



**CITY COUNCIL AGENDA  
MONDAY, DECEMBER 18, 2017 – 7:00 PM**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. CONSENT AGENDA:
  - A. Approval of Minutes – December 4, 2017
  - B. Disbursements
    1. General Operations Disbursement Claim No. 17-21 \$474,795.61
    2. Liquor Fund Disbursement Claim No. 17-22 \$188,869.40
  - C. Budget to Date/Statement of Fund Balance – November 2017
  - D. Fourth Quarter Billing for 2018 Payable 2019 Property Tax Assessment
  - E. Parks and Recreations Department Request to Purchase Online Registration System
  - F. Spring Lake Park 2018 Engagement Letter for City Attorney Services
  - G. Licenses;
    1. Contractor’s Licenses
    2. 3.2% Beer and Strong Beer
    3. Massage Therapy – Enterprise
    4. Massage Therapy - Technician
  - H. Sign Permits
  - I. Correspondence
7. POLICE REPORT
8. PARKS AND RECREATION REPORT
9. PUBLIC WORKS REPORT
10. ORDINANCES AND/OR RESOLUTIONS
  - A. Resolution 17-44 Adopting Final 2017 Taxes Collectable in 2018
  - B. Resolution 17-45 Establishing 2018 Utility Rates
11. NEW BUSINESS
  - A. Ratify I.U.O.E. Local 49 Public Works Union Contract Proposal
  - B. Ratify LELS Local 7 (Patrol) Contract
  - C. Ratify LELS Local 265 (Sergeants) Contract
  - D. Approval of Health Care Savings Plans
  - E. Establish Wage Rates for Non Bargained Employees and Department Heads
  - F. Approval of 2018 General Fund Budget
  - G. Approval of 2018 Public Utilities Budget
  - H. Temporary Code Enforcement Inspector Employment for 2018
12. ENGINEER’S REPORT
13. ATTORNEY’S REPORT
14. REPORTS
15. OTHER
  - A. Administrator Reports
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 to comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on December 4, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Mayor Hansen

Staff Present: Police Chief Ebeltoft; Building Official Brainard; Attorney Thames; Engineer Gravel; Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspapers  
George Eilertson, Northland Securities

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda - None

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Acting Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – November 20, 2017
- B. Request for Contractor's Payment No. 3 – Visu-Sewer, Inc.
- C. Renewal Application for Optional 2 AM License-Biff's Sports Bar
- D. Resolution 17-42 Establishing Precinct and Polling Locations for 2018 Election Year
- E. Licenses
  - 1. Contractor's Licenses
  - 2. Pawn Shop
  - 3. Club Licenses
  - 4. Tobacco Licenses
  - 5. Dance Licenses
  - 6. Liquor Licenses
- F. Correspondence

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

## 7. Public Hearing

### A. 2018 Truth in Taxation Hearing

Acting Mayor Nelson opened the public hearing at 7:20 PM to discuss the 2018 proposed budget and tax levy.

Administrator Buchholtz reviewed the following visuals:

- Graphs showing the 2017 to 2018 Revenue and Expenditure Comparisons
- Pie Chart for 2018 Revenues
- Pie Chart for 2018 Expenditures
- 2018 Budget Highlights

Administrator Buchholtz stated the proposed levy increase is 4.66%, of which the General Government levy will increase by 4.00%. He stated that overall General Fund spending is set to increase by 4.88%. He stated that the City's tax rate will increase slightly from 52.394% in 2017 to 54.438% in 2018. He reported that the City will be receiving Local Government Aid (LGA) for the fifth time in a row, after previously in 10 years and outlined how these funds will be used as follows: 1.) fund general fund expenditures; 2.) buy down debt service levy; 3.) purchase capital equipment; 4.) fund State/Federal storm water mandates; and 5.) 2018 Election expenses.

Administrator Buchholtz reported stated that cost drivers for the 2018 budget included reclassification of PT Police Secretary position to FT Police Records position, increases in wages and benefits for City staff, increases in fire protection costs, and increases in I.T. consultant fees.

Councilmember Goodboe-Bisschoff inquired how the formula is calculated for LGA funds that will be distributed to Spring Lake Park. Administrator Buchholtz reported that it is a very complicated formula and he would provide Councilmember Goodboe-Bisschoff with more information.

Acting Mayor Nelson asked for comments from the floor. No comments were given.

**MOTION MADE BY COUNCILMEMBER DELFS TO CLOSE 2018 TRUTH IN TAXATION HEARING.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

The public hearing was closed at 8:28 PM.

### B. 2018 Fee Schedule

Administrator Buchholtz presented the 2018 Fee Schedule for the City Council adoption. He provided an overview of the changes to several fees. He highlighted the changes to the schedule including: 1.) increasing the building permit surcharge fee from \$1.00 to \$5.00 on fixed rate permits; 2.) increased escrows on planning applications due to cost associated with the evaluation and review process; 3.) increase the park dedication fees to mirror the increase in construction costs for the Twin Cities metro area; 4.) increase the administration fee to certify outstanding charges to the property tax roll and increase the city mowing fee; 5.) increase a number of Administrative penalties; 6.) increase animal license fees to line up with the cost of providing the service; 7.) the Water Availability Charge increased to by 11% to \$1,050/unit to accommodate increases in construction costs associated with the City's water system; 8.) the Sewer Availability Charge Administrative Fee, which is charged in addition to the fee in Metropolitan Council charges for connection to the sewer system, increased by \$10/unit; and 9.) increase recycling fees by \$1.00/quarter to cover the City's costs to provide

recycling service through the remainder of the term of the recycling contract.

Acting Mayor Nelson opened the public hearing at 7:23 PM. There were no comments from the public

MOTION MADE BY COUNCILMEMBER WENDLING TO CLOSE THE PUBLIC HEARING FOR THE 2018 FEE SCHEDULE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

The public hearing was closed at 7:24 PM.

#### 8. Code Enforcement Report

Building Official Brainard reported that he attended the City Council meeting on November 20; the Planning Commission meeting on November 27; the North Suburban Code Officials meeting on November 28; a meeting with Wold Architects regarding ISD #16 Addition on November 2 and the North Suburban Building Officials meeting on November 14.

Mr. Brainard stated that in November 2017, 17 building permits were issued. He reported that he conducted 105 inspections in the month of November including 45 building, 15 mechanical, 9 plumbing, 16 nuisance, one Certificate of Occupancy, 11 rental, three fire and five zoning inspections.

Mr. Brainard reported that the November 2017 vacancy listing shows that there are 12 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down five from last month. There are two vacant/foreclosed commercial property, which is the same as last month; and six residential properties currently occupied and ready for Sheriff Sale's redemption, which is the same as last month. He reported that he did not post any abandoned and/or vacant property notices in month of September. He also reported that six Administrative Offense Tickets were issued by the Code Enforcement Department.

Mr. Brainard reported that the Legends at Spring Lake Park continues to move forward as the framers continue to work on the west side of the building, completing the third floor, with one floor remaining and the roof frame. Mr. Brainard provided a handout on Christmas trees in public locations.

#### 9. Ordinances and/or Resolutions

##### A. Ordinance No. 444 Amending the Fee Schedule for The City of Spring Lake Park

Administrator Buchholtz presented the 2018 Proposed Fee Schedule to Council.

Councilmember Goodboe Bisschoff inquired why the percentage was so high for the Water Availability charge. Administrator Buchholtz reported that the fee had not changed for a number of years and the City is working to get the fee up to where it should be with the market. He noted that the fee applies to only redevelopment or new development that would take place in the City.

Acting Mayor Nelson expressed that he is concerned with the increase in the Administrative Offense fees. He stated that he feels that the fine should be commensurate with the crime that is committed. He inquired if the amount of time and administrative work can justify the increased fines. Administrator Buchholtz explained that the proposed fees are proportionate to the time and administrative work of code enforcement and the hiring of hearing officers that is often required to process an administrative ticket.

Councilmember Goodboe-Bisschoff inquired if an Administrative ticket would be issued if a vehicle was left running with the keys in the ignition and she stated she felt that should not warrant a ticket. Police Chief Ebeltoft noted that the vehicle would need to be running unattended and unlocked for a ticket to be issued. He noted this is to avoid vehicles being stolen while unattended.

Councilmember Delfs stated that he liked the uniformity of the proposed fines. He stated that the different violations and various fines went against the code and could be confusing. Acting Mayor Nelson and Councilmember Wendling agreed that the uniformity of the fines does make more sense.

Councilmember Goodboe-Bisschoff inquired on the change to the name of Conde Park to Triangle Park as noted in the proposed Fee Schedule. She inquired if this change was adopted by the City Council and made an inquiry as to the change. Acting Mayor Nelson stated that the history of the renaming of the park and the changes would be discussed at a future workshop session.

Administrator Buchholtz stated that he has been directed by the City Council that the park is be referred to as Triangle Park, its original name. He stated that the park naming policy that is in place supersedes any past naming policies and the City Council has the authority to make a name change. He noted with the new improvements occurring the park and the park dedication fees that will be obtained from the Dominion project, the park will remain Triangle Park. He reported that signs will be replaced when new signs are ordered and installed. Attorney Thames concurred that the proper procedure is being followed to revert the park back to its original name.

MOTION MADE COUNCILMEMBER WENDLING TO ACCEPT ORDINANCE NO. 444 AMENDING THE FEE SCHEDULE FOR THE CITY OF SPRING LAKE PARK. ROLL CALL VOTE: COUNCILMEMBER WENDLING; DELFS; ACTING MAYOR NELSON AYES; COUNCILMEMBER GOODBOE-BISSCHOFF NAY. MOTION CARRIED.

B. Resolution 17-41 Resolution Awarding the Sale of General Obligation Equipment Certificates of Indebtedness, Series 2018A; Fixing their Form and Specifications; Directing Their Execution and Delivery; and Providing For Their Payment

George Eilertson, Northland Securities, reported that the purpose of the bonds is to purchase equipment for the City, including vehicles and technology equipment. He reported that the total equipment purchases is approximately \$890,000. He noted that certificates are sized to net the City approximately \$765,000 with the balance being transferred into the project fund from surplus funds from the General Fund.

Mr. Eilertson stated that Northland Securities, Inc. purchased the bonds in the amount of \$790,000. He explained the terms and structure of the bonds to be level debt service with a five-year term with 105% levy in the first year limited to \$174,000.

Mr. Eilertson reported that the Standard and Poor's Rating Services assigned the City's long-term and underlying rating at "AA". He noted the highlights of the assigned bond rating including:

- Strong management, with good financial polies and practices.
- Very strong budgetary flexibility, with a high available fund balance of 48% of operating expenditures.
- Adequate debt and contingent liability position, with all debt scheduled to be retired within ten years.

Mr. Eilertson stated that the approval of the resolution, the funds would be available on January 4, 2018.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE RESOLUTION 17-41 AWARDED THE SALE OF \$790,000 GENERAL OBLIGATION EQUIPMENT CERTIFICATES OF INDEBTEDNESS, SERIES 2018A; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 17-43 Permanently Transferring Monies from the General Fund to the 2018 Equipment Certificate Fund

Administrator Buchholtz reported that the proposed resolution is to fund the remainder of the projects that the Equipment Certificate will not cover. He stated that the funds were established from payments the Dominion development project.

Councilmember Delfs inquired on the amount of the transfer. Administrator Buchholtz reported that the amount is \$125,000.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 17-43 PERMANENTLY TRANSFERRING MONIES FROM THE GENERAL FUND TO THE 2018 EQUIPMENT CERTIFICATE FUND. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Engineer's Report

Engineer Gravel reported that work on the Wellhead Protection Plan has started. He explained that the City will be sending letters to residents in the near future regarding abandoned wells at properties and could possibly offer an assistance program for wells that are not abandoned.

11. Attorney's Report - None

12. Reports

A. Beyond the Yellow Ribbon Report

Acting Mayor Nelson reported that the Beyond the Yellow Ribbon organization had a good profit for the year and will be choosing recipients soon to assist. He reminded the residents that there will not a dinner in the month of December due to the Christmas holiday.

13. Other

Councilmember Goodboe-Bisschoff reported that she attended the League of Minnesota Cities Metro Regional conference.

A. Administrator Reports

Administrator Buchholtz reported that the employee labor negotiations went very well and the tentative contracts will be presented to the Council at the December 18, 2017 Council meeting.

Administrator Buchholtz reported that the City provided notice to the tenants at 8466 Central Avenue NE for termination of their lease. He stated that the property has been cleaned up of the perishables and any personal property will be held for 28 days. He stated that process has started to search for a new tenant.

14. Adjourn

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

The meeting was adjourned at 8:09 PM.

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Robert Nelson, Acting Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: Nov 2017  
Page: 1  
Claim Res.#17-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63497	ALLIE OWEN	RECREATION REFUND	39.00
63498	ALPHA VIDEO AND AUDIO INC	SERVICES	711.00
63499	ANDREA STOCKE	RECREATION REFUND	43.00
63500	AT & T MOBILITY	MONTHLY SERVICES	921.95
63501	BEST OF NASHVILLE TOURS	EXTENDED TOUR	190.00
63503	CATHI WEBER	INSTRUCTOR	45.00
63504	CENTRAL RENTAL CO	RENTAL	109.99
63505	CMHOF	DAY TRIP	408.50
63506	COMPUTER INTERGRATION TECH	MONTHLY MANAGED SERVICES	2,000.00
63507	CONTINENTAL RESEARCH CORP	SUPPLIES	336.00
63508	COTTENS INC	PARTS	21.99
63509	CURTIS CPR INSTRUCTION	INSTRUCTOR	724.00
63510	ECM PUBLISHERS, INC.	PUBLISHING	59.13
63511	KERRY CASEY	RECREATION REFUND	30.00
63512	KEVIN MCGINNITY	OVERPAYMENT WTR BILL	69.45
63513	KRISTIN O'CONNELL	RECREATION REFUND	39.00
63514	KRISTIN OFTOS	RECREATION REFUND	18.00
63515	MANSFIELD OIL COMPANY	FUEL	1,734.84
63516	JILL MASON	INSTRUCTOR	100.00
63517	MINNESOTA SAFETY COUNCIL	INSTRUCTOR	972.00
63518	PANTHER BASKETBALL PROGRAM	INSTRUCTOR	344.00
63519	R & R SUSPENSION	SERVICES	1,640.00
63520	RILEY BUS SERVICE INC	BUS SERVICES	6,250.00
63521	RP MANAGEMENT	REFUND	120.00
63522	SLP FIRE DEPARTMENT	MONTHLY FIRE PROTECTION	17,288.00
63523	SMITH SCHAFFER & ASSOCIATES	ACCOUNTING SERVICES	1,060.00
63524	TAHO SPORTSWEAR	SUPPLIES	387.00
63525	THE HOME DEPOT CREDIT SVCS	SUPPLIES	92.97
63526	ZEP SALES AND SERVICE	SUPPLIES	238.85
63527	ALPHA VIDEO AND AUDIO INC	SONY CAMERA/LABOR/EVALUATION FEE	6,890.00
63528	AMERICAN MESSAGING	MONTHLY SERVICES	3.60
63529	ASPEN MILLS	UNIFORM ALLOWANCE	186.10
63530	BRAD BAKER	UNIFORM ALLOWANCE	80.77
63531	BATTERIES PLUS BULBS	BATTERIES	183.60
63532	CENTERPOINT ENERGY	MONTHLY UTILITIES	607.10
63533	CITY OF ROSEVILLE	MONTHLY IT SUPPORT SERVICES	536.00
63534	COLE INFORMATION	BUSINESS DIRECTORY RENEWEL	469.00
63535	COMM-WORKS, LLC	MONTHLY PARK CAMERAS	125.00
63536	COTTENS INC	SUPPLIES	45.96
63537	DIAMOND VOGEL PAINTS	REPAIR KIT	119.50
63538	DODGE OF BURNSVILLE	SERVICES	254.40

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

Date: Nov 2017  
 Page: 2  
 Claim Res.#17-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63539	DON & MARY DAILEY	RECREATION REFUND	200.00
63540	DOUGLAS EBELTOFT	REIMBURSEMENT	1,786.08
63541	FLEETPRIDE	SUPPLIES	199.52
63542	G & K SERVICES	MATS	81.88
63543	GOPHER STATE ONE-CALL INC	LOCATES	93.15
63544	GRAINGER INC	HEATERS	164.34
63545	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	2,097.55
63546	INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	190.41
63547	INSTRUMENTAL RESEARCH INC	WATER TESTING	72.00
63548	MANSFIELD OIL COMPANY	FUEL	1,172.78
63549	MARK BONESTEEL	REIMBURSEMENT	24.50
63550	MARSHALL CONCRETE PRODUCTS	CONCRETE	2,590.03
63551	MED COMPASS	OSHA REQUIRED TRAINING	768.00
63552	METROPOLITAN COUNCIL	MONTHLY WASTE WATER SERVICES	41,594.02
63553	CITY OF MINNEAPOLIS	APS TRANSACTIONS	243.90
63554	OFFICE DEPOT	SUPPLIES	408.52
63555	OFFICE OF MN.IT SERVICES	FIBER OPTICS MONTHLY CHARGE	46.40
63556	PERFECT 10 CAR WASH	AUTO SERVICES	27.97
63557	SAM'S CLUB	MEMBERSHIP RENEWEL	270.00
63558	TACTICAL SOLUTIONS INC	RADAR CALIBRATOINS CERTIFICATIONS	268.00
63559	U.S.T.I.	E-BILLING	9.84
63560	VARIDESK LLC	ADJUSTABLE DESK/MAT	555.00
63561	VISU-SEWER INC	WARRANTY MONTHLY SERVICES	3,440.45
63562	WASTE MANAGEMENT OF WI-MN	PAYROLL	7,023.38
63563	AFLAC	PAYROLL	22.17
63564	CENTRAL PENSION FUND	PAYROLL	260.04
63565	DEARBORN NATIONAL	PAYROLL	413.41
63566	DELTA DENTAL	PAYROLL	1,617.56
63567	FIDELITY SECURITY LIFE	PAYROLL	31.35
63568	HEALTH PARTNERS	PAYROLL	11,944.84
63569	L.E.L.S.	PAYROLL	245.00
63570	LOCAL 49	PAYROLL	103.50
63571	NCPERS MINNESOTA-7750811	PAYROLL	64.00
63572	AFLAC	PAYROLL	22.17
63573	CENTRAL PENSION FUND	PAYROLL	260.04
63574	DEARBORN NATIONAL	PAYROLL	413.41
63575	DELTA DENTAL	PAYROLL	1,617.56
63576	FIDELITY SECURITY LIFE	PAYROLL	31.35
63577	HEALTH PARTNERS	PAYROLL	11,944.84
63578	L.E.L.S.	PAYROLL	245.00
63579	LOCAL 49	PAYROLL	103.50

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

Date: Nov 2017  
Page: 3  
Claim Res.#17-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63580	AMERICAN LEGAL	CODE OF ORDINANCES	1,850.65
63581	ASTECH CORP	ENGINEERING FEES	144,943.15
63582	AUTO GLASS PROFESSIONALS	SERVICES	1,000.00
63583	BARTON SAND & GRAVEL CO	TANDEM DISPOSAL FEES	488.80
63584	CITY OF BLAINE	FIRE BOND LEVY	23,353.36
63585	CARSON, CLELLAND & SCHREDER	LEGAL FEES	11,291.05
63586	COMM. WIRELESS CONSULTANTS	RESEARCH LEASE AMENDMENT	150.00
63587	COMPUTER INTERGRATION TECH	MONTHLY MANAGED SERVICES	2,000.00
63588	CONNEXUS ENERGY	MONTHLY UTILITIES	328.07
63589	COTTENS INC	PARTS/SUPPLIES	271.92
63590	DOROTHY HAFFEMAN	RECREATION REFUND	20.00
63591	FASTENAL COMPANY	PARTS/SUPPLIES	46.40
63592	G & K SERVICES	MATS	81.88
63593	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	54.85
63594	JOHN'S SEWER&DRAIN CLEANING	MONTHLY SERVICES	285.92
63595	KERRY CASEY	RECREATION REFUND	60.00
63596	MICHAEL LEDMAN	INSTRUCTOR	280.00
63597	LEE'S HEATING & AIR	REPAIRS/SERVICES/PARTS	900.00
63598	MALMBORG'S GARDEN CENTER	INSTRUCTOR	1,199.70
63599	MANSFIELD OIL COMPANY	FUEL	2,205.63
63600	MARTIN PITZEN	OVERPAYMENT WTR BILL	66.14
63601	MENARDS-CAPITAL ONE COMM.	MONTHLY CREDIT CARD	425.79
63602	MIKE MCPHILLIPS INC	FUEL	6,846.00
63603	MINNESOTA DEPT OF HEALTH	4TH QTR WTR CONNECTION FEE	3,485.00
63604	MTI DISTRIBUTING INC	PARTS	362.05
63605	NAGELL APPRAISAL INC.	LEGAL	1,950.00
63606	ORGANIX SOLUTIONS	SUPPLIES	344.00
63607	PAT RICH	RECREATION REFUND	86.00
63608	RICHFIELD BUS CO	BUS SERVICES	795.15
63609	STANTEC	ENGINEERING FEES	7,158.21
63610	TWIN CITIES BMEU WEST	POSTAGE	2,075.00
63611	VISU-SEWER INC	ENGINEERING FEES	102,686.92
63612	WABASHA STREET CAVES	DAY TRIP	675.00
63613	CATHI WEBER	INSTRUCTOR	60.00
63614	XCEL ENERGY	MONTHLY UTILITIES	10,483.00
63615	A'LECEA TURNER	RECREATION REFUND	43.00
63616	ASPEN MILLS	UNIFORM ALLOWANCE	379.89
63617	RANDY BROWN	UNIFORM ALLOWANCE	201.65
63618	CHARLENE LENZ	RECREATION REFUND	27.00
63619	CITY OF ROSEVILLE	MONTHLY IT SUPPORT SERVICES	536.00
63620	COMCAST	MONTHLY SERVICES	105.92

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

Date: Nov 2017  
Page: 4  
Claim Res.#17-21

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63621	COMPUTER INTERGRATION TECH	MONTHLY IT SERVICES	2,310.00
63622	COON RAPIDS CHRYSLER	AUTO SERVICES	19.61
63623	COTTENS INC	AUTO SERVICES	47.72
63624	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	2,048.10
63625	IRENE KADRY	RECREATION REFUND	180.00
63626	MAUREEN MORRIS	REFUND	5.00
63627	MICHELE BOEDIGHEIMER	RECREATION REFUND	4.00
63628	CITY OF MINNEAPOLIS	APS TRANSACTIONS	217.80
63629	MINNESOTA SAFETY COUNCIL	INSTRUCTOR	468.00
63630	MODERN HEATING & AIR	SERVICES	310.00
63631	NORTH COUNTRY FORD	AUTO SERVICES	25.51
63632	SHRED-IT USA	SHREDDING SERVICES	176.12
63633	U.S.T.I.	MONTHLY UB E-BILLING	10.76
63634	WALTERS RECYCLING REFUSE SVC	MONTHLY SERVICES	1,159.73
63635	WENDY LIU	RECREATION REFUND	48.00
		<b>TOTAL DISBURSEMENTS</b>	<u>474,795.61</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

CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

DATE: NOVEMBER 2017  
PAGE 1 OF 3  
CLAIMS RES: 17-22

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
30332 DEARBORN NATIONAL	PAYROLL 10/29/17-11/11/17	\$ 46.25
30333 DELTA DENTAL	PAYROLL 10/29/17-11/11/17	\$ 130.86
30334 FIDELY SECURITY LIFE	PAYROLL 10/29/17-11/11/17	\$ 3.29
30335 HEALTH PARTNERS	PAYROLL 10/29/17-11/11/17	\$ 587.62
30336 MN TEAMSTER	PAYROLL 10/22/17-11/4/17	\$ 55.00
30337 BREAKTHRU BEVERAGE MN	BEER PURCHASE	\$ 4,425.70
30338 CENTER POINT ENERGY	GAS SERVICE	\$ 33.20
30339 CULLIGAN	OPERATING SUPPLIES	\$ 9.49
30340 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 4,195.57
30341 JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 12,361.97
30342 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 689.29
30343 RED BULL DISTRIBUTION COMPANY	JUICE/MIX/POP PURCHASE	\$ 228.50
30344 US BANK	LOAN PAYMENT	\$ 3,796.04
30345 WINE MERCHANTS	WINE PURCHASE	\$ 435.26
30346 XCEL ENERGY	ELECTRICITY	\$ 1,868.63
30347 AMERICAN BOTTLING COMPANY	JUICE/MIX/POP PURCHASE	\$ 214.40
30348 ARTISAN BEER COMPANY	BEER PURCHASE	\$ 212.00
30349 BELLBOY CORP. BAR SUPPLY	JUICE/MIX/POP PURCHASE	\$ 17.72
30350 BELLBOY CORPORATION	CREDIT - LIQUOR PURCHASE	\$ 1,230.30
30351 BERNICK'S WINE	BEER PURCHASE	\$ 235.10
30352 BREAKTHRU BEVERAGE MN	BEER - LIQUOR - WINE PURCHASE	\$ 10,423.27
30353 CAPITOL BEVERAGE SALES	BEER - JUICE/MIX/POP PURCHASE	\$ 5,534.95
30354 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 94.72
30355 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 1,794.65
30356 FLAHERTY'S HAPPY TYME CO	JUICE/MIX/POP PURCHASE	\$ 171.00
30357 HOHENSTEINS INC	BEER PURCHASE	\$ 331.50
30358 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 3,773.34
30359 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 22,571.47
30360 PAUSTIS WINE COMPANY	WINE PURCHASE	\$ 449.47
30361 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 4,826.98
30362 PLUNKETT'S INC	PEST CONTROL	\$ 30.76
30363 POPP.COM	PHONE SERVICE	\$ 196.90
30364 RED BULL DISTRIBUTION COMPANY	JUICE/MIX/POP PURCHASE	\$ 32.50
30365 SOUTHERN GLAZER'S OF MN	BEER - WINE PURCHASE	\$ 1,382.17
30366 WATSON COMPANY	CIGAR - CIGARETTE PURCHASE	\$ 2,388.33
	JUICE/MIX/POP PURCHASE	
30367 WINE MERCHANTS	WINE PURCHASE	\$ 213.42
30368 Z WINES USA LLC	WINE PURCHASE	\$ 292.50
30369 DEARBORN NATIONAL	PAYROLL 11/12/17-11/25/17	\$ 46.25
30370 DELTA DENTAL	PAYROLL 11/12/17-11/25/17	\$ 130.86
30371 FIDELITY SECURITY LIFE	PAYROLL 11/12/17-11/25/17	\$ 3.29
30372 HEALTH PARTNERS	PAYROLL 11/12/17-11/25/17	\$ 587.62
30373 MN TEAMSTER	PAYROLL 11/5/17-11/18/17	\$ 55.00
30374 ARTISAN BEER COMPANY	BEER PURCHASE	\$ 457.50
30375 BELLBOY CORPORATION	LIQUOR - WINE PURCHASE	\$ 1,570.75
30376 BERNICK'S WINE	BEER PURCHASE	\$ 237.15
30377 BREAKTHRU BEVERAGE MINNESOTA	CREDIT - BEER - LIQUOR - WINE PURCHASE	\$ 10,866.16
30378 CAPITOL BEVERAGE SALES	BEER - JUICE/MIX/POP PURCHASE	\$ 5,872.49
30379 CITY OF SPRING LAKE PARK	TOBACCO LICENSE	\$ 150.00
30380 CITY OF SPRING LAKE PARK	GARBAGE SERVICE	\$ 65.15

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
30381 CLEAR RIVER BEVERAGE COMPANY	BEER PURCHASE	\$ 107.00
30382 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 64.50
30383 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 836.25
30384 G & K SERVICES	CLEANING SUPPLIES	\$ 70.36
30385 GREAT LAKES COCA-COLA	JUICE/MIX/POP PURCHASE	\$ 501.53
30386 HOHENSTEINS INC	BEER PURCHASE	\$ 695.60
30387 JJ TAYLOR COMPANIES	BEER - JUICE/MIX/POP PURCHASE	\$ 6,829.89
30388 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 1,952.55
30389 PAUSTIS WINE COMPANY	WINE PURCHASE	\$ 279.28
30390 PHILLIPS WINE & SPIRITS CO	CREDIT - LIQUOR - JUICE/MIX/POP PURCH/	\$ 426.77
30391 PLAYNETWORK	MEDIA SERVICE	\$ 32.01
30392 SAASTAMOINEN, LAURA	MILEAGE REIMBURSEMENT	\$ 77.58
30393 SOUTHERNGLZAER'S OF MN	LIQUOR - WINE PURCHASE	\$ 6,193.31
30394 TRIO SUPPLY COMPANY	OPERATING SUPPLIES	\$ 283.26
30395 US BANK	CASH FOR ATM	\$ 5,000.00
30396 BREAKTHRU BEVERAGE MINNESOTA	WINE PURCHASE	\$ 4,565.25
30397 JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 6,495.08
30398 PAUSTIS WINE COMPANY	WINE PURCHASE	\$ 509.08
30393 PHILLIPS WINE & SPIRITS CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 1,475.33
30400 RED BULL DISTRIBUTION CO	JUICE/MIX/POP PURCHASE	\$ 212.00
30401 SAM'S CLUB	CREDIT CARD PAYMENT	\$ 22.66
30402 SOUTHERN GLZAER'S OF MN	LIQUOR - WINE PURCHASE	\$ 2,631.90
30403 WINE MERCHANTS	WINE PURCHASE	\$ 92.21
	<b>E-Checks</b>	<b>\$ 8,836.18</b>
TRANSFER TO PAYROLL	PAYROLL (11/10/17)	9,269.01
TRANSFER TO PAYROLL	PAYROLL (11/24/17)	9,480.69
TRANSFER TO PAYROLL	PAYROLL (Holiday Pay)	3,300.78
	SALES TAX (OCT.)	13,303.00
	OTP TAX (OCT.)	-
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 188,869.40</b>

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 Council directs and approves the payment of the aforementioned disbursements this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Administrator/Clerk-Treasurer

MEMORANDUM

DATE: Wednesday, December 13, 2017

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant



RE: Budget to Date (as of November 30, 2017)

Attached is the November, 2017 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **8.33% remaining**. The overall General Fund ratio is **16.94%**.

