



**CITY COUNCIL AGENDA  
MONDAY, OCTOBER 16, 2017  
7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. CONSENT AGENDA:
  - A. Approval of Minutes – September 5, 2017 Council Work Session
  - B. Approval of Minutes – October 2, 2017
  - C. Disbursements
    1. General Operations Disbursement Claim No. 17-17 \$395,501.09
    2. Liquor Fund Disbursement Claim No. 17-18 \$191,705.75
  - D. Application for Exempt Permit – North Suburban Chapter of MN Deer Hunters Association - December 4, 2017 Kraus-Hartig VFW
  - E. Contractor's Licenses
  - F. Sign Permits
  - G. Correspondence
7. SBM FIRE DEPARTMENT REPORT
8. POLICE REPORT
9. PARKS AND RECREATION REPORT
10. ORDINANCES AND/OR RESOLUTIONS
  - A. Resolution 17-32 Accepting a Donation to the City
11. NEW BUSINESS
  - A. Consider Joining the Trunk Highway 65 Corridor Coalition
  - B. Approval of Wireless Consultant Contract
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 the comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.



## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special work session meeting of the Spring Lake Park City Council was held on September 5, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 6:00 P.M.

### 1. Call to Order

Mayor Hansen called the meeting to order at 6:00 P.M.

### 2. Roll Call

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

Members Absent: None

Staff Present: Administrator Buchholtz, Chief Ebeltoft, Public Works Director Randall

Visitors: Paddy Jones, Ham Lake

### 3. Agenda

#### A. 2017B Equipment Certificate

Administrator Buchholtz presented the list of projects for the 2017B Equipment Certificate, which would fund capital equipment needs for 2018-2022.

He noted that the total list of requests was \$890,006, stating that the items were identified in the City's current 5-year Capital Improvement Plan. He reviewed the full list, which is shown below:

<b>Project</b>	<b>Year</b>	<b>Budget</b>
Computer Equipment (iPad purchase for Council/Staff	2018	\$ 5,600
Telephone System	2018	\$ 26,718
Computer Equipment (sever/workstation replacement)	2019	\$173,146
Copier Replacement	2022	\$ 22,000
Police Chief Vehicle	2018	\$ 36,521
Investigator Vehicle	2018	\$ 36,521
Patrol In-Car Radar Systems	2018	\$ 15,000
Squad Car Light Bars	2021	\$ 15,000
Building Official Vehicle	2020	\$ 24,500
Public Works Chevy Silverado 4x4 Pickups with plows, lift gates, headache racks, tool box and strobe lights (2)	2018	\$ 90,000
Public Works Chevy Silverado 4x4 Pickup with toolbox, headache rack, and strobe lights	2018	\$ 35,000
Public Works Chevy Silverado 1-ton 4x4 truck with dump box, 9-foot plow, and lift gate	2018	\$ 50,000
Public Works Dump Truck with plow, box sander, and underbelly plow	2019	\$210,000
MT Trackless Sidewalk Tractor	2019	\$120,000
Ballfield Groomer	2019	\$ 30,000

Buchholtz requested the City Council authorize the issuance of a \$795,000 Equipment Certificate, which will provide proceeds of \$765,000 for equipment purchases. He noted that the anticipated debt service levy was included in the proposed tax levy for 2018 taxes collectable. He stated that the remaining funds would be covered with a \$125,000 transfer from the General Fund to the Equipment Certificate Fund. He stated that the General Fund transfer represented an anticipated surplus due to excess building permit revenue.

Consensus of the City Council was to direct the Administrator, Clerk/Treasurer to prepare the issuance of a \$795,000 Equipment Certificate.

4. Adjourn

The meeting was adjourned at 6:45 PM.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on October 2, 2017 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Councilmember Nelson

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

Visitors: Paddy Jones, Ham Lake  
Larry and Jean Pederson, 1545 83<sup>rd</sup> Avenue NE  
Sue Davis, AFS Representative  
Romina Montti Zapata (Chile) and Cedric Leuenberger (Switzerland), AFS Students

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 6F, Termination of Probationary Employee at Central Park Liquor Store, be added to the agenda.

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – September 18, 2017
- B. Approval of Public Right of Way Applications – Xcel Energy
- C. City Administrator Performance Evaluation Public Statement
- D. Contractor's Licenses
- E. Correspondence
- F. Termination of Probationary Employee at Central Park Liquor Store

Councilmember Goodboe-Bisschoff inquired who would be responsible for the cost of the DNR aeration and the herbicide permits that were referenced in the September 18, 2017 minutes. Parks and Recreation Rygwall reported that the aeration permit fee is split with the City of Mounds View and the herbicide permit is undecided at this time, and it will be reviewed in the spring.

Administrator Buchholtz reported that the south side of the lake, previously owned by the City of Fridley, was annexed to the City of Spring Lake Park a few years ago therefore; Spring Lake Park and Mounds View own Lakeside Park.

Mayor Hansen read the City Administrator's Performance Evaluation statement.

