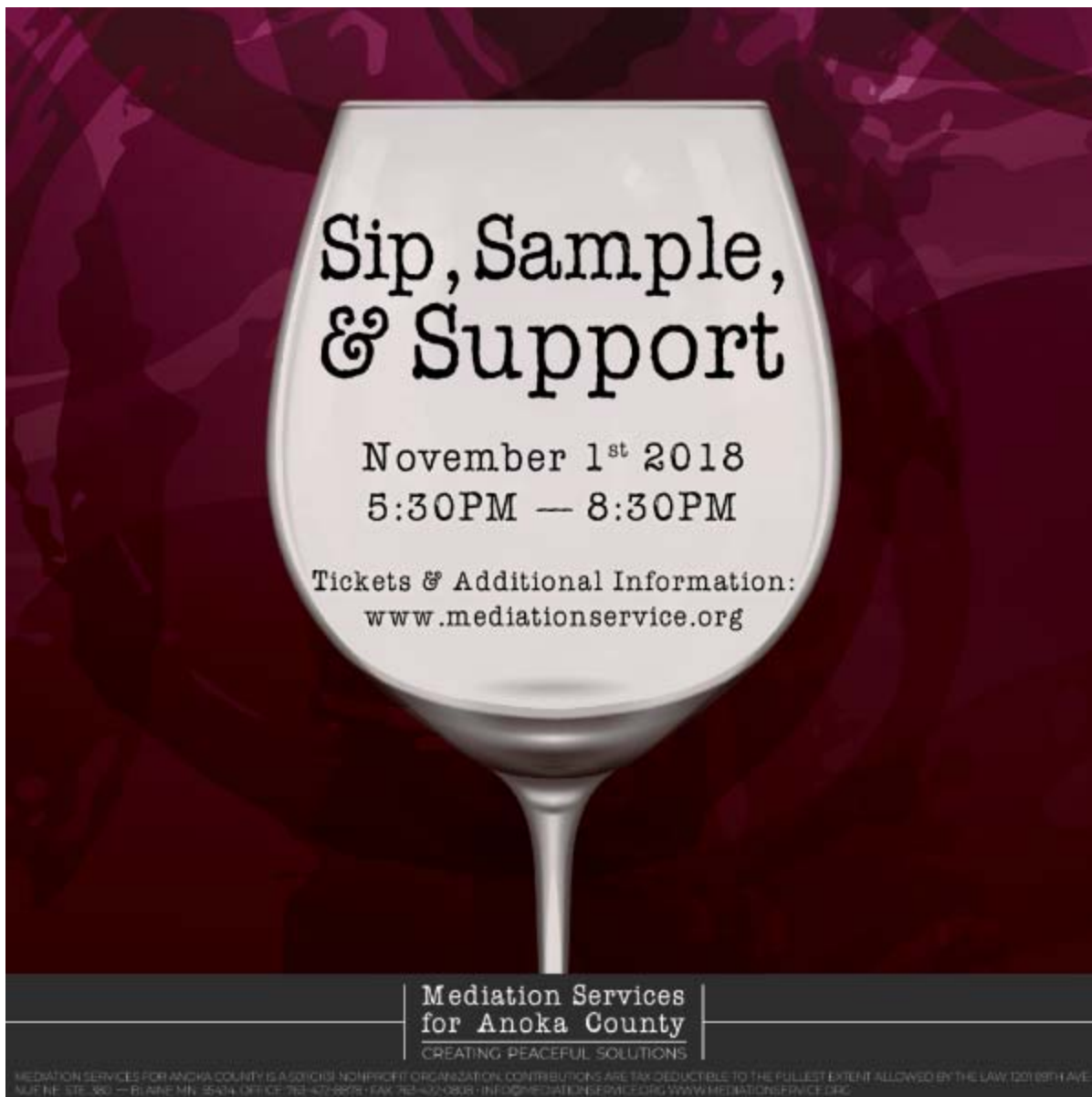
Public Storage Project. Plat has been approved. Developer has obtained a site permit from the *Rice Creek Watershed District. Construction has begun.*

Interstate Plaza Project (7700 Hwy 65 NE). No news.

...