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
101.00000.31010	0.00	21,000.00	2,902,082.00	1,535,820.79	47.08%
101.00000.31020	0.00	0.00	0.00	16,610.09	0.00%
101.00000.31910	0.00	0.00	0.00	4,125.74	0.00%
101.00000.32110	0.00	19,600.00	29,800.00	26,223.97	12.00%
101.00000.32178	0.00	0.00	100.00	0.00	100.00%
101.00000.32179	0.00	1,042.00	6,252.00	6,252.00	0.00%
101.00000.32180	0.00	2,775.00	5,200.00	5,993.00	(15.25%)
101.00000.32181	0.00	645.00	5,500.00	6,299.00	(14.53%)
101.00000.32208	0.00	635.00	7,000.00	9,250.00	(32.14%)
101.00000.32210	0.00	3,360.26	60,000.00	199,370.51	(232.28%)
101.00000.32211	0.00	288.77	3,000.00	5,321.75	(77.39%)
101.00000.32230	0.00	359.00	4,000.00	16,527.00	(313.18%)
101.00000.32231	0.00	7.00	300.00	874.00	(191.33%)
101.00000.32232	0.00	650.00	8,000.00	54,487.02	(581.09%)
101.00000.32233	0.00	14.00	400.00	1,055.52	(163.88%)
101.00000.32240	0.00	0.00	500.00	396.00	20.80%
101.00000.32260	0.00	200.00	2,500.00	2,250.00	10.00%
101.00000.32261	0.00	0.00	4,000.00	1,056.33	73.59%
101.00000.32262	0.00	0.00	0.00	50.00	0.00%
101.00000.33401	0.00	0.00	340,132.00	170,060.50	50.00%
101.00000.33404	0.00	0.00	5,775.00	2,887.50	50.00%
101.00000.33416	0.00	0.00	3,600.00	3,497.20	2.86%
101.00000.33421	0.00	0.00	80,000.00	91,670.49	(14.59%)
101.00000.34102	0.00	50.00	0.00	200.00	0.00%
101.00000.34103	0.00	90.00	3,200.00	4,990.00	(55.94%)
101.00000.34104	0.00	4,400.54	12,000.00	109,607.07	(813.39%)
101.00000.34105	0.00	160.00	300.00	532.00	(77.33%)
101.00000.34107	0.00	0.00	100.00	0.00	100.00%
101.00000.34108	0.00	0.00	70.00	0.00	100.00%
101.00000.34111	0.00	0.00	33,042.00	0.00	100.00%
101.00000.34115	0.00	0.00	375.00	60.00	84.00%
101.00000.34117	0.00	0.00	0.00	100.00	0.00%
101.00000.34201	0.00	225.00	1,250.00	2,850.00	(128.00%)
101.00000.34203	0.00	0.00	0.00	60.50	0.00%
101.00000.34204	0.00	21,997.57	55,000.00	48,427.32	11.95%
101.00000.34205	0.00	570.00	2,250.00	2,881.20	(28.05%)
101.00000.34801	0.00	0.00	10,000.00	0.00	100.00%
101.00000.34950	0.00	0.00	4,000.00	409.72	89.76%
101.00000.35101	0.00	1,930.10	70,000.00	35,546.11	49.22%
101.00000.35102	0.00	0.00	3,500.00	4,290.00	(22.57%)
101.00000.35347	0.00	0.00	20,000.00	1,815.06	90.92%
101.00000.35348	0.00	0.00	0.00	382.07	0.00%
101.00000.35349	0.00	0.00	500.00	900.00	(80.00%)
101.00000.35350	0.00	0.00	200.00	0.00	100.00%
101.00000.36210	0.00	(3.62)	20,000.00	982.87	95.09%
101.00000.36901	0.00	0.00	75,152.00	56,364.00	25.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39100 CPWL REIM FOR SERVICES	0.00	0.00	4,000.00	0.00	100.00%
101.00000.39101 RECYCLE PARK PRGM-REIM F	0.00	0.00	0.00	1,037.20	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%
<b>Total Revenues</b>	<b>0.00</b>	<b>79,995.62</b>	<b>3,968,320.00</b>	<b>2,431,513.53</b>	<b>38.73%</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 0.00</b>	<b>\$ 79,995.62</b>	<b>\$ 3,968,320.00</b>	<b>\$ 2,431,513.53</b>	<b>38.73%</b>

**Expenditures**

**MAYOR AND COUNCIL Expenditures**

101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 31,296.00	\$ 28,686.68	8.34%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	105.57	1,685.00	1,162.19	31.03%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	199.50	2,395.00	2,194.50	8.37%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	80.00	59.00	26.25%
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	393.11	23.07%
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	260.00	513.45	(97.48%)
101.41110.03500 PRINTING & PUBLISHING	0.00	59.13	1,800.00	204.26	88.65%
101.41110.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,310.00	1,039.00	55.02%
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	9,438.00	9,509.00	(0.75%)
101.41110.04955 DISCRETIONARY	0.00	0.00	3,800.00	965.87	74.58%
<b>Total MAYOR AND COUNCIL Expenditures</b>	<b>0.00</b>	<b>2,972.08</b>	<b>53,575.00</b>	<b>44,727.06</b>	<b>16.52%</b>

**ADMINISTRATION Expenditures**

101.41400.01010 FULL TIME EMPLOYEES	0.00	23,078.65	298,395.00	274,981.20	7.85%
101.41400.01050 VACATION BUY BACK	0.00	0.00	1,000.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLO	0.00	1,723.96	22,380.00	20,540.21	8.22%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,746.83	22,904.00	20,860.10	8.92%
101.41400.01300 HEALTH INSURANCE	0.00	4,234.94	48,520.00	45,745.77	5.72%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	19.02	230.00	211.36	8.10%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,500.00	1,404.02	43.84%
101.41400.02000 OFFICE SUPPLIES	0.00	112.47	3,848.00	2,058.31	46.51%
101.41400.02030 PRINTED FORMS	0.00	0.00	1,644.00	1,191.41	27.53%
101.41400.02100 OPERATING SUPPLIES	0.00	469.00	625.00	545.50	12.72%
101.41400.02220 POSTAGE	0.00	151.74	3,695.00	3,663.58	0.85%
101.41400.03210 TELEPHONE	0.00	52.70	750.00	527.78	29.63%
101.41400.03310 TRAVEL EXPENSE	0.00	230.76	3,300.00	2,961.82	10.25%
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	1,510.69	39.57%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	0.00	7,192.00	6,935.88	3.56%
101.41400.04300 CONFERENCE & SCHOOLS	0.00	0.00	6,425.00	4,850.55	24.51%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	45.00	735.00	326.00	55.65%
101.41400.04390 US BANK CC REBATE-MISCELL	0.00	0.00	0.00	(889.41)	0.00%
101.41400.04500 CONTRACTUAL SERVICES	0.00	1,938.71	4,245.00	4,334.04	(2.10%)
<b>Total ADMINISTRATION Expenditures</b>	<b>0.00</b>	<b>33,803.78</b>	<b>431,348.00</b>	<b>391,758.81</b>	<b>9.18%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>ASSESSOR Expenditures</b>					
101.41500.04000 CONTRACTUAL SERVICE	0.00	0.00	35,500.00	26,172.00	26.28%
<b>Total ASSESSOR Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>35,500.00</b>	<b>26,172.00</b>	<b>26.28%</b>
<b>AUDIT &amp; ACCTG SERVICES Expenditures</b>					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	9,612.00	9,594.00	0.19%
<b>Total AUDIT &amp; ACCTG SERVICES Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>9,612.00</b>	<b>9,594.00</b>	<b>0.19%</b>
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	0.00	4,294.39	26,590.00	34,921.78	(31.33%)
<b>Total I.T. SERVICES Expenditures</b>	<b>0.00</b>	<b>4,294.39</b>	<b>26,590.00</b>	<b>34,921.78</b>	<b>(31.33%)</b>
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	0.00	8,326.85	125,000.00	76,538.47	38.77%
<b>Total LEGAL FEES Expenditures</b>	<b>0.00</b>	<b>8,326.85</b>	<b>125,000.00</b>	<b>76,538.47</b>	<b>38.77%</b>
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	0.00	867.61	9,000.00	3,435.36	61.83%
<b>Total ENGINEERING FEES Expenditures</b>	<b>0.00</b>	<b>867.61</b>	<b>9,000.00</b>	<b>3,435.36</b>	<b>61.83%</b>
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	116.00	0.00	100.00%
101.41720.02220 POSTAGE	0.00	0.00	150.00	63.94	57.37%
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	400.00	59.13	85.22%
101.41720.04000 PLANNER FEES	0.00	82.00	500.00	348.00	30.40%
<b>Total PLANNING &amp; ZONING Expenditures</b>	<b>0.00</b>	<b>82.00</b>	<b>1,166.00</b>	<b>471.07</b>	<b>59.60%</b>
<b>GOVERNMENT BUILDING Expenditures</b>					
101.41940.01010 FULL TIME EMPLOYEES	0.00	1,136.00	14,462.00	13,313.00	7.94%
101.41940.01013 OVERTIME	0.00	0.00	0.00	167.73	0.00%
101.41940.01020 ON CALL SALARIES	0.00	88.74	0.00	543.08	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	91.85	1,085.00	1,051.52	3.09%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	91.78	1,133.00	1,059.93	6.45%
101.41940.01300 HEALTH INSURANCE	0.00	195.68	2,185.00	2,071.49	5.19%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	11.46	11.85%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	546.00	(9.20%)
101.41940.02100 OPERATING SUPPLIES	0.00	163.76	8,000.00	10,659.66	(33.25%)
101.41940.02200 REPAIR & MAINTENANCE	0.00	732.45	7,200.00	6,245.39	13.26%
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	750.00	118.74	84.17%
101.41940.03210 TELEPHONE	0.00	446.01	9,000.00	5,348.77	40.57%
101.41940.03810 ELECTRIC UTILITIES	0.00	1,558.86	22,000.00	19,818.03	9.92%
101.41940.03830 GAS UTILITIES	0.00	281.83	19,000.00	10,057.84	47.06%
101.41940.03841 RUBBISH REMOVAL	0.00	0.00	4,200.00	2,733.89	34.91%
101.41940.04000 CONTRACTUAL SERVICE	0.00	324.54	4,480.00	3,276.93	26.85%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	0.00	9,436.00	0.00	100.00%
<b>Total GOVERNMENT BUILDING Expenditures</b>	<b>0.00</b>	<b>5,112.54</b>	<b>103,794.00</b>	<b>77,023.46</b>	<b>25.79%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>POLICE PROTECTION Expenditures</b>					
101.42100.01010 FULL TIME EMPLOYEES	0.00	80,179.07	1,018,601.00	927,214.59	8.97%
101.42100.01013 OVERTIME	0.00	14,321.06	97,000.00	31,981.29	67.03%
101.42100.01050 VACATION BUY BACK	0.00	0.00	6,300.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO	0.00	14,205.60	158,869.00	146,655.05	7.69%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	2,117.30	26,052.00	21,095.92	19.02%
101.42100.01300 HEALTH INSURANCE	0.00	13,751.12	142,500.00	136,545.93	4.18%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	61.08	675.00	662.52	1.85%
101.42100.01510 WORKERS COMPENSATION	0.00	0.00	25,000.00	34,767.12	(39.07%)
101.42100.02000 OFFICE SUPPLIES	0.00	563.68	3,600.00	1,903.97	47.11%
101.42100.02030 PRINTED FORMS	0.00	15.99	1,000.00	959.93	4.01%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	0.00	7,550.00	5,874.66	22.19%
101.42100.02100 OPERATING SUPPLIES	0.00	0.00	3,500.00	2,431.44	30.53%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	1,873.96	21,700.00	16,545.54	23.75%
101.42100.02220 POSTAGE	0.00	41.88	1,900.00	2,403.24	(26.49%)
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	0.00	285.42	3,400.00	2,700.92	20.56%
101.42100.03211 DATA SERVICES	0.00	1,351.93	17,022.00	24,406.79	(43.38%)
101.42100.03300 CLOTHING & PERSONAL EQUI	0.00	848.41	9,860.00	5,770.29	41.48%
101.42100.03310 TRAVEL EXPENSE	0.00	314.83	500.00	611.28	(22.26%)
101.42100.03421 800 MHZ RADIO	0.00	0.00	2,006.00	213.00	89.38%
101.42100.04000 CONTRACTUAL SERVICE	0.00	356.06	17,035.00	16,241.69	4.66%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	0.00	4,000.00	3,994.34	0.14%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	363.22	20,000.00	13,770.98	31.15%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	49.50	2,500.00	1,445.38	42.18%
101.42100.04300 CONFERENCE & SCHOOLS	0.00	1,603.75	13,000.00	8,343.55	35.82%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	45.00	1,125.00	520.00	53.78%
101.42100.05000 CAPITAL OUTLAY	0.00	0.00	36,521.00	30,382.95	16.81%
101.42100.07000 PERMANENT TRANSFERS OUT	0.00	0.00	25,268.00	10,209.32	59.60%
<b>Total POLICE PROTECTION Expenditures</b>	<b>0.00</b>	<b>132,348.86</b>	<b>1,668,484.00</b>	<b>1,447,651.69</b>	<b>13.24%</b>
<b>FIRE PROTECTION Expenditures</b>					
101.42200.04000 CONTRACTUAL SERVICE	0.00	17,288.00	218,356.00	190,168.00	12.91%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	50,012.00	22,243.35	55.52%
<b>Total FIRE PROTECTION Expenditures</b>	<b>0.00</b>	<b>17,288.00</b>	<b>268,368.00</b>	<b>212,411.35</b>	<b>20.85%</b>
<b>CODE ENFORCEMENT Expenditures</b>					
101.42300.01010 FULL TIME EMPLOYEES	0.00	7,897.33	102,665.00	92,997.90	9.42%
101.42300.01030 PART TIME EMPLOYEES	0.00	2,578.50	14,560.00	13,018.50	10.59%
101.42300.01050 VACATION BUY BACK	0.00	0.00	2,500.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLO	0.00	785.69	7,700.00	7,168.23	6.91%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	776.62	9,159.00	7,852.66	14.26%
101.42300.01300 HEALTH INSURANCE	0.00	1,648.52	16,220.00	15,239.73	6.04%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	6.42	78.00	68.48	12.21%
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	376.02	74.07%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	500.00	239.81	52.04%
101.42300.02100 OPERATING SUPPLIES	0.00	12.16	1,348.00	1,194.61	11.38%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	124.93	1,600.00	1,103.04	31.06%

**CITY OF SPRING LAKE PARK**

**Statement of Revenue and Expenditures**

12/13/2017 11:53am

Revised Budget

For GENERAL FUND (101)

For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42300.02200 REPAIR & MAINTENANCE	0.00	142.40	1,000.00	505.32	49.47%
101.42300.03210 TELEPHONE	0.00	113.48	1,000.00	659.51	34.05%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	200.00	101.44	49.28%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,200.00	190.00	84.17%
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	65.00	3,755.00	2,735.63	27.15%
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>0.00</b>	<b>14,151.05</b>	<b>164,935.00</b>	<b>143,450.88</b>	<b>13.03%</b>
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010 FULL TIME EMPLOYEES	0.00	10,223.33	132,640.00	121,964.09	8.05%
101.43000.01013 OVERTIME	0.00	0.00	7,459.00	1,786.14	76.05%
101.43000.01020 ON CALL SALARIES	0.00	88.75	2,131.00	1,448.87	32.01%
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	773.38	10,667.00	9,389.60	11.98%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	768.38	11,026.00	9,406.33	14.69%
101.43000.01300 HEALTH INSURANCE	0.00	1,669.14	18,700.00	17,687.85	5.41%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.86	107.00	97.45	8.93%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	9,000.00	11,662.36	(29.58%)
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	1,348.96	15,000.00	10,543.46	29.71%
101.43000.02150 SHOP MATERIALS	0.00	0.00	2,500.00	1,195.44	52.18%
101.43000.02200 REPAIR & MAINTENANCE	0.00	1,640.00	7,500.00	4,979.75	33.60%
101.43000.02210 EQUIPMENT PARTS	0.00	683.08	6,000.00	3,757.82	37.37%
101.43000.02221 TIRES	0.00	0.00	800.00	336.69	57.91%
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,300.00	(6,603.00)	607.92%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	6,000.00	3,615.24	39.75%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,040.00	866.25	16.71%
101.43000.03210 TELEPHONE	0.00	17.56	370.00	175.30	52.62%
101.43000.04000 CONTRACTUAL SERVICE	0.00	0.00	840.00	56.25	93.30%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	0.00	400.00	165.50	58.63%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	45.00	100.00	104.37	(4.37%)
101.43000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	1,600.00	1,600.00	0.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>17,266.44</b>	<b>237,080.00</b>	<b>194,235.76</b>	<b>18.07%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010 FULL TIME EMPLOYEES	0.00	16,747.35	216,702.00	199,802.52	7.80%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	0.00	15,090.00	10,987.36	27.19%
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	1,256.04	16,253.00	14,985.02	7.80%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	1,256.80	17,854.00	15,871.68	11.10%
101.45100.01300 HEALTH INSURANCE	0.00	2,962.84	33,500.00	31,526.92	5.89%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	14.54	176.00	159.94	9.13%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	1,700.00	853.16	49.81%
101.45100.02000 OFFICE SUPPLIES	0.00	0.00	2,161.00	1,086.19	49.74%
101.45100.02220 POSTAGE	0.00	2,812.90	8,950.00	8,058.48	9.96%
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	288.80	2,500.00	1,787.94	28.48%
101.45100.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	246.16	75.38%
101.45100.03500 PRINTING & PUBLISHING	0.00	0.00	12,857.00	8,252.47	35.81%
101.45100.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,400.00	307.00	78.07%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	135.00	435.00	135.00	68.97%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>25,474.27</b>	<b>332,178.00</b>	<b>294,059.84</b>	<b>11.48%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	0.00	10,717.78	139,055.00	127,794.36	8.10%
101.45200.01013 OVERTIME	0.00	0.00	7,459.00	2,820.74	62.18%
101.45200.01020 ON CALL SALARIES	0.00	88.75	2,131.00	951.89	55.33%
101.45200.01040 TEMPORARY EMPLOYEES	0.00	0.00	15,840.00	29,311.75	(85.05%)
101.45200.01050 VACATION BUY BACK	0.00	0.00	1,900.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	0.00	810.50	11,148.00	9,867.73	11.48%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	811.30	12,728.00	12,193.76	4.20%
101.45200.01300 HEALTH INSURANCE	0.00	1,756.50	19,720.00	20,353.18	(3.21%)
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	107.00	98.11	8.31%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	10,500.00	12,468.04	(18.74%)
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	1,000.00	350.07	64.99%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	1,265.67	13,000.00	9,808.07	24.55%
101.45200.02200 REPAIR & MAINTENANCE	0.00	235.91	7,000.00	6,107.86	12.74%
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	2,903.57	0.00	11,513.25	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	408.45	5,500.00	2,569.68	53.28%
101.45200.02221 TIRES	0.00	0.00	600.00	323.46	46.09%
101.45200.02225 LANDSCAPING MATERIALS	0.00	0.00	8,932.00	9,316.61	(4.31%)
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	1,000.00	1,311.25	(31.13%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	2,000.00	1,563.26	21.84%
101.45200.03210 TELEPHONE	0.00	42.44	300.00	423.89	(41.30%)
101.45200.03810 ELECTRIC UTILITIES	0.00	431.46	3,800.00	3,948.87	(3.92%)
101.45200.03830 GAS UTILITIES	0.00	140.53	4,000.00	1,969.19	50.77%
101.45200.03841 RUBBISH REMOVAL	0.00	0.00	400.00	63.87	84.03%
101.45200.04190 SATELLITE RENTAL	0.00	0.00	1,360.00	1,359.29	0.05%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	0.00	1,300.00	575.00	55.77%
101.45200.04330 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	59.37	0.00%
101.45200.04500 CONTRACTUAL SERVICES	0.00	0.00	760.00	56.25	92.60%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>19,621.78</b>	<b>283,040.00</b>	<b>278,678.80</b>	<b>1.54%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01300 HEALTH INSURANCE	0.00	0.00	0.00	300.80	0.00%
101.49000.01313 RETIREES LIFE INSURANCE	0.00	0.00	50.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	41,448.12	7.89%
101.49000.04390 MISCELLANEOUS	0.00	0.00	1,000.00	3,782.08	(278.21%)
101.49000.04420 SURCHARGES-PLMG	0.00	0.00	200.00	23.00	88.50%
101.49000.04430 SURCHARGES-HTG	0.00	0.00	400.00	31.90	92.03%
101.49000.04440 SURCHARGES-BLDG	0.00	0.00	2,000.00	215.31	89.23%
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	0.00	170,000.00	15,000.00	91.18%
<b>Total MISCELLANEOUS Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>218,650.00</b>	<b>60,801.21</b>	<b>72.19%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 281,609.65</b>	<b>\$ 3,968,320.00</b>	<b>\$ 3,295,931.54</b>	<b>16.94%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditure \$</b>	<b>0.00</b>	<b>\$ (201,614.03)</b>	<b>0.00</b>	<b>\$ (864,418.01)</b>	<b>0.00%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*

*For the Fiscal Period 2017-11 Ending November 30, 2017*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 79,995.62	\$ 3,968,320.00	\$ 2,431,513.53	0.00%
Total Expenditures	\$ 0.00	\$ 281,609.65	\$ 3,968,320.00	\$ 3,295,931.54	16.94%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (201,614.03)	\$ 0.00	\$ (864,418.01)	0.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
601.00000.34950 MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 7.70	\$ 0.00	\$ 339.39	0.00%
601.00000.36210 INTEREST EARNINGS	0.00	0.00	50,000.00	0.00	100.00%
601.00000.37101 WATER COLLECTIONS	0.00	(24,778.05)	448,405.00	416,209.30	7.18%
601.00000.37103 SALES TAX COLLECTED	0.00	0.00	5,000.00	5,684.54	(13.69%)
601.00000.37104 PENALTIES/WATER	0.00	3,236.72	6,000.00	9,193.46	(53.22%)
601.00000.37109 SAFE DRINKING WATER FEE	0.00	10.46	13,928.00	13,917.96	0.07%
601.00000.37111 ADMINISTRATIVE CHARGE	0.00	516.18	70,000.00	81,491.65	(16.42%)
601.00000.37115 ESTIMATE READING CHRG	0.00	0.00	50.00	0.00	100.00%
601.00000.37149 WATER CONNECTION CHR-G-IN	0.00	0.00	0.00	304.32	0.00%
601.00000.37150 WATER CONNECTION CHARGE	0.00	0.00	0.00	11.04	0.00%
601.00000.37151 WATER RECONNECT-CALL OU	0.00	67.12	1,000.00	2,405.92	(140.59%)
601.00000.37170 WATER PERMITS	0.00	0.00	100.00	35.00	65.00%
601.00000.37171 WATER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37172 WATER METER SALES & INSTA	0.00	196.51	1,500.00	1,259.96	16.00%
601.00000.37174 INSTALL CHGS-NEW PERMITS	0.00	0.00	0.00	143.59	0.00%
601.00000.37201 SEWER COLLECTIONS	0.00	442.42	777,600.00	817,901.37	(5.18%)
601.00000.37204 PENALTIES-SEWER	0.00	5,221.87	12,500.00	18,715.41	(49.72%)
601.00000.37250 SEWER CONNECTION CHARG	0.00	0.00	2,700.00	500,285.25	(18429.08%)
601.00000.37251 SEWER CONNECTION CHR-G-I	0.00	0.00	0.00	29.02	0.00%
601.00000.37270 SEWER PERMITS	0.00	0.00	100.00	14,820.00	(14720.00%)
601.00000.37271 SEWER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37273 SEWER HOOK-UP CHARGES	0.00	0.00	150.00	975.00	(550.00%)
601.00000.39206 TRANSFER FROM RECYCLING	0.00	0.00	1,500.00	0.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>(15,079.07)</b>	<b>1,390,553.00</b>	<b>1,883,722.18</b>	<b>(35.47%)</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>	<b>\$ 0.00</b>	<b>\$ (15,079.07)</b>	<b>\$ 1,390,553.00</b>	<b>\$ 1,883,722.18</b>	<b>(35.47%)</b>

**Expenditures**

**WATER DEPARTMENT Expenditures**

601.49400.01010 FULL TIME EMPLOYEES	\$ 0.00	\$ 8,195.53	\$ 106,500.00	\$ 97,802.55	8.17%
601.49400.01013 OVERTIME	0.00	248.50	7,500.00	4,014.91	46.47%
601.49400.01020 ON CALL SALARIES	0.00	44.38	2,950.00	1,085.03	63.22%
601.49400.01040 TEMPORARY EMPLOYEES	0.00	0.00	0.00	2,832.50	0.00%
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	636.60	8,479.00	7,717.39	8.98%
601.49400.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	636.19	9,073.00	7,957.97	12.29%
601.49400.01300 HEALTH & DENTAL INSURANC	0.00	1,475.68	16,600.00	15,651.70	5.71%
601.49400.01313 LIFE INSURANCE	0.00	7.68	95.00	84.48	11.07%
601.49400.01510 WORKERS COMPENSATION	0.00	0.00	6,700.00	6,318.06	5.70%
601.49400.02000 OFFICE SUPPLIES	0.00	38.97	800.00	375.08	53.12%
601.49400.02030 PRINTED FORMS	0.00	0.00	2,000.00	1,369.01	31.55%
601.49400.02100 OPERATING SUPPLIES	0.00	0.00	800.00	575.97	28.00%
601.49400.02120 MOTOR FUELS & LUBRICANTS	0.00	249.86	2,500.00	2,206.08	11.76%
601.49400.02200 REPAIR & MAINTENANCE	0.00	500.34	55,000.00	47,549.97	13.55%
601.49400.02210 EQUIPMENT PARTS	0.00	125.26	1,000.00	1,054.40	(5.44%)

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02220 POSTAGE	0.00	72.22	2,500.00	1,814.37	27.43%
601.49400.02221 TIRES	0.00	0.00	1,000.00	568.87	43.11%
601.49400.02222 STREET REPAIRS	0.00	488.80	1,200.00	8,571.39	(614.28%)
601.49400.02261 WATER TESTING	0.00	72.00	800.00	906.99	(13.37%)
601.49400.02262 WATER METER & SUPPLIES	0.00	0.00	5,500.00	333.27	93.94%
601.49400.02264 SAFE DRINKING WATER FEE	0.00	3,485.00	13,844.00	13,926.00	(0.59%)
601.49400.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	686.86	27.70%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,565.00	2,565.00	0.00%
601.49400.03030 ENGINEERING FEES	0.00	616.00	1,000.00	2,553.50	(155.35%)
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	45.72	900.00	452.23	49.75%
601.49400.03310 TRAVEL EXPENSE	0.00	0.00	1,200.00	1,304.20	(8.68%)
601.49400.03500 PRINTING & PUBLISHING	0.00	0.00	7,000.00	7,365.39	(5.22%)
601.49400.03600 INSURANCE	0.00	0.00	8,900.00	6,943.40	21.98%
601.49400.03870 WATER USAGE-CITY OF BLAIN	0.00	0.00	4,000.00	4,104.77	(2.62%)
601.49400.04000 CONTRACTUAL SERVICE	0.00	0.00	6,711.00	155.25	97.69%
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	51.49	13,775.00	3,295.17	76.08%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,000.00	1,150.59	42.47%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	525.00	380.38	27.55%
601.49400.04370 PERMITS AND TAXES	0.00	0.00	7,200.00	8,372.66	(16.29%)
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	0.00	94,227.00	0.00	100.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>16,990.22</b>	<b>397,754.00</b>	<b>262,045.39</b>	<b>34.12%</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
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	21,000.00	15,532.10	26.04%
601.49402.02200 REPAIR & MAINTENANCE	0.00	1,111.84	10,000.00	7,846.16	21.54%
601.49402.02210 EQUIPMENT PARTS	0.00	0.00	5,000.00	361.16	92.78%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	0.00	0.00	11,000.00	9,881.80	10.17%
601.49402.03810 ELECTRIC UTILITIES	0.00	5,506.12	80,000.00	66,373.12	17.03%
601.49402.03830 GAS UTILITIES	0.00	114.59	2,500.00	2,101.83	15.93%
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	3,500.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIO	0.00	0.00	2,850.00	1,025.00	64.04%
601.49402.06010 BOND PRINCIPAL	0.00	0.00	0.00	207,000.00	0.00%
601.49402.06110 BOND INTEREST	0.00	0.00	0.00	22,241.91	0.00%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	0.00	43,635.00	0.00	100.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>	<b>0.00</b>	<b>6,732.55</b>	<b>182,585.00</b>	<b>332,363.08</b>	<b>(82.03%)</b>
<b>SEWER DEPARTMENT Expenditures</b>					
601.49450.01010 FULL TIME EMPLOYEES	0.00	8,195.54	106,500.00	97,802.77	8.17%
601.49450.01013 OVERTIME	0.00	248.50	7,500.00	4,014.93	46.47%
601.49450.01020 ON CALL SALARIES	0.00	44.38	2,950.00	1,085.03	63.22%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	0.00	0.00	2,832.50	0.00%
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	636.66	8,479.00	7,718.08	8.97%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMP	0.00	636.22	9,073.00	7,958.52	12.28%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
 For PUBLIC UTILITIES OPERATIONS (601)  
 For the Fiscal Period 2017-11 Ending November 30, 2017

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.01300 HEALTH & DENTAL INSURANC	0.00	1,475.76	16,600.00	15,652.56	5.71%
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	84.70	10.84%
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,700.00	6,318.06	5.70%
601.49450.02000 OFFICE SUPPLIES	0.00	38.97	800.00	204.12	74.49%
601.49450.02030 PRINTED FORMS	0.00	0.00	1,500.00	1,369.03	8.73%
601.49450.02100 OPERATING SUPPLIES	0.00	0.00	500.00	575.97	(15.19%)
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	249.87	2,500.00	2,206.01	11.76%
601.49450.02200 REPAIR & MAINTENANCE	0.00	1,180.00	8,000.00	13,407.69	(67.60%)
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	2,000.00	4,734.31	(136.72%)
601.49450.02220 POSTAGE	0.00	72.22	2,500.00	1,588.88	36.44%
601.49450.02221 TIRES	0.00	0.00	1,000.00	568.87	43.11%
601.49450.02222 STREET REPAIRS	0.00	0.00	1,000.00	120.00	88.00%
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	686.86	27.70%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,565.00	2,565.00	0.00%
601.49450.03030 ENGINEERING FEES	0.00	595.00	1,000.00	1,087.00	(8.70%)
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	45.72	700.00	452.31	35.38%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	586.32	41.37%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	0.00	0.00	8,700.00	12,058.84	(38.61%)
601.49450.03810 ELECTRIC UTILITIES	0.00	339.38	3,200.00	3,813.16	(19.16%)
601.49450.03840 METRO WASTE CONTROL	0.00	41,594.02	499,129.00	991,158.24	(98.58%)
601.49450.04000 CONTRACTUAL SERVICE	0.00	0.00	12,711.00	2,216.25	82.56%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	51.50	11,460.00	2,822.47	75.37%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	562.58	77.04%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	0.00	150.00	184.38	(22.92%)
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	2,460.15	8.88%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	0.00	77,442.00	0.00	100.00%
<b>Total SEWER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>55,411.44</b>	<b>810,214.00</b>	<b>1,188,895.59</b>	<b>(46.74%)</b>
<b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 79,134.21</b>	<b>\$ 1,390,553.00</b>	<b>\$ 1,783,304.06</b>	<b>(28.24%)</b>
<b>PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$</b>	<b>0.00</b>	<b>\$ (94,213.28)</b>	<b>0.00</b>	<b>\$ 100,418.12</b>	<b>0.00%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*

*For the Fiscal Period 2017-11 Ending November 30, 2017*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ (15,079.07)	\$ 1,390,553.00	\$ 1,883,722.18	0.00%
Total Expenditures	\$ 0.00	\$ 79,134.21	\$ 1,390,553.00	\$ 1,783,304.06	(28.24%)
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (94,213.28)	\$ 0.00	\$ 100,418.12	0.00%

CITY OF SPRING LAKE PARK  
STATEMENT OF FUND BALANCE  
November 30, 2017

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 523,923.10
102	ELECTIONS	\$ 53,672.05
103	POLICE RESERVES	\$ 54.55
104	NORTH CENTRAL SUBURBAN CABLE	\$ 2,014.99
108	POLICE FORFEITURES	\$ 16,455.21
112	ESCROW TRUST	\$ 129,554.50
115	COMPREHENSIVE PLAN UPDATE	\$ 8,586.71
<b><u>SPECIAL REVENUE FUNDS</u></b>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 18,148.87
225	PARK ACQUISITION & IMPROVEMENTS	\$ 593,700.78
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 11,110.54
227	HRA EXCESS	\$ 251,633.95
229	SANBURNOL PARK IMPROVEMENTS	\$ 15,902.69
230	RECYCLING	\$ 59,725.41
234	STREET LIGHTING	\$ 31,188.66
235	RIGHT-OF-WAY MAINTENANCE	\$ 1,853.22
237	PARK & RECREATION SPECIAL PROJECTS	\$ 18,178.75
238	GRANTS & SPECIAL PROJECTS	\$ 1,721.13
240	TOWER DAYS	\$ 11,365.91
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 7,738.06
244	RECREATION PROGRAMS	\$ 410,430.08
248	TRAFFIC EDUCATION	\$ 63,751.39
249	EMERGENCY MANAGEMENT	\$ 5,641.47
250	ANIMAL CONTROL	\$ 2,011.31
251	FORESTRY	\$ 350.00
<b><u>DEBT SERVICE FUNDS</u></b>		
304	2016A NORTH METRO CABLE BOND DEBT SERVICE	\$ -
313	2011A FIRE EQUIPMENT BOND-DEBT SERVICE	\$ 4,147.08
328	2013B PUBLIC WORKS BUILDING-DEBT SERVICE	\$ (5,512.50)
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 93,336.53
330	2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ)	\$ 806,838.10
384	2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE	\$ 7,686.09
<b><u>CAPITAL PROJECTS FUNDS</u></b>		
400	REVOLVING CONSTRUCTION	\$ 812,917.66
402	MSA MAINTENANCE	\$ 49,324.49
403	CAPITAL REPLACEMENT	\$ 384,777.37
407	SEALCOATING	\$ 29,952.84
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 21,891.68
416	BUILDING MAINTENANCE & RENEWAL	\$ 111,843.84
421	81ST AVE REHAB-MSA	\$ 114,033.94
425	STORM SEWER REHAB	\$ 154,250.43
427	ABLE ST & TERRACE RD IMPROVEMENTS	\$ 147,685.63
429	2013 EQUIPMENT CERTIFICATE	\$ 6,644.04
430	2014-2015 STREET IMPROVEMENT PRJ	\$ 471,489.93
431	SLP FIRE BONDS	\$ 203,350.94
<b><u>ENTERPRISE FUNDS</u></b>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 1,860,626.45
601	PUBLIC UTILITY OPERATIONS	\$ 1,176,212.54
602	WATER TREATMENT PLANT	\$ 562,798.77
609	MUNICIPAL LIQUOR	\$ 188,494.44
610	ON-SALE NOTE PROCEEDS	\$ 519,105.67
<b><u>INTERNAL SERVICE FUNDS</u></b>		
700	SEVERANCE	\$ 15,274.62
<b>GRAND TOTAL</b>		<b><u><u>\$ 9,975,883.91</u></u></b>

Kenneth A. Tolzmann, SAMA  
Spring Lake Park City Assessor

November 29, 2017

City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, Mn 55432  
Attn: Mr. Daniel Bucholtz, Admin.