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

#### 7. Presentation

##### A. Mayor's Proclamation – Foreign Exchange Student Week – Honorary Citizens

Mayor Hansen presented proclamations proclaiming the week of October 2, 2017 as American Field Service Week and proclaiming that Romina Montti Zapata and Cedric Leuenberger be named honorary citizens for the City of Spring Lake Park for the duration of their stay.

#### 8. Public Works Report

Public Works Director Randall reported that the Public Works Department has been collecting trash at the parks, continuing to mow and weed whip the parks; and has completed painting curbs and crosswalks. He reported that all the parks have been seeded and aerated for the season. He stated that the sewer-lining project is almost completed and the contractor is replacing some of the lining on Tyler Street.

Mr. Randall reported that all the water meters were read in the City with only one needing repair. He stated that the Public Works Department dragged and lined the ball fields for an end of the year softball tournament, assisted with the set up and take down for the Spring Lake Park 5K Run. He reported that he attended various meetings and a water works conference this past month.

#### 9. Code Enforcement Report

Building Official Brainard reported that he attended the City Council meetings on September 5 and September 18; the Planning Commission meeting on September 25; and the North Suburban Building Officials meetings on September 26.

Mr. Brainard stated that in September 2017, 24 building permits were issued. He reported that he conducted 100 inspections in the month of September including 48 building, 17 mechanical, two plumbing, six nuisance, four Certificate of Occupancy, 16 rental, three fire and four zoning inspections.

Mr. Brainard reported that the September 2017 vacancy listing shows that there are 18 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up 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 down three from last month. He reported that he did not post any abandoned and/or vacant property notices in month of September. He also reported that one Administrative Offense Ticket, and 10 violation notices were issued by the Code Enforcement Department.

Mr. Brainard provided a handout of recreational fires/open burning requirements for the City. He reminded everyone that October 8-14, 2017 is Fire Prevention Week.

10. Ordinances and/or ResolutionsA. Resolution 17-31 Denying Amendment to Conditional Use Permits at 8301 Sunset Road NE in Regards to Overnight Parking

Planner Elliott provided an overview of the request from Cliff Fraser at 8301 Sunset Road to amend his conditional use permit to expand the amount of outdoor overnight parking spaces in the parking lot. She noted that his current Special Use/Conditional Use Permit allows up to nine cars to be parked in the lot overnight and she stated he is proposing the increase that to 16 spaces.

Ms. Elliott reported that this Special Use/Conditional Use Permit Amendment request was a continued item from the August 28, 2017 Planning Commission meeting. She noted that the item was tabled at the August 28, 2017 meeting to allow staff additional time to review the function, needs, and regulations for the building's users in relation to the parking lot. She stated that while the original Special Use Permit (SUP) from 2010 limited the number of cars that can be parked overnight in the lot, the zoning code has no current provision that regulated overnight parking for the other uses.

Ms. Elliott reported that the Planning Commission recommended approval of modifying the original SUP with the following conditions:

1. Remove the limitation on the number of overnight parking spaces from the SUP.
2. Adhere to the prohibition of inoperable vehicles stored in the parking lot in the SUP.
3. For the convenience of automotive business customers, designate and visibly sign a drop-off zone in the parking lot of nine spaces.

Mayor Hansen stated that she is hesitant to approve the changes to the SUP since there have been so many ongoing issues with this property. She noted that the owner and some of the businesses have not followed the existing conditions of the SUP. She stated that she does not feel the automotive business should have free reign of the parking lot as requested.

Building Official Brainard stated that he has met with the individuals of the businesses on numerous times and the business owners follow the rules for a short period of time but then revert to the same practices.

Councilmember Wendling inquired as to how many vehicles can be parked inside of each of the automotive businesses. Mr. Brainard stated that he estimated that each business could hold five or six vehicles. He noted that vehicles are dropped off in the middle of the night and many of these vehicles are inoperable or vehicles from auto auctions.

Councilmember Goodboe-Bisschoff stated that staff have been working on a new ordinance that will explore the option of revoking SUP/CUP's if conditions are not being met. She inquired as to how long businesses will have to comply. Administrator Buchholtz explained that the ordinance will be introduced at the next Planning Commission meeting and explained that the ordinance will allow the City to take the steps needed to revoke a CUP, while providing the owners with a hearing before the City Council, if the business owners are violating their conditions set in their CUP.

Councilmember Delfs inquired if enforcement by City staff would be easier if the SUP was amended to allow nine more spaces. Ms. Elliott stated that enforcement of inoperable vehicles would be easier if there were designated spaces.

Councilmember Delfs expressed his opinion that designated spaces would make enforcement easier and he did note that there is always street parking taking place especially since there is assembly usage in the building with the mosque and dance studio. He stated he feels the nine designated spaces would give the Code Enforcement and the Police Department more leverage in seeking out the inoperable vehicles.

Administrator Buchholtz stated that the recommendation from the Planning Commission will make enforcement easier and with the ordinance coming forward for the revocation of CUP. He stated that his opinion that the Commission sent a strong message to Mr. Fraser informing him that inoperable and wrecked vehicles in the parking lot will not be tolerated. He stated that the vehicles must have current registration and display current tabs.