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

CORRESPONDENCE

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You are invited to attend:

2018 2nd Annual Sip, Sample, & Support

Celebrating 31 Years of Commitment to our Community

WHEN: Thursday, November 1, 2018 from 5:30 PM - 8:30 PM

[Subscribe](#)[Past Issues](#)[Translate ▼](#)

You are invited to help Mediation Services for Anoka County celebrate our commitment to our community at our 2018 Fall Fundraiser.

TO REGISTER: please click the button below to "Attend Event"

WHAT: To support Mediation Services' efforts to build more peaceful communities, the event will feature: sampling of beer sampling of food and wine music a silent auction games.

WHERE: The Fundraiser will be held at the Bunker Hills Event Center 12800 Bunker Prairie Rd NW, Coon Rapids Your support is absolutely critical to the success of our organization and our ability to continue providing mediations and restorative practice services to assist our community members in resolving their own conflicts. Mediation Services for Anoka County is a 501(c)(3) nonprofit organization. Contributions are tax deductible to the fullest extent allowed by the law. Thank you for your support!

Bunker Hills Event
Center
12800 Bunker Prairie
Road Northwest
Coon Rapids, MN
55448

Attend Event

Events powered by **EventBrite**

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Video Production



Municipal Producer, Trevor Scholl, completed four projects in September, including a preview of the Lexington Fall Funfest and local interest stories from the state fair. Programs were also produced by Ben Hayle, Danika Peterson, 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.

September Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Solar Sites for Bees, Berries, and Beer	Trevor Scholl	00:02:30
Lexington Fall Funfest Preview	Trevor Scholl	00:03:00
Running Aces at the State Fair	Trevor Scholl	00:02:45
AHS Animal Rescue	Trevor Scholl	00:05:20
Blaine's Trail System	Danika Peterson	00:06:15
Blaine Fall Development Update	Ben Hayle	00:05:13
Lexington Redevelopment Project	Ben Hayle	00:02:58
NMTC Meeting (9/19/18)	T.J. Tronson	00:35:45
Anoka County Board Meeting (9/11/18)	T.J. Tronson	00:43:07
Anoka County Board Meeting (9/25/18)	T.J. Tronson	01:15:43

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

- Ham Lake senior dance day
- Meeting with Ham Lake staff to discuss and plan future projects
- Fall series of Mayor's Minutes
- Business profile on Urban Air Adventure Park
- Circle Pines City promo, have drone shoots scheduled
- Lino Lakes organics recycling
- Open to Business episodes

Equipment Consulting/Technical Support



Blaine

- No equipment consulting was necessary.
- **Centerville**
- No equipment consulting was necessary.

Circle Pines

- 9/25/18: Set up a meeting with A Systems and City staff. This is the last meeting before the HD upgrade takes place. Will review everything to make sure everyone is on the same page.
- 9/27/18: Ordered transmission equipment for HD signal transport after upgrade.
- 9/27/18: Answered Z System questions before upgrade.

Ham Lake

- 9/5/18: Noticed the Makito X feed was jittery. Restarted, now looks fine
- 9/5/18: Two dais monitors down due to power surge that damaged the monitor power supplies. Emailed Z systems. They will provide new power supplies. Loaned two power supplies until new ones come in.

Lexington

- No equipment consulting was necessary.

Lino Lakes

- 9/5/18: Dais monitor issues. an AJA DA that feeds everything, had two bad outputs. Replaced with a spare from the tech shop. Will get new one, as it is still under warranty.
- 9/5/18: An AJA Hi5-Plus that feeds the HDMI DA the program signal was not functioning. Also replaced with a spare and ordered a new one, which is also under warranty.

Spring Lake Park

- 9/4/18: Dais monitors not working. Located an HDMI router and a Creston Scaler with power issues. Replaced the power supply, tested, now working.
- 9/27/18: Emailed Wanda regarding purple camera. Scheduled repair time.

All Cities

- 9/17/18: Carousels are acting up. Tightrope looked into the problem and fixed what they could. Something is happening with the labeling. Somehow strange characters are being placed in file names.