Re: Fourth Quarter Billing for 2018 Payable 2019 Property Tax Assessment.

Dear Mr. Bucholtz,

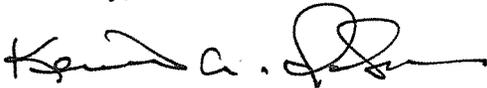
The annual cost for assessment services in accordance with our contract is as follows:

1971 Residential improved parcels @ \$9.00 per parcel -----	\$17,739.00
310 Commercial/Industrial parcels @ \$55.00 per parcel -----	17,050.00
43 Unimproved land parcels @ \$ 2.50 per parcel -----	<u>107.00</u>
Total Cost for year 2018 assessment payable in 2019:	\$34,896.00
Fourth Quarter Amt. Due:	\$ 8,724.00

The above figures are in accordance with our contract for services dated November 3, 2015.

If you have any questions, please give me a call at 464-4862.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939  
Spring Lake Park City Assessor  
24738 Hamlet Ave. N.  
Forest Lake, Mn 55025

# Memorandum

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**To:** Mayor and City Council  
**From:** Marian Rygwall, Parks & Recreation Director  
**Date:** 12/8/2017  
**Re:** Recreation Online Registration System

The registration system software provider, Maximum Solutions, has notified us that our software is outdated and security is vulnerable. Therefore, beginning in April, they will no longer support our system. They have upgraded to a web-based product, Max Galaxy, that meets the new security standards and has easier customer access from mobile devices. As a current customer, they are offering us a discounted price to upgrade to this new product. The annual cost will be \$900 more than what we are currently paying. Anoka County Parks uses this system along with several other cities in the metro area.

The cost for Max Galaxy is \$2,160 per year plus a one-time set up and training fee of \$2,850. I am requesting to purchase the Max Galaxy online registration system in the total amount of \$5,010 to be paid for with funds from the Recreation Program Fund.



# Memorandum

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**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** November 1, 2017  
**Subject:** Engagement Letter – City Attorney Services

Carson, Clelland and Schreder has sent an engagement letter for 2018 civil and criminal services.

Rates for 2018 will remain the same as they were in 2017.

If the City Council has been satisfied with the services provided by Carson, Clelland and Schreder, staff would recommend approval of the Engagement Letter for 2018.

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

**ENGAGEMENT LETTER**

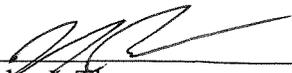
The Law Firm of Carson, Clelland & Schreder agrees to represent the City of Spring Lake Park for civil legal services and for municipal prosecution services in 2018.

Civil services include meeting attendance, staff consultation and the production of work relating to ordinances, zoning, special assessments, development contracts and other contractual matters. In addition to the before mentioned subjects, any other services as needed and directed by the City Council will be gladly performed. Charges for the civil work will be \$70.00 per hour for paralegal assistant and \$142.50 per hour for attorney.

The criminal prosecution services include the prosecution of petty misdemeanors, misdemeanors and gross misdemeanors as they occur; review and preparation of criminal complaints and consultation and advice with officers and police administration. The prosecution services include vehicle forfeitures. The prosecution services are billed on a flat fee basis, at a monthly retainer rate of \$6,750 per month.

The firm will also provide human resources and labor consultation and representation if desired by the City. These services will be billed at the civil rate.

Sincerely,

  
\_\_\_\_\_  
John J. Thames  
on behalf of Carson, Clelland & Schreder

**APPROVED BY CITY OF SPRING LAKE PARK**

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Its Clerk

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

## Contractor Licenses

December 18, 2017

### General Contractor

Phone Jacks Unlimited dba Allarea Contractors, Inc.

### Mechanical Contractor

McQuillan Bros.

### Sign Contractor

Signs Unlimited of Plymouth

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

Business License

December 18, 2017

Wine, 3.2% Beer and Strong Beer

El Bamba

8188 Central Avenue NE

Maharaja Indian Cuisine - Contingent on Updated Liquor Insurance

8492 Central Avenue NE

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

Business License

December 18, 2017

Massage Therapy - Enterprise

Hair By Hughes & Crew, Inc.

913 Manor Drive #100

Massage Therapy - Technician

Joanne Talbot

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

## Sign Permits

December 18, 2017

### Signs

Allstate Insurance

8097 Hwy 65 NE #101

Spring Lake Park Tobacco - Tobacco Vapor Center

Contingent on Property Owner Permission Letter

8185 University Avenue NE



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

Sign Permit Application

DATE: 12/1/17  
NAME OF APPLICANT: Michael Dvoracek - Signs Unlimited of Plymouth  
ADDRESS OF APPLICANT: 22400 Hwy 55 Hamel, MN 55340  
TELEPHONE NUMBER OF APPLICANT: \*C-612-396-7636 - office 763-478-9460  
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected Allstate Insurance 8097 Hwy 65 NE Suite 101 Spring Lake Park, MN 55432  
New Construction:  Remodel: \_\_\_\_\_ Word Change Only: \_\_\_\_\_

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

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

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

Name of person, firm or corporation erecting the structure: Michael DVORACEK Signs Unlimited of Plymouth

Address: 22400 HWY 55 Hamel, MN 55340

Is an Electrical Permit required? \_\_\_\_\_

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

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

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*  
FEE: \$ 300 RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR  
+ Contractor license  
\$65.00

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 2146  
 SQUARE FOOTAGE OF ALL EXISTING SIGNS: 462.5  
 SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 62

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

**DRAWING:**

Existing  
Caribou

45' x 3 = 135' Building  
8.25' x 2 = 16.5' pylon

644' - 30%  
 462.5' Existing  
 62' Proposed  
 -----  
 119.5 Remaining

Always Barber

19' Building  
8.25' x 2 = 16.5' pylon

March Dental

9' x 2 = 18' pylon  
78' building

Revitalife

8.25' x 2 = 16.5' pylon  
43' Building

Best Mobile

10' x 2 = 20' pylon  
100' Building

Proposed

Pylon	9' x 2 = 18'	\$60 x 2 = \$120
Back door	4'	\$60
Building	37'	\$60
Front door	3'	\$60
	<u>62'</u>	<u>\$300</u>

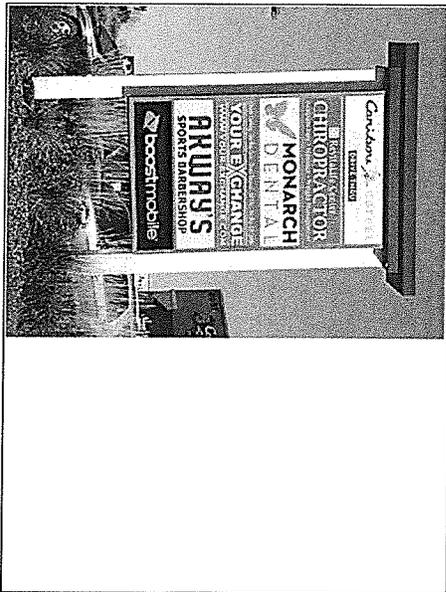
SIGN#	SIGN TYPE	SIGN DESCRIPTION	ACTION
E01	ALST. TWT, RF	18-5/8" h x 70-1/8" w Acrylic Reface of Existing Double Faced Illuminated Tenant Sign	Reface Sign

PROPOSED SIGNAGE PHOTO



19" x 70" = 9A x 2 = 18A

EXISTING SIGNAGE PHOTO



Existing Sign Dimensions:  
18-5/8" h x 70-1/8" w (v.o.)

**\*NOTE:**  
Your approval of the Brandbook indicates your acceptance that the signage, provided to you and owned by Allstate, will be manufactured and installed as shown, pending landlord and/or municipality approval. Once accepted, signage may not be declined at time of installation for any reason other than a manufacturing defect. Any Allstate-branded items that we install are the property of Allstate.

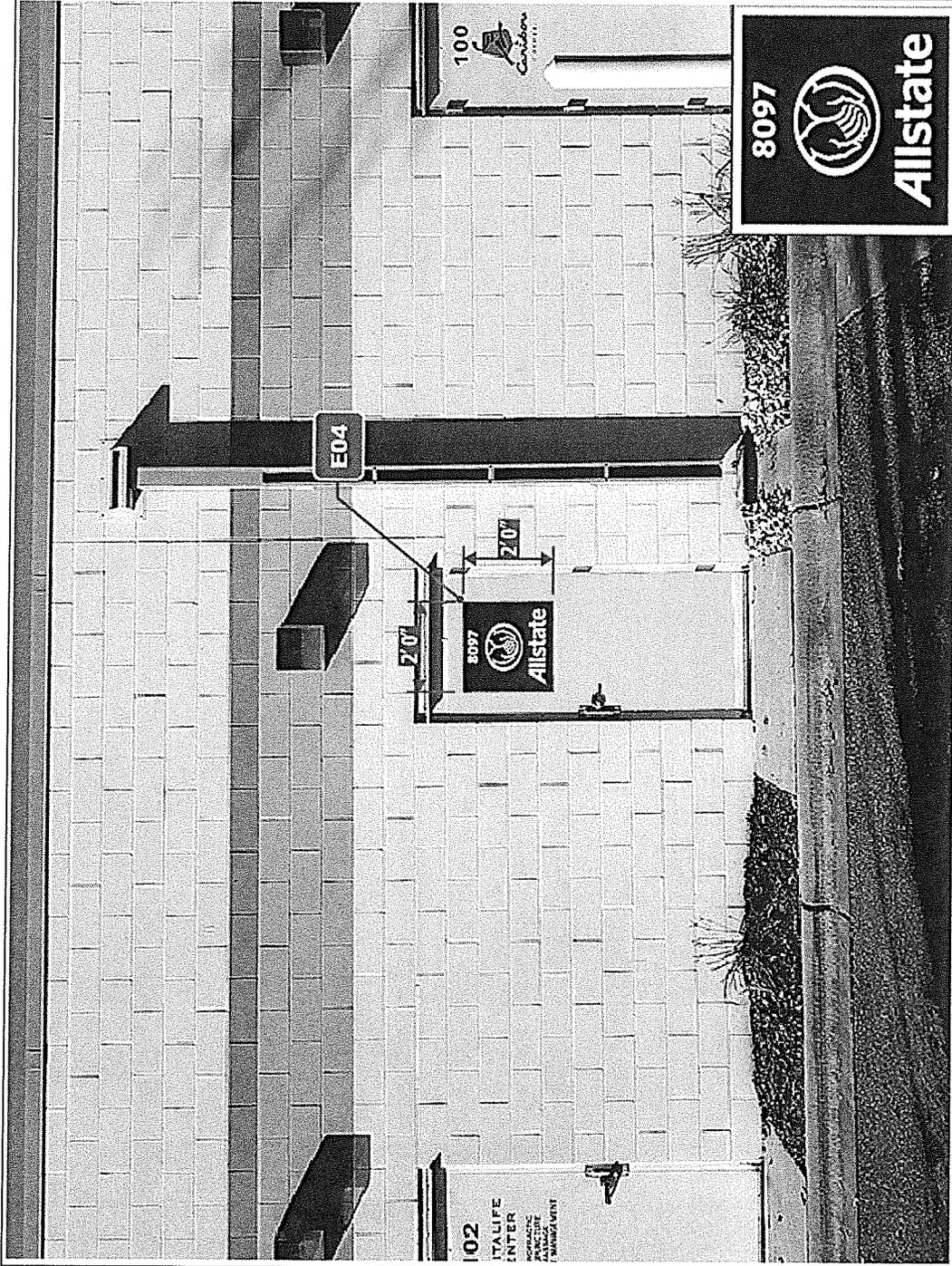
 <b>PHILADELPHIASIGN</b> BRINGING THE WORLD'S BRANDS TO LIFE 707 West Spring Garden Street Palmyra, NJ 08065-1798	CLIENT: ALLSTATE	- MW	DATE: 11/9/2017	REVISION: 12.07.17 DRM Revised Site Plan
	LOCATION: MND20		SHEET: P01	11.22.17 JHH Rev hrs. on N01
	D Anderson LLC 8097 Highway 65 NE - 121 Spring Lake Park, MN		DWG BY: JHH	DRAWING NUMBER: A30719

THIS IS AN ORIGINAL DRAWING CREATED BY PHILADELPHIA SIGN IT IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT BEING PLANNED FOR YOU BY PHILADELPHIA SIGN. IT IS TO BE SHOWN TO ANYONE NOR IS IT TO BE COPIED, REPRODUCED, OR EXHIBITED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF PHILADELPHIA SIGN.

SIGN#	SIGN TYPE	SIGN DESCRIPTION	ACTION
E04	ALST.CUST.PLAQ	2' 0"h x 2' 0"w Sintra Single Faced Non-Illuminated Door Plaque	Remove & Replace Sign

47

PROPOSED SIGNAGE PHOTO



EXISTING SIGNAGE PHOTO



**\*NOTE:**

Your approval of the Brandbook indicates your acceptance that the signage, provided to you and owned by Allstate, will be manufactured and installed as shown, pending landlord and/or municipality approval. Once accepted, signage may not be declined at time of installation for any reason other than a manufacturing defect. Any Allstate-branded items that we install are the property of Allstate.

<b>PHILADELPHIASIGN</b> BRINGING THE WORLD'S BRANDS TO LIFE 707 West Spring Garden Street Palmyra, NJ 08065-1798	<b>CLIENT:</b> ALLSTATE - MW <b>LOCATION:</b> MND20 D Anderson LLC 8097 Highway 65 NE - 121 Spring Lake Park, MN	<b>DATE:</b> 11/9/2017 <b>SHEET:</b> P03 <b>DWG BY:</b> JHH	<b>REVISION:</b> 12.07.17 DRM Revised Site Plan 11.22.17 JHH Rev hrs. on N01
	<b>DRAWING NUMBER: A30719</b>		

THIS IS AN ORIGINAL UNPUBLISHED DRAWING BY PHILADELPHIASIGN. IT IS NOT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF PHILADELPHIASIGN. YOUR PERSONAL USE IN CONJUNCTION WITH A PROJECT BEING PLANNED FOR YOU BY PHILADELPHIASIGN IS NOT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF PHILADELPHIASIGN.

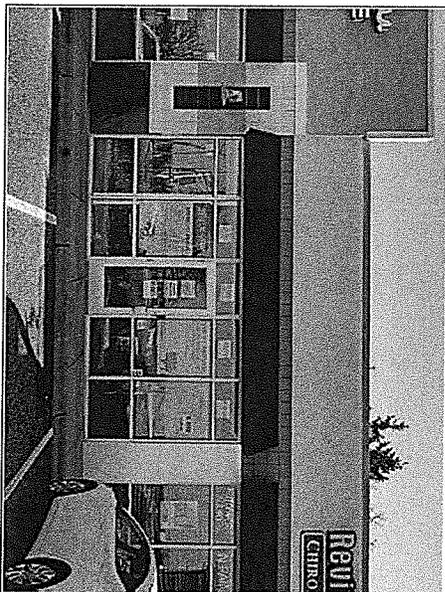
SIGN#	SIGN TYPE	SIGN DESCRIPTION	ACTION
E02	ALST.CUST.MISC	Relocate Existing 21" Raceway Channel Letters to this Location	Remove & Replace Sign
E03	ALST.WVT_C	1st Surface Window Vinyl Treatment "C" Swoosh Version	Remove & Replace Sign

36" x 148" = 377'

PROPOSED SIGNAGE PHOTO



EXISTING SIGNAGE PHOTO



**Notes:**  
Relocate existing ALST.CL.RW.W 21 channel letters from previous location to this new location.  
Remove all window vinyl/posters.

**\*NOTE:**  
Your approval of the Brandbook indicates your acceptance that the signage, provided to you and owned by Allstate, will be manufactured and installed as shown, pending landlord and/or municipality approval. Once accepted, signage may not be declined at time of installation for any reason other than a manufacturing defect. Any Allstate-branded items that we install are the property of Allstate.

 <b>PHILADELPHIASIGN</b> BRINGING THE WORLD'S BRANDS TO LIFE		<b>CLIENT:</b> ALLSTATE - MW <b>LOCATION:</b> MND20 D. Anderson LLC 8097 Highway 65 NE - 121 Spring Lake Park, MN
<b>DATE:</b> 11/9/2017 <b>SHEET:</b> P02 <b>DWG BY:</b> JHH	<b>REVISION:</b> 12.07.17 DRM Revised Site Plan 11.22.17 JHH Rev hrs. on N01	<b>DRAWING NUMBER:</b> A30719

THIS IS AN ORIGINAL UNBLENDED BY PHILADELPHIA SIGN IT IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT BEING PLANNED FOR YOU BY PHILADELPHIASIGN. IT IS TO BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION NOR IS IT TO BE COPIED, REPRODUCED, OR EXHIBITED IN ANY MANNER.

SIGN#	SIGN TYPE	SIGN DESCRIPTION	ACTION
N01	ALST.DOOR.NS.VIN	1st Surface White Door Vinyl "Logo Good Hands Allstate" without Securities	New Sign

PROPOSED SIGNAGE PHOTO



**D. Anderson, LLC**  
**763-767-7218**

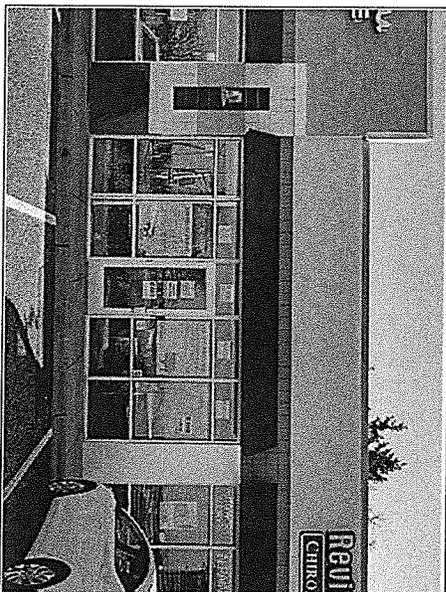
**Office Hours**  
Monday - Thursday 9am-6pm  
Friday 9am-5pm  
Saturday by Appointment

allstate.com/joshuadeering  
joshuadeering@allstate.com  
1-800-Allstate

Auto, Home, Business, Life

ALST.DOOR.NS.VIN

EXISTING SIGNAGE PHOTO



**\*NOTE:**  
Your approval of the Brandbook indicates your acceptance that the signage, provided to you and owned by Allstate, will be manufactured and installed as shown, pending landlord and/or municipality approval. Once accepted, signage may not be declined at time of installation for any reason other than a manufacturing defect. Any Allstate-branded items that we install are the property of Allstate.

<p><b>PHILADELPHIASIGN</b>  BRINGING THE WORLD'S BRANDS TO LIFE</p> <p>707 West Spring Garden Street  Palmyra, NJ 08065-1798</p>	<b>CLIENT:</b> ALLSTATE - MW <b>LOCATION:</b> MND20 D. Anderson LLC 8097 Highway 65 NE - 121 Spring Lake Park, MN	<b>DATE:</b> 11/9/2017 <b>SHEET:</b> P04 <b>DWG BY:</b> JHH	<b>REVISION:</b> 12.07.17 DRM Revised Site Plan 11.22.17 JHH Rev hrs. on N01
	<b>DRAWING NUMBER:</b> A30719		

THIS IS AN ORIGINAL DRAWING CREATED BY PHILADELPHIASIGN. IT IS SUBMITTED FOR YOUR PERSONAL USE IN CONJUNCTION WITH A PROJECT BEING PLANNED FOR YOU BY PHILADELPHIASIGN. IT IS TO BE SHOWN TO AGENTS AND NOT TO BE USED, COPIED, REPRODUCED, OR EXHIBITED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF PHILADELPHIASIGN.





PHILADELPHIASIGN

PHILADELPHIA SIGN COMPANY

Philadelphia Sign Company • 707 West Spring Garden St • Palmyra, NJ 08065

Re: SiteID MND20  
D Anderson LLC  
8097 Highway 65 NE  
Ste. #121  
Spring Lake Park, MN 55432

**AUTHORIZATION AND CONSENT FORM**

By my signature below, I hereby represent that I am the owner of the property indicated above or otherwise duly authorized by the Lease to grant authorization for Philadelphia Sign Company and/or their sub-contractor to apply for permits and install new signage at the above referenced location. I acknowledge that the signs (including cabinets) that are installed will remain the property of Allstate Insurance Company and may be removed upon the termination of the agency agreement or lease or for any other reason with 10 days notice to me.

*Please check one:*

- Philadelphia Sign and/or its sub-contractors is authorized to remove the existing sign and/or sign cabinet and dispose of it. I agree to waive all right, title and interest in such sign and/or sign cabinet.
- Philadelphia Sign and/or its sub-contractors is authorized to remove the existing sign and/or sign cabinet and leave on premises in a location designated by me.

**LANDLORD APPROVAL**

Signature [Signature] on behalf of TD UP 128 Print Name Jason Vandewiele Date 11/29/17  
 Title Senior Proc Mgr email Jason@oppidan.com  
 Address 110 Oppidan Phone 952 294 1256  
400 Water St., #200  
Excelsior, MN 55331

Return Form to: Philadelphia Sign Company  
707 West Spring Garden St  
Palmyra, NJ 08065

or FAX to: (856) 829-8549 attn: Eric Assenheimer

or email to: eassenheimer@philadelphiasign.com

JV 1 of 6



1301 81<sup>st</sup> Avenue N E  
Spring Lake Park, MN 55432  
763-784-6491

**Sign Permit Application**

DATE: 12-07-2017

NAME OF APPLICANT: Vatsana Maomanyvanh

ADDRESS OF APPLICANT: (Neo Sign LLC) 6353 Martin Ave. Ne. Otsego, MN 55301

TELEPHONE NUMBER OF APPLICANT: 612-743-8468

**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is to be attached or erected "TOBACCO VAPOR CENTER" 8185 University Ave. Ne. Spring Lake Park, MN 55432

New Construction: X Remodel: \_\_\_\_\_ Word Change Only: \_\_\_\_\_

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

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

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

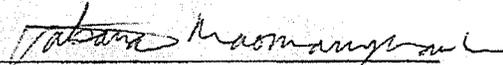
Name of person, firm or corporation erecting the structure: Vatsana Maomanyvanh

Address: (Neo Sign LLC) 6353 Martin Ave. Ne. Otsego, MN 55301

Is an Electrical Permit required? No. The power source is already inplace for the store front signages.

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

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

  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*

FEE: \$ 60 + \$ 73 = \$ 133

RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: 21,852

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 1950

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 53~~7~~ + 18~~7~~ = 71~~7~~

---

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

Proposed

$$\begin{array}{l} 53\cancel{7} - \$60 + \$13 = \$73 \\ 18\cancel{7} - \$60 = \$60 \end{array}$$

$$\begin{array}{l} 6556\cancel{7} \ 30\% \\ 1950\cancel{7} \text{ existing} \\ 71\cancel{7} \text{ proposed} \\ \hline 4535\cancel{7} \text{ Remaining} \end{array}$$

20'-0"

TOBACCO

32"

55"

53 1/2

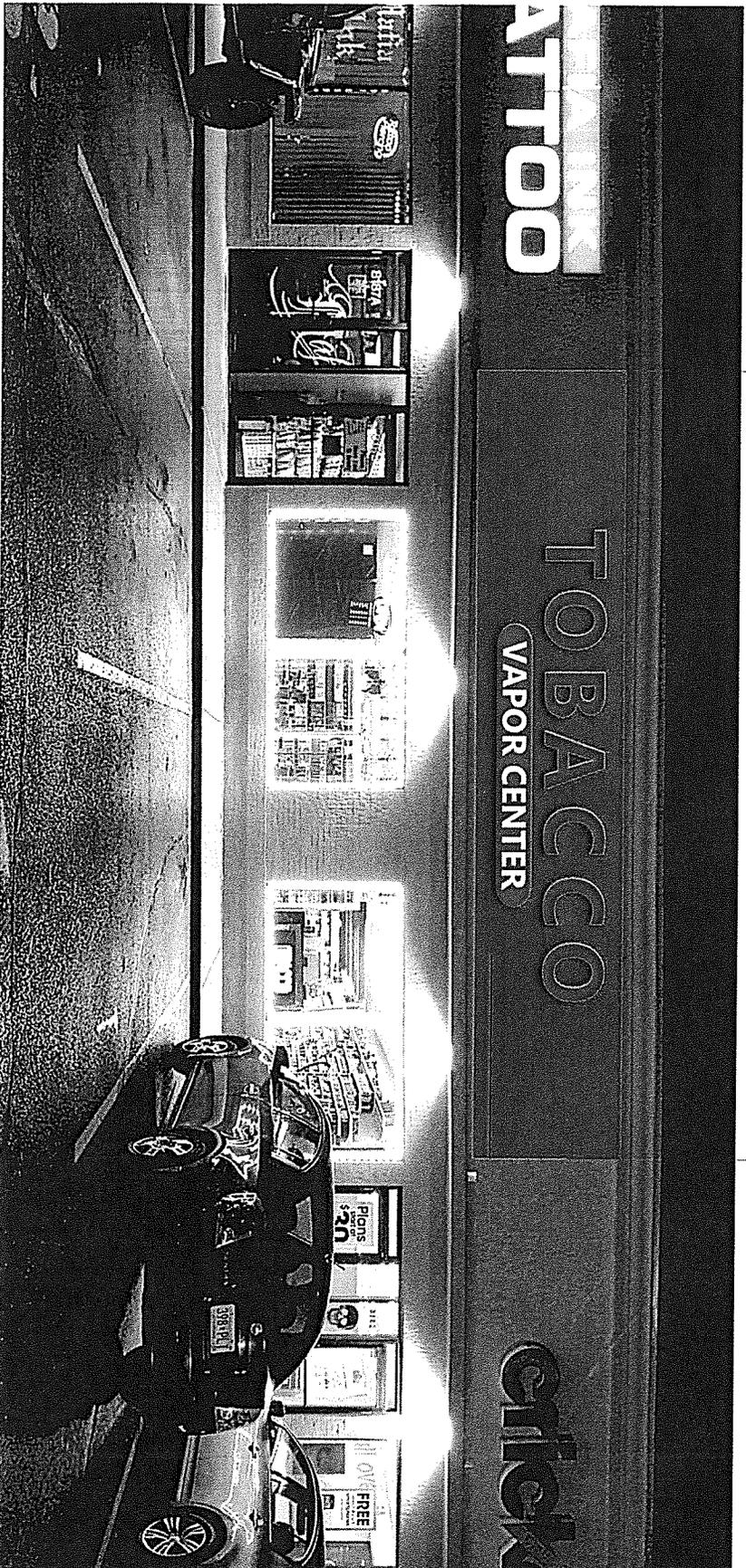
VAPOR CENTER

18 1/2

12'-0"

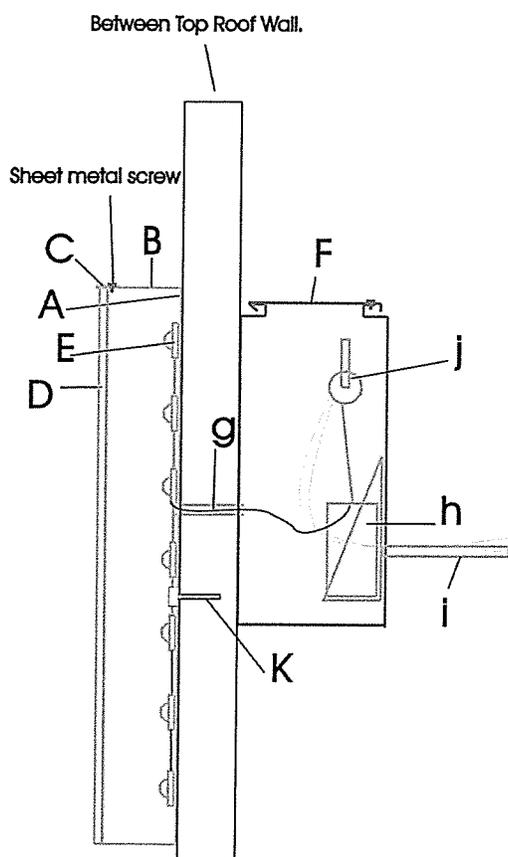
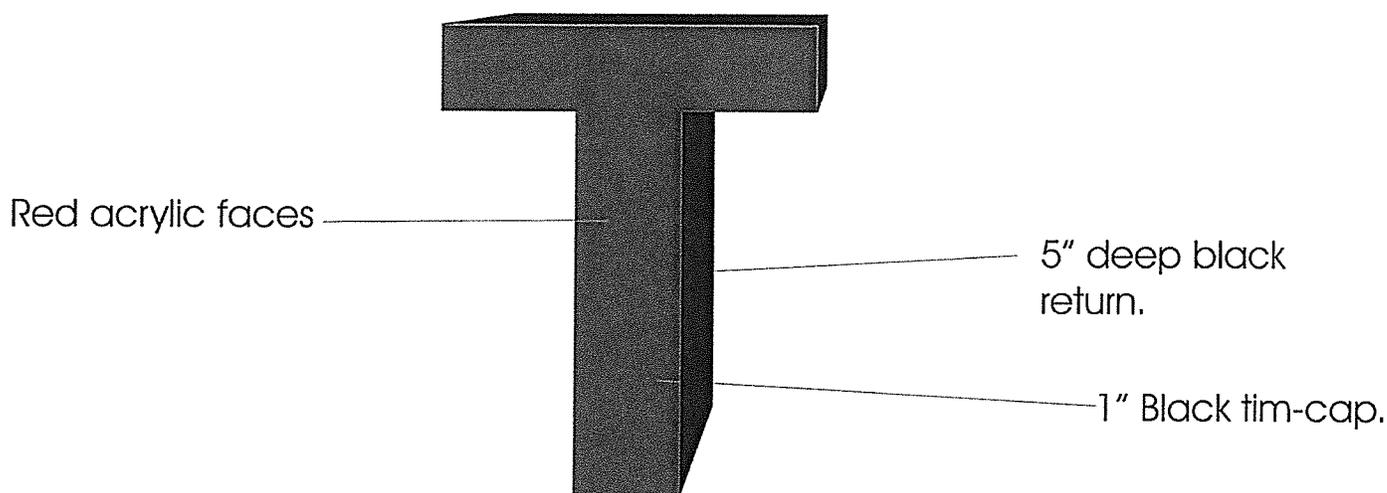
Total  
7 1/2

40'-0"



12'-0"

32" HIGH X 20'-0" INDIVIDUAL INTERNAL LIT LEDS FLUSH WALL MOUNT CHANNEL LETTERS.



- (A) -.050 Aluminum back.
- (B) -.040 5" deep Black- return.
- (C) -1"-Black trim-cap.
- (D) -3/16" Red acrylic face.
- (E) - LEDS
- (F) - Raceway system.
- (g) - Low volts wire.
- (h) - 120 volts transformer 12volts output.
- (i) - Seal tight cunduit.
- (j) - Toggle switch.
- (K) - 1/4"X3" Long Mounting studs.

**DRAWING DETAILS:**

**SCALE: NO SCALE**

**AS SHOWN**

To existing power box.



## Police Report

November 2017

Submitted for Council Meeting – December 18, 2017

The Spring Lake Park Police Department responded to five hundred and twenty-five calls for service for the month of November 2017. This is compared to responding to five hundred and sixty calls for service in November 2016.

Investigator Baker reports handling a case load of fifty-nine cases for the month of November 2017. Forty-eight of these cases were felony in nature, six of these cases were gross misdemeanor in nature and five of these cases were misdemeanor in nature. Investigator Baker along with his monthly case load continues to monitor six forfeiture cases as well. For further details, see Investigator Bakers attached report.