Mayor Hansen inquired if the condition of removing the number of overnight spaces were eliminated as one of the new conditions. Administrator Buchholtz stated that there are no other restrictions in the City Code for other businesses regarding overnight parking. He stated that it would be very hard to differentiate the vehicles and which business they belong.

Mr. Brainard stated that if each of the three automotive businesses were allowed three designated spaces it would allow for easier enforcement; and if a vehicle were parked in the space longer than 24 hours, investigation by the Police Department would be easier. He stated that he is aware of which vehicles belong to the construction company and does not see an issue with parking of their vehicles.

Councilmember Goodboe-Bisschoff inquired if the 60-day rule would allow for the application to be deployed to allow the new ordinance to take effect. Administrator Buchholtz noted that the 60 days rule has been extended and with the possibility that the approval process of the ordinance could take longer, the 60 days could expire before the new ordinance took effect and the SUP amendments would automatically be approved.

Ms. Elliott reminded the Council that the original SUP required that designated signage be installed for the businesses and those signs were never put up.

Mayor Hansen inquired about findings of fact to support the denial of the application. Ms. Elliott reviewed the following findings of fact to support denial of the SUP amendment:

1. The property owner has consistently violated the terms of the original Special Use Permit in relation to the number of overnight parking spaces.
2. The property owner has a history of allowing inoperable and unlicensed vehicles to use parking lots spaces for extended periods of time.
3. The proposed amendment is likely to exacerbate existing parking problems on the property.
4. The property includes space to the north of the building that could be adequately screened and used for short-term overnight storage of vehicles for the auto repair businesses.

Mayor Hansen inquired as to where the fenced area is on the property and how the area would be fenced in. Ms. Elliott explained that the area is to the north of the property adjacent to the industrial use. She stated that the area would need to be fenced. Administrator Buchholtz stated that there is a 75% impervious area limit on the lot.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 17-31 DENYING AMENDMENT TO CONDITIONAL USE PERMITS AT 8301 SUNSET ROAD NE IN REGARDS TO OVERNIGHT PARKING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New BusinessA. Records Management Technician Appointment

Police Chief Ebeltoft reported that the Police Records Management Technician full time position testing process has been completed with 16 applicants submitting applications. He stated that scores from the interview, typing test, and Veteran's Preference and experience points were combined to achieve the final ranking.

Chief Ebeltoft recommended that the top scoring applicant be appointed to the position of Records Management Technician. He reported that the top the highest scoring applicant was Lisa Murphy. He stated that he is seeking authorization from the Mayor and City Council to confirm his recommendation with an effective date of October 16, 2017 at Step 4 of the current pay scale for the Records Management Technician position, pending a Criminal Background Check and drug test.

Councilmember Goodboe-Bisschoff inquired on the length of the probationary period and for an overview of the application process. Chief Ebeltoft stated the probationary period can be established at either six months or one year. He reported that the applications were scored and the top two candidates were invited for an interview. He stated the interview panel consisted of Sergeant Long, Records Management Technician Brahs and Executive Assistant Gooden. He stated that Records Management Technician Larson administered the typing test. He explained that the top scoring candidate, after the interview and typing scores were totaled, was invited for an interview with him.

MOTION MADE BY MAYOR HANSEN TO APPOINT LISA MURPHY TO THE POSITION OF RECORDS MANAGEMENT TECHNICIAN. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

12. Engineer's Report

Engineer Gravel had no new items to review.

13. Attorney's Report – None14. ReportsA. Beyond the Yellow Ribbon Report

Councilmember Wendling reported that attendance is remaining steady at the monthly pork chop dinner. He noted that there is the possibility that two units, soon to be deployed, will be adopted from the proceeds raised.

15. OtherA. Administrator Reports

Administrator Buchholtz stated that the Equipment Certificate recommendation has been sent to Northland Securities and the certificate will be sold at the December 5, 2017 Council meeting.

Administrator Buchholtz reported that the City has received a few calls regarding the McKinley vacant lots for individual use. The consensus of the Council was to continue to hold onto the lots for future development.

17. Adjourn

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

The meeting was adjourned at 8:10 PM.

Attest:

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Cindy Hansen, Mayor

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



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

Date: Sept 2017  
Page: 1  
Claim Res.#17-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63242	AFLAC	PAYROLL	22.17
63243	CENTRAL PENSION FUND	PAYROLL	260.04
63244	DEARBORN NATIONAL	PAYROLL	293.15
63245	DELTA DENTAL	PAYROLL	1,532.43
63246	FIDELITY SECURITY LIFE	PAYROLL	31.35
63247	HEALTH PARTNERS	PAYROLL	12,320.24
63248	L.E.L.S.	PAYROLL	245.00
63249	LOCAL 49	PAYROLL	103.50
63250	NCPERS MINNESOTA-7750811	PAYROLL	80.00
63251	AMERICAN MESSAGING	MONTHLY SERVICES	3.60
63252	ASPEN MILLS	UNIFORM ALLOWANCE	195.25
63253	BARTON SAND & GRAVEL CO	TANDEM DISPOSAL FEES	180.00
63254	CENTERPOINT ENERGY	MONTHLY UTILITIES	98.50
63255	CENTRAL TURF & IRRIGATION SUPPLY	PARTS	7.91
63256	COMM-WORKS, LLC	MONTHLY SERVICES	125.00
63257	COMPUTER EXPLORERS	INSTRUCTOR	720.00
63258	DAVE PERKINS CONTRACTING INC	STORM SEWER REPAIR	10,539.55
63259	DODGE OF BURNSVILLE	AUTO SERVICES	19.95
63260	ECM PUBLISHERS, INC.	PUBLISHING	365.51
63261	EMERGENCY AUTOMOTIVE TECH	EQUIPMENT RESERVE SQUAD	8,116.05
63262	ESS BROTHERS, INC.	MAN HOLE COVERS	393.00
63263	GAMETIME	PARTS	85.38
63264	GENO'S SEWER & DRAIN CLEANING	REPAIRS	160.00
63265	GOPHER STATE ONE-CALL INC	AUGUST LOCATES	102.60
63266	GRAINGER INC	FLOODLIGHT	68.45
63267	HISTORIC GADSBY'S TAVERN REST.	EXTENDED TOUR	2,293.20
63268	JODY & KEN MEINZ	OVERPAYMENT WTR BILL	4.71
63269	LEAGUE OF MINNESOTA CITIES	MEMBERSHIP DUES	6,567.00
63270	LEAGUE OF MN CITIES INS TRUST	CLAIM	1,000.00
63271	MICHAEL LEDMAN	INSTRUCTOR	54.00
63272	MANSFIELD OIL COMPANY	FUEL	1,187.35
63273	CITY OF MINNEAPOLIS	APS TRANSACTIONS	204.30
63274	OFFICE OF MN.IT SERVICES	MONTHLY SERVICES	46.40
63275	OLD RITTENHOUSE INN	EXTENDED TOUR	1,096.00
63276	PARK AUTO BODY	AUTO REPAIR	103.65
63277	SLP FIRE DEPARTMENT	SEPT FIRE PROTECTION SERIVCES	17,288.00
63278	TASC	ADMIN FEES	450.08
63279	THE HOME DEPOT CREDIT SERVICES	MONTHLY BILL	714.35
63280	TWIN CITIES BMEU WEST	UB POSTAGE	900.00
63281	U.S.T.I.	UB E-BILLING	7.04
63282	WARGO NATURE CENTER	INSTRUCTOR	200.00

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

Date: Sept 2017  
Page: 2  
Claim Res.#17-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63283	WASTE MANAGEMENT OF WI-MN	MONTHLY SERVICES	7,023.38
63284	XCEL ENERGY	MONTHLY UTILITIES	49.77
63285	AFLAC	PAYROLL	22.17
63286	CENTRAL PENSION FUND	PAYROLL	260.04
63287	DEARBORN NATIONAL	PAYROLL	401.65
63288	DELTA DENTAL	PAYROLL	1,453.63
63289	FIDELITY SECURITY LIFE	PAYROLL	31.35
63290	HEALTH PARTNERS	PAYROLL	11,052.62
63291	L.E.L.S.	PAYROLL	245.00
63292	LOCAL 49	PAYROLL	103.50
63293	NCPERS MINNESOTA-7750811	PAYROLL	64.00
63294	BROCK WHITE COMPANY	SUPPLIES	36.98
63295	CENTERPOINT ENERGY	MONTHLY UTILITIES	175.17
63296	CENTRAL RENTAL CO	TRENCHER RENTAL	119.99
63297	COMCAST	MONTHLY SERVICES	105.92
63298	CONNEXUS ENERGY	MONTHLY UTILITIES	384.21
63299	COORDINATED BUSINESS SYSTEMS L1	MAINT CONTRACT	1,175.44
63300	COTTENS INC	SERVICES	15.00
63301	G & K SERVICES	MATS	163.76
63302	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	60.39
63303	INSTRUMENTAL RESEARCH INC	AUG WTR TESTING	72.00
63304	LYNN PRICE	REFUND RECREATION	20.00
63305	MENARDS-CAPITAL ONE COMMERCIAL	MONTHLY BILL	228.95
63306	METROPOLITAN COUNCIL	OCT. WASTE WTR SVC	41,594.02
63307	METROPOLITAN COUNCIL	AUG SACS	7,380.45
63308	MINNESOTA DEPT OF HEALTH	3RD QTR WTR SUPPLY CONNECTION FEE	3,485.00
63309	MINNESOTA MAYORS ASSOCIATION	ANNUAL DUES	30.00
63310	MUNICIPAL PAVING PLANT	ASPHALT MIX	112.30
63311	KAY OKEY	REIMBURSEMENT	43.49
63312	ON SITE SANITATION INC	RESTROOMS	173.00
63313	TERRY RANDALL	REIMBURSEMENT	156.22
63314	RENE PERKINS	SERVICES	3,940.00
63315	SPECIALTY SOLUTIONS LLC	LAKESIDE PROFESSIONAL LANDSCAPE	105.67
63316	KENNETH A. TOLZMANN, SAMA	3RD QTR BILLING	8,724.00
63317	TWIN CITIES HEATING & AIR	OVERPAYMENT ON PERMIT	5.00
63318	WALTERS RECYCLING REFUSE SERV	RECYCLING SERVICES	396.80
63319	XCEL ENERGY	MONTHLY UTILITIES	13,422.75
63321	ANOKA COUNTY	SUPPLIES	213.00
63322	ASPEN MILLS	UNIFORM ALLOWANCE	386.55
63323	AXON ENTERPRISE, INC	SQUAD VIDEO CAMERAS	17,450.21
63324	BOYER FORD TRUCKS	SERVICES	932.17