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 September:

Title	Producer	Runtime
Blaine Traffic Commission Meeting (9/4/18)	Blaine Staff	00:52:31
Blaine City Council Meeting (9/6/18)	Blaine Staff	01:33:12
Blaine Planning Commission Meeting (9/11/18)	Blaine Staff	02:21:45
Blaine Natural Resources Conservation Board Meeting (9/18/18)	Blaine Staff	01:26:31
Blaine City Council Meeting (9/20/18)	Blaine Staff	00:47:34
Centerville City Council Meeting (9/12/18)	Centerville Staff	01:59:22
Centerville City Council Meeting (9/26/18)	Centerville Staff	01:40:06
Circle Pines City Council Meeting (9/11/18)	Circle Pines Staff	01:46:39
Circle Pines Utility Commission Meeting (9/19/18)	Circle Pines Staff	00:44:53
Circle Pines City Council Meeting (9/25/18)	Circle Pines Staff	00:44:48
Ham Lake City Council Meeting (9/4/18)	Ham Lake Staff	00:39:35
Ham Lake Planning Commission Meeting (9/10/18)	Ham Lake Staff	00:09:23
Ham Lake City Council Meeting (9/17/18)	Ham Lake Staff	00:53:34
Ham Lake Planning Commission Meeting (9/24/18)	Ham Lake Staff	01:12:58
Lexington City Council Meeting (9/6/18)	Lexington Staff	01:09:33
Lexington City Council Meeting (9/20/18)	Lexington Staff	00:31:07
Lino Lakes City Council Meeting (9/10/18)	Lino Lakes Staff	00:53:17
Lino Lakes Planning & Zoning Meeting (9/12/18)	Lino Lakes Staff	01:17:09
Lino Lakes City Council Meeting (9/24/18)	Lino Lakes Staff	01:05:19
Lino Lakes Environmental Board Meeting (8/27/18)	Lino Lakes Staff	01:26:37
Spring Lake Park City Council Meeting (9/4/18)	Spring Lake Park Staff	01:44:10
Spring Lake Park City Council Meeting (9/17/18)	Spring Lake Park Staff	00:51:41
Spring Lake Park Planning Commission Meeting (9/24/18)	Spring Lake Park Staff	00:50:17
23 New Programs		26:42:01 New Hours

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

below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	181	241:27:32
Centerville	49	66:13:39
Circle Pines	142	134:44:47
Ham Lake	74	75:53:24
Lexington	104	89:27:21
Lino Lakes	73	77:48:52
Spring Lake Park	140	155:36:04
Totals:	763 Program Playbacks	841:11:39 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 September:

Blaine

- Transcoded and uploaded 5 videos to Carousel.
- Created Traffic Commission Meeting DVD by request of staff.

Centerville

- Transcoded and uploaded 3 videos to Carousel.

Circle Pines

- Transcoded and uploaded 3 videos to Carousel.

Ham Lake

- Transcoded and uploaded 3 videos to Carousel.

Lexington

- Transcoded and uploaded 5 videos to Carousel.

Lino Lakes

- Transcoded and uploaded 3 videos to Carousel.

Spring Lake Park

- Transcoded and uploaded 3 videos to Carousel.
- Created 4 bulletins for Carousel.
- Edited City meeting to remove closed session.

City Channel Signal Monitoring

Blaine

- No channel signal problems.

Centerville

- 9/7/18: Signal from City Hall was experiencing issues that could be ingress. Reported issue to Comcast.
- 9/10/18: Comcast onsite at City Hall. Worked with them to improve signal quality.

Circle Pines

- No channel signal problems.

Ham Lake

- No channel signal problems.

Lexington

- 9/7/18: Lexington audio not balanced well for meetings. Adjust.

Lino Lakes

- 9/11/18: First part of meeting not sent live from City Hall. Went to City Hall, picked up KiPro drive to copy meeting file. Returned KiPro drives.

Spring Lake Park

- No channel signal problems.

All Cities

- Periodic Carousel failures. Documented and reported to Tightrope.

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 September:

Blaine

- 5 meetings bookmarked and placed on VOD.

Centerville

- 2 meeting placed on VOD.

Circle Pines

- 3 meetings bookmarked and placed on VOD.