Our School Resource Officer, Officer Chlebeck reports handling nine calls for service at our local schools, along with conducting twenty-eight student contacts, six escorts and three follow up investigations into school related issues. Officer Chlebeck also address a class at Park Terrace Elementary School regarding "Theft, Bullying and Trusting the Police" as well as four classes at Spring Lake Park High School regarding the "Amendments to the Constitution and use in Law Enforcement" For further details see Officer Chlebeck'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 November has been a busy month for myself as well, besides handling the day to day operation of the police department. I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department. These meetings include but are not limited to; City Council Meetings held here at City Hall, Monthly Department Head Meetings, Anoka County Chiefs of Police Meeting, Meeting with our IT provider Computer Integration Technologies Inc., regarding new employees assigned to our business account.

This will end my report for the month of November. Are there any questions?



# Spring Lake Park Police Department Investigations Monthly Report

Investigator  
Brad Baker

## November 2017

### Total Case Load

#### Case Load by Level of Offense: 59

<b>Felony</b>	<b>48</b>
<b>Gross Misdemeanor</b>	<b>6</b>
<b>Misdemeanor</b>	<b>5</b>

#### Case Dispositions:

<b>County Attorney</b>	<b>10</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>1</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>44</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>4</b>
<b>Closed/Inactive</b>	<b>0</b>

#### Forfeitures:

<b>Active Forfeitures</b>	<b>6</b>
<b>Forfeitures Closed</b>	<b>0</b>

Notes:

<b>Incidents by School Location</b>	<b>Reports (ICRs)</b>	<b>Student Contacts*</b>	<b>Escorts/Other</b>	<b>Follow Up Inv.</b>
Spring Lake Park High School	5	26	3	2
Discovery Days (pre-school)				
Lighthouse School	1			
Park Terrace Elementary School		1		
District Office				
Able and Terrace Parks (School Related)				
School Related	1		2	
Miscellaneous Locations	2	1	1	1
Totals:	9	28	6	3

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

**RESOLUTION NO. 17-44**

**RESOLUTION ADOPTING FINAL 2017 TAXES COLLECTABLE IN 2018**

BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the following sums of money be levied for the current year, collectable in 2018, upon the taxable property in said City of Spring Lake Park, Minnesota:

General Revenue	\$2,999,913
2018A G.O. Equipment Certificate	\$ 174,184
2014A G.O. Improvement Bonds	<u>\$ 90,000</u>
<b>TOTAL LEVY:</b>	<b>\$3,264,097</b>

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

The foregoing resolution was moved for adoption by .

Upon roll call, the following voted aye: .

And the following voted nay: .

Whereupon the Mayor declared said resolution duly passed and adopted this 4th day of December, 2017.

\_\_\_\_\_  
Cindy Hansen, Mayor

ATTEST:

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 17-44, A Resolution Adopting Final 2017 Taxes Collectable in 2018, adopted by the Spring Lake Park City Council at their regular meeting on the 4th day of December 2017.

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator

(SEAL)

Dated: \_\_\_\_\_

**RESOLUTION NO. 17-45**

**RESOLUTION ESTABLISHING 2018 UTILITY RATES FOR THE CITY OF SPRING LAKE PARK**

**WHEREAS**, City staff has prepared a proposed budget for the Public Utilities Department for the 2018 fiscal year; and

**WHEREAS**, due to a significant increase in the Metropolitan Council Environmental Services wastewater treatment rate, additional revenue is needed; and

**WHEREAS**, the proposed rates will meet the Public Utilities Department’s revenue needs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the following utility rates are established, effective January 1, 2018.

**WATER CONSERVATION RATES – ALL PROPERTIES**

- Administrative Base Rate: \$8.87/quarter
- Tier 1: \$1.84/1,000 gallons for 0-9,000 gallons/quarter
- Tier 2: \$2.07/1,000 gallons for 9,001-18,000 gallons/quarter
- Tier 3: \$2.34/1,000 gallons for 18,001-27,000 gallons/quarter
- Tier 4: \$2.73/1,000 gallons for 27,001-36,000 gallons/quarter
- Tier 5: \$3.03/1,000 gallons for 36,001-45,000 gallons/quarter
- Tier 6: \$3.36/1,000 gallons for 45,001+ gallons/quarter

**SEWER RATES – ALL PROPERTIES**

Metropolitan Council Environmental Services, a division of the Metropolitan Council, owns and operates facilities that process the wastewater for the metropolitan area and then charges a fee to each city. Sewer rates reflect this fee and in addition, the City charges a small amount for repair and maintenance and renewal and replacement of its sewer system.

- |   |  |
|---|--|
| Single Family, Duplex, Townhouse<br>& Similar Residential         | \$67.26/unit/quarter   |
| Apartment, Mobile Home, Institutional,<br>Commercial & Industrial | Minimum \$67.26/quarter for 18,000<br>gallons and \$3.67/1,000 gallons for<br>all usage over 18,000 gallons. |

**TREATMENT PLANT DEBT SERVICE**

- |                     |   |
|---------------------|---|
| All Classifications | Minimum \$14.77/quarter for 18,000<br>gallons and \$0.82/1,000 gallons for<br>all usage over 18,000 gallons |
|---------------------|---|

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 18<sup>th</sup> day of December, 2017.

APPROVED BY:

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



# Memorandum

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**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** December 8, 2017  
**Subject:** I.U.O.E. Local 49 Public Works Union Contract

This is to inform you that on November 16, 2017, the I.U.O.E. Local 49 Public Works Union employees accepted the following offer negotiated by the Public Works Negotiation Committee:

1. **Article XVI – Duration:** January 1, 2018 through December 31, 2019
2. **Article X – Wages**  
  
2018 (effective 1/1/18) – 3%  
2019 (effective 1/1/19) – 3%
3. **Article XI – Clothing Allowance**  
  
\$500.00 for 2018  
\$500.00 for 2019
4. **Article IX – Health Insurance**  
  
Amend 4<sup>th</sup> paragraph to read as follows:  
“Effective September 1, 2016~~18~~ and September 1, 2017~~19~~, if there is an increase/decrease in the premium or deductible for the health plan chosen by the City, there shall be a 50/50 split of the increase/decrease with the Employee as calculated on a monthly basis.”
5. **Article XIII – Overtime**  
  
Amend 6<sup>th</sup> paragraph to read as follows:  
“Standby duty may be required up to a maximum of ~~20~~25 weekends per year (from 3:30 P.M. Friday to 7:00 A.M. Monday). Employees who are on weekend standby duty shall be compensated at the rate of four (4) hours overtime pay for each weekend on standby.”

Add new paragraph to read as follows:

Employees may earn compensatory time in lieu of overtime pay at the rate of one and one half (1½) times or two (2) times, if work is performed on Sundays or any Holiday outlined in Article V, upon mutual agreement between the employee and the Employer, not to exceed forty (40) hours. Employees may use compensatory time by mutual agreement.

6. **Memorandum of Understanding**

Amend #10 in the Central Pension Fund MOU to read as follows:

“Changes to the contribution rate may be made by the members, by majority vote, ~~at the end of each Contract term~~ annually in January.”

The Negotiation Committee is recommending that the City Council ratify the 2018/2019 union contract as outlined.

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



# Memorandum

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**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** December 8, 2017  
**Subject:** LELS Local 7 (Patrol) Contract

This is to inform you that on November 21, 2017, the LELS Local 7 Union employees (Patrol) accepted the following offer negotiated by the Patrol Officers Negotiation Committee:

1. **Article 26 – Duration:** January 1, 2018 through December 31, 2019

2. **Appendix A – Compensation (Wages)**

2018 (effective 1/1/18) – 3%

2019 (effective 1/1/19) – 3%

3. **Appendix B – Uniform Allowance**

\$830.00 for 2018

\$850.00 for 2019

4. **Appendix B – Health Insurance**

Amend 4<sup>th</sup> paragraph to read as follows:

“Effective September 1, 201~~6~~18 and September 1, 201~~7~~19, if there is an increase/decrease in the premium or deductible for the health plan chosen by the City, there shall be a 50/50 split of the increase/decrease with the Employee as calculated on a monthly basis.”

Add 50/50 language to split increased deductible between Health Savings Plan and Health Reimbursement Account

The Negotiation Committee is recommending that the City Council ratify the 2018/2019 union contract as outlined.

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



# Memorandum

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**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** December 8, 2017  
**Subject:** LELS Local 265 (Sergeants) Contract

This is to inform you that on November 21, 2017, the LELS Local 265 Union employees (Sergeants) accepted the following offer negotiated by the Sergeants Negotiation Committee:

1. **Article 25 - Duration:** January 1, 2018 through December 31, 2019
2. **Appendix A - Compensation (Wages)**  
  
2018 (effective 1/1/18) - 3% + one time market rate adjustment of \$300.00  
2019 (effective 1/1/19) - 3%
3. **Appendix B - Uniform Allowance**  
  
\$830.00 for 2018  
\$850.00 for 2019
4. **Appendix B - Health Insurance**  
  
Amend 4<sup>th</sup> paragraph to read as follows:  
“Effective September 1, 201~~6~~18 and September 1, 201~~7~~19, if there is an increase/decrease in the premium or deductible for the health plan chosen by the City, there shall be a 50/50 split of the increase/decrease with the Employee as calculated on a monthly basis.”
5. **MOU Severance Pay Language Change**  
  
Addressed in Post Employment Health Care Savings Plan Policy

The Negotiation Committee is recommending that the City Council ratify the 2018/2019 union contract as outlined.

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



# Memorandum

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**To:** Mayor Hansen and Members of the City Council

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

**Date:** December 8, 2017

**Subject:** Health Care Savings Plan contract approval

The City offers its employees the opportunity to participate in the Health Care Savings Plan (HCSP), as administered by the Minnesota State Retirement System. The HCSP is an employer-sponsored program that allows employees to invest in a *tax-free* medical savings account while employed with the City. Once an employee ends public employment, they can access the HCSP account balance for reimbursement of eligible health care expenses incurred by the employee, their spouse, legal tax dependents and adult children up to their 26<sup>th</sup> birthday. The dollars go into the plan pre-tax and, when used for eligible health care expenses, are returned to the employee tax free, on a reimbursement basis.

Each bargaining group has their own Health Care Savings Plan. The non-bargained employees and the Department Heads each have their own Plan. The employee's severance payment, when they leave employment, is deposited in the fund. In addition, the plan can require employees to contribute dollars out of each paycheck to supplement the severance.

The following bargaining units have proposed amendments to their HCSP:

- Sergeants
- Local 49ers (Public Works)
- Non-bargained employees
- Department Heads

The new HCSPs will remain in effect indefinitely, until such time it is superseded. The contribution levels can only be changed once every two years.

Staff recommends approval of the proposed HCSPs.

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

CITY OF SPRING LAKE PARK  
POLICY FOR POST RETIREMENT HEALTH CARE SAVINGS PLAN  
INTERNATIONAL UNION OF OPERATING ENGINEERS -LOCAL NO. 49

International Union of Operating Engineers -Local No. 49 employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post health care savings plan account as follows:

A. Employee Lump Sum Contributions

Employees have agreed to contribute to the Post Employment Health Care Savings Plan as follows:

Employees eligible for retirement under the Rule of 90 will contribute \$100.00 per pay period.

All other employees will contribute \$75.00 per pay period.

B.. Severance Pay Out

Upon separation, all employees eligible for the severance payment as outlined in Article IV, Section 1 of the Labor Agreement, will have 100% of those sick pay hours converted into cash and deposited in their Post Retirement Health Care Savings Plan.

Upon separation, all employees with unused vacation days will have 100% of those hours converted into cash and deposited in their Post Retirement Health Care Savings Plan.

C. Banked Sick Leave

The City will convert into cash six (6) days from the employee's banked sick leave account and deposit it to their Post Retirement Health Care Savings plan in December of each year on the condition that the Employee has accrued 90 days of regular sick leave.

Effective: January 1, 2018.

CITY OF SPRING LAKE PARK  
POLICY FOR POST RETIREMENT HEALTH CARE SAVINGS PLAN  
LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #265 – SERGEANTS

LELS Local #265 employees are eligible to participate in the Minnesota Post Employment Health Care Saving Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post health care savings plan account as follows:

A. Employee Lump Sum Contributions

Employees have agreed to contribute to the Post Employment Health Care Savings Plan as set out below:

- 1) Employees will contribute \$50.00 per pay period.

B. Severance Pay Out

Upon separation, all employees eligible for the severance payment as outlined in Section 16.2 of the Labor Agreement will have 100% of those sick pay hours converted into cash and deposited in their Post Retirement Health Care Savings Plan.

Upon separation, all employees with unused vacation days will have 100% of those hours converted into cash and deposited in their Post Retirement Health Care Savings Plan.

C. Banked Sick Leave

The City will convert into cash six (6) days from the employee's banked sick leave account and deposit it to their Post Retirement Health Care Savings plan in December of each year on the condition that the Employee has accrued 90 days of regular sick leave.

Employees transferring from one Bargaining Unit to another Bargaining Unit due to promotion or transfer may continue to participate in the Post Retirement Health Care Savings Plan under the terms of the previous Unit's agreement until that employee has the opportunity to participate in negotiations for a new agreement under the newly assumed position.

Effective January 1, 2018

CITY OF SPRING LAKE PARK  
POST RETIREMENT HEALTH CARE SAVINGS PLAN  
NON-BARGAINED EMPLOYEES

The Non-Bargained Employees for the City of Spring Lake Park are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post health care savings plan account as follows:

A. Employee Lump Sum Contributions

The Employees have agreed to contribute to the Post Retirement Health Care Savings Plan as set out below:

Employees with 0-10 years of service will contribute \$25.00 per pay period  
Employees with 11-20 years of service will contribute \$35.00 per pay period  
Employees with 21 or more years of service will contribute \$50.00 per pay period

B. Severance Pay Out

Upon separation, Non-Bargained Employees are entitled to convert unused sick leave into cash to be deposited into their Post Retirement Health Care Savings Plan in accordance with the following schedule:

Upon completion of five (5) years, but less than twenty (20) years of service with the City – 50% of unused sick leave.

Upon completion of twenty (20) years, but less than twenty-five (25) years of service with the City – 60% of unused sick leave.

Upon completion of twenty-five (25) years, but less than thirty (30) years of service with the City – 65% of unused sick leave.

Upon completion of thirty (30) years of service to the City – 75% of unused sick leave.

Upon separation, all employees with unused vacation days will have 100% of those hours converted into cash and deposited in their Post Retirement Health Care Savings Plan.

C. Banked Sick Leave

The City will convert into cash, 6 (six) days per year from the employee's banked sick leave account and deposit it to their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular sick leave.

Effective: January 1, 2018

CITY OF SPRING LAKE PARK  
POST RETIREMENT HEALTH CARE SAVINGS PLAN  
DEPARTMENT HEADS

The Department Heads for the City of Spring Lake Park are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post health care savings plan account as follows:

A. Employee Lump Sum Contributions

The Employees have agreed to contribute to the Post Retirement Health Care Savings Plan as set out below:

Employees with 0 to 29 years of service will contribute \$100.00 per pay period  
Employees with 30 or more years of service will contribute \$200.00 per pay period.

B. Severance Pay Out

Upon separation, Department Heads are entitled to convert unused sick leave into cash to be deposited into their Post Retirement Health Care Savings Plan in accordance with the following schedule:

Upon completion of five (5) years, but less than twenty (20) years of service with the City – 50% of unused sick leave.

Upon completion of twenty (20) years, but less than twenty-five (25) years of service with the City – 60% of unused sick leave.

Upon completion of twenty-five (25) years, but less than thirty (30) years of service with the City – 65% of unused sick leave.

Upon completion of thirty (30) years of service to the City – 75% of unused sick leave.

Upon separation, all employees with unused vacation days will have 100% of those hours converted into cash and deposited in their Post Retirement Health Care Savings Plan.

C. Banked Sick Leave

The City will convert into cash, 6 days per year from the employee's banked sick leave account and deposit it to their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular sick leave.

Adopted: January 1, 2018



# Memorandum

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**To:** Mayor Hansen and Members of the City Council

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

**Date:** December 8, 2017

**Subject:** Non-bargained and Department Head wage increase

In light of the settlement of the Sergeants, Patrol and Public Works union contracts for 2018/2019, I am recommending that the non-bargained employees and department heads receive a 3% wage increase effective January 1, 2018 and a 3% wage increase effective January 1, 2019.

As you are aware, public employers in the State of Minnesota are mandated to maintain a program of “pay equity” between male and female classes of employees. The majority of our non-bargained employees are female and the majority of our bargained employees are male. Therefore, it is important, from a pay equity standpoint, to grant non-bargained employees the same cost of living increase as the bargained employees.

If you have any questions regarding this recommendation, please don’t hesitate to contact me at 763-784-6491.



# Memorandum

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**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** December 13, 2017  
**Subject:** Approval of 2018 Budget

Included with this memorandum is the 2018 General Fund budget. Staff is seeking City Council approval of the proposed budget.

Staff is proposing a few small revisions to the 2018 General Fund budget.

- **Expenditure:** Staff is proposing that the Fire Department Capital Outlay line item be reduced from \$75,715 to \$48,296. Staff had budgeted for the debt service for the second quint for 2018. As you heard at the December 11 workshop, that purchase will be delayed. Thus, these funds are no longer needed.
- **Revenue:** Staff is proposing that the Traffic Education Fund line item be reduced from \$20,000 to \$0. Due to state law changes, the City's traffic education program has been suspended and no revenue is anticipated in 2018.
- **Revenue:** Staff is proposing to increase the Insurance Premium - Police line item by \$10,000 to align with historical revenue received.
- **Revenue:** Staff is proposing to reduce the Proposed Tax Levy from \$3,018,257 to \$2,999,913, a reduction of \$18,344. This would reduce the overall levy increase from 4.67% to 4.08%.

With the proposed revisions to the 2018 General Fund budget, anticipated revenues for 2018 include:

REVENUES	
Tax Levy	\$2,999,913
Intergovernmental Revenue	\$ 557,134
Permit and Licenses	\$ 158,032
Charges for Current Services	\$ 113,708
Miscellaneous Revenues	\$ 119,606
Interfund Transfers	\$ 185,240
<b>TOTAL REVENUES:</b>	<b>\$4,133,633</b>

The proposed Departmental budgets for 2018 are shown below:

<b>EXPENDITURES</b>	
City Council	\$ 57,419
Administration	\$ 436,675
Assessor	\$ 35,500
Audit & Financial	\$ 9,847
I.T. Department	\$ 28,580
Legal Fees	\$ 120,000
Engineering Fees	\$ 9,000
Planning and Zoning	\$ 1,592
Government Buildings	\$ 103,332
Police Protection	\$1,716,644
Fire Protection (SBM)	\$ 274,310
Code Enforcement	\$ 166,190
Streets	\$ 236,380
Recreation	\$ 335,767
Parks	\$ 283,884
Miscellaneous	\$ 318,512
<b>TOTAL EXPENDITURES</b>	<b>\$4,133,633</b>

As you can see, the proposed budget is a balanced budget.

Staff recommends approval of the proposed 2018 General Fund budget.

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

# CITY OF SPRING LAKE PARK

**2018 BUDGET BREAKDOWN OF REVENUES:**

<b><u>TAX LEVY:</u></b>	2016 ACTUAL	2017 BUDGET	2018 BUDGET
31010 Current Taxes (Includes Fiscal Disparities) Anoka & Ramsey Counties	\$ 2,699,709.57	\$ 2,902,082	<b>\$ 2,999,913</b>
31020 Delinquent Taxes Received	\$ 59,146.84		
31910 Penalties & Interest	\$ 9,025.94		

**INTERGOVERNMENTAL REVENUE:**

**STATE:**

33401 Local Government Aid	\$ 335,218.00	\$ 340,132	<b>\$ 393,159</b>
33404 PERA Increase Aid	\$ 5,775.00	\$ 5,775	<b>\$ 5,775</b>
33416 Police Training Reimbursement	\$ 3,121.61	\$ 3,600	<b>\$ 3,200</b>
33421 Insurance Premium-Police (Based on the portion we pay into PERA benefits)	\$ 88,889.67	\$ 80,000	<b>\$ 90,000</b>
35101 Court Fines (Anoka Co-State disburses funds)	\$ 54,481.62	\$ 70,000	<b>\$ 65,000</b>

**PERMIT AND LICENSES:**

32110 Liquor,Wine,Non-Intox & Club Lic	\$ 31,591.64	\$ 29,800	<b>\$ 29,800</b>
32179 Pawn Shop Licenses & Investigation Fee	\$ 6,352.00	\$ 6,352	<b>\$ 6,352</b>
32180 Cigarette,Dance,Used Car & Misc	\$ 6,025.00	\$ 5,200	<b>\$ 6,000</b>
32181 Sign Permits	\$ 3,452.00	\$ 5,500	<b>\$ 5,000</b>
32208 Contractors Licenses	\$ 8,090.00	\$ 7,000	<b>\$ 7,500</b>
32210 Building Permits	\$ 88,305.39	\$ 60,000	<b>\$ 78,000</b>
32211 Building Permit Surcharges	\$ 3,213.93	\$ 3,000	<b>\$ 3,000</b>
32230 Plumbing Permits	\$ 5,031.00	\$ 4,000	<b>\$ 4,300</b>
32231 Plumbing Permit Surcharges	\$ 106.00	\$ 300	<b>\$ 300</b>
32232 Heating & A/C Permits	\$ 11,635.38	\$ 8,000	<b>\$ 8,780</b>
32233 Heating & A/C Surcharges	\$ 270.18	\$ 400	<b>\$ 400</b>
32240 Dog and Cat Registrations	\$ 424.00	\$ 500	<b>\$ 400</b>
32260 Certificates of Occupancy	\$ 3,700.00	\$ 2,500	<b>\$ 3,000</b>
32261 Vacant Property Registration	\$ 5,200.00	\$ 4,000	<b>\$ 5,200</b>
32262 Solicitors Licenses	\$ -	\$ -	<b>\$ -</b>

# CITY OF SPRING LAKE PARK

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>CITY COUNCIL-41110</u></b>	<b>2016 ACTUAL</b>	<b>2017 BUDGET</b>	<b>2018 BUDGET</b>
<b>1030 SALARIES</b>	\$ 29,804.34	\$ 31,296	<b>\$ 31,296</b>
a) Mayor	\$ 7,453		
b) Councilmembers	\$ 23,843		
<b>1211 PERA</b>	\$ 1,490.39	\$ 1,685	<b>\$ 1,685</b>
a) Defined Contribution Plan			
<b>1220 FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 2,280.00	\$ 2,395	<b>\$ 2,395</b>
a) FICA (6.2% x \$31,296)	\$ 1,941		
b) Medicare (1.45% x \$31,296)	\$ 454		
<b>1510 WORKER'S COMPENSATION</b>	\$ 49.00	\$ 80	<b>\$ 50</b>
<b>2100 OPERATING SUPPLIES</b>	\$ 328.10	\$ 511	<b>\$ 511</b>
a) Budget Notebooks & Dividers	\$ 233		
b) Business Cards & I.D. Badges	\$ 139		
c) Miscellaneous	\$ 139		
<b>3310 TRAVEL EXPENSE</b>	\$ 93.15	\$ 260	<b>\$ 320</b>
<b>3500 PRINTING &amp; PUBLISHING</b>	\$ 107.51	\$ 1,800	<b>\$ 1,800</b>
a) Ordinances & Resolutions	\$ 1,450		
b) Special Meetings, etc.	\$ 100		
c) Assessment Notices	\$ 100		
d) Legal Notices	\$ 150		
<b>4300 CONFERENCES &amp; SCHOOLS</b>	\$ 38.00	\$ 2,310	<b>\$ 2,805</b>
a) LMC Annual Conference	\$ 1,200		
b) Conference for Newly Elected Officials	\$ -		
c) Conference for Experienced Officials	\$ 975		
d) Municipals Banquets	\$ 60		
e) North Metro Mayors Board Mtgs	\$ 200		
f) Annual Mayor's Conference	\$ 250		
g) Anoka County Local Officials Meeting	\$ 120		
<b>4330 DUES &amp; SUBSCRIPTIONS</b>	\$ 9,188.00	\$ 9,438	<b>\$ 12,757</b>
a) LMC Dues	\$ 6,858		
b) North Metro Mayors	\$ 3,000		
c) MN Mayors Assn	\$ 30		
d) Metro Cities	\$ 2,869		
<b>4955 DISCRETIONARY FUNDS</b>	\$ 1,681.09	\$ 3,800	<b>\$ 3,800</b>
a) Memorials	\$ 250		
b) Retreat/Workshop Expenses	\$ 500		
c) Parade Candy/Parade Banner	\$ 800		
d) Council Discretionary	\$ 2,250		
<b><u>TOTAL CITY COUNCIL</u></b>	<b>\$ 45,059.58</b>	<b>\$ 53,575</b>	<b>\$ 57,419</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>ADMINISTRATION-41400</b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1010</b>	<b>SALARIES <i>**2017 Salary &amp; Benefits</i></b>	\$ 305,530.46	\$ 298,395	<b>\$ 298,395</b>
	a) Full time Salaries		\$ 297,195	
	b) Administrator's Deferred Comp. Contrib.		\$ 1,200	
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 5,807.68	\$ 2,213	<b>\$ 6,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 22,780.53	\$ 22,380	<b>\$ 22,380</b>
	a) Coordinated 7.5%	\$ 298,395		
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 23,371.47	\$ 22,997	<b>\$ 23,286</b>
	a) FICA 6.2%	\$ 304,395	\$ 18,873	
	b) Medicare 1.45%	\$ 304,395	\$ 4,414	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE <i>**2017 Salary &amp; Benefits</i></b>	\$ 54,299.15	\$ 48,520	<b>\$ 48,520</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 284.43	\$ 230	<b>\$ 230</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 1,530.16	\$ 2,500	<b>\$ 2,500</b>
	a) Premium	\$ 1,500		
	b) Deductible	\$ 1,000		
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 1,439.56	\$ 3,848	<b>\$ 3,848</b>
	a) Copy/Computer/FAX Paper	\$ 1,020		
	b) Office Supplies	\$ 566		
	c) Ink Cartridges (B&W, Color)	\$ 651		
	d) Labels	\$ 93		
	e) Data Cartridges	\$ 169		
	f) Storage Boxes	\$ 187		
	g) Toner (B&W, Color)	\$ 884		
	h) Calendars	\$ 139		
	i) Cash Register Tape/Kroy Tape	\$ 139		
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,769.30	\$ 1,644	<b>\$ 1,794</b>
	a) Checks/Envelopes	\$ 425		
	b) Minute Books (2)	\$ 225		
	c) Stationery/Envelopes	\$ 436		
	d) Stationery/Envelope Shells	\$ 308		
	e) Business Cards	\$ 150		
	f) Misc. Printing	\$ 250		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 529.32	\$ 625	<b>\$ 625</b>
	a) Dog/Cat Receipt Books & Tags	\$ 75		
	b) Reverse Directory	\$ 500		
	c) Miscellaneous	\$ 50		

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>ADMINISTRATION-41400 (CON'T)</u></b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>2220</b>	<b>POSTAGE</b>	\$ 3,185.22	\$ 3,695	<b>\$ 3,445</b>
	a) Postage	\$ 3,000		
	b) Monthly Postage Software Fee (\$15.99 x 12)	\$ 195		
	c) Labels	\$ 250		
<b>3210</b>	<b>CELL PHONE</b>	\$ 845.88	\$ 750	<b>\$ 750</b>
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 3,342.57	\$ 3,300	<b>\$ 3,300</b>
	a) Staff Mileage	\$ 300		
	b) Administrator's Car Allowance \$250/mo	\$ 3,000		
<b>3410</b>	<b>EMPLOYMENT ADVERTISING</b>	\$ -	\$ -	<b>\$ -</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 204.25	\$ 460	<b>\$ 460</b>
	a) Financial Report	\$ 150		
	b) Budget Summary	\$ 160		
	c) Truth in Taxation	\$ 150		
<b>3550</b>	<b>COUNTY FEE FOR SERVICE</b>	\$ 17.77	\$ 2,500	<b>\$ 2,500</b>
	a) Special Assessment & TNT Charges			
	1) Anoka County	\$ 2,450		
	2) Ramsey County	\$ 50		
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 6,700.91	\$ 7,192	<b>\$ 7,192</b>
	a) Copy Machine Maintenance	\$ 3,852		
	b) USTI - Software Support	\$ 920		
	c) Document Imaging (Laser Fiche)	\$ 2,120		
	d) Annual charge for color copies-overage	\$ 300		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 4,190.41	\$ 6,425	<b>\$ 6,425</b>
	a) MCFOA Annual Conf./Meetings	\$ 1,000		
	b) IIMC Annual Conference	\$ 2,200		
	c) LMC Annual Conference	\$ 700		
	d) MCFOA Advanced Institute	\$ 500		
	e) Municipals Banquets (1 per year)	\$ 250		
	f) LMC Loss Control Workshop	\$ 75		
	g) MN GFOA Conference	\$ 600		
	h) USTI Staff Training (\$1,200 paid by P.U.)	\$ 600		
	i) Miscellaneous	\$ 500		

**2018 BUDGET BREAKDOWN OF EXPENDITURES:****ADMINISTRATION-41400 (CON'T)**

		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 633.20	\$ 735	\$ 780
	a) IIMC	\$ 160		
	b) Municipals	\$ 25		
	c) Sam's Club	\$ 40		
	d) MCFOA	\$ 90		
	e) MN GFOA	\$ 60		
	f) Zip 4 Directories	\$ 50		
	g) LMC City Official Directory	\$ 65		
	h) Wells Fargo Credit Card	\$ 10		
	i) MCMA	\$ 140		
	j) Notary Renewal	\$ 140		
<b>4390</b>	<b>US BANK CREDIT CARD REBATE</b>	\$ (2,058.27)	\$ -	\$ -
<b>4500</b>	<b>CONTRACTUAL SERVICES</b>	\$ 6,244.87	\$ 4,245	\$ 4,245
	a) Shredding Service	\$ 400		
	b) Northland Securities	\$ 1,250		
	Continuing Disclosure Reports			
	c) Codification of City Code Supplements	\$ 1,600		
	d) Online Hosting of City Code	\$ 495		
	e) Contingency	\$ 500		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
<b><u>TOTAL ADMINISTRATION</u></b>		<b>\$ 440,648.87</b>	<b>\$432,654</b>	<b>\$ 436,675</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**ASSESSOR-41500**

**4000 CONTRACTUAL SERVICES**  
a) Kenneth A. Tolzmann Contract

	2016 ACTUAL	2017 BUDGET	2018 BUDGET
	\$ 34,958.00	\$ 35,500	\$ 35,500

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**AUDIT & FINANCIAL-41540**

- 3010 AUDIT EXPENSE**
  - a) Expense breakdown
    - General Fund - 47%
    - Public Utilities - 25%
    - Liquor - 28%

	2016 ACTUAL	2017 BUDGET	2018 BUDGET
	\$ 9,446.00	\$ 9,612	\$ 9,847

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**I T DEPARTMENT-41600**

**4000 CONTRACTUAL SERVICES**

- a) PD IT Services (CIT) \$12,000
- b) Admin IT Services (CIT) \$12,000
- c) Comcast High Speed Internet (\$50/month) \$600
- d) Constant Contact (\$40/month) \$480
- e) Website Hosting/Domains \$500
- f) Miscellaneous \$3,000

2016 ACTUAL	2017 BUDGET	2018 BUDGET
\$ 27,078.35	\$ 26,590	\$ 28,580

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**LEGAL FEES-41610**

- 3040 ATTORNEY FEES**
- a) Civil                             9%
- b) Criminal                       85%
- c) Special Projects             6%