CITY OF SPRING LAKE PARK  
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Date: Sept 2017  
Page: 3  
Claim Res.#17-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63325	LORI BRAHS	UNIFORM ALLOWANCE	69.98
63326	CARSON, CLELLAND & SCHREDER	LEGAL FEES	12,033.37
63327	CITY OF ROSEVILLE	DATA SERVICES	536.00
63328	COMM-WORKS, LLC	MONTHLY CAMERA MONITORING FEES	125.00
63329	COMPUTER INTERGRATION TECHNOI	MANAGED SERVICES AND ROUTER CAMERA	2,690.00
63330	COORDINATED BUSINESS SYSTEMS L1	MAINT AGREEMENT	704.24
63331	COTTENS INC	PARTS	155.95
63332	DAVE CHLEBECK	UNIFORM ALLOWANCE	85.00
63333	G & K SERVICES	MATS	81.88
63334	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	1,668.36
63335	KEEPRS, INC	BULLET PROOF VEST/TRAUMA PLATE/CARRI	935.36
63336	KRISTIN O'CONNELL	REFUND RECREATION	39.00
63337	MANSFIELD OIL COMPANY	FUEL	3,034.55
63338	Minneapolis Police Department Bike	2 TREK POLICE BICYCLES: BIKE PATROLING	400.00
63339	MINNESOTA SAFETY COUNCIL	INSTRUCTOR	844.00
63340	MN FALL MAINTENANCE EXPO	REGISTRATIONS	150.00
63341	MUNICI-PALS	REGISTRATIONS	78.00
63342	NORTHERN	PARTS	24.99
63343	OFFICE DEPOT	OFFICE SUPPLIES	247.76
63344	OFFICE OF MN.IT SERVICES	MONTHLY FIBER OPTICS	46.40
63345	PERFECT 10 CAR WASH	SERVICES	27.96
63346	SHRED-IT USA	SHREDDING SERVICES	86.46
63348	TAHO SPORTSWEAR	SOFTBALL SHIRTS AND TROPHINES ADULT	804.00
63349	THE GOOD YEAR TIRE & SERVICE	NEW TIRES/WIPERS	259.84
63350	TRUST IN US, LLC	DRUG TESTING	120.00
63351	U.S.T.I.	MAINT RENEWAL	120.00
63352	ULINE	OFFICE SUPPLIES	619.71
63353	WELLS FARGO CREDIT CARD	MONTHLY CREDIT CARD	4.23
63354	ANOKA COUNTY	PROPTERTY TAXES	11,210.67
63355	ANOKA COUNTY	PROPTERTY TAXES	272.58
63356	CORE & MAIN LP	PARTS	333.27
63357	JIM HALVORSON	REFUND RECREATION	23.00
63358	MARGARET PLANTING	REFUND RECREATION	96.00
63359	JILL MASON	INSTRUCTOR	325.00
63360	CITY OF MINNEAPOLIS	AUGUST APS TRANSACTIONS	204.30
63361	MN TRANSPORTATION MUSEUM & C	DAY TRIP RECREATION	1,960.00
63362	PAT RICH	REFUND RECREATION	23.00
63363	SAFEGUARD	OFFICE SUPPLIES	55.04
63364	SIR LINES-A-LOT, INC.	SERVICES	6,037.36
63365	CATHI WEBER	INSTRUCTOR	60.00
63366	ZEP SALES AND SERVICE	PARTS	702.16

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

Date: Sept 2017  
Page: 4  
Claim Res.#17-17

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63367	JENNY GOODEN	REIMBURSEMENT	120.75
63368	STANTEC	ENGINEERING FEES	10,338.33
63369	VISU-SEWER INC	ENGINEERING FEES	147,747.33
		<b>TOTAL DISBURSEMENTS</b>	<b>395,501.09</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 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: SEPTEMBER 2017  
PAGE 1 OF 3  
CLAIMS RES: 17-18