Ham Lake

- 4 meetings bookmarked and placed on VOD.

Lexington

- 2 meetings placed on VOD.

Lino Lakes

- 4 meetings bookmarked and placed on VOD.

Spring Lake Park

- 3 meeting bookmarked and placed on VOD

Administrative



The issues dealt with in September include monitoring FCC actions that could prove detrimental to Cities, considering CenturyLink franchise compliance issues, hiring a News Producer, gearing up for the Comcast franchise renewal, and following through with Cities wishes regarding recorded meeting availability and long-term storage.

CenturyLink Franchise Compliance Issues

- Reviewed Mike Bradley memo, with Operations Committee and Executive Committee, outlining possible franchise violations by CenturyLink, and recommendation that the Commission send a notice of franchise violation to CenturyLink.
- The Executive Committee recommended that the Commission send CenturyLink a notice of franchise violation.
- Considered CenturyLink request to table the motion to find CenturyLink in violation of the franchise, until after a meeting with them.
- The Commission agreed to table the motion.
- Arranged a meeting with Legal Counsel, CenturyLink representatives, and me for October 1st.

FCC NPRM

- The FCC released a Second Further Notice of Proposed Rulemaking (NPRM), proposing to reverse how cable franchise consideration has been treated for the past 34 years, resulting in a reduction in cable franchise fees for local franchising authorities.
- The NPRM addresses three different issues: 1. reducing cable-related, in-kind contributions from cable franchise fees; 2. preempting local governments from regulating non-cable services; and 3. preempting state cable statutes.
- Read NPRM and discussed with Legal Counsel.
- Will include in October meeting packets and recommend participating in comments and reply comments to the FCC.

New Federal Small Cell Wireless Facilities Rules for State and Local Governments

- The FCC released a new Declaratory Ruling and Third Report and Order, adopting new rules limiting how state and local governments may treat applications for the installation of small wireless facilities on public property and other property located inside and outside the public-rights-of way.
- Review summary of ruling.
- Include in October meeting packets.
- Invited Mike Bradley to attend Operations Committee and Executive Committee to discuss recent FCC actions and the impact on local governments.

Comcast Franchise Renewal

- Met with Mike Bradley to discuss priorities and to establish a work plan for franchise renewal with Comcast.
- Reviewed renewal priorities and recommended changes.
- Will consider priorities and review work plan at October meetings.

Miscellaneous

- Determined Cities' wishes regarding availability and storage of city meetings. Directed programming staff to comply with each preference.
- Mediated a Blaine subscriber complaint with Comcast regarding response to 811 call.
- Conducted interviews and hired a News Producer. Rusty Ray will begin the week of October 8th.
- Approved and signed ex parte letter to FCC expressing concerns regarding recent actions meant to accelerate wireless broadband deployment to the detriment of local government's ability to manage the public rights-of-way.
- Read industry articles.

North Metro TV

September 2018 Update

Program Production

In September, a total of **94 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **74:45:00 hours of new programming**.

- 30 programs were produced by the public
- 41 programs were produced by NMTV staff
- 23 programs were produced by City staff



Van Shoots

The HD truck was used for **46:30:00** hours of production. Events produced live and recorded for additional playbacks include:

- Volleyball: Spring Lake Park vs. Blaine
- Boys and Girls Soccer: Andover vs. Centennial
- Football: Centennial vs. Totino Grace
- Football: Osseo vs. Blaine
- Volleyball: Osseo vs. Blaine
- Football: Hopkins vs. Spring Lake Park
- Football: Blaine vs. Champlin Park



Workshops

Workshop	Instructor	Organization	Students
Lighting	Eric Houston	General Public	2
Lecture - This is Orson Welles	Eric Houston	General Public	13
Bad Movie Bros Taping	Eric Houston	Video Club	4
Lecture - This is Orson Welles	Eric Houston	Edgewood Senior Living	17
Intro to NMTV	Eric Houston	General Public	5
Camera	Eric Houston	General Public	2
Lecture - Jim Henson & the Muppets	Eric Houston	Edgewood Senior Living	20
7 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	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
TOTAL:	1,212.25	414	347	259	5,057	\$5,031.00

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	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
TOTAL PUBLIC USAGE:		4,526.00

Production Highlights

NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities.