2016 ACTUAL	2017 BUDGET	2018 BUDGET
\$ 106,746.60	\$ 125,000	\$ 120,000

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**ENGINEERING FEES-41710**

**3030 ENGINEERING FEES**

	2016 ACTUAL	2017 BUDGET	2018 BUDGET
	\$ 4,388.50	\$ 9,000	\$ 9,000

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>PLANNING &amp; ZONING-41720</u></b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ -	\$ 117	<b>\$ 117</b>
	a) Name Plates			
	b) Letterhead/Envelopes			
<b>2220</b>	<b>POSTAGE</b>	\$ 178.73	\$ 150	<b>\$ 175</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 784.80	\$ 400	<b>\$ 800</b>
	a) Public Notices (Property Owners)			
	b) Official Notices (Newspapers)			
<b>4000</b>	<b>PLANNER FEES</b>	\$ -	\$ 500	<b>\$ 500</b>
<b><u>TOTAL PLANNING &amp; ZONING</u></b>		<b>\$ 963.53</b>	<b>\$ 1,167</b>	<b>\$ 1,592</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>GOVERNMENT BUILDINGS-41940</b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1010</b>	<b>SALARIES <i>**2017 Salary &amp; Benefits</i></b>	\$ 13,325.36	\$ 14,462	<b>\$ 14,462</b>
	a) 1 - 25%			
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 262.10	\$ 350	<b>\$ 350</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 999.20	\$ 1,085	<b>\$ 1,085</b>
	a) Coordinated 7.5% \$ 14,462			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 1,024.94	\$ 1,133	<b>\$ 1,133</b>
	a) FICA 6.2% \$ 14,812 \$ 918			
	b) Medicare 1.45% \$ 14,812 \$ 215			
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE <i>**2017 Salary &amp; Benefits</i></b>	\$ 2,133.39	\$ 2,185	<b>\$ 2,185</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 12.48	\$ 13	<b>\$ 13</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ -	\$ 500	<b>\$ 500</b>
	a) Premium \$ 500			
	b) Deductible \$ -			
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 9,287.63	\$ 8,000	<b>\$ 8,000</b>
	a) Paper Products			
	b) Cleaning Supplies			
	c) Biohazard Clean Up Kits			
	d) Mat Cleaning Service			
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 7,114.04	\$ 7,200	<b>\$ 7,200</b>
	a) Irrigation System \$ 538			
	b) Plbg./Electrical \$ 2,322			
	c) General Bldg. Repair/Maint. \$ 2,090			
	d) Annual Fire Ext. Maint. \$ 750			
	e) Test Fire Sprinklers in North Garage \$ 500			
	f) Gun Range-Service Calls (furnace etc) \$ 1,000			
<b>2225</b>	<b>LANDSCAPE MATERIALS</b>	\$ -	\$ -	<b>\$ -</b>
<b>2280</b>	<b>UNIFORMS</b>	\$ 124.20	\$ 750	<b>\$ 750</b>
	a) Uniforms Allowance per contract \$ 700			
	b) T-Shirts \$ 50			
<b>3210</b>	<b>LANDLINE TELEPHONE</b>	\$ 9,580.68	\$ 9,000	<b>\$ 8,345</b>
	a) T1 Service,Phone System,Long Distance \$ 5,465			
	b) Yearly Maintenance Agreement \$ 1,750			
	c) Bulletin Board Dedicated Line \$ 630			
	d) Service Calls \$ 500			
<b>3810</b>	<b>ELECTRIC SERVICE</b>	\$ 23,703.35	\$ 22,000	<b>\$ 23,000</b>
	a) Bulletin Board			
	b) Security Lighting			
	c) City Offices			
	d) Public Works Building			

**2018 BUDGET BREAKDOWN OF EXPENDITURES:****GOVERNMENT BUILDING-41940 (CON'T)**

		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>3830</b>	<b>GAS UTILITIES</b>	\$ 11,123.94	\$ 19,000	<b>\$ 18,000</b>
	a) Public Works Building			
<b>3841</b>	<b>RUBBISH REMOVAL</b>	\$ 2,752.37	\$ 4,200	<b>\$ 4,200</b>
	a) Rubbish Removal	\$ 3,350		
	b) Anoka County Solid Waste Mgmt Fee	\$ 850		
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 905.74	\$ 4,480	<b>\$ 4,715</b>
	a) Pest Control	\$ 535		
	b) Safety Consultant	\$ 640		
	c) Security Camera Maintenance	\$ 3,540		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	<b>\$ -</b>
<b>7000</b>	<b>GOVERNMENT BUILDING REPLACEMENT FUND</b>	\$ 9,014.00	\$ 9,436	<b>\$ 9,394</b>
<b><u>TOTAL GOVERNMENT BUILDINGS</u></b>		<b><u>\$ 91,363.42</u></b>	<b><u>\$ 103,794</u></b>	<b><u>\$ 103,332</u></b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>POLICE PROTECTION-42100</u></b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1010</b>	<b>SALARIES <i>**2017 Salary &amp; Benefits</i></b>	\$1,029,195.13	\$ 1,018,601	<b>\$ 1,037,545</b>
	a) Officers, Chief & Sergeants	\$ 873,089		
	b) Record Management Technicians	\$ 163,016		
	d) Terminal Agency Coord (TAC)	\$ 1,440		
	Special Pay - \$120/month			
<b>1013</b>	<b>OVERTIME</b>	\$ 49,835.24	\$ 97,000	<b>\$ 97,000</b>
	a) Officers	\$ 82,000		
	b) Record Management Technicians	\$ 6,000		
	c) City SITE	\$ 9,000		
	(Holiday Pay, <i>**Revenue Generating: Safe &amp; Sober Grant, SITE; Non Generating Revenue: Night to Unite</i> )			
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 6,628.52	\$ 6,300	<b>\$ 6,700</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 161,783.09	\$ 158,869	<b>\$ 160,290</b>
	a) PNF 15.3%	\$ 964,089	\$ 147,506	
	b) Coordinated 7.5%	\$ 170,456	\$ 12,784	
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 24,178.93	\$ 26,052	<b>\$ 27,532</b>
	a) FICA 6.2%	\$ 177,156	\$ 10,984	
	b) Medicare 1.45%	\$ 1,141,245	\$ 16,548	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE <i>**2017 Salary &amp; Benefits</i></b>	\$ 138,480.88	\$ 142,500	<b>\$ 151,865</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 677.56	\$ 675	<b>\$ 675</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 28,452.43	\$ 25,000	<b>\$ 29,000</b>
	a) Premium	\$ 27,000		
	b) Deductible	\$ 2,000		
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 1,649.15	\$ 3,600	<b>\$ 3,600</b>
	a) Ticket Writer Paper			
	b) Ink Cartridges			
	c) Printer Paper			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,060.44	\$ 1,000	<b>\$ 1,200</b>
	a) Mandate Property Receipts			
	b) Notice of Seizure/Intent to Forfeit			
	c) Business Cards & Letterhead			
<b>2040</b>	<b>RANGE EQUIPMENT &amp; SUPPLIES</b>	\$ 7,489.81	\$ 7,550	<b>\$ 7,550</b>
	a) Taser Cartridges	\$ 1,250		
	b) Ammo (Mandated to use duty ammo)	\$ 3,550		
	c) Targets	\$ 300		
	d) Range Filter	\$ 500		
	e) Gun Cleaning Supplies	\$ 150		
	f) Range Cleaning-Contractor	\$ 1,300		
	g) Range Service Calls-routine maintenance	\$ 500		

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>POLICE PROTECTION-42100 ( CON'T)</u></b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 765.92	\$ 3,500	<b>\$ 3,883</b>
	a) First Aid Supplies	\$ 187		
	b) Tobacco compliance checks	\$ 100		
	c) Vehicle Registrations	\$ 60		
	d) Vehicle Title Transfers	\$ 60		
	e) Mouth Pieces	\$ 321		
	f) Defib Electrodes \$145x10	\$ 1,450		
	g) Biohazard Clean-Up Kits	\$ 233		
	h) DVD-DVR	\$ 47		
	i) Eyeglasses (Contractual)	\$ 600		
	j) Annual Fire Ext Inspections	\$ 425		
	k) Miscellaneous	\$ 400		
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 14,345.30	\$ 21,700	<b>\$ 21,700</b>
<b>2220</b>	<b>POSTAGE</b>	\$ 497.59	\$ 1,900	<b>\$ 1,900</b>
<b>3050</b>	<b>MEDICAL EXPENSES</b>	\$ 273.00	\$ 2,000	<b>\$ 2,000</b>
	a) Hiring Process-Employee Physical & Psych Evaluation			
<b>3210</b>	<b>CELL PHONES &amp; AIR CARDS</b> (Aircards-Laptops-Unlimited Data. No throttle down \$5 more x7x12)	\$ 3,426.48	\$ 3,400	<b>\$ 3,900</b>
<b>3211</b>	<b>DATA SERVICES</b>	\$ 10,545.75	\$ 26,622	<b>\$ 33,781</b>
	a) Mobile Data Quarterly Fee \$450x4	\$ 1,800		
	b) Monthly Mobile Access \$266x12	\$ 3,192		
	c) CJDN Quarterly Fee \$390x4	\$ 1,560		
	d) Ticket Writer Fee	\$ 520		
	e) Two Factor Authentication Annual Cost	\$ 6,500		
	f) Evidence.com/Officer Safety (BWL/Tasers)	\$ 13,081		
	g) Evidence.com/Squad Video Fleet System	\$ 7,128		
<b>3300</b>	<b>CLOTHING &amp; PERSONAL EQUIPMENT</b>	\$ 9,264.02	\$ 9,860	<b>\$ 9,860</b>
	a) \$810x11 <b>**2017 Rate</b>	\$ 8,910		
	b) Office Staff \$300x3	\$ 900		
	c) Service Awards	\$ 50		
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 1,102.69	\$ 500	<b>\$ 1,200</b>
<b>3421</b>	<b>800 MHZ RADIO</b>	\$ 3,299.12	\$ 2,006	<b>\$ 2,006</b>
	a) Annual MESB Fee	\$ 1,000		
	b) Radio Extended Warranty	\$ 1,006		
<b>4000</b>	<b>CONTRACTUAL SERVICE</b>	\$ 10,857.09	\$ 17,035	<b>\$ 18,885</b>
	a) Shredding Service	\$ 600		
	b) Radar Calibration	\$ 400		
	c) Public Safety Data System (PSDS)	\$ 15,200		
	d) Detox transportation (Dakota County)	\$ 335		
	e) MN IT	\$ 600		
	f) VCS (P.D. Work Schedule Software-Annual)	\$ 1,750		

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>POLICE PROTECTION-42100 (CON'T)</u></b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 5,679.69	\$ 4,000	<b>\$ 4,000</b>
	a) Copier & Overages	\$ 2,700		
	b) Imaging, Scanner Service Plan & Support (Marco/OPG-3)	\$ 1,100		
	c) Taser Extended Warranties	\$ 200		
<b>4060</b>	<b>AUTO EQUIPMENT &amp; REPAIR</b>	\$ 22,759.77	\$ 20,000	<b>\$ 20,000</b>
<b>4070</b>	<b>OTHER EQUIPMENT REPAIR</b>	\$ 2,018.49	\$ 2,500	<b>\$ 2,500</b>
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 9,264.85	\$ 13,000	<b>\$ 13,000</b>
	a) Law Enforcement Training	\$ 5,000		
	b) IACP Conference	\$ 2,500		
	c) Training per Contract (\$500x11) <b>**2017 Rate</b>	\$ 5,500		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 1,810.00	\$ 1,125	<b>\$ 945</b>
	a) Anoka County Chiefs	\$ 45		
	b) MN Chiefs of Police	\$ 230		
	c) IACP	\$ 150		
	d) Post Board Renewals (\$90x1)	\$ 90		
	e) MN Crime Prevention	\$ 45		
	f) Assn. Of Training Officers	\$ 15		
	g) Sam's Club	\$ 35		
	h) Tri Co Investigation Assoc.	\$ 85		
	i) MOCIC	\$ 250		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ 30,009.40	\$ 36,521	<b>\$ 37,471</b>
	a) 2018 Squad	\$ 32,646		
	b) Tear Down & Rebuild 2018	\$ 4,200		
	c) Squad Graphic's Stripping	\$ 625		
<b>7000</b>	<b>TRANSFER OUT</b>	\$ 19,922.00	\$ 25,268	<b>\$ 16,657</b>
	a) Radio Replacement (Fund 243)	\$ 10,000		
	b) Emergency Management (Fund 249)	\$ 3,157		
	1) Repair & Maintenance	\$ 1,450.00		
	2) Electric	\$ 100.00		
	3) Maintenance Agreement	\$ 1,107.00		
	4) Capital Outlay	\$ 500.00		
	i) Masks Gloves			
	ii) Storage Bins			
	iii) Barrier Tape			
	c) Animal Control (Fund 250)	\$ 1,000		
	d) Reserves (Fund 103)	\$ 2,500		
<b><u>TOTAL POLICE PROTECTION</u></b>		<b>\$1,595,272.34</b>	<b>\$ 1,678,084</b>	<b>\$ 1,716,644</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**FIRE PROTECTION-42200**

**4000 FIRE DEPARTMENT CONTRACT**

**5000 CAPITAL OUTLAY - LGA**

	2016 ACTUAL	2017 BUDGET	2018 BUDGET
	\$ 199,056.00	\$ 207,450	\$ 226,014
	\$ 29,440.00	\$ 50,012	\$ 48,296
<b><u>TOTAL FIRE PROTECTION</u></b>	<b><u>\$ 228,496.00</u></b>	<b><u>\$ 257,462</u></b>	<b><u>\$ 274,310</u></b>

Fire Department Formula Distribution

	<b>2018</b>	<b>2017</b>	<b>2016</b>
Spring Lake Park	8.692%	8.655%	8.608%
Mounds View	16.158%	15.819%	16.099%
Blaine	75.150%	75.526%	75.293%

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>CODE ENFORCEMENT-42300</b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1010</b>	<b>SALARIES <i>**2017 Salary &amp; Benefits</i></b>	\$ 77,874.30	\$ 102,665	<b>\$ 102,665</b>
	a) 100% Building Official		\$ 80,240	
	b) 50% Receptionist		\$ 22,425	
<b>1040</b>	<b>TEMPORARY SALARY</b>	\$ 4,055.29	\$ 14,560	<b>\$ 14,560</b>
	Seasonal - 809 hrs @ \$18.00			
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 3,128.63	\$ 2,500	<b>\$ 3,200</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 5,840.53	\$ 7,700	<b>\$ 7,700</b>
	a) Coordinated 7.5% \$ 102,665		\$ 7,700	
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 6,107.14	\$ 9,159	<b>\$ 9,213</b>
	a) FICA 6.2% \$ 120,425		\$ 7,466	
	b) Medicare 1.45% \$ 120,425		\$ 1,746	
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE <i>**2017 Salary &amp; Benefits</i></b>	\$ 9,527.93	\$ 16,220	<b>\$ 16,220</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 51.36	\$ 78	<b>\$ 78</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 276.30	\$ 1,450	<b>\$ 1,450</b>
	a) Premium		\$ 450	
	b) Deductible		\$ 1,000	
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 403.93	\$ 500	<b>\$ 500</b>
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 762.17	\$ 1,348	<b>\$ 1,350</b>
	a) Printed Forms - Permits		\$ 200	
	b) Business Cards		\$ 200	
	c) Identification Attire		\$ 250	
	d) Code Books & Publications		\$ 400	
	e) Annual Charge for Color Copies		\$ 300	
<b>2120</b>	<b>MOTOR FUELS</b>	\$ 970.84	\$ 1,600	<b>\$ 1,600</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 63.49	\$ 1,000	<b>\$ 1,000</b>
	a) Vehicle Repair & Maint.			
<b>3210</b>	<b>CELL PHONE</b>	\$ 643.77	\$ 1,000	<b>\$ 1,000</b>
<b>3310</b>	<b>TRAVEL EXPENSES</b>	\$ 264.38	\$ 200	<b>\$ 300</b>
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 1,565.02	\$ 1,200	<b>\$ 1,600</b>
	a) Annual Bldg. Offical State Conference		\$ 1,200	
	b) Fire Marshall Training		\$ 100	
	c) M.A.H.C.O.		\$ 100	
	d) M.B.P.T.A.		\$ 200	

**2018 BUDGET BREAKDOWN OF EXPENDITURES:****CODE ENFORCEMENT-42300 (CON'T)**

		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 2,803.55	\$ 3,755	<b>\$ 3,755</b>
	a) ICC Membership	\$	160	
	b) 10,000 Lakes Membership	\$	150	
	c) Wells Fargo Credit Card	\$	10	
	d) Fire Marshalls Assn	\$	80	
	e) M.A.H.C.O.	\$	100	
	f) Permit Works Annual Subscription	\$	3,105	
	g) M.B.P.T.A.	\$	150	
 <b><u>TOTAL CODE ENFORCEMENT</u></b>		 <b>\$ 114,338.63</b>	 <b>\$ 164,935</b>	 <b>\$ 166,190</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>EMERGENCY MANAGEMENT-42500</u></b>		<b>2016</b>	<b>2017</b>	<b>2018</b>
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ -	\$ -	\$ -
<b>3810</b>	<b>ELECTRIC</b>	\$ -	\$ -	\$ -
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b> (Based on 2 Sirens)	\$ -	\$ -	\$ -
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
	a) Masks, Gloves			
	b) Storage Bins			
	c) Barrier Tape			
 <b><u>TOTAL EMERGENCY MANAGEMENT</u></b>		 \$ -	 \$ -	 \$ -

***\*\*Moved to Police Department transfers-2016***

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**ANIMAL CONTROL-42700**

**4000 CONTRACTUAL SERVICES**

	2016 ACTUAL	2017 BUDGET	2018 BUDGET
	\$ -	\$ -	\$ -

***\*\*Moved to Police Department transfers-2016***

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

				2016	2017	2018
<b>STREETS-43000</b>				<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>1010</b>	<b>SALARIES</b>	<b>**2017 Salary &amp; Benefits</b>		\$ 129,110.26	\$ 132,640	<b>\$ 132,640</b>
	a) 1 - 100%		\$ 59,100			
	b) 3 - 25%		\$ 44,010			
	c) 33% of Director		\$ 29,530			
<b>1013</b>	<b>OVERTIME</b>			\$ 4,687.78	\$ 7,459	<b>\$ 7,459</b>
	a) 175 hrs @ \$42.62					
<b>1020</b>	<b>ON-CALL SALARIES</b>			\$ 1,401.58	\$ 2,131	<b>\$ 2,131</b>
	a) 50 hrs @ \$42.62					
<b>1050</b>	<b>VACATION BUY BACK</b>			\$ 1,681.22	\$ 1,900	<b>\$ 1,900</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>			\$ 10,039.80	\$ 10,667	<b>\$ 10,667</b>
	a) Coordinated 7.5%	\$ 142,230				
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>			\$ 10,229.93	\$ 11,026	<b>\$ 11,026</b>
	a) FICA 6.2%	\$ 144,130	\$ 8,936			
	b) Medicare 1.45%	\$ 144,130	\$ 2,090			
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE</b>	<b>**2017 Salary &amp; Benefits</b>		\$ 18,217.01	\$ 18,700	<b>\$ 18,700</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>			\$ 106.35	\$ 107	<b>\$ 107</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>			\$ 8,326.61	\$ 9,000	<b>\$ 9,000</b>
	a) Premium		\$ 8,000			
	b) Deductible		\$ 1,000			
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>			\$ 11,311.92	\$ 15,000	<b>\$ 14,000</b>
<b>2150</b>	<b>SHOP MATERIALS</b>			\$ 2,225.65	\$ 2,500	<b>\$ 2,500</b>
<b>2200</b>	<b>REPAIR, MAINTENANCE &amp; SUPPLIES</b>			\$ 9,283.61	\$ 7,500	<b>\$ 7,500</b>
<b>2210</b>	<b>EQUIPMENT PARTS</b>			\$ 8,022.21	\$ 6,000	<b>\$ 6,000</b>
<b>2221</b>	<b>TIRES</b>			\$ 222.34	\$ 800	<b>\$ 800</b>
<b>2224</b>	<b>STREET MAINTENANCE MATERIALS</b>			\$ -	\$ 1,300	<b>\$ 1,300</b>
	a) Sand/Salt (\$30,000 moved to MSA)		\$ -			
	b) Storm Sewer Repairs (Storm Water Fund)		\$ -			
	c) Asphalt		\$ 1,300			
<b>2226</b>	<b>SIGNS &amp; STRIPING</b>			\$ 3,886.35	\$ 6,000	<b>\$ 6,000</b>
	a) Crosswalks					
	b) Curbs					

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

			2016	2017	2018
<b><u>STREETS-43000 (CON'T)</u></b>			<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>2280</b>	<b>UNIFORMS</b>		\$ 849.44	\$ 1,040	<b>\$ 1,040</b>
	a) Uniforms Allowance per contract	\$ 950			
	b) T-Shirts	\$ 90			
<b>3210</b>	<b>CELL PHONE</b>		\$ 210.49	\$ 370	<b>\$ 370</b>
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>		\$ 893.10	\$ 840	<b>\$ 1,040</b>
	a) Safety Consultant	\$ 640			
	b) Random Drug Testing & Annual Fee	\$ 400			
	c) Street Sweeping ( <i>\$9,000 - Storm Water Fund</i> )	\$ -			
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>		\$ 776.20	\$ 400	<b>\$ 500</b>
	a) Safety Training	\$ 200			
	b) A.P.W.A. St. Cloud	\$ 300			
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>		\$ 45.00	\$ 100	<b>\$ 100</b>
	a) American Public Works Assn.	\$ 80			
	b) Regional Mutual Aid Dues	\$ 10			
	c) Wells Fargo Credit Card	\$ 10			
<b>5000</b>	<b>CAPITAL OUTLAY</b>		\$ -	\$ -	<b>\$ -</b>
<b>7000</b>	<b>TRANSFER OUT</b>		\$ -	\$ 1,600	<b>\$ 1,600</b>
	a) Forestry (New-2017)	\$ 1,600			
<b><u>TOTAL STREETS DEPARTMENT</u></b>			<b>\$ 221,526.85</b>	<b>\$ 237,080</b>	<b>\$ 236,380</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>RECREATION-45100</b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1010</b>	<b>SALARIES **2017 Salary &amp; Benefits</b>	\$ 210,797.13	\$ 216,702	<b>\$ 216,702</b>
<b>1040</b>	<b>TEMPORARY SALARIES</b> (Salary Range \$13-\$15)	\$ 10,363.51	\$ 15,090	<b>\$ 17,010</b>
	a) 3 Playground Leaders \$14 x 320 hrs x 3 = \$12,480			
	b) Rink Attendants \$10.50 x 340 hrs = \$3,570			
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,593.29	\$ 1,600	<b>\$ 1,600</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 15,536.80	\$ 16,253	<b>\$ 16,253</b>
	a) Coordinated 7.5% \$ 216,702 \$ 16,253			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 16,619.22	\$ 17,854	<b>\$ 18,001</b>
	a) FICA 6.2% \$ 235,312 \$ 14,589			
	b) Medicare 1.45% \$ 235,312 \$ 3,412			
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE **2017 Salary &amp; Benefits</b>	\$ 32,693.91	\$ 33,500	<b>\$ 33,500</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 174.48	\$ 176	<b>\$ 176</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 567.72	\$ 1,700	<b>\$ 1,700</b>
	a) Premium \$ 700			
	b) Deductible \$ 1,000			
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 2,509.01	\$ 2,161	<b>\$ 2,161</b>
	a) Office Supplies \$ 789			
	b) Woven Envelopes/Stationary Shells \$ 372			
	c) Ink Cartridges, Toner \$ 1,000			
<b>2220</b>	<b>POSTAGE</b>	\$ 7,348.33	\$ 8,950	<b>\$ 8,950</b>
	a) Recreation Brochure Mailing \$ 6,600			
	b) Miscellaneous Mailings \$ 2,350			
<b>2290</b>	<b>EQUIPMENT SUPPLIES</b>	\$ 2,736.96	\$ 2,500	<b>\$ 2,500</b>
	a) Playground Supplies (Bats,Balls,Games) \$ 464			
	b) Youth Program Supplies \$ 836			
	c) Seniors Program \$ 1,200			
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 706.33	\$ 1,000	<b>\$ 1,000</b>
<b>3410</b>	<b>EMPLOYMENT ADVERTISING</b>	\$ -	\$ -	<b>\$ -</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 11,213.24	\$ 12,857	<b>\$ 14,357</b>
	a) Winter Program Brochure \$ 4,500			
	b) Fall Program Brochure \$ 4,500			
	c) Spring/Summer Brochure \$ 3,500			
	d) Paper, ink & stencils for all flyers \$ 1,857			

**2018 BUDGET BREAKDOWN OF EXPENDITURES:****RECREATION-45100 (CON'T)**

		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 70.00	\$ 1,400	<b>\$ 1,400</b>
	a) M.R.P.A. Annual Conference	\$ 1,300		
	b) Municipals Banquet	\$ -		
	c) M.R.P.A., LMC Workshops	\$ 100		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 556.29	\$ 435	<b>\$ 457</b>
	a) M.R.P.A.	\$ 287		
	b) Sam's Club	\$ 135		
	c) Wells Fargo Credit Card	\$ 20		
	d) M.A.S.S.	\$ 15		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	<b>\$ -</b>
<b><u>TOTAL RECREATION DEPARTMENT</u></b>		<b><u>\$ 313,486.22</u></b>	<b><u>\$ 332,178</u></b>	<b><u>\$ 335,767</u></b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:****PARKS-45200**

			2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1010 SALARIES</b>	<b>**2017 Salary &amp; Benefits</b>		\$ 135,324.82	\$ 139,055	<b>\$ 139,055</b>
	a) 1 - 100% (Lead Worker)	\$ 65,515			
	b) 3 - 25%	\$ 44,010			
	c) 33% of Director	\$ 29,530			
<b>1013 OVERTIME</b>			\$ 6,360.09	\$ 7,459	<b>\$ 7,459</b>
	a) 175 hrs @ \$42.62				
<b>1020 ON-CALL SALARIES</b>			\$ 1,615.90	\$ 2,131	<b>\$ 2,131</b>
	a) 50 hrs @ \$42.62				
<b>1040 TEMPORARY SALARIES</b>	(Salary range \$11-13)		\$ -	\$ 15,840	<b>\$ 15,840</b>
	a) \$12.00 x 520	\$ 6,240			
	b) \$12.00 x 520	\$ 6,240			
	c) \$12.00 x 280	\$ 3,360			
<b>1050 VACATION BUY BACK</b>			\$ 2,904.42	\$ 1,900	<b>\$ 3,000</b>
<b>1210 PERA EMPLOYER CONTRIBUTION</b>			\$ 10,648.85	\$ 11,148	<b>\$ 11,148</b>
	a) Coordinated 7.5% \$ 148,645				
<b>1220 FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>			\$ 11,004.70	\$ 12,728	<b>\$ 12,813</b>
	a) FICA 6.2% \$ 167,485	\$ 10,384			
	b) Medicare 1.45% \$ 167,485	\$ 2,429			
<b>1300 HEALTH &amp; DENTAL INSURANCE</b>	<b>**2017 Salary &amp; Benefits</b>		\$ 20,155.12	\$ 19,720	<b>\$ 19,720</b>
<b>1313 PRUDENTIAL LIFE INSURANCE</b>			\$ 107.03	\$ 107	<b>\$ 107</b>
<b>1510 WORKER'S COMPENSATION</b>			\$ 8,861.63	\$ 10,500	<b>\$ 10,000</b>
	a) Premium	\$ 9,000			
	b) Deductible	\$ 1,000			
<b>2100 OPERATING SUPPLIES</b>			\$ 643.93	\$ 1,000	<b>\$ 1,000</b>
	a) Park Building Supplies				
	1) Rags				
	2) Cleaning Supplies				
	3) Paper Products				
	4) Shovels/Rakes				
<b>2120 MOTOR FUELS &amp; LUBRICANTS</b>			\$ 9,799.82	\$ 13,000	<b>\$ 12,000</b>
<b>2200 REPAIRS &amp; MAINTENANCE</b>			\$ 9,010.70	\$ 7,000	<b>\$ 8,000</b>
	a) Paint	\$ 800			
	b) Hardware	\$ 1,300			
	c) Lumber	\$ 1,300			
	d) Electrical	\$ 700			
	e) Irrigation System	\$ 1,800			
	f) Triangle Park Fountain	\$ 800			
	g) Auto Repairs	\$ 1,000			
	h) Miscellaneous	\$ 300			

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>PARKS-45200 (CON'T)</b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 5,246.58	\$ 5,500	<b>\$ 5,500</b>
<b>2221</b>	<b>TIRES</b>	\$ 998.64	\$ 600	<b>\$ 800</b>
<b>2225</b>	<b>LANDSCAPE MATERIALS</b>	\$ 8,010.74	\$ 8,932	<b>\$ 8,932</b>
	a) Fertilizer & Seed	\$ 3,000		
	b) Agriculture Lime	\$ 1,243		
	c) Line White Field Marking Paint	\$ 464		
	d) Safe Line for Lining Fields	\$ 278		
	e) Retaining Block	\$ 556		
	f) Fibre for Playgrounds	\$ 1,391		
	g) Broadleaf Control	\$ 2,000		
<b>2280</b>	<b>UNIFORMS</b>	\$ 849.44	\$ 1,000	<b>\$ 1,000</b>
	a) Uniform Allowance per contract	\$ 800		
	b) T-Shirts	\$ 200		
<b>2290</b>	<b>RECREATION EQUIPMENT SUPPLIES</b>	\$ 2,499.15	\$ 2,000	<b>\$ 2,000</b>
	a) Replacement parts for Bleachers/ Benches/Tables	\$ 250		
	b) Volleyball, Hockey & Tennis Nets	\$ 250		
	c) Backstop Fencing	\$ 600		
	d) Playground Parts	\$ 900		
<b>3210</b>	<b>LEAD WORKER'S CELL PHONE</b>	\$ 580.52	\$ 300	<b>\$ 300</b>
<b>3810</b>	<b>ELECTRIC SERVICE</b>	\$ 4,838.96	\$ 3,800	<b>\$ 4,000</b>
	a) Warming House (Able Park) Skating Lights			
	b) Tennis & Ballfield Lights at Terrace Park			
	c) Triangle Park Water Fountain			
	d) 8463 Terrace Road			
<b>3830</b>	<b>GAS SERVICE</b>	\$ 3,971.13	\$ 4,000	<b>\$ 4,000</b>
	a) Able Park Building			
	b) Terrace Park Building			
	c) Sanburnol Building (heat left on low to prevent damage)			
	d) 8463 Terrace Road			
<b>3841</b>	<b>RUBBISH REMOVAL</b>	\$ 263.87	\$ 400	<b>\$ 400</b>
	a) Removal	\$ 300		
	b) Solid Waste Mgmt Charge-Anoka Co	\$ 100		
<b>4190</b>	<b>SATELLITE RENTAL</b>	\$ 1,399.50	\$ 1,360	<b>\$ 1,400</b>
	a) 2 units @ \$65 = \$130 x 4/mo.	\$ 520		
	b) 2 units @ \$65 = \$130 x 6/mo.	\$ 780		
	c) 2 units @ \$50 = \$100	\$ 100		



**2018 BUDGET BREAKDOWN OF EXPENDITURES:****101.45200.4901 LAKESIDE PARK**

		2017 BUDGET	2018 BUDGET
<b>Salaries:</b>		\$ 3,520	\$ 3,680
a) Maintenance Person:			
4 hrs/day x 80 days x \$11.50/hr	\$ 3,680		
<b>FICA/Medicare</b>	(.0765 x \$3,680)	\$ 269	\$ 282
<b>Worker's Compensation</b>	(.0335 x \$3,680)	\$ 220	\$ 190
<b>Operating Supplies:</b>		\$ 2,600	\$ 2,457
a) Soap, toilet paper, garbage bags	\$ 250		
b) Ag lime for ballfield	\$ 200		
c) Aeration notice	\$ 60		
d) Volleyball net	\$ 90		
e) Broadleaf/Veg Control	\$ 500		
f) Fertilizer (50 bags) & seed	\$ 557		
g) Playground surface	\$ 800		
<b>Electricity (Vandal lights, irrigation system &amp; buildings)</b>		\$ 1,400	\$ 1,400
<b>Water/Sewer Service</b>		\$ 1,800	\$ 1,800
<b>Refuse Collection</b>		\$ 75	\$ 75
<b>Portable Restrooms</b>		\$ 650	\$ 650
<b>Maintenance Equipment Rental/Usage</b>		\$ 4,600	\$ 4,600
<b>Insurance</b>		\$ 4,800	\$ 4,800
<b>Equipment Repairs</b>		\$ 3,616	\$ 3,616
a) Sprinkler system-expansion	\$ 724		
b) Drinking fountain	\$ 300		
c) Fencing	\$ 100		
d) Playground equipment	\$ 247		
e) Signs repairs	\$ 100		
f) Electricial	\$ 300		
g) Building and sidewalks	\$ 1,845		
<b>TOTAL LAKESIDE PARK BUDGET</b>		\$ 23,550	\$ 23,550
	<i>Less Park Rental Income &amp; Investment Income</i>	\$ (550)	\$ (550)
		\$ 23,000	\$ 23,000
<b><u>Spring Lake Park Share</u></b>		<b>\$ 11,500</b>	<b>\$ 11,500</b>

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

**FORESTRY-45300**

	2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>2100 OPERATING SUPPLIES</b>	\$ -	\$ -	\$ -
<b>4000 CONTRACTUAL SERVICES</b> a) Dead Blvd Trees (Oak Wilt, Dutch Elm)	\$ -	\$ -	\$ -
<b>4300 CONFERENCES &amp; SCHOOLS</b>	\$ 390.00	\$ -	\$ -
 <b><u>TOTAL FORESTRY DEPARTMENT</u></b>	 \$ 390.00	 \$ -	 \$ -

***\*\*Moved to Street Department transfers-2017***

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b><u>MISCELLANEOUS-49000</u></b>		2016 ACTUAL	2017 BUDGET	2018 BUDGET
<b>1300</b>	<b>COBRA &amp; H.S.A. ACCOUNT MANAGEMENT COST</b>	\$ 948.88	\$ 50	\$ 2,600
<b>3600</b>	<b>INSURANCE</b>	\$ 41,983.36	\$ 45,000	\$ 45,000
	a) General Liability			
	b) Accident			
	c) Boards & Commissions			
	d) Auto			
<b>4000</b>	<b>CONTRACTUAL SERVICE</b>	\$ 10,000.00	\$ -	\$ -
<b>4389</b>	<b>CONTINGENCY</b>	\$ -	\$ -	\$ 108,312
<b>4390</b>	<b>MISCELLANEOUS</b>	\$ 5,395.00	\$ 1,000	\$ 5,000
<b>4420</b>	<b>PLUMBING SURCHARGE</b>	\$ 131.00	\$ 200	\$ 200
<b>4430</b>	<b>HEATING &amp; AIR CONDITIONING SURCHARGES</b>	\$ 294.68	\$ 400	\$ 400
<b>4440</b>	<b>BUILDING SURCHARGES</b>	\$ 3,392.22	\$ 2,000	\$ 2,000
<b>7000</b>	<b>PERMANENT TRANSFERS</b>	\$ 155,000.00	\$ 170,000	\$ 155,000
	a) Election Fund transfer	\$ 20,000		
	b) Severence Liability	\$ 15,000		
	(2011-\$10,000)			
	(2012-\$10,000)			
	(2013-\$10,000)			
	(2014-\$10,000)			
	(2015-\$15,000)			
	(2016-\$15,000)			
	(2017-\$15,000)			
	c) Transfer from LGA (FD Debt - Station #3)	\$ 50,000		
	d) Transfer from LGA (PW Debt Service Fund)	\$ 40,000	(remainder 50%-PU)	
	e) Transfer from LGA (Storm Water Fund)	\$ 30,000		
<b><u>TOTAL MISCELLANEOUS</u></b>		<b>\$ 217,145.14</b>	<b>\$ 218,650</b>	<b>\$ 318,512</b>
<b><u>TOTAL 2018 EXPENDITURES</u></b>		<b>\$ 3,709,269.17</b>	<b>\$ 3,968,321</b>	<b>\$ 4,133,633</b>



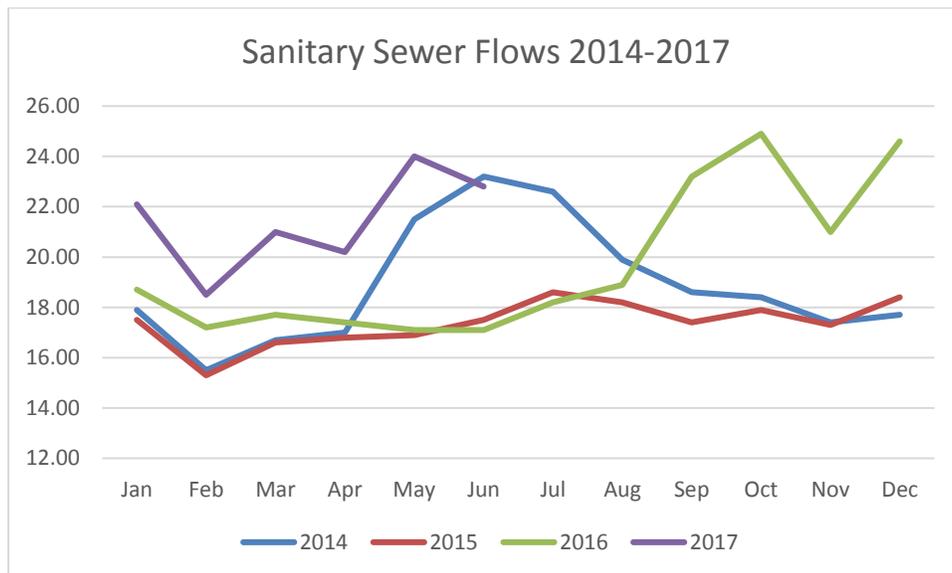
# Memorandum

**To:** Mayor Hansen and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** December 6, 2017  
**Subject:** 2018 Public Utilities Budget

Included with this memorandum is the proposed 2018 Public Utilities Budget.