FUND: LIQUOR OPERATIONS

<u>VOUCHER</u> <u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
30108 DEARBORN NATIONAL	PAYROLL 8/20/17-9/2/17	\$ 46.25
30181 DELTA DENTAL	PAYROLL 8/20/17-9/2/17	\$ 130.86
30182 FIDELITY SECURITY LIFE	PAYROLL 8/20/17-9/2/17	\$ 3.29
30183 HEALTH PARTNERS	PAYROLL 8/20/17-9/2/17	\$ 614.88
30184 MN TEAMSTER	PAYROLL 8/13/17-8/26/17	\$ 55.00
30185 G & K SERVICES	CLEANING SUPPLIES	\$ 70.36
30186 CITY OF SPRING LAKE PARK	REIMBURSEMENT	\$ 614.45
30187 JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 6,063.00
30188 GREAT LAKES COCA-COLA DISTRIBUTING	JUICE/MIX/POP PURCHASE	\$ 746.11
30189 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 346.65
30190 US BANK	CASH FOR ATM REFILL	\$ 5,000.00
30191 WINE MERCHANTS	CREDIT - WINE PURCHASE	\$ 32.00
30192 CAPITOL BEVERAGE SALES	CREDIT - BEER - JUICE/MIX POP PURCHASE	\$ 2,153.33
30193 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 7,418.20
30194 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 929.80
30195 VARNER TRANSPORTATION	FREIGHT CHARGES	\$ 380.65
30196 SOUTHERN GLZAER'S OF MN	LIQUOR PURCHASE	\$ 3,546.09
30197 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 77.56
30198 ARTISAN BEER COMPANY	BEER PURCHASE	\$ 377.75
30199 BREAKTHRU BEVERAGE MINNESOTA	BEER - LIQUOR PURCHASE	\$ 7,223.60
30200 DEARBORN NATIONAL	PAYROLL 9/3/17-9/16/17	\$ 46.25
30201 DELTA DENTAL	PAYROLL 9/3/17-9/16/17	\$ 130.86
30202 FIDELITY SECURITY LIFE	PAYROLL 9/3/17-9/16/17	\$ 3.29
30203 HEALTH PARTNERS	PAYROLL 9/3/17-9/16/17	\$ 587.62
30204 MN TEAMSTER	PAYROLL 8/27/17-9/9/17	\$ 55.00
30205 AMERICAN BOTTLING COMPANY	JUICE/MIX/POP PURCHASE	\$ 104.00
30206 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 872.15
30207 BERNICK'S WINE	BEER PURCHASE	\$ 364.20
30208 BREAKTHRU BEVERAGE MINNESOTA	BEER - LIQUOR PURCHASE	\$ 4,359.94
30209 CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 6,883.45
30210 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 242.26
30211 CULLIGAN	OPERATING SUPPLIES	\$ 12.00
30212 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 856.40
30213 HOHENSTEINS INC	BEER PURCHASE	\$ 23.50
30214 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 8,647.78
30215 JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 5,696.27
30216 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 663.15
30217 PLAYNETWORK	MEDIA SERVICES	\$ 32.01
30218 POPP.COM	TELEPHONE SERVICE	\$ 196.88
30219 R & B FOODS LLC	JUICE/MIX/POP PURCHASE	\$ 90.00
30220 SAASTAMOINEN, LAURA	MILEAGE REIMBURSEMENT	\$ 71.40
30221 SAM'S CLUB	CREDIT CARD PAYMENT	\$ 52.11
30222 SOUTHERN GLZAER'S OF MN	LIQUOR PURCHASE	\$ 1,637.30
30223 TRIO SUPPLY COMPANY	OPERATING SUPPLY	\$ 275.20
30224 WATSON COMPANY	CIGARETTE - CIGAR - JUICE/MIX/POP PURC	\$ 4,931.01
30225 XCEL ENERGY	ELECTRICITY	\$ 2,338.53
30226 BERNICK'S WINE	BEER PURCHASE	\$ 242.85
30227 BREAKTHRU BEVERAGE MINNESOTA	BEER PURCHASE	\$ 13,518.80

CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

DATE: SEPTEMBER 2017  
PAGE 2 OF 3  
CLAIMS RES: 17-18

FUND: LIQUOR OPERATIONS

<u>VOUCHER</u>	<u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
30228	CAPITOL BEVERAGE SALES	CREDIT - BEER - JUICE/MIX/POP PURCHASE	\$ 2,133.50
30229	CITY OF SPRING LAKE PARK	REIMBURSEMENT	\$ 179.83
30230	CLEAR RIVER BEVERAGE COMPANY	BEER PURCHASE	\$ 173.00
30231	CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 130.26
30232	DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 1,314.00
30233	JJ TAYLOR COMPANIES	CREDIT - BEER PURCHASE	\$ 1,213.05
30234	HJOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 4,505.35
30235	PAUSTIS & SON'S	WINE PURCHASE	\$ 187.50
30236	PHILLIPS WINE & SPIRITS CO	WINE PURCHASE	\$ 280.00
30237	PLAYNETWORK	MEDIA SERVICES	\$ 32.01
30238	PLUNKETT'S	PEST CONTROL	\$ 30.76
30239	RED BULL DISTRIBUTION COMPANY	JUICE/MIX/POP PURCHASE	\$ 147.00
30240	SILENT WATCHDOG	DVR MONTHLY RENTAL	\$ 60.00
30241	SOUTHERN GLAZER'S OF MN	LIQUOR PURCHASE	\$ 13,326.55
30242	TRIO SUPPLY COMPANY	OPERATING SUPPLIES	\$ 326.50
30243	ARTISAN BEER COMPANY	BEER PURCHASE	\$ 495.50
30244	BERNICK'S WINE	BEER PURCHASE	\$ 395.10
30245	BREAKTHRU BEVERAGE MINNESOTA	CREDIT-BEER PURCHASE	\$ 4,396.47
		JUICE/MIX/POP - LIQUOR PURCHASE	
30246	CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 3,222.25
30247	CITY OF SPRING LAKE PARK	CELL PHONE SERVICE	\$ 94.99
30248	DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 335.90
30249	G & K SERVICES	RUG SERVICE	\$ 70.36
30250	GREAT LAKES COCA-COLA DISTRIBUTION	JUICE/MIX/POP PURCHASE	\$ 426.69
30251	HOHENSTEINS	BEER PURCHASE	\$ 151.00
30252	JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 2,808.50
30253	JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 5,185.25
30254	PHILLIPS WINE & SPIRITS CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 245.50
30255	SAM'S CLUB	CREDIT CARD PAYMENT	\$ 23.33
30256	SOUTHERN GLAZER'S OF MN	LIQUOR PURCHASE	\$ 1,410.76
30257	VARNER TRANSPORTATION	FREIGHT	\$ 343.85
30258	WINE MERCHANTS	WINE PURCHASE	\$ 163.00
		<b>E-CHECKS</b>	<b>\$ 11,995.16</b>

TRANSFER TO PAYROLL	<b>PAYROLL (9/1/17)</b>	9,752.64
TRANSFER TO PAYROLL	<b>PAYROLL (9/15/17)</b>	10,525.82
TRANSFER TO PAYROLL	<b>PAYROLL (9/29/17)</b>	10,114.33
	<b>SALES TAX(AUG.)</b>	16,746.00
	<b>OTP TAX (AUG.)</b>	-

**TOTAL DISBURSEMENTS \$ 191,705.75**



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



**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

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

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

Mailing Address: 6684 Fridley Street NE

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

Name of Chief Executive Officer (CEO): Stephen Ranallo

Daytime Phone: 763-574-0195 Email: steveranallo@mndeerhunters.com  
(Permit will be emailed to this email address.)

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

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

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

Check one:

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

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles,  
indicate the date of the drawing): December 4, 2017

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ \_\_\_\_\_)

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

# LG220 Application for Exempt Permit

9/17  
Page 2 of 2

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

### CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

### COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Stephen Ranallo Date: 10-4-2017  
(Signature must be CEO's signature; designee may not sign)

Print Name: Stephen Ranallo

## REQUIREMENTS

### Complete a separate application for:

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

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

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Contractor's Licenses

October 16, 2017

2016-2017 Contractor License

Tree Contractor

Precision Landscape & Tree, Inc.

2017-2018 Contractor Licenses

Blacktopping Contractor

Magic Seal

General Contractor

Alvin Johnson Construction Company

Mechanical Contractor

Dependable Heating and Cooling

Plumbing Contractor

Air Mechanical

Murray Plumbing

Tree Contractor

Precision Landscape and Tree, Inc.



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

## Sign Permits

October 16, 2017

### Sign Permit

Emmanuel Christian Center  
7777 University Avenue NE

Acupressure Massage  
8159 University Avenue

Contingent on Owner's Approval

1301 81<sup>ST</sup> AVENUE N E  
SPRING LAKE PARK, MN 55432

**SIGN PERMIT APPLICATION**

DATE: 10/11/17  
NAME OF APPLICANT: Sign Minds  
ADDRESS OF APPLICANT: 1400 Quincy Street S.E. MPLS. MN 55413  
TELEPHONE NUMBER OF APPLICANT: 612.414.5520

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

Emmanuel Christian Center 7777 University Ave  
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: All contractors involved in construction are on plans already submitted

Address: \_\_\_\_\_

Is an Electrical Permit required? Yes, and will be pulled from electrical engineer as structure is begun.

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.

Russ Field  
**SIGNATURE OF APPLICANT**

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

FEE: \$178.00 RECEIPT NUMBER: \_\_\_\_\_

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



**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

**SQUARE FOOTAGE OF FRONT OF BUILDING:** 12,800

**SQUARE FOOTAGE OF ALL EXISTING SIGNS:** 340.50 sq ft

**SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS:** 94 sq ft + 79 sq ft + 59 sq ft + 50 sq ft = 282 sq ft

**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  
Westside Pylon  
 $52 \text{ ft} \times 2 = 104 \text{ ft}$   
 $21.25 \times 2 = 42.5 \text{ ft}$

Southside pylon  
 $97 \text{ ft} \times 2 = 194 \text{ ft}$

$3840 \text{ sq ft} - 30\%$   
 $340.5 \text{ sq ft}$  existing  
 $282 \text{ sq ft}$  proposed  