Some September highlights include:

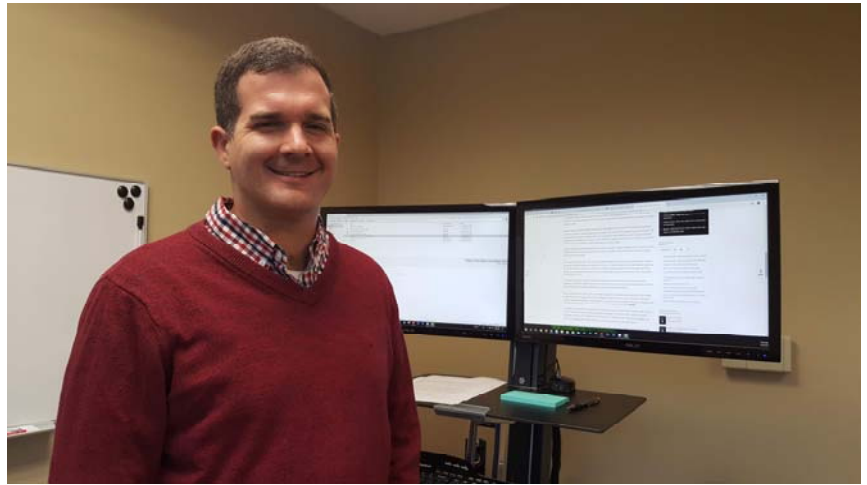
- National Sports Center Eyes Dome
- Blaine Trail System
- Blaine Sees Record Development Year
- Ham Lake's Al Sannerud Named Minnesota Outstanding Senior
- Ben Says Farewell



In addition to daily playbacks of North Metro TV News on the cable systems, there are 518 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

Hello to Rusty

We didn't know if it could be done, but then we went ahead and did it...we've found a replacement for Ben Hayle. Rusty Ray has fourteen years of broadcast news experience, from shooting and editing to reporting and anchoring. He and Danika have been working out what they are going to be able to do for election coverage, and they are gearing up for their first episode of North Metro TV News. Rusty has some great ideas for additional programming and we are all looking forward to working with him.



Drone Service

North Metro TV was hired to produce a promo, utilizing drone footage, for the Minnesota Softball Military Appreciation Day. T.J. worked with the organization to produce a two and a half minute piece that utilized both drone and standard camera footage. The group was very happy with the finished product. T.J. will be producing another promo, in October, utilizing the drone, for the non-profit, 23rd Veteran. This will be the second time that organization has hired us to get drone footage of their "Nearly Naked Ruck March." The event takes place at Bunker Hills on October 27th.



Election Programming

It's another big election year, but we've found ourselves in a bit of a tight spot. Our primary election coordinator, (Ben) resigned his position at the worst possible time for our election coverage. Typically, we schedule "Meet the Candidate" forums for all contested races pertinent to our Cities, including state, county, municipal, school district, and in some cases federal contests. The timing of Ben's departure and the timing of the hiring of his replacement, made it impossible for us to produce that kind of extensive coverage. In an effort to get as many debates of interest to our viewers on the channels and website, we requested copies of debates taped by other organizations, if they were pertinent to our area, and sent staff out to cover additional debates organized by other entities, like the League of Women Voters. With the hiring of Rusty, we have been able to schedule Meet the Candidate Forums for our contested municipal races and we will be producing our live election night results program.

City Productions

Municipal Producer, Trevor Scholl, completed four projects in September including interesting stories from the state fair with some local flavor. Projects completed include:

- Solar Sites for Bees, Berries, and Beer
- Lexington Fall Funfest Preview
- Running Aces at the State Fair
- AHS Animal Rescue

New and ongoing projects include:

- Ham Lake senior dance day



- Talked with Operations Committee regarding contacting with ideas
- Meeting with Ham Lake staff to discuss and plan future projects
- Business profile on Urban Air Adventure Park. Done shooting, in edit process
- Taping and editing Blaine, Lino Lakes, and Centerville Mayor's Minutes
- Circle Pines City promo. Have drone shoots scheduled
- Lino Lakes organics recycling

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 consulting was necessary.