Revenues are anticipated at \$1,458,107, which is an increase of 4.9% from 2017. Expenditures are anticipated to be \$1,476,674, which is an increase of 6.2%. The proposed 2018 budget results in a small deficit of \$18,567, or 1.3% of revenues.

The big cost driver is a \$55,428 annual increase in the Metro Waste Control line item. These are the fees the City pays to Metropolitan Council Environmental Services for the treatment of the City's wastewater. The volume of water running through the flow meter has been increasing, as shown in the chart below. As such the fee the City pays MCES to treat the water has been increasing.



Staff is proposing to keep water and sanitary sewer rates at current levels for 2018, with one exception. Staff is proposing eliminating the water subsidy for multiple family dwellings. Currently, each individual unit in the building is billed at the lowest tier of water. Staff is

proposing changing that so that the total usage of water is billed against the City's conservation rates. This change will generate approximately \$30,000 per year in additional revenue.

With the Legends of Spring Lake Park coming online at the end of 2018, we believe revenue generated from that building will cover this deficit moving forward. In addition, the possibility of Hy-Vee also coming online in 2019 or 2020 would result in additional revenues through the sale of water and sanitary sewer service. We will continue to evaluate sanitary sewer flows to determine the impact on future budgets.

Fund 601, the Public Utilities Operations, has strong reserves and is easily capable of absorbing a small deficit. Staff will reevaluate water and sanitary sewer rates next year when staff is drafting the 2019 Public Utilities Budget.

If you have any questions regarding the proposed 2018 Public Utilities Budget, please don't hesitate to contact me at 763-784-6491.

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF REVENUES FOR 2018 BUDGET  
PUBLIC UTILITIES OPERATING FUND**

Page R-1

		2016 Actual	2017 Budget	2018 Budget
34950	MISC REVENUE, REFUNDS & REIMBURSEMENTS	\$ 682.37	\$ -	\$ -
36210	INTEREST EARNED	\$ 57,017.73	\$ 50,000	\$ 65,000.00
37101	WATER COLLECTIONS	\$ 409,852.24	\$ 448,405	\$ 471,605.00
37103	SALES TAX COLLECTED	\$ 5,375.28	\$ 5,000	\$ 5,000.00
37104	PENALTIES - WATER	\$ 6,908.32	\$ 6,000	\$ 6,000.00
37109	SAFE DRINKING WATER FEE (Water Test Fee)	\$ 13,916.90	\$ 13,928	\$ 13,844.00
37111	ADMINISTRATIVE CHARGE	\$ 71,614.53	\$ 70,000	\$ 79,586.00
37115	ESTIMATE READING CHARGE	\$ 35.00	\$ 50	\$ 50.00
37151	WATER RECONNECTION-CALL OUT FEE	\$ 1,633.33	\$ 1,000	\$ 1,000.00
37170	WATER PERMITS	\$ -	\$ 100	\$ 100.00
37171	WATER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10.00
37172	WATER METER SALES & INSTALLATION	\$ 1,818.09	\$ 1,500	\$ 1,500.00
37174	INSTALL CHARGES-NEW PERMITS	\$ -	\$ -	\$ -
37201	SEWER COLLECTIONS	\$ 752,690.13	\$ 777,600	\$ 798,652.00
37204	PENALTIES - SEWER	\$ 14,248.23	\$ 12,500	\$ 14,000.00
37250	SEWER CONNECTION CHARGES (SAC)	\$ -	\$ 2,700	\$ -
37270	SEWER PERMITS	\$ 75.00	\$ 100	\$ 100.00
37271	SEWER PERMIT SURCHARGES	\$ -	\$ 10	\$ 10.00
37273	SEWER HOOK-UP CHARGES	\$ -	\$ 150	\$ 150.00
39206	TRANSFER FROM RECYCLING FUND	\$ 1,000.00	\$ 1,500	\$ 1,500.00
<b><u>TOTAL 2018 PUBLIC UTILITY OPERATING REVENUES</u></b>		<b><u>\$ 1,336,867.15</u></b>	<b><u>\$ 1,390,553</u></b>	<b><u>\$ 1,458,107.00</u></b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2018 BUDGET**

				Page W-1
<b>WATER DEPARTMENT-601.49400</b>		2016 Actual	2017 Budget	2018 Budget
<b>1010</b>	<b>SALARIES <i>**2017 Salary &amp; Benefits</i></b>	\$ 104,763.70	\$ 106,500	<b>\$ 106,500</b>
<b>1013</b>	<b>OVERTIME</b>	\$ 5,426.76	\$ 7,500	<b>\$ 7,500</b>
	a) 175 OT hrs @ \$42.62			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 1,495.92	\$ 2,950	<b>\$ 2,950</b>
	a) 40 OT hrs @ \$42.62	\$ 1,750		
	b) 20 DT hrs @ \$56.82	\$ 1,200		
<b>1040</b>	<b>TEMPORARY SALARIES (\$10-\$12)</b>	\$ 13,292.49	\$ -	<b>\$ 9,550</b>
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,682.69	\$ 1,650	<b>\$ 1,650</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 8,196.60	\$ 8,479	<b>\$ 8,479</b>
	a) Coordinated 7.5% \$ 116,950			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 9,506.17	\$ 9,073	<b>\$ 9,803</b>
	a) FICA 6.2% \$ 128,150	\$ 7,945		
	b) Medicare 1.45% \$ 128,150	\$ 1,858		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE <i>**2017 Salary &amp; Benefits</i></b>	\$ 16,122.22	\$ 16,600	<b>\$ 16,600</b>
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 92.15	\$ 95	<b>\$ 95</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 6,413.47	\$ 6,700	<b>\$ 6,700</b>
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 411.79	\$ 800	<b>\$ 800</b>
	a) Copy Paper			
	b) Miscellaneous			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,447.51	\$ 2,000	<b>\$ 2,000</b>
	a) Utility Bills & Envelopes	\$ 1,800		
	b) Special Notices, Radio Install Forms	\$ 200		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 403.92	\$ 800	<b>\$ 800</b>
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 1,724.51	\$ 2,500	<b>\$ 2,500</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 65,429.17	\$ 55,000	<b>\$ 55,000</b>
	a) Hydrant Conversion (5)			
	b) Water Main Breaks			
	c) Water System Maintenance			
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 695.24	\$ 1,000	<b>\$ 1,000</b>
	a) Well house maint, paint			
<b>2220</b>	<b>POSTAGE</b>	\$ 1,930.94	\$ 2,500	<b>\$ 2,500</b>
	a) Utility Billing			
	b) Metered Mail			

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>WATER DEPARTMENT-601.49400 (CON'T)</b>		2016 Actual	2017 Budget	2018 Budget
<b>2221</b>	<b>TIRES</b>	\$ 600.00	\$ 1,000	\$ 1,000
<b>2222</b>	<b>STREET REPAIRS</b>	\$ 1,289.44	\$ 1,200	\$ 1,500
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
<b>2261</b>	<b>WATER TESTING</b>	\$ 776.00	\$ 800	\$ 800
	a) Bacterial monthly			
	b) Copper & Lead			
<b>2262</b>	<b>WATER METERS &amp; SUPPLIES</b>	\$ 6,541.76	\$ 5,500	\$ 5,500
<b>2264</b>	<b>SAFE DRINKING WATER FEE (Water Test Fee-37109)</b>	\$ 13,912.04	\$ 13,844	\$ 13,844
<b>2280</b>	<b>UNIFORM ALLOWANCE</b>	\$ 660.08	\$ 950	\$ 950
<b>3010</b>	<b>AUDIT &amp; ACCOUNTING SERVICES (12.5%)</b>	\$ 2,502.00	\$ 2,565	\$ 2,617
<b>3030</b>	<b>ENGINEERING SERVICES</b>	\$ 1,490.25	\$ 1,000	\$ 2,000
<b>3040</b>	<b>LEGAL SERVICES</b>	\$ -	\$ 300	\$ 300
<b>3210</b>	<b>TELEPHONE</b>	\$ 545.60	\$ 900	\$ 900
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
	d) iPad for SCADA	\$ 300		
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 647.85	\$ 1,200	\$ 1,100
	a) AWWA Conference			
	b) USTI Conference			
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 9,378.74	\$ 7,000	\$ 7,000
	a) Newsletter			
	b) Special Notices			
<b>3600</b>	<b>INSURANCE</b>	\$ 8,244.20	\$ 8,900	\$ 8,500
<b>3870</b>	<b>WATER USAGE - BLAINE ACCOUNTS</b>	\$ 2,340.16	\$ 4,000	\$ 3,500
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 10,125.40	\$ 6,711	\$ 7,011
	a) I.T. Services (split 150 hr block )	\$ 4,500		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>WATER DEPARTMENT-601.49400 (CON'T)</b>		2016 Actual	2017 Budget	2018 Budget
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 3,683.94	\$ 13,775	\$ 13,775
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 1,000		
	c) Cathodic Protection Service	\$ 2,000		
	d) 66% SCADA System	\$ 765		
	e) Software Support for Meter Program	\$ 660		
	f) Meter Reading Equipment Support (handhelds)	\$ 250		
	g) Infraseek GIS	\$ 1,800		
	h) GPS upgrades	\$ 300		
	i) Infraseek Software Modules	\$ 6,000		
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 2,092.18	\$ 2,000	\$ 2,000
	a) Munici-pals			
	b) MN Rural Water Conference			
	c) AWWA			
	d) Con-Expo	\$ 500		
	e) Staff Training 1/yr	\$ 150		
	f) U.S.T. I. Conference	\$ 1,350		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ 441.00	\$ 525	\$ 525
	a) AWWA			
	b) Rural Water Assoc.			
<b>4370</b>	<b>PERMITS &amp; SALES TAX</b>	\$ 7,859.05	\$ 7,200	\$ 7,200
	a) DNR Fees (Well Permits)	\$ 2,200		
	b) Quarterly Sales Tax (37103)	\$ 5,000		
<b>4470</b>	<b>WATER PERMIT SURCHARGES (37171)</b>	\$ -	\$ 10	\$ 10
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b>	\$ 96,507.00	\$ 94,227	\$ 100,139
	a) Transfer to General Fund	\$ 31,055		
	b) Transfer to Renewal & Replacement	\$ 60,452		
	c) Contingency	\$ 8,632		
<b>TOTAL 2018 WATER DEPARTMENT EXPENDITURES</b>		<b>\$ 408,671.94</b>	<b>\$ 397,754</b>	<b>\$ 414,598</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2018 BUDGET**

Page WTP/OP-1

<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2016 Actual	2017 Budget	2018 Budget
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ -	\$ 100	\$ 100
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b> a) Diesel, Generator	\$ 2,000.00	\$ 2,000	\$ 2,000
<b>2160</b>	<b>CHEMICALS &amp; CHEMICAL PRODUCTS</b>	\$ 16,344.52	\$ 21,000	\$ 19,000
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b> a) Tools b) RPZ Testing (Backfill testing) c) Load Bank Testing (Generator)      \$ 3,000	\$ 6,253.00	\$ 10,000	\$ 10,000
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 278.17	\$ 5,000	\$ 5,000
<b>3030</b>	<b>ENGINEERING FEES</b>	\$ -	\$ 1,000	\$ 1,000
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 548.25	\$ -	\$ -
<b>3600</b>	<b>INSURANCE</b>	\$ 10,409.40	\$ 11,000	\$ 10,000
<b>3810</b>	<b>ELECTRIC UTILITIES</b>	\$ 78,040.56	\$ 80,000	\$ 75,000
<b>3830</b>	<b>GAS UTILITIES</b>	\$ 2,373.55	\$ 2,500	\$ 2,500
<b>4000</b>	<b>CONTRACTUAL SERVICE</b> a) Filter Evaluation b) Security Camera Maintenance c) Comcast	\$ -	\$ 3,500	\$ 3,500
<b>4370</b>	<b>PERMITS, DUES &amp; SUBSCRIPTIONS</b> a) Hazardous Chemical Inventory Fee & Pressure Vessel Permit (State of MN)      \$ 200 b) WTP Permit (Metro Council)                      \$ 650 c) Strength Charge (Metro Council)                \$ 2,000	\$ 975.00	\$ 2,850	\$ 2,850
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b> a) Transfer to Renewal & Replacement      \$ 10,986 b) Transfer to Water Treatment Plant Fund    \$ 32,649	\$ 43,635.00	\$ 43,635	\$ 43,635
<b><u>TOTAL 2018 WTP EXPENDITURES</u></b>		<b>\$ 160,857.45</b>	<b>\$ 182,585</b>	<b>\$ 174,585</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2018 BUDGET**

<b>SEWER DEPARTMENT-601.49450</b>		2016 Actual	2017 Budget	2018 Budget
<b>1010</b>	<b>SALARIES <i>**2017 Salary &amp; Benefits</i></b>	\$ 104,763.91	\$ 106,500	\$ 106,500
<b>1013</b>	<b>OVERTIME</b>	\$ 5,426.88	\$ 7,500	\$ 7,500
	a) 175 OT hrs @ \$42.62			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 1,495.92	\$ 2,950	\$ 2,950
	a) 40 OT hrs @ \$42.62	\$ 1,750		
	b) 20 DT hrs @ \$56.82	\$ 1,200		
<b>1040</b>	<b>TEMPORARY SALARIES (\$10-\$12)</b>	\$ 13,292.54	\$ -	\$ 9,550
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,682.69	\$ 1,650	\$ 1,650
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 8,226.66	\$ 8,479	\$ 8,479
	a) Coordinated 7.5% \$ 116,950			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 9,432.70	\$ 9,073	\$ 9,803
	a) FICA 6.2% \$ 128,150	\$ 7,945		
	b) Medicare 1.45% \$ 128,150	\$ 1,858		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE <i>**2017 Salary &amp; Benefits</i></b>	\$ 16,122.64	\$ 16,600	\$ 16,600
<b>1313</b>	<b>PRUDENTIAL LIFE INSURANCE</b>	\$ 92.39	\$ 95	\$ 95
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 6,413.47	\$ 6,700	\$ 6,700
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 306.74	\$ 800	\$ 800
	a) Copy Paper			
	b) Miscellaneous			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,447.53	\$ 1,500	\$ 1,500
	a) Utility Bills & Envelopes	\$ 1,600		
	b) Special Notices, Radio Install Forms	\$ 200		
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 725.72	\$ 500	\$ 500
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 1,724.53	\$ 2,500	\$ 2,500
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 6,823.59	\$ 8,000	\$ 10,000
	a) Chemicals-Sewer System			
	b) Sewer System Maintenance			
	c) Manhole Covers			
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 419.07	\$ 2,000	\$ 3,000
<b>2220</b>	<b>POSTAGE</b>	\$ 1,705.91	\$ 2,500	\$ 2,500
	a) Utility Billing			
	b) Metered Mail			
<b>2221</b>	<b>TIRES</b>	\$ 600.00	\$ 1,000	\$ 1,000

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>SEWER DEPARTMENT-601.49450 (CON'T)</b>		2016 Actual	2017 Budget	2018 Budget
<b>2222</b>	<b>STREET REPAIRS</b>	\$ 2,059.70	\$ 1,000	\$ 1,000
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (sewer breaks)			
<b>2262</b>	<b>WATER METERS &amp; SUPPLIES</b>	\$ 6,541.74	\$ 6,000	\$ 6,000
<b>2280</b>	<b>UNIFORM ALLOWANCE</b>	\$ 660.09	\$ 950	\$ 950
<b>3010</b>	<b>AUDIT &amp; ACCOUNTING SERVICES (12.5%)</b>	\$ 2,502.00	\$ 2,565	\$ 2,617
<b>3030</b>	<b>ENGINEERING SERVICES</b>	\$ 7,595.25	\$ 1,000	\$ 1,000
<b>3040</b>	<b>LEGAL SERVICES</b>	\$ -	\$ 300	\$ 300
<b>3210</b>	<b>TELEPHONE</b>	\$ 545.68	\$ 700	\$ 700
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
	d) iPad for SCADA			
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 89.62	\$ 1,000	\$ 1,000
	a) Sewer Trade Conference			
	b) USTI Conference			
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ -	\$ 300	\$ 300
<b>3600</b>	<b>INSURANCE</b>	\$ 7,791.02	\$ 8,700	\$ 12,100
<b>3810</b>	<b>ELECTRIC UTILITIES</b>	\$ 4,274.94	\$ 3,200	\$ 3,600
<b>3840</b>	<b>METRO WASTE CONTROL</b> (\$46,213.07/month)	\$ 490,761.12	\$ 499,129	\$ 554,557
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 10,314.10	\$ 12,711	\$ 13,011
	a) I.T. Services (split 150 hr block)	\$ 4,500		
	b) Safety Consultant	\$ 2,061		
	c) Drug Testing	\$ 450		
	d) Clean & Televiser Main Lines	\$ 5,000		
	e) Load Bank Testing (Generator)	\$ 1,000		
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 1,461.45	\$ 11,460	\$ 11,460
	a) USTI (software support)	\$ 1,000		
	b) Gopher State One-Call	\$ 1,000		
	c) 33% SCADA System	\$ 450		
	d) Software Support for Meter Program	\$ 660		
	e) Meter Reading Equipment Support (handhelds)	\$ 250		
	f) Infraseek GIS	\$ 1,800		
	g) GPS/GIS Software Support	\$ 300		
	h) Infraseek Software Modules	\$ 6,000		

**2018 BUDGET BREAKDOWN OF EXPENDITURES:**

<b>SEWER DEPARTMENT-601.49450 (CON'T)</b>		2016 Actual	2017 Budget	2018 Budget
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>	\$ 1,355.45	\$ 2,450	\$ 2,450
	a) Municipals			
	b) MN Rural Water Conference			
	c) AWWA			
	d) Sewer Trade Conference	\$ 500		
	e) Staff Training 1/yr	\$ 150		
	f) U.S.T.I. Conference	\$ 1,350		
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>	\$ -	\$ 150	\$ 340
	a) Minnesota Rural	\$ 123		
	b) American Water Works Assoc.	\$ 137		
	c) A.P.W.A.	\$ 80		
<b>4390</b>	<b>MISCELLANEOUS</b>	\$ -	\$ 100	\$ 100
<b>4450</b>	<b>RESERVE CAPACITY CHARGES (SAC-37250)</b>	\$ -	\$ 2,700	\$ 2,700
<b>4460</b>	<b>SEWER PERMIT SURCHARGES (37271)</b>	\$ -	\$ 10	\$ 10
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b>	\$ 76,657.00	\$ 77,442	\$ 81,669
	a) Transfer to General Fund	\$ 16,685		
	b) Transfer to Renewal & Replacement	\$ 56,352		
	c) Contingency	\$ 8,632		
<b><u>TOTAL 2018 SEWER DEPARTMENT EXPENDITURES</u></b>		<b>\$ 793,312.05</b>	<b>\$ 810,214</b>	<b>\$ 887,491</b>
<b><u>TOTAL 2018 PUBLIC UTILITY OPERATING EXPENDITURES</u></b>		<b>\$1,362,841.44</b>	<b>\$ 1,390,553</b>	<b>\$ 1,476,674</b>

**CITY OF SPRING LAKE PARK  
 BREAKDOWN OF REVENUE & EXPENDITURES FOR 2018 BUDGET  
 WATER TREATMENT PLANT FUND 602**

<u>REVENUES:</u>	2016 Actual	2017 Budget	2018 Budget
602.00000.36210 INTEREST	\$ 3,445.80	\$ 5,000	\$ 5,000
602.00000.37601 WATER TREATMENT PLANT COLLECTIONS	\$ 210,389.30	\$ 215,000	\$ 210,000
602.00000.37604 WATER TREATMENT PLANT PENALTIES	\$ 3,645.30	\$ 4,000	\$ 4,000
602.00000.39206 TRANSFER FROM WTR TREATMT PLANT	\$ -	\$ 25,000	\$ 32,649
<u>TOTAL 2018 WTP BOND FUND REVENUES</u>	<u>\$ 217,480.40</u>	<u>\$ 224,000</u>	<u>\$ 251,649</u>

<u>EXPENDITURES:</u>	2016 Actual	2017 Budget	2018 Budget
602.49402.06010 BOND PRINCIPAL	\$ 201,000.00	\$ 207,000	\$ 213,000
602.49402.06110 BOND INTEREST	\$ 50,150.02	\$ 44,484	\$ 38,649
<u>TOTAL 2018 WTP BOND FUND EXPENDITURES</u>	<u>\$ 251,150.02</u>	<u>\$ 251,484</u>	<u>\$ 251,649</u>



**City of Spring Lake Park**  
1301 Eighty First Avenue Northeast  
Spring Lake Park, Minnesota 55432  
(763) 784-6491 Fax: (763) 792-7257

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## MEMORANDUM

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**TO:** Spring Lake Park City Council

**FROM:** Barry L. Brainard, Code Enforcement Director

**RE:** Temporary Code Enforcement Inspector Employment for 2018

**DATE:** December 13, 2017

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On July 10<sup>th</sup> the temporary full-time employment commenced. The Code Enforcement Inspector duties consist of both rental and nuisance inspection services.

At its November 6<sup>th</sup> Meeting, the Spring Lake Park City Council voted unanimously to extend the current temporary full-time Code Enforcement Inspector employment from December 1, 2017, to December 31, 2017. With 2018 just around the corner and as building construction for 2018 looks to be plentiful, which includes; Hy Vee, High School renovations, School District addition and renovations, Public Storage new building, and continuing Legends of SLP inspections will most certainly take the majority of my time and attention in 2018.

Therefore, I am requesting the Spring Lake Park City Council to approve the change in full-time temporary Code Enforcement Inspector in 2017 to part-time temporary Code Enforcement Inspector starting January 1, 2018. The temporary part-time Code Enforcement Inspector would work three days one week and two days the following week. The 2018 Code Enforcement General Fund Budget reserves \$14,560.00 for 2018. I would like to maintain the \$18.00 an hour wage in 2018, same as 2017. This would permit the temporary part-time Code Enforcement Inspector to begin employment starting January 1<sup>st</sup> through October 5<sup>th</sup> 2018. At that time, the code enforcement workload can be assessed and determined if further part-time employment is necessary into the end of 2018.

If any of you have questions regarding my request, please contact me [bbrainard@slpmn.org](mailto:bbrainard@slpmn.org) or by phone at 763-792-7212.



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff

Re: **Status Report for 12.18.17 Meeting**

From: Phil Gravel

File No.: R-18GEN

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**Note:** Updated information is shown in *italics*.

**MS4 Permit (193802936).**

Continuing to work with the Public Works Director and the Administrator on implementing the work plan for 2017 MS4 items. *We will be working on staff training with the Public Works Department later this month.*

**Surface Water Management Plan (193803949).**

We continue doing research (including compiling old plans) as part of the background research for updating the local surface water management plan. Preliminary steps for the storm water modeling have been completed. Detailed modeling will follow.

**2017 Sanitary Sewer Lining Project (193803782).**

This project includes sanitary sewer lining in the neighborhood east of Able Street and north of 81<sup>st</sup> Avenue. The Contractor, Visu-Sewer, has completed the lining work and the remaining service grout work. Terry Randall is reviewing post-lining inspection reports.

**2017-2018 Street Seal Coat Project (193803783).**

This 2-year project will include street maintenance in the neighborhood north of 81<sup>st</sup> Ave. and west of Monroe St. (2017) and in the neighborhood east of Monroe St., south of 81<sup>st</sup> St. and west of TH 65 (2018). The Contractor, Astech, has completed the 2017 seal coat work and pavement markings. Terry Randall is coordinating.

**Other issues/projects.**

Continue to work with Coon Creek Watershed District (CCWD) Technical Advisory Committee (TAC).

We continue working with the Public Works Director to get final approval on the Water Supply Plan (DNR requirement) and on implementing the city's Wellhead Protection Plan.

Working with agents for cellular companies regarding facilities on the Able Street and Arthur Street water towers.

*Continue working with Dan, Terry, Phil Carlson, and the developer regarding the potential Hy-Vee development. The County permit appears to be within reach...*

Working on site plan construction issues for the Dominion project. Terry Randall is monitoring day-to-day issues on the project.

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

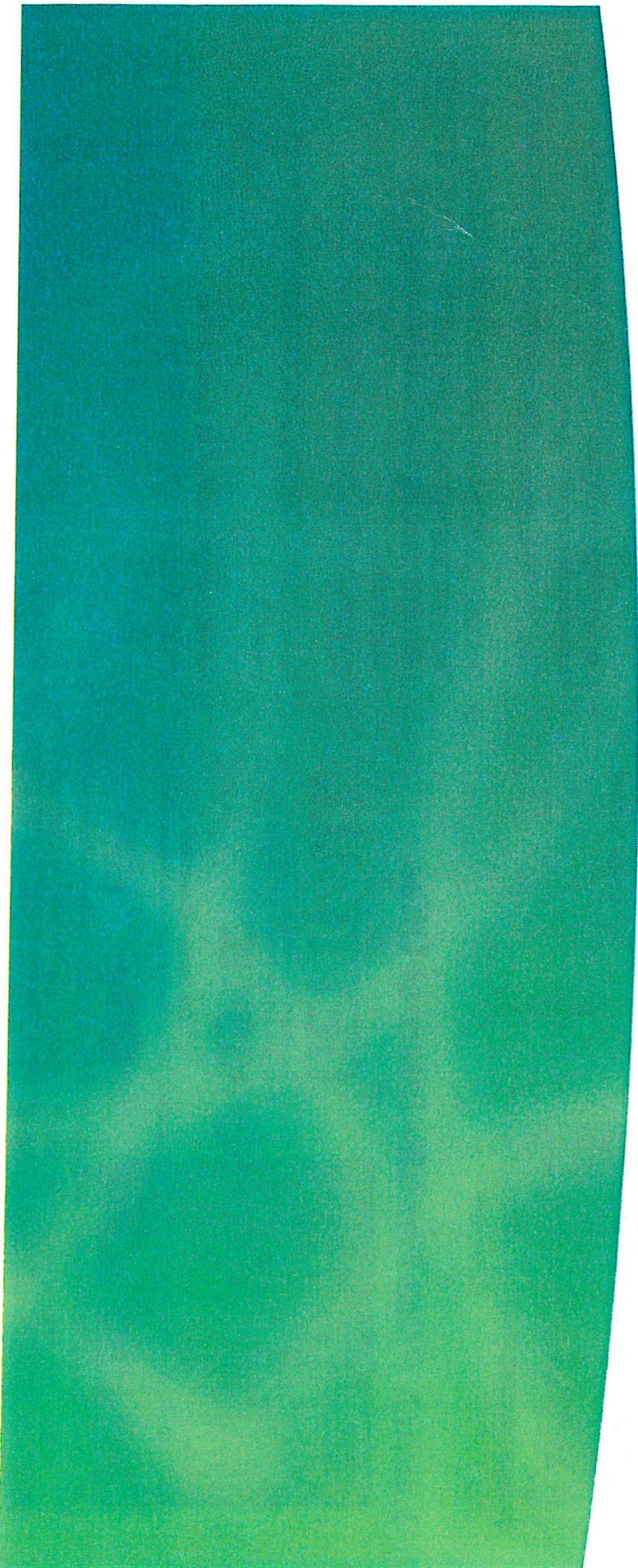
# **CORRESPONDENCE**



CenturyLink™

# North Metro Quarterly Meeting

3Q 2017



# 3Q17 Company Highlights

## Marketing – July

**1 Gig**  
100 Mbps download  
10 Mbps upload

**THE PACKAGE THAT FITS THE WHOLE FAMILY.**  
Now get HD and Whole-Home DVR included for one price when you sign up for Prism™ TV.

CenturyLink Prism Essential  
155+ CHANNELS, INCLUDING HD & WHOLE-HOME DVR  
From just \$69.99 a month  
TV, VIDEO, TVING, AND MORE

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Call 888.431.4329  
From just \$69.99 a month  
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CenturyLink prism

Local Stores

## Launch Price For Life Internet Offer

CENTURYLINK™  
**PRICE FOR LIFE**  
HIGH-SPEED INTERNET

Internet you can count on at a price that won't change.

**NO CONTRACT  
NO BUNDLING NEEDED  
NO RATE HIKES**

**GET IT ALL**  
Get Prism® Essential, HD and Whole-Home DVR – all for one price.  
**\$69.99** a month for 24 months

Our Service Guarantee

Switching to Prism™ TV is easier than ever with our free installation and automatic upgrades.



Follow @CenturyLinkMN for latest updates, events and technology information.



## Local & National News

- CenturyLink employee giving campaign will generate more than \$4 million for over 3,200 nonprofit organizations in 49 states plus District of Columbia. The total amount raised includes \$2.7 million pledged by employees and a 50 percent match from the CenturyLink [Clarke M. Williams](#) Foundation. Twin Cities match goes to Greater Twin Cities United Way.
- CenturyLink cybersecurity executives and experts invited to speak at NASA and other events during National Cyber Security Awareness Month (NCSAM).
- CenturyLink sponsors PACER Cyber Bullying Prevention parent's guidebook <http://www.pacer.org/bullying/resources/cyberbullying/>
- October: CenturyLink Clark M. Williams Teachers & Technology grant application window opens. Schools submit for funding to bring technology to the classrooms. [www.centurylink.com/teachersandtechnology](http://www.centurylink.com/teachersandtechnology)
- November 1, CenturyLink completes acquisition of Level 3.
- Fall & winter events at local coffee shops and CenturyLink stores

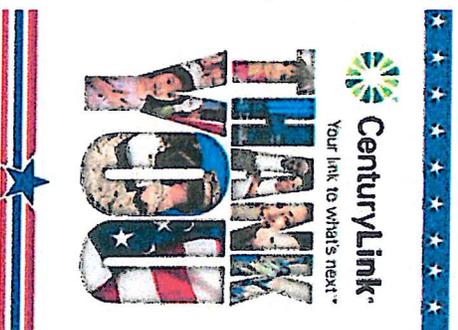


# CenturyLink Community Giving



## Holiday

- CenturyLink #ThanksVETS campaign asks listeners and customers to share their message of gratitude. “Thank you” message play on ESPN1500 on Friday, November 10 with live broadcast from O’Gara’s in St. Paul.



## Technology

- October: CenturyLink Clark M. Williams Teachers & Technology grant application window opens. Schools submit for funding to bring technology to the classrooms. [www.centurylink.com/teachersandtechnology](http://www.centurylink.com/teachersandtechnology)
- Now – December: Minnesota Vikings wide receiver Stefon Diggs and CenturyLink connect fans to their home team and the power of the digital world. Enter to WIN CenturyLink Boostbox and connect to the game: [www.vikings.com/centurylink](http://www.vikings.com/centurylink)

- CenturyLink sponsors Toys For Tots by collecting toys at all 5 retail stores from November 13 – December 12. Final toy drop-off is at Mills Fleet Farm with Minnesota Vikings and broadcast on KFAN.





# Price for Life

200M to 1G	\$85 Month
100M to 140M	\$65 Month
40M to 80M	\$55 Month
1.5M to 20M	\$45 Month

All tiers may be combined with existing CenturyLink® Prism® TV offers



### Wow with Benefits!

- **No End Date to this Rate!** Keep the same package rate as long as you keep the package as purchased and stay at your current address!
- **No Term Commitment!** Since we know you'll love CenturyLink service!
- **No Confusing Bill!** Get easy to understand bills with most Phone & Internet fees included!
- **Lease or Purchase Equipment** or keep current equipment if technology doesn't change!
- **Bundle It Up!** With Price For Life Home Phone or existing Prism/DIRECTV Offers for more value!



# Metrics Through 9/2017



## Twin Cities Franchising

- To date, approximately 468,322 PRISM enabled HHS in Twin Cities franchise area

## Commission Metrics

- Subscriber Counts: 903
- Total Homes PRISM Enabled: 23,348
- Penetration rate: 3.9%

## Twin Cities Service Metrics

- Installation interval (% w/in 7 days): 94%
- Calls answered (% within 30 seconds): 93%
- Appointments met (%): 93%
- Q3 TC complaints (21)
  - 12 billing issue
  - 5 customer education / sustained charges
  - 3 0 issue already resolved
  - 1 Product Quality

## Miscellaneous

- AG Complaint Update
- Level 3 Close
- Price for Life



# North Metro By The Numbers

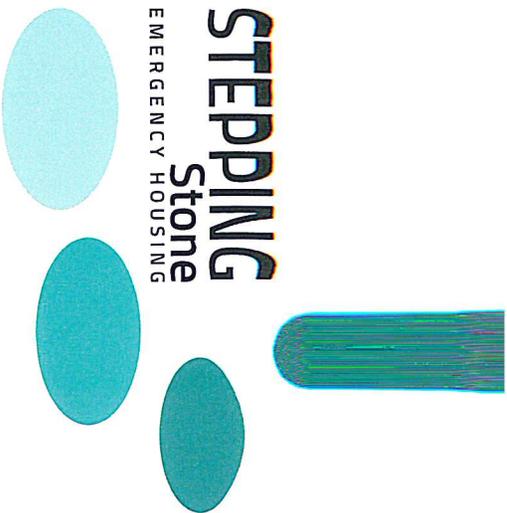


	Total Baseline	Total Previous Q	Total Current Q	% Total	Below Median Income % **
Living Units	50,432	51,671	51,740	--	31%
LU PRISM	--	22,880	23,160	45%	45%
LU >25Mbps	31,750	34,686	36,089	70%	69%
LU 1G	118	1,117	1,204	2%	n/a

Data as of ~~7/30/17~~ 11/20/17

\*\* Ave North Metro Median Income \$73,496

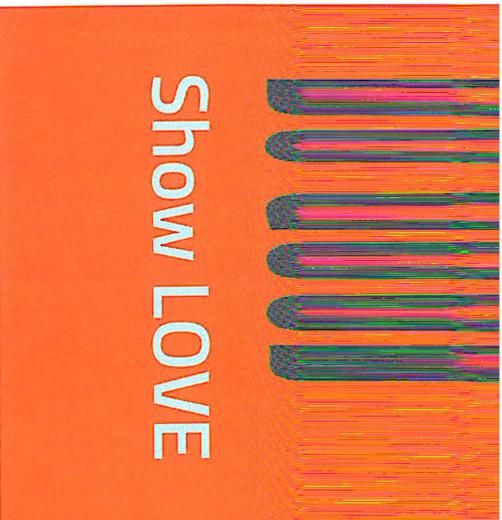




**Thank you for supporting Stepping Stone Emergency Housing!**

Please send your generous donation to:

Stepping Stone Emergency Housing  
P.O. Box 996  
Anoka, MN 55303



## Show Love

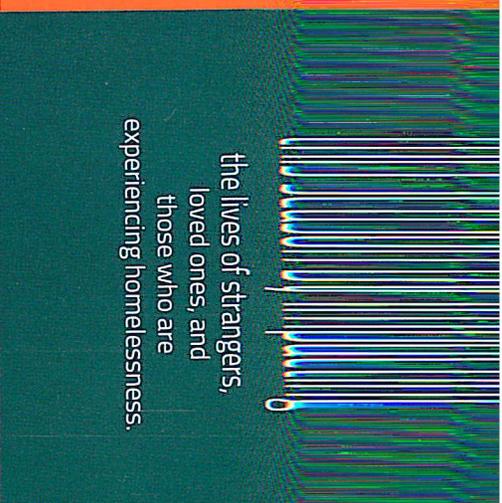
### STEPPING STONE BOARD OF DIRECTORS

Kelly Matter, Chair	Bill Erhart
Tim Delapp, Vice Chair	Mike Gamache
Barb Wold, Secretary	Kristy Hagen
Sheryl Carlson, Treasurer	Lisa Johnson
Joelle Baehr	Howard Helgen
Dan Beyers	Eva Jeppson
Borgie Bonthuis	Greg Lee

### STEPPING STONE LEADERSHIP

Julie Jeppson, Executive Director  
Kevin Martineau, Business Manager  
Johnna Krantz, Program Director

[www.steppingstoneeh.org](http://www.steppingstoneeh.org)



the lives of strangers,  
loved ones, and  
those who are  
experiencing homelessness.



**BELIEVE**  
in the magic

**December 8**  
Tell a joke to make someone LAUGH

**December 9**  
Thank a VETERAN for his/her service

**December 10**  
PAY for someone's coffee in line behind you

**HAPPY**  
new year

**December 11**  
Pick up LITTER around town

**MERRY CHRISTMAS**

**happy HOLIDAYS**

**December 12**  
WILE to everyone you see

**MERRY CHRISTMAS**

**December 13**  
DONATE food to your local food shelf

**December 14**  
Compliment a STRANGER

**WISHING YOU A MERRY CHRISTMAS**

**December 15**  
Call someone just to say, "Hi!"

**Holidays**

**December 16**  
Tell 10 people today that you LOVE them

**MERRY & BRIGHT**

**12 DAYS OF Giving**  
December 8 - 19

From all of us at Stepping Stone Emergency Housing, may your holiday season be filled with love, laughter and kindness

**December 17**  
VOLUNTEER for a few hours

**Season's Greetings**

**December 18**  
Treat YOURSELF to a special gift

**MERRY CHRISTMAS**  
HAPPY NEW YEAR

**December 19**  
DONATE your end-of-year gift to Stepping Stone

**WARM WISHES**

**New Year**  
WELCOME YOUR HAPPY NEW YEAR

**December 19**  
DONATE your end-of-year gift to Stepping Stone

**December 19**  
DONATE your end-of-year gift to Stepping Stone



# DONATION CARD

- Give Dignity, Purpose and Self-Sufficiency TODAY!**
- \$ 200 feeds each resident 3 meals per day each month.
  - \$ 100 provides S.O.S. (hygiene) kits for each resident when they arrive.
  - \$ 50 purchases black pants and steel-toe shoes for a new job.
  - \$ 25 gives new sheets and a pillow to a resident.
  - \$ \_\_\_\_\_ helps make a direct impact on the life of a Stepping Stone resident.
- Check enclosed \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_

Discover \_\_\_\_\_ American Express \_\_\_\_\_

I would like my card charged \$ \_\_\_\_\_ every \_\_\_\_\_ months in order to give throughout the year.

Credit card \_\_\_\_\_ EXP \_\_\_\_\_ CCID \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City / ST / Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

To provide emergency housing and support to youth and adult individuals who are 18 and older, experiencing homelessness as they strive towards self-sufficiency.

Stepping Stone is a registered 501(c)3 non-profit organization. All donations are 100% tax deductible. A donation receipt will be mailed to you upon receiving your generous donation. Tax ID# 20-532868



Number donated	6
Dollar amount	determined by Donor Josh Antoine
Date	11/2/17 Spring Lake Park Police
Bikes4Kids initial	CCB

*Your donation is greatly appreciated!!*

*Please keep this for your records.*

The Robert and Wilma Burbach Bike Foundation  
1207 Constance Boulevard NE Ham Lake, MN 55304-5398  
763 360 1574 or 763 412 2878 info@bikes4kidsmn.org



**Anoka County**  
**COUNTY ADMINISTRATION**  
 Community & Governmental Relations

**Linda Hedstrom**  
 Community Development Program Assistant  
 Phone: 763.323.5764  
 E-mail: [linda.hedstrom@co.anoka.mn.us](mailto:linda.hedstrom@co.anoka.mn.us)

**MEMO TO:** Township and Cities within Anoka County  
**FROM:** Linda Hedstrom, CD Program Assistant *LH*  
**DATE:** December 12, 2017  
**SUBJECT:** Final Usage Report for 2017's MN Housing MCPP First Time Homebuyer's Program "Start Up"

MN Housing sent it's summary of mortgage loans that were committed during the 2017 Start Up program for first time homebuyers. A total of 340 loans were issued; that's an increase of 76 loans from 2016. 2017 loans are as follows:

City	# of Loans	Total of Loans
Andover	12	\$2,649,143
Anoka	18	\$3,167,433
Blaine	58	\$10,266,180
Centerville	3	\$589,131
Circle Pines	4	\$716,096
Columbia Heights	38	\$6,431,343
Columbus	1	\$253,326
Coon Rapids	96	\$16,152,333
East Bethel	6	\$1,171,911
Fridley	29	\$4,907,590
Ham Lake	6	\$1,321,192
Hilltop	1	\$68,800
Lexington	2	\$245,380
Lino Lakes	10	\$1,825,892
Saint Francis	15	\$2,604,396
Spring Lake Park	8	\$1,514,697
Stacy	1	\$167,887
Ramsey	31	\$5,681,618
Wyoming	1	\$160,050
<b>TOTALS:</b>	<b>340</b>	<b>\$59,894,398</b>

The ACHRA Board approved our application for the 2018 MN Housing MCPP Start-Up program. The application will be submitted in early January, and I'll notify you of the start date once I know. In the meantime, please contact me with any questions you may have. If you do not want to participate in this program, please let me know by 12/27/17.

**NOTE:** Although the 2017 MCPP program is done, other loan programs are still available to potential buyers; so **please continue to share MN Housing loan info with anyone who calls asking about buying a home in your area.** Thank you.





# Christmas Open House

&

## Bake Sale



**WHAT:** Join us for treats, beverages, and fellowship. Treats and crafts made by students, staff, and volunteers will be available for purchase.

**WHEN:** Tuesday, December 19<sup>th</sup>, noon – 8:00pm

**WHERE:** Life Prep Academy  
1628 County Highway 10NE  
Spring Lake Park, MN 55432

**WHY:** To celebrate Christmas, reflect on 2017, and add to our fundraising goal for the new dorm for 16 more students!! (tours of the dorm in progress will be available 😊)

**Merry  
Christmas**

## Video Production



Municipal Producer, Trevor Scholl, continued to reach out to City officials and department contacts regarding potential programming for the channels. He completed one long-term project that had previously been requested, and worked toward completion of several ongoing projects. Two versions of Blaine's new city promo (a 90 second and 60 second) were completed. Programs were also produced by Ben Hayle, T.J. Tronson, and Danika Peterson. It should be noted that while a producer's name is listed after a program, additional staff members often assist with the production process.

### ▪ November Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Blaine Promo	Trevor Scholl	00:01:30
Blaine Promo	Trevor Scholl	00:01:00
Your City Staff: Shelley Johnson	Danika Peterson/Ben Hayle	00:04:25
Your City Staff: Erik Thorvig	Danika Peterson/Ben Hayle	00:04:22
Your City Staff: Kay Okey and John Angell	Danika Peterson/Ben Hayle	00:04:44
North Metro Mayor's Association: 30 Years of Collaboration	Danika Peterson/Ben Hayle	00:03:52
Veteran's Day Program at Blaine High School	Kenton Kipp/Jeremy Middleton	01:26:55
Anoka County Board Meeting ( 11/14/17)	T.J. Tronson	00:17:16
Anoka County Board Meeting (11/29/17)	T.J. Tronson	01:06:51

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

- Lino Lakes corrections facility piece
- Centerville Mayor's Minutes
- Blaine Mayor's Minutes
- Circle Pines Mayor's Minutes
- Lexington Mayor's Minutes
- Circle Pines road maintenance project
- City/School involvement with Superintendent of Centennial Schools
- A profile on a new juice bar/yoga studio opening in Blaine
- A volunteer dog walker piece for the Animal Humane Society
- Lino Lakes fire recruitment video
- New administrator in Centerville
- Contacted more local businesses regarding doing profiles

# Equipment Consulting/Technical Support



- **Blaine**
  - 11/16/17: Roark receives new system drawings. Will keep at Blaine City Hall.
- **Centerville**
  - No equipment assistance requested or required.
- **Circle Pines**
  - No equipment assistance requested or required.
- **Ham Lake**
  - 11/8/17: Experiencing color bars when trying to view the presentation system. Schedule appt.
  - 11/14/17: Experienced a power surge that wiped out scan convertor, the Comcast cable box power supply and a VGA splitter cable. Matt replaced the scan converter and cable box power supply and removed the bad cable. All is now working.
  - 11/14/17: Don Krueger asked Matt to look into the fire station projector that isn't working. Matt documented all of the equipment and began troubleshooting solutions.
  - 11/15/17: Matt determined that the 4x4 HDMI router wasn't passing a signal. He ordered a connector pair to get the video signal to flow over RJ45 network cable.
  - 11/15/17: Don Krueger requested that Matt look into getting the fire station set up as a back-up for council meetings and to get prices for a Makito X.
  - 11/21/17: Issues with council meeting broadcast. The operator during the meeting noticed graphics pop on the air during the live broadcast of the November 20 Council meeting. Tried to get the live signal back on but nothing worked. Reason undetermined but system currently working fine.
  - 11/27/17: The Ham Lake fire projector was fixed by ordering an HDMI over Catx transmitter and receiver. The rack mounted HDMI router is no longer functioning.
- **Lexington**
  - No equipment assistance requested or required.
- **Lino Lakes**
  - 11/2017: HD upgrade install scheduled with Alpha for December 12th. Matt will do tear-out.
- **Spring Lake Park**
  - 11/1/17: Don Cole from Broadcast Pix was in town for the Alpha Expo. He came to NMTV for a tour of our facility and then Matt and he went to Spring Lake Park. He installed the new switcher update. The switcher could not control the cameras over a serial connection. Matt logged into the camera with his laptop and re-set the IP addresses. Then he connected it to the RJ45 port on the back of the chassis and the cameras to the correct address and established a connection over ethernet. To remedy the situation Matt will need to run network cable from each camera to the Broadcast Pix switcher and plug then into a 1G switch along with the panel.
  - 11/6/17: Tried using existing serial cable and converting it to RJ45 network. Camera 4 is working great. Camera 3 is having cycling connectivity issues. Will order more convertors to see if that is the issue.
  - 11/6/17: Updated all of Wanda's presets so the new presets cut to the camera after it moves from location to location to avoid seeing movement on air.
  - 11/20/17: Camera 3 is working. The reboot may have fixed problem.
  - 11/27/17: Meeting transmission issues. Restarted Makito X and it fixed the problem.

# Master Control

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

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

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (11/2/17)	Blaine Staff	00:58:41
Blaine Traffic Commission Meeting (11/7/17)	Blaine Staff	00:50:51
Blaine Planning Commission Meeting (11/14/17)	Blaine Staff	01:56:42
Blaine City Council Meeting (11/16/17)	Blaine Staff	01:29:52
Blaine Natural Resources Conservation Board Meeting (11/21/17)	Blaine Staff	01:19:44
Blaine Park Board Meeting (11/28/17)	Blaine Staff	00:50:24
Centerville City Council Meeting (11/8/17)	Centerville Staff	02:10:35
Circle Pines City Council Meeting (11/14/17)	Circle Pines Staff	00:26:24
Circle Pines Utility Commission Meeting (11/15/17)	Circle Pines Staff	00:06:34
Circle Pines Planning Commission Meeting (11/20/17)	Circle Pines Staff	01:01:48
Circle Pines City Council Meeting (11/28/17)	Circle Pines Staff	00:34:33
Ham Lake City Council Meeting (11/6/17)	Ham Lake Staff	00:52:32
Ham Lake City Council Meeting (11/20/17)	Ham Lake Staff	01:26:56
Ham Lake Planning Commission Meeting (11/27/17)	Ham Lake Staff	00:05:12
Lexington City Council Meeting (11/2/17)	Lexington Staff	00:11:45
Lexington City Council Meeting (11/16/17)	Lexington Staff	00:26:08
Lino Lakes Planning & Zoning Commission Meeting (11/8/17)	Lino Lakes Staff	03:55:40
Lino Lakes City Council Meeting (11/13/17)	Lino Lakes Staff	01:01:34
Lino Lakes City Council Meeting (11/27/17)	Lino Lakes Staff	01:35:52
Lino Lakes Environmental Board Meeting	Lino Lakes Staff	02:45:52

(11/29/17)		
Spring Lake Park City Council Meeting (11/6/17)	Spring Lake Park Staff	00:43:17
Spring Lake Park City Council Meeting (11/20/17)	Spring Lake Park Staff	00:35:42
Spring Lake Park Planning Commission Meeting (11/27/17)	Spring Lake Park Staff	00:52:32
<b>23 New Programs</b>		<b>26:19:12 New Hours</b>

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

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	177	228:22:45
Centerville	76	102:08:32
Circle Pines	149	88:07:11
Ham Lake	99	77:48:38
Lexington	100	46:34:30
Lino Lakes	110	108:43:16
Spring Lake Park	110	94:23:11
<b>Totals:</b>	<b>821 Program Playbacks</b>	<b>746:08:03 Hours of Video Programming on Channels</b>

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. Eric is also responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in November:

**Blaine**

- Created back-up video loop to play immediately before and after City meetings.
- Transcoded and uploaded 2 videos to Carousel.
- Removed 1 expired video from Carousel.

### **Centerville**

- No Carousel additions or removals required.

### **Circle Pines**

- No Carousel additions or removals required.

### **Ham Lake**

- Investigated issue with channel CG unexpectedly popping up during meeting.

### **Lexington**

- No Carousel additions or removals required.

### **Lino Lakes**

- Created three bulletins for Carousel.

### **Spring Lake Park**

- Created 21 bulletins.
- Removed 1 bulletin at Wanda's request
- Transcoded and uploaded 1 video to Carousel.

## **City Channel Signal Monitoring**

### **Blaine**

- Monitored recordings of new HD system. Everything looks great!
- No channel signal problems.

### **Centerville**

- Graphics recorded at NMTV head-end instead of meeting. Picked up DVD copy at City Hall and in-put into NMTV system for further playbacks and VOD.

### **Circle Pines**

- No channel signal problems.

### **Ham Lake**

- Meeting switched to graphics while recording. City staff unable to alter. Recording switched off during graphics from a presentation. Human error.

### **Lexington**

- No channel signal problems.

### **Lino Lakes**

- No channel signal problems.

### **Spring Lake Park**

- Meeting transmission jumpy. Recording also jumpy. Picked up hard-drive at City Hall and in-put into NMTV system for further playbacks and VOD. Makito transmission issues. Turned off and re-set. Issue resolved.

## 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

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 November:

- **Blaine**
  - 6 meetings bookmarked and placed on VOD.
- **Centerville**
  - 1 meeting placed on VOD.
- **Circle Pines**
  - 4 meetings bookmarked and placed on VOD.
- **Ham Lake**
  - 3 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

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The issues dealt with in November include the Comcast late fee increase request, the CenturyLink quarterly meeting, and CenturyLink's streaming video service.

### **Comcast Late Fee Increase**

- Received a letter from Comcast requesting Commission approval of a 50 cent increase in their late fee. It would increase the late fee from \$9.50 to \$10.00.
- Comcast provided reports documenting the justification for the increase.
- The Commission will consider the matter at its December meetings.

### **CenturyLink Quarterly Meeting**

- Arranged the third quarterly meeting with CenturyLink.
- Meeting took place on November 30th. Discussions included subscriber levels, franchise renewal, product promotion and the new CenturyLink streaming product.
- The status of the lawsuit filed by the Minnesota Attorney General was discussed. CenturyLink has entered into a Stipulated Consent Order with the State. The Order requires CenturyLink to be more transparent about its billing practices. The lawsuit is ongoing.

### **CenturyLink Streaming Video Service**

- CenturyLink is offering a new streaming video service.
- Legal Counsel, Mike Bradley, provided an opinion regarding whether a franchise is required, for the service. He determined that a franchise is required by State law, and also arguably by Federal law.
- Presented the memo to the Operations Committee and Cable Commission for discussion.

### **Miscellaneous**

- Gathered data for Closed Captioning study.

# North Metro TV

November 2017 Update

## Program Production

In November, a total of **78 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **59:30:00 hours of new programming**.

- 38 programs were produced by the public
- 17 programs were produced by NMTV staff
- 23 programs were produced by City staff



## Van Shoots

The HD truck was used for **12::45:00** hours of production. Events produced live and recorded for additional playbacks include:

- Football: 6A Playoffs: Edina vs. Centennial
- Veteran's Day Program at Blaine High School



## Workshops

Workshop	Instructor	Organization	Students
Blue Screen	Eric Houston	Video Club	12
Special Production Series Class 8	Eric Houston	Blaine/Ham Lake Girl Scouts	13
Studio A	Eric Houston	General Public	1
Editing	Eric Houston	General Public	10
Blue Screen	Eric Houston	General Public	1
Studio A	Eric Houston	General Public	9
Connecting Anoka County	Eric Houston	Video Club	2
Editing	Eric Houston	General Public	1
Movie Night	Eric Houston	Video Club	6
Studio A	Eric Houston	Blaine High School BPA	3
Studio A	Eric Houston	General Public	8
Special Production Series Class 8	Eric Houston	Blaine/Ham Lake Girl Scouts	2
<b>12 Workshops</b>			<b>66 Students</b>

## Home Movie Transfers

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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	205.75	58	174	46	80	\$675
February	165.75	65	41	14	672	\$411
March	131.5	41	98	45	0	\$305
April	118.5	60	34	40	0	\$157.50
May	192.25	81	58	16	473	\$215
June	207.5	70	26	65	0	\$274.50
July	179.25	83	5	41	208	\$545
August	132.5	59	69	17	0	\$838
September	166.75	61	45	22	30	\$484
October	301.25	75	150	60	2,881	\$737
November	281.5	99	124	17	3,416	\$1,581
<b>TOTAL:</b>	<b>2,082.5</b>	<b>752</b>	<b>824</b>	<b>383</b>	<b>7,760</b>	<b>\$6,223.00</b>

## Public Usage Stats

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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, outreach, or educational.

Month	Unique Individuals	Total Usage Hours
January	67	523.5
February	74	461.75
March	54	476.75
April	71	326.5
May	106	665
June	95	511.25
July	75	459.5
August	80	501.75
September	85	516.5
October	106	665.5
November	112	634.75
<b>TOTAL PUBLIC USAGE:</b>		<b>5,742.75</b>

## Production Highlights

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### 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 November highlights include:

- Protecting Yourself From Mail Theft
- Human Trafficking Hits Home
- Anoka Hennepin Voters Increase Funding



- Have Lunch With A Naturalist at Wargo Nature Center
- Your City Staff: Shelley Johnson, Director, Mary Ann Young Senior Center
- Your City Staff: Erik Thorvig, Blaine Economic Development Coordinator
- Your City Staff: Kay Okey and John Angell Spring Lake Park Parks and Recreation Staff

In addition to daily playbacks of North Metro TV News on the cable systems, there are over 440 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

### Sports Den Finale

The hour-long Sports Den Fall Finale went out live on Monday, November 20th. Once again, the studio was filled with student athletes from Blaine, Centennial, and Spring Lake Park High Schools. The show included highlights from the volleyball, football, and soccer seasons and interviews. Each student athlete was brought onto the set and asked questions about the past season and their future goals. The students will all receive a copy of the program, to thank them for attending and for being a fan of Sports Den.



### Veterans Day Program

The Sports crew took the truck over to Blaine High School to cover the annual Veteran's Day program and to assist the school with technical needs for the audience in the auditorium. Before the event started, they tested the equipment to make sure that audio and video were making it to the overflow crowd. Typically T.J. Tronson tapes the event and then edits a final program. He was unavailable this year, so the Sports crew volunteered to produce the event with the new HD production truck.

### Blue Screen Class

Studio Manager, Eric Houston, created and taught a class about using the blue screen and chroma key in Studio A. He demonstrated lighting techniques, the actual process of keying on the Carbonite switcher, and showed students what would happen if a blue object or clothing was placed in front of the blue screen. Additional demonstrations included the difficulties of a multi-camera show in front of the blue screen and layering two keys on top of each other as a special effect....like making an action figure appear life sized. The students really enjoyed learning about different ways to make their shows look unique.



### Meet Your City Staff

News Team members Danika Peterson and Ben Hayle, continued to produce episodes of their new video series called "Meet Your City Staff." In November they introduced viewers to Shelley Johnson, the Director of the Mary Ann Young Senior Center, Erick Thorvig, Blaine's Economic Development Coordinator, and Kay Okey and John Angell of Spring Lake Park's Park and Recreation Department. The intent is to give the public more insight into the people who make things happen and the processes for getting things done in their communities.



### City Productions

Municipal Producer, Trevor Scholl, completed one project in November, and put a lot of work into several ongoing projects.

- Blaine MN Promo (90 second and 60 second versions)

New and ongoing projects include:

- Lino Lakes corrections facility piece
- Centerville Mayor's Minutes
- Blaine Mayor's Minutes
- Circle Pines Mayor's Minutes
- Lexington Mayor's Minutes
- Circle Pines road maintenance project
- City/School involvement with Superintendent of Centennial Schools
- A profile on a new juice bar/yoga studio opening in Blaine
- A volunteer dog walker piece for the Animal Humane Society
- Lino Lakes fire recruitment video
- New administrator in Centerville
- Contacted more local businesses regarding doing profiles

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**

- 11/16/17: Roark receives new system drawings. Will keep at Blaine City Hall.

### **Centerville**

- No equipment assistance requested or required.

### **Circle Pines**

- No equipment assistance requested or required.

### **Ham Lake**

- 11/8/17: Experiencing color bars when trying to view the presentation system. Schedule appt.
- 11/14/17: Experienced a power surge that wiped out scan convertor, the Comcast cable box power supply and a VGA splitter cable. Matt replaced the scan converter and cable box power supply and removed the bad cable. All is now working.
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### **Lexington**

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### **Lino Lakes**

- 11/2017: HD upgrade install scheduled with Alpha for December 12th. Matt will be present.

### **Spring Lake Park**

- 11/1/17: Don Cole from Broadcast Pix was in town for the Alpha Expo. He came to NMTV for a tour of our facility and then Matt and he went to Spring Lake Park. He installed the new switcher update. The switcher could not control the cameras over a serial connection. Matt logged into the camera with his laptop and re-set the IP addresses. Then he connected it to the RJ45 port on the back of the chassis and the cameras to the correct address and established a connection over ethernet. To remedy the situation Matt will need to run network cable from each camera to the Broadcast Pix switcher and plug then into a 1G switch along with the panel.
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- 11/6/17: Updated all of Wanda's presets so the new presets cut to the camera after it moves from location to location to avoid seeing movement on air.
- 11/20/17: Camera 3 is working. The reboot may have fixed problem.
- 11/27/17: Meeting transmission issues. Restarted Makito X and it fixed the problem.

## City Channel 16 Playback Stats

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City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	177	228:22:45
Centerville	76	102:08:32
Circle Pines	149	88:07:11
Ham Lake	99	77:48:38
Lexington	100	46:34:30
Lino Lakes	110	108:43:16
Spring Lake Park	110	94:23:11
<b>Totals:</b>	<b>821 Program Playbacks</b>	<b>746:08:03 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

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Title	Producer	Runtime
Connecting Anoka County	Julie Jeppson/Eric Houston	00:12:12
Your MN Moose!	Laurie Sigler	04:57:47
Off Constantly: Thanksgiving	David Bauer	00:34:01
Off Constantly Promo	David Bauer	00:00:34
Sloan Sez: Episode 3	Danika Peterson	00:19:55
Toastmasters Live	Sue Thomas	00:54:04
Toastmasters Live	Kent L. Hawks	00:39:45
Toastmasters Live (2 episodes)	Lee Howard	01:22:57
Bad Movie Bros (2 episodes)	Video Club	01:15:46
Every Movie Ever Made (6 episodes)	Ben Daniels/Ryan Friundschuh, Gavin Van Trease/Eric Houston	02:26:23
Cornerstone Church (2 episodes)	Rick Bostrom	00:51:18
The Power of Love (4 episodes)	Rick Larson	02:00:00
LovePower (3 episodes)	Ann Sandell	03:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	01:08:00
Oak Park Moments (9 episodes)	David Turnidge	05:15:04
Hope Church (2 episodes)	Cindy Hardy	01:18:03
<b>38 New Programs</b>		<b>22:15:49 New Hours</b>

## Programs Produced by NMTV Staff

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Title	Producer	Runtime
Anoka County Board Meeting (11/14/17)	T.J. Tronson	00:17:16
Anoka County Board Meeting (11/29/17)	T.J. Tronson	01:06:51
Will Steger - Eyewitness to Climate Change	T.J. Tronson	01:09:31
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:07:48
Your City Staff: Shelley Johnson	Danika Peterson/Ben Hayle	00:04:25
Your City Staff: Erik Thorvig	Danika Peterson/Ben Hayle	00:04:22
Your City Staff: SLP Parks and Rec	Danika Peterson/Ben Hayle	00:04:44
North Metro Mayor's Association: 30 Years of Collaboration	Danika Peterson/Ben Hayle	00:03:52
Blaine MN Promo	Trevor Scholl	00:01:30
Veteran's Day Program at Blaine HS	Kenton Kipp/J. Millington	01:26:55
Football: 6A Playoffs: Edina/Centennial	Kenton Kipp/J. Millington	01:59:38

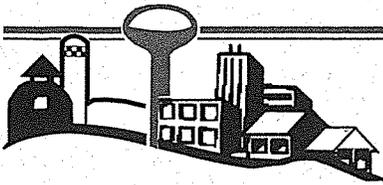
<b>Title cont.</b>	<b>Producer cont.</b>	<b>Runtime cont.</b>
Girls Hockey: Maple Grove/Centennial	Kenton Kipp/J. Millington	01:24:30
Sports Den (2 episodes)	Kenton Kipp/J. Millington	00:59:13
Sports Den Fall Finale	Kenton Kipp/J. Millington	00:58:45
<b>17 New Programs</b>		<b>10:49:20 New Hours</b>

## Programs Produced by City Staff

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<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (11/2/17)	Blaine Staff	00:58:41
Blaine Traffic Commission Meeting (11/7/17)	Blaine Staff	00:50:51
Blaine Planning Commission Meeting (11/14/17)	Blaine Staff	01:56:42
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Spring Lake Park Planning Commission Meeting (11/27/17)	Spring Lake Park Staff	00:52:32
<b>23 New Programs</b>		<b>26:19:12 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.