Centerville

- No equipment consulting was necessary.

Circle Pines

- 9/25/18: Set up a meeting with A Systems and City staff. This is the last meeting before the HD upgrade takes place. Will review everything to make sure everyone is on the same page.
- 9/27/18: Ordered transmission equipment for HD signal transport after upgrade.
- 9/27/18: Answered Z System questions before upgrade.

Ham Lake

- 9/5/18: Noticed the Makito X feed was jittery. Restarted, now looks fine
- 9/5/18: Two dais monitors down due to power surge that damaged the monitor power supplies. Emailed Z systems. They will provide new power supplies. Loaned two power supplies until new ones come in.

Lexington

- No equipment consulting was necessary.

Lino Lakes

- 9/5/18: Dais monitor issues. an AJA DA that feeds everything, had two bad outputs. Replaced with a spare from the tech shop. Will get new one, as it is still under warranty.
- 9/5/18: An AJA Hi5-Plus that feeds the HDMI DA the program signal was not functioning. Also replaced with a spare and ordered a new one, which is also under warranty.

Spring Lake Park

- 9/4/18: Dais monitors not working. Located an HDMI router and a Creston Scaler with power issues. Replaced the power supply, tested, now working.
- 9/27/18: Emailed Wanda regarding purple camera. Scheduled repair time.

All Cities

- 9/17/18: Carousels are acting up. Tightrope looked into the problem and fixed what they could. Something is happening with the labeling. Somehow strange characters are being placed in file names.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	181	241:27:32
Centerville	49	66:13:39
Circle Pines	142	134:44:47
Ham Lake	74	75:53:24
Lexington	104	89:27:21
Lino Lakes	73	77:48:52
Spring Lake Park	140	155:36:04
Totals:	763 Program Playbacks	841:11:39 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Off Constantly	David Bauer	00:28:53
Black & White or Gray	Brad Sanford	00:15:29
Chit Chat With Sue Aberholden	Sharon Carlson	00:24:31
Every Movie Ever (2 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Eric Houston	00:53:54
Bad Movie Bros	Video Club/Eric Houston	00:46:20
A Fresh New Day	Anita Wardlaw	00:47:44
Cornerstone Church (3 episodes)	Rick Bostrom	01:19:58
Christ Lutheran Church (2 episodes)	Jacob Nessman/Chance Amundson	02:03:39
The Power of Love (4 episodes)	Rick Larson	02:00:00
LovePower (4 episodes)	Ann Sandell	04:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	03:35:20
Oak Park Moments (4 episodes)	Dave Turnidge	02:52:41
Hope Church (4 episodes)	Cindy Hardy	02:35:27
30 New Programs		22:03:56 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (9/11/18)	T.J. Tronson	00:43:07
Anoka County Board Meeting (9/25/18)	T.J. Tronson	01:15:43
NMTC Meeting (9/19/18)	T.J. Tronson	00:35:45
MN Softball Military Appreciation Benefit Tourney Promo (Paid Drone Shoot)	T.J. Tronson	00:02:38
Columbia Heights Mayoral Forum (Paid Production)	T.J. Tronson	00:30:37
Columbia Heights City Council Forum (Paid Production)	T.J. Tronson	00:45:22
Columbia Heights Anoka County Commissioner Forum (Paid Production)	T.J. Tronson	00:31:30
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	00:56:51
Blaine's Trail System	Danika Peterson	00:06:15
Blaine Fall Development Update	Ben Hayle	00:05:13
On Tap	Ben Hayle	00:27:14
Solar Sites for Bees, Berries, and Beer	Trevor Scholl	00:02:30
Lexington Fall Funfest Preview	Trevor Scholl	00:03:00
Running Aces at the State Fair	Trevor Scholl	00:02:45
AHS Animal Rescue	Trevor Scholl	00:05:20
Volleyball: Spring Lake Park/Blaine	Kenton Kipp/J. Millington	01:43:51
Boys Soccer: Andover/Centennial	Kenton Kipp/J. Millington	01:42:24
Girls Soccer: Andover/Centennial	Kenton Kipp/J. Millington	01:51:28
Football: Centennial/Totino Grace	Kenton Kipp/J. Millington	02:53:16
Football: Osseo/Blaine	Kenton Kipp/J. Millington	02:45:19
Volleyball: Osseo/Blaine	Kenton Kipp/J. Millington	01:24:29
Football: Hopkins/Spring Lake Park	Kenton Kipp/J. Millington	02:04:58
Swim & Dive: Blaine/Centennial	Kenton Kipp/J. Millington	01:00:35
Football: Blaine/Champlin Park	Kenton Kipp/J. Millington	02:29:50
Coach & Captains: Spring Lake Park Volleyball	Kenton Kipp/J. Millington	00:03:21
Coach & Captains: Blaine Volleyball	Kenton Kipp/J. Millington	00:03:31
Athlete of the Week (3 episodes)	Kenton Kipp/J. Millington	00:03:06