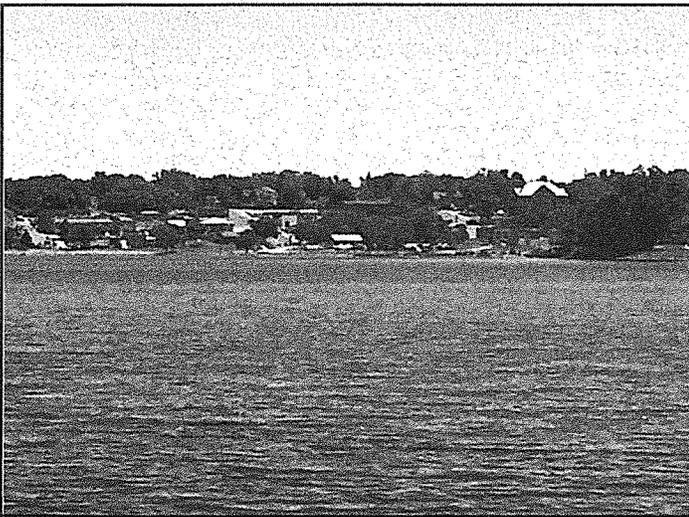
# WATERLINE

**m** DEPARTMENT  
OF HEALTH

NEWS AND INFORMATION

FOR PUBLIC WATER SUPPLIERS IN MINNESOTA

## Ortonville Gets New Water Plant



Separated from South Dakota by Big Stone Lake, Ortonville is a small and thriving community in western Minnesota. At the end of the last Ice Age, the lake was at the southernmost extent of Lake Agassiz, which reached all the way to what is now Winnipeg. Fed by the melting glaciers that carved Minnesota's topography, Lake Agassiz drained into the great River Warren, the predecessor to the Minnesota River, which meanders from Big Stone Lake through southern Minnesota to its confluence with the Mississippi River at Fort Snelling in the Twin Cities. Though its history includes being part of the largest body of water in North America, Ortonville uses wells to supply its 1,900 residents as well as Big Stone City, South Dakota. Its history of water supply is diverse and includes a recent upgrade of its water treatment plant with plate settlers installed as an innovative and cost-effective solution to improving the quality of the water. Read more on page 4.

### Water Operator Exam Dates

March 8, St. Cloud

March 16, Rochester

April 5, Minneapolis

May 11, Grand Rapids

June 14, Wahkon

See calendar on back page for more information

## Lewis & Clark Shooting for the Moon



Construction on the Rock County pump station, part of the Lewis & Clark Regional Water System.

The Lewis & Clark Regional Water System (LCRWS) marked its five-year anniversary of delivering water in July. The start of operations was the culmination of many years of planning and construction as a way of serving water-challenged areas in South Dakota, Iowa, and Minnesota. The Lewis & Clark project takes water from a series of wells that tap into an aquifer adjacent to the Missouri River near Vermillion, South Dakota. The water is delivered to communities as far away as 125 miles.

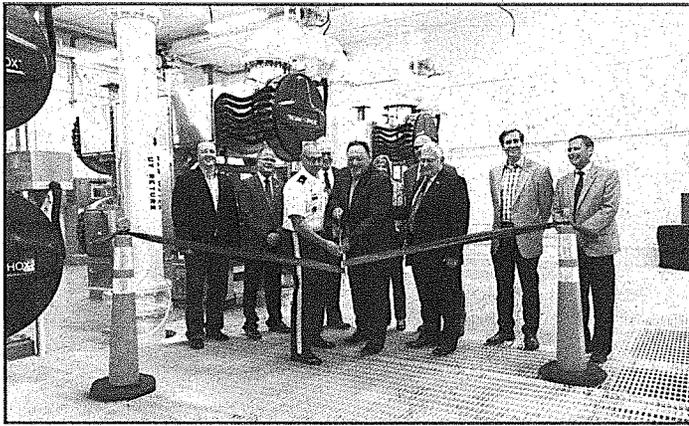
LCRWS executive director Troy Larson says that the project has delivered 21.3 billion gallons of water since its start up and that it set a new daily record on July 17 with 23.4 million gallons.

The water made its way to Minnesota in May 2015, reaching Rock County Rural Water District outside Luverne. Larson notes that Rock County is the only county in the state without a naturally occurring lake, which "reiterates the importance of getting water to the county and area."

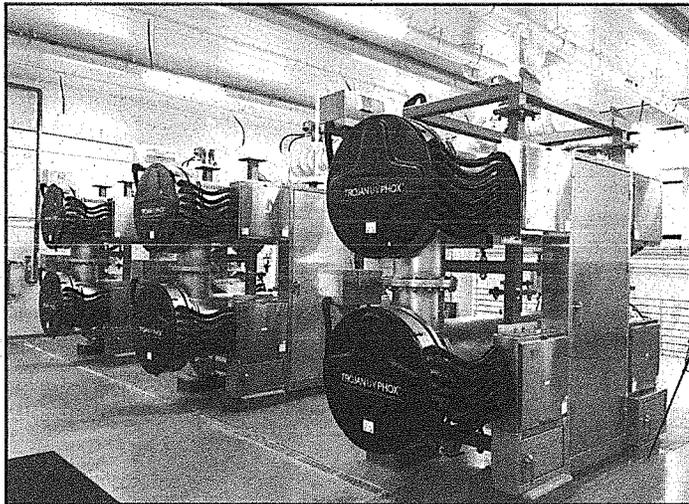
LCRWS water in Minnesota has since reached Magnolia and Adrian, a connection point to Lincoln-Pipestone Rural Water System, which supplies water to 38 communities in 10 counties. Worthington is expected to be connected by the end of 2018.

"Looking ahead, it sure would be great if we could get the remaining members connected before we hit our 10-year anniversary," Larson said. "That'll be our version of a 'moon shot.'"

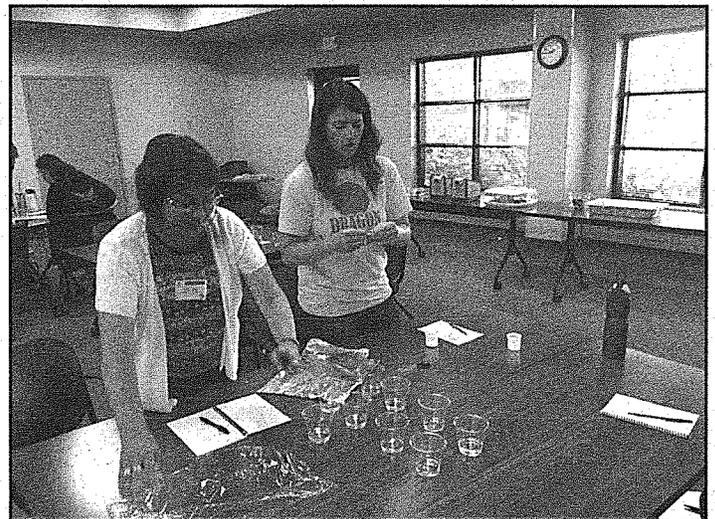
## St. Anthony Village Adds UV



Officials from the U. S. Army participated in the ribbon cutting for the addition to St. Anthony Village water treatment plant August 9, making it one of the first in the state to use ultraviolet (UV) light technology and hydrogen peroxide together to treat drinking water. Chemicals used at the former Twin Cities Army Ammunition Plant in Arden Hills contaminated soil and groundwater. St. Anthony's plant already removed trichloroethylene and now will remove 1,4-dioxane as well.



## Drinking Water Institute in Lakeville



The annual Drinking Water Institute for Educators drew 20 teachers for a three-day workshop at the Lakeville water treatment plant. Water superintendents and representatives Jodi Wallin of St. Paul, Paul Coone of Roseville, Dana Bjork of Lakeville, Mark Peine of Hastings, and Todd Osweiler of Rochester attended on one of the days to meet with teachers from their cities. The 2018 Drinking Water Institute will be August 6-8 in Rochester. Information on the institute is at <http://www.health.state.mn.us/water/institute/index.htm>.



## MDH Adopts GRAPS

Supported by the Clean Water Fund, the Minnesota Department of Health is developing a Groundwater Restoration and Protection Strategies (GRAPS) process.

The purpose of GRAPS is to translate data from ongoing groundwater and drinking-water programs to the watershed scale and to work with other agencies to develop watershed-scale groundwater and drinking-water management strategies to integrate into local water management plans.

MDH released its first report, on the North Fork River Watershed, in June 2017 and is working on GRAPS reports for the Cannon River and Missouri River Basin watershed.

The North Fork Crow River and other maps and information are on-line at [http://www.health.state.mn.us/divs/eh/water/dwp\\_cwl/localimplem/index.html](http://www.health.state.mn.us/divs/eh/water/dwp_cwl/localimplem/index.html).

## Award Recipients at Minnesota AWWA Conference

The Minnesota Section of American Water Works Association held its annual conference in Duluth in September and honored the following people:

- Benjamin G. Mason Award of Excellence – Paul Thom, Core & Main
- Operator Meritorious Service Award – Roger Hagman, City of Bemidji
- L. N. Thompson Award – Steve Schneider, St. Paul Regional Water Services
- George Warren Fuller Award – Pat Shea, St. Cloud Public Utilities
- Jon Eaton Excellence in Volunteering Award – Brian LeMon, Barr Engineering

## Lessons Learned in Blaine

### Part I

At 8:25 a.m. on Sunday, January 8, George Linngren got a call every utilities superintendent dreads. The on-call duty officer for the city of Blaine, a northern Twin Cities suburb, told Linngren that residents were calling because they weren't getting water. The outage was not localized; the calls were coming from across the city.

Linngren headed for his office and found that all of the city's towers were empty. (Blaine has four towers, and one was out of service.) Two pumps at one of the treatment plants had failed the night before. The SCADA system had worked as it should—indicating the empty towers—but the WIN 911 dialer had not called out to indicate the alarms.

Crews went to work, turning on other wells in addition to starting up auxiliary wells that had been taken out of service for the winter. The adjacent suburbs of Spring Lake Park and Coon Rapids opened their emergency bypasses, and water was flowing to Blaine again.

Linngren contacted the state duty officer and talked to David Weum, the engineer who was on-call from the Minnesota Department of Health. Weum advised Linngren to issue a boil water advisory in case bacteria had entered the system during the time the pressure had been low. Social media was a valuable tool for getting the word out, and local television stations put a crawl at the bottom of the screen advising Blaine residents to boil their water before using it for drinking or cooking.

By 11:00 a.m. messages started appearing on the city's Facebook site from residents reporting that their water was returning, although the boil water advisory would have to remain until the city could get sample results back.

As part of activating the Blaine's Emergency Operations Center, Linngren got calls from a joint terrorism task force of the FBI and Homeland Security. The task force wanted to make sure the situation was caused by a mechanical failure and not from anyone with malicious intent. The police department collected some computers and downloaded the hard drives on others to see if the system had been hacked. (It hadn't.)

Linngren also learned a lesson about having emergency phone numbers for its laboratories. Unable to connect with the utility's regular labs, Linngren was able to reach the laboratory for St. Paul Regional Water Services. The city collected samples Sunday afternoon and took them to St. Paul.

Schools in Blaine were closed on Monday, and later in the day the processing of the water samples was complete, with no contamination detected.

Life with water was able to return to normal for Blaine residents, although the utility remained busy, assessing what happened and taking steps to prevent a repeat of the problem.

Following emergency procedures already in place, Blaine was able to get through the crisis in a timely manner.

### Part II

Five weeks later Linngren received one of those calls that produces a "You gotta be [&%\$#@!] me" reaction. At 5 p.m. on Sunday, February 12, his 52nd birthday, Linngren was notified that there was no pressure in the system again. A battery backup failed, and the alarms that were generated didn't make it to the automatic dialer.

Linngren and the city went through the same routine again, although this time the process was a bit smoother, in part because of lessons learned from the first time, such as having backup numbers for the labs. With no way to be certain if the pressure had dipped below 20 pounds per square inch, and, if so, for how long, the city issued another boil water notice and worked with MDH to sample the water.

They got the samples to the lab by 11:00 that night, and the samples came back clean within 24 hours but not before Blaine schools had to close again for a day.

More lessons have been learned, and Linngren said their communication through social media and other means produced "a lot of understanding from the public."

## Lake Elmo Sweeps Doubleheader in State Fair Taste Test



Members of the Minnesota Section of American Water Works Association (AWWA) were on WCCO Radio following the Great Minnesota Tap Water Taste Test, which was held on the Sustainability Stage in the Eco Experience building at the State Fair on Monday, August 28, a competition that Minnesota AWWA has held since 2012. This year, Lake Elmo won the contest. St. Louis Park, Plymouth, and North St. Paul were the other finalists. The Lake Elmo water was brought to WCCO's State Fair studio and put through another competition as WCCO audience members sampled water from a number of different cities and once again picked Lake Elmo as the best tasting.

Water Bar (below) was a hit at the State Fair. The bar provided tasting of water from cities around the state and the chance for volunteers to talk with visitors about their water.



## Plate Settlers Clean Up Ortonville Water

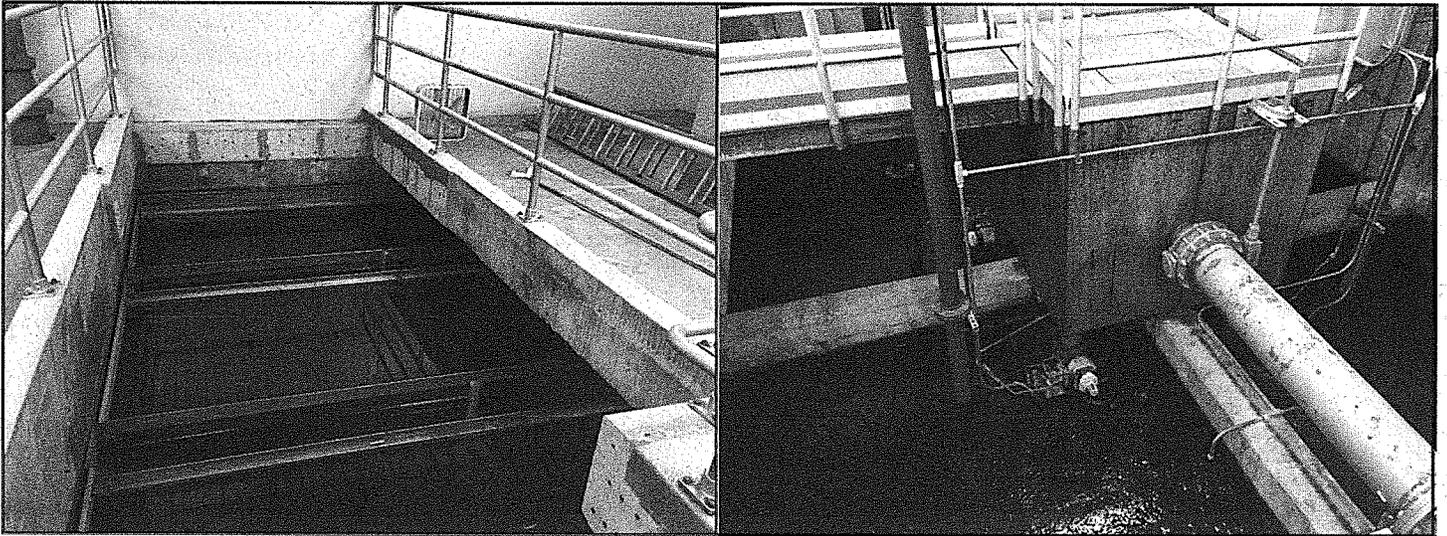


Plate settlers (left) were added to the treatment process in Ortonville to reduce the load on the filters (right).

Stationed on Big Stone Lake in Ortonville, a 1933 building originally housed pumps to get water from a pair of wells to residents in higher parts of the city.

High levels of iron and manganese in the groundwater prompted the city to add filters and transform the facility into Ortonville's first water treatment plant in the 1960s.

In 1997 Ortonville teamed with Big Stone City, across the lake in South Dakota, to open the Big Stone Area Treatment Plant, one that serves both cities. Two wells in sediment in the river plain pump water to the treatment plant, which is farther inland than the previous one and on a hill about 400 feet higher than the wells.

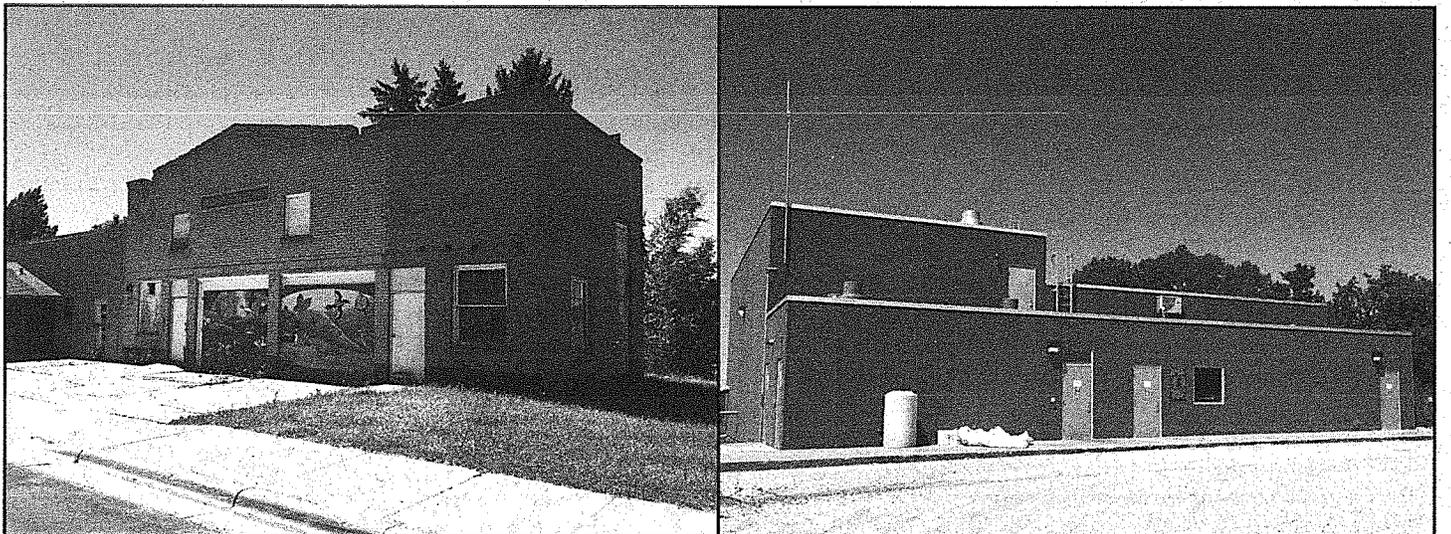
The new plant included a flocculation basin, unlike the direct filtration in the original plant, to allow detention time for contaminants, reducing the amount of iron and manganese that reaches the filters. The plan for the 1997 facility was to add lime softening, but the process was dropped because of the cost. The hardness of the water in the ground is approximately 1,100 parts per million (ppm) as calcium carbonate. Most residents of Ortonville have water softeners in their homes.

The raw water also has 5 ppm of iron and .5 ppm of manganese, both high enough to cause noticeable aesthetic effects in the water. The new plant did its job in lowering the iron and manganese levels while producing about 1,000 gallons per minute. High service pumps delivered water across the state line to Big Stone City, which has a smaller population (about 450) but also provides water to an ethanol plant.

However, the filter runs at the plant were short, often only five hours. John Thom of SEH, Inc. of Vadnais Heights, Minnesota, says the raw water is high in organic matter, causing problems with the oxidation of the iron in pre-treatment. The result was short circuiting in the flocculator, resulting in too much load on the filters.

SEH, Inc. worked with Ortonville on a pilot study to explore remedies and chose plate settlers as the solution. The city considered but rejected the costly option of adding to the building. Instead, it moved a stairway, put in flocculation basins, and reused the old detention tanks as plate settlers.

Ortonville—continued on page 5



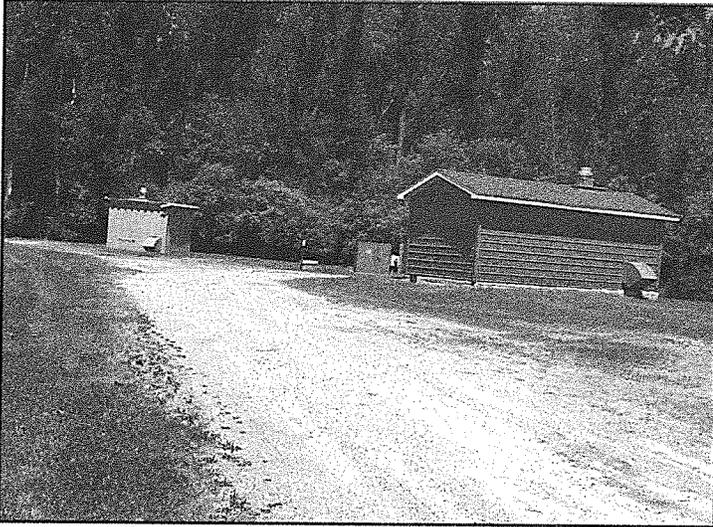
Left: the original plant, which was a booster station for wells by the lake when it opened in 1933. Right: the 1997 plant, which retained its original size despite the addition of plate settlers. The beams and plate settlers were hoisted to the roof and brought in through a second-story door.

## Ortonville—continued from page 4

Plate settlers have long been used in wastewater treatment. Their more-recent use in water plants has been for backwash reclaim. “Here, they are used for the iron and manganese removal,” said Thom, who explained that incoming water is aerated and then has chlorine, permanganate, and a polymer added as it enters the flocculation basin. “Then it flows in under the plate settler, and the particles rise. The plates are slanted. Particles travel up in a straight line, settle to a plate, and fall back into the sludge collector. Clear water comes off the top.”

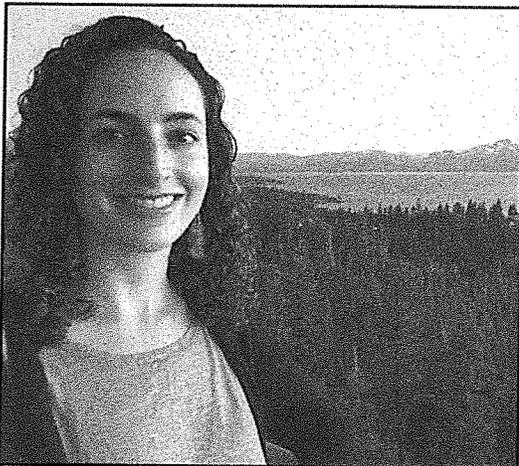
Rather than 4 to 5 ppm of iron reaching the filters, now only about .5 ppm gets there, a 90 percent reduction in filter loading. Manganese dropped from .5 ppm to .1 ppm because of the plate settlers. “Instead of short filter runs, they are now pushing 100 hours although they will backwash at least once a week,” said Thom. “Before, they couldn’t recycle the water. It was all going to ponds. Now only the sludge goes out.”

Recovering the backwash water will result in less water usage, enough that the savings in water will cover the project cost, approximately \$750,000, in six or seven years. Said Thom, “We got a big impact with a small outlay of dollars.”



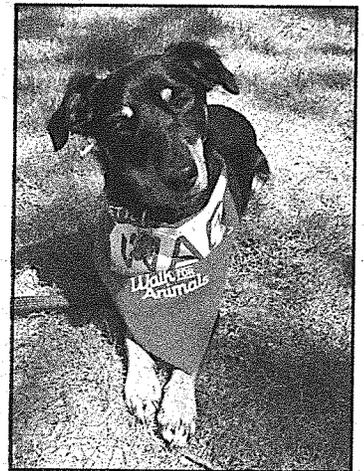
Left: Ortonville's two wells, near Big Stone Lake. Right: Ortonville operator Sam Berger with John Thom of SEH, Inc.

## MDH Profile: Anna Arkin



Anna

Anna Arkin has joined the Drinking Water Protection Section at the Minnesota Department of Health as a planner and health communicator. A native of Arlington, Virginia, Anna came to the Midwest for college (Washington University in St. Louis) and recently graduated with a master's degree in public health from the University of Minnesota. She worked for the Minnesota Technical Assistance Program, providing technical assistance to Minnesota businesses on waste reduction and pollution prevention, and interned at the governor's office, working on health policy. Anna has a husband, David, and a dachshund/Jack Russell terrier mix, Nellie. Anna has been to 40 states and is working on the final 10.



Nellie

## Good News and Bad News on the Bottled Water Ban in National Parks

The Winter 2015-2016 *Waterline* contained an article on the National Park Service taking a stand by discouraging the sale of bottled water at its parks despite pressure on Congress from the International Bottled Water Association to cut off federal money the Park Service is using to install bottle-filling stations as an alternative to bottled water.

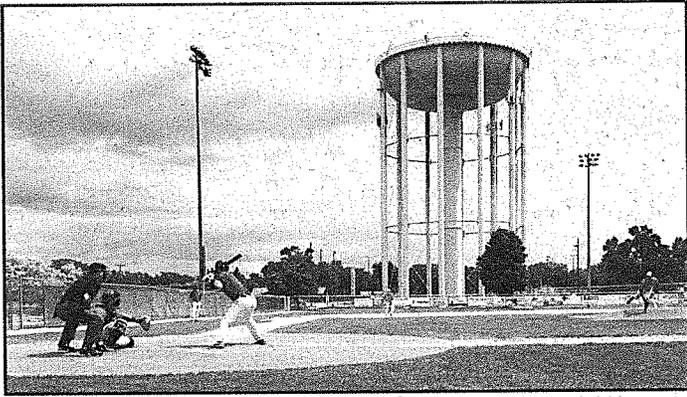
The follow-up to this story has good news and bad news. First, the good. The *Washington Post* reported September 26, 2017 that a National Park Service's ban on the sales of bottled water resulted in annual savings of up to two million water bottles, which prevented 112,000 pounds of plastic

from being sold and discarded each year “along with up to 140 metric tons of carbon dioxide emissions,” according to the *Post*.

However (and here's the bad stuff), the current administration rescinded the ban in August 2017, the result of lobbying from the International Bottled Water Association.

The Park Service is still encouraging visitors to avoid bottled water by selling reusable bottles and installing bottle-filling stations in its parks. Meanwhile, Representative Mike Quigley of Illinois has introduced legislation to reinstate the ban on selling bottled water at National Park Service sites.

## Water and Baseball



The newly refurbished Valley View water tower in Bloomington was a backdrop for the Minnesota Class A amateur baseball tournament in August. The rehabilitation of the 50-year-old tower included removal and replacement of coatings, structural repairs, and safety upgrades. The tower is surrounded by a security fence behind the left-field fence. A long home run by the St. Paul Capitals' Ryan Abrahamson—which broke a scoreless tie with the Minneapolis Angels in the 12th inning on Sunday, August 14—landed next to the tower. The ball was retrieved by a city crew the next day. The Minnesota Class C tournament opened in Green Isle the following weekend beneath that city's water tower. (At the bottom is a photo of Green Isle's long-gone wooden tower, replaced in 2001 by the current tower.)



## Water and Hockey



The Minnesota Wild is expanding the sources of water for its ice at Xcel Energy Center. Since the arena opened in 2000, the team has used St. Paul water to make the ice its rink. "It's really good for making ice," said Travis Larson, the manager of ice operations for the arena.

This season, however, the team is allowing Minnesota fans to bring water to be mixed in as part of their ice surface. More than 2,400 fans of all ages brought water for the Wild's "This Is Our Ice" launch event on Saturday, September 16. The Wild had its Zamboni in the lobby of the arena, and fans deposited three ounces of their hometown water—from taps, wells, ponds, lakes, and streams—to fill the ice-resurfacing machine. The water came from 299 cities, mostly from Minnesota but also from such distant sites as Maine, New York, California, North Carolina, and Hawaii.

The water was filtered to remove solids, disinfected, mixed with St. Paul water in the 190-gallon Zamboni tank, and used to resurface the ice the next day.

Larson said they make ice for the upcoming season with hoses and a flood tank around Labor Day each year. A one-inch sheet of ice takes about 10,000 gallons of water. The ice remains all season and is covered when other events are held on top of it. The ice is frequently resurfaced, especially during games, with the Zamboni shaving off and putting on a new layer.

The campaign will continue during the 2017-2018 season. Fans can deposit their water before each home game. After filtering and disinfecting, the water will be used in the resurfacing after the second period.

"It's been an interesting process, and we'll make it work" said Larson. "Fan support for this campaign has been tremendous."



## Waterline Reader Survey

*Please Help Us to Help You Get More out of the Waterline*

The Drinking Water Protection Section of the Minnesota Department of Health seeks your input regarding the *Waterline* publication, as we plan for future publications. Please help us by completing this survey.

1. How much of the *Waterline* do you read?

- All of it
- Some of it
- None of it

2. What is your overall impression of the *Waterline*?

- Excellent
- Good
- Needs work

3. How often to you read the following types of articles in the *Waterline*?

	Frequently	Occasionally	Not at All
Feature articles (such as the article on Ortonville in this issue)	___	___	___
Regulatory and compliance information	___	___	___
Human interest stories	___	___	___
Minnesota American Water Works information	___	___	___
Operator training news	___	___	___

4. How do you receive the *Waterline*?

- Printed version in the mail
- Email notification with a link to the current issue
- Both (mail and email)

5. What are your suggestions for other information, features, or sections that could be added to the *Waterline*? (Write below)

**Please indicate if you would like to change your options:**

You may fill out this form and mail it to Stew Thornley, Minnesota Department of Health, P. O. Box 64975, St. Paul, Minnesota 55164-0975. Please respond by December 31, 2017. You may also fill out this survey online at:

<https://survey.vovici.com/se/56206EE35AF5CBF8>

### Reminder to All Water Operators

When submitting water samples for analyses, remember to do the following:

- Take coliform samples on the distribution system, not at the wells or entry points.
- Write the Date Collected, Time Collected, and Collector's Name on the laboratory request form.
- Write the Sample Point on the laboratory request form.
- Attach the label to each bottle (do not attach labels to the lab form).
- Include laboratory request forms with submitted samples; make sure the information on the bottle label and the lab form is the same.
- Use something other than a rollerball or gel pen; the ink may run.
- Consult your monitoring plan(s) prior to collecting required compliance samples.

Notify your Minnesota Department of Health district engineer of any e-mail changes for contact people.

If you have questions, call the Minnesota Department of Health contact on the back of all sample instruction forms.



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**CALENDAR**

**Minnesota Section, American Water Works Association**

\*March 14-16, Southeast Water Operators School, Kahler Apache Hotel, Rochester, Contact Bob Stark, 651-385-5112.  
\*April 3-5, Metro Water Operators School, Earle Brown Heritage Center, Brooklyn Center. Contact Jeanette Boothe, 651-201-4697, or Stew Thornley, 651-201-4655.

\*May 9-11, Northeast Water Operators School, Timberlake Lodge, Grand Rapids. Contact Corey Lubovich, 218-262-7725.

Information for all district schools, including agendas:  
<http://www.health.state.mn.us/water/wateroperator/trng/schoolagendas.html>

**Surface Water Treatment Workshop**  
Contact Adam Zach, 701-746-8087.  
May 1-3, Courtyard by Marriott, Moorhead

**Minnesota Rural Water Association (MRWA)**  
Contact Teri Osterman, 800-367-6792.  
\*March 6-8, Technical Conference, St. Cloud  
\*June 14, Safe Drinking Water Compliance, Wahkon

**\*Includes a water operator certification exam.**

For an up-to-date list of events, see the training calendar on the MDH web site:  
[http://health.state.mn.us/water/wateroperator/trng/wat\\_op\\_sched.html](http://health.state.mn.us/water/wateroperator/trng/wat_op_sched.html)