Title cont.	Producer cont,	Runtime cont.
Game Summary (7 episodes)	Kenton Kipp/J. Millington	00:07:50
Sports Den (3 episodes)	Kenton Kipp/J. Millington	01:23:18
41 New Programs		25:51:00 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine Traffic Commission Meeting (9/4/18)	Blaine Staff	00:52:31
Blaine City Council Meeting (9/6/18)	Blaine Staff	01:33:12
Blaine Planning Commission Meeting (9/11/18)	Blaine Staff	02:21:45
Blaine Natural Resources Conservation Board Meeting (9/18/18)	Blaine Staff	01:26:31
Blaine City Council Meeting (9/20/18)	Blaine Staff	00:47:34
Centerville City Council Meeting (9/12/18)	Centerville Staff	01:59:22
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Circle Pines Utility Commission Meeting (9/19/18)	Circle Pines Staff	00:44:53
Circle Pines City Council Meeting (9/25/18)	Circle Pines Staff	00:44:48
Ham Lake City Council Meeting (9/4/18)	Ham Lake Staff	00:39:35
Ham Lake Planning Commission Meeting (9/10/18)	Ham Lake Staff	00:09:23
Ham Lake City Council Meeting (9/17/18)	Ham Lake Staff	00:53:34
Ham Lake Planning Commission Meeting (9/24/18)	Ham Lake Staff	01:12:58
Lexington City Council Meeting (9/6/18)	Lexington Staff	01:09:33
Lexington City Council Meeting (9/20/18)	Lexington Staff	00:31:07
Lino Lakes City Council Meeting (9/10/18)	Lino Lakes Staff	00:53:17
Lino Lakes Planning & Zoning Meeting (9/12/18)	Lino Lakes Staff	01:17:09
Lino Lakes City Council Meeting (9/24/18)	Lino Lakes Staff	01:05:19
Lino Lakes Environmental Board Meeting (8/27/18)	Lino Lakes Staff	01:26:37
Spring Lake Park City Council Meeting (9/4/18)	Spring Lake Park Staff	01:44:10
Spring Lake Park City Council Meeting (9/17/18)	Spring Lake Park Staff	00:51:41
Spring Lake Park Planning Commission Meeting (9/24/18)	Spring Lake Park Staff	00:50:17
23 New Programs		26:42:01 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.

Station One

Administrative Headquarters
1710 County Highway 10 NE
Spring Lake Park, MN 55432
763-786-4436
763-786-9617 – Fax



Station Three

Training Facility
11920 Ulysses Street
Blaine, MN 55434
763-767-4003
763-767-4001 – Fax

October 4, 2018

Spring Lake Park Police Department
1301 81st Ave NE
Spring Lake Park, MN 55432

Good day Chief,

On behalf of the SBM Fire Department Station 1, we would like to thank your department and officers for attending our annual Open House to help us kick off fire prevention week.

For years SBM Station 1 has been opening our doors to the public and residents of our area. We really cannot thank them enough for their attendance, time, and availability as it is very much appreciated.

Again, we thank you for your generosity and we look forward to our continued work with you in the future. If you ever have any requests, please feel free to let us know, we are here for our community!

Sincerely,

Lieutenant Matthew Grantz

Captain Anthony Scavo