---

 $3217.5 \text{ sq ft}$  Remaining

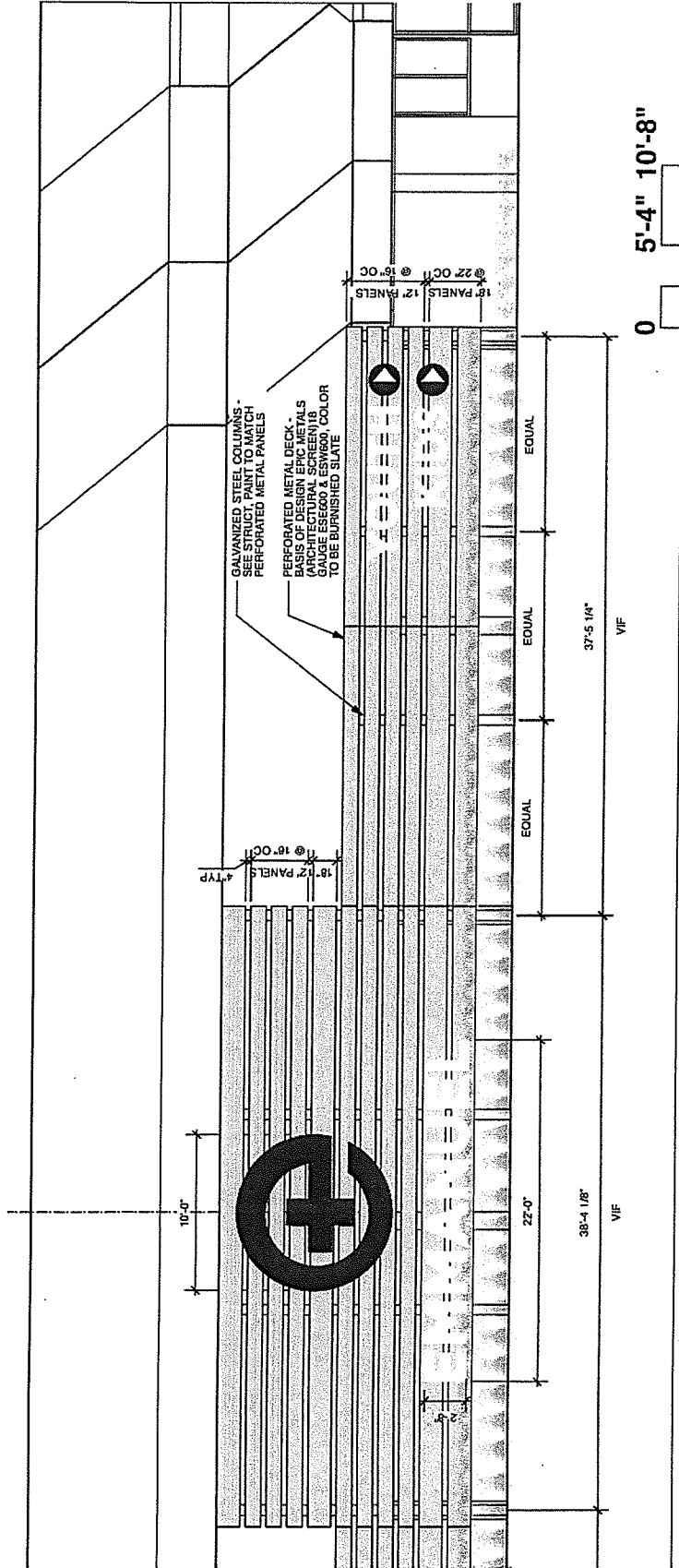
Proposed  
79 sq ft Circle  
59 sq ft Immanuel  
74 sq ft Nursery, kids. office  
50 sq ft Youth, kids  

---

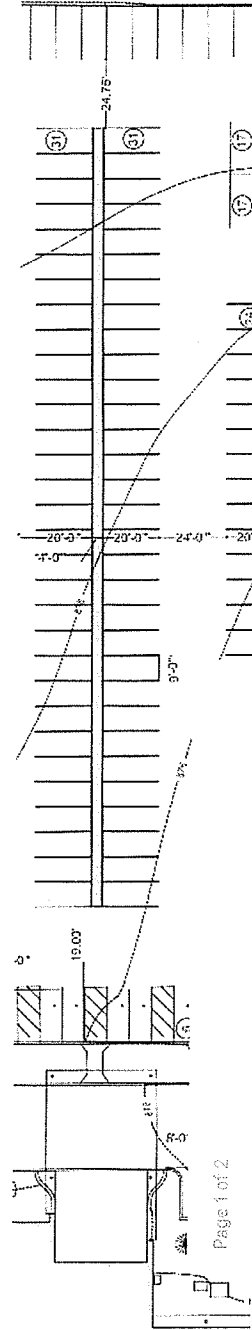
282 sq ft  
 $\$178.00$

$\$60 + \$39 = \$99$   
 $\$60 + \$19 = \$79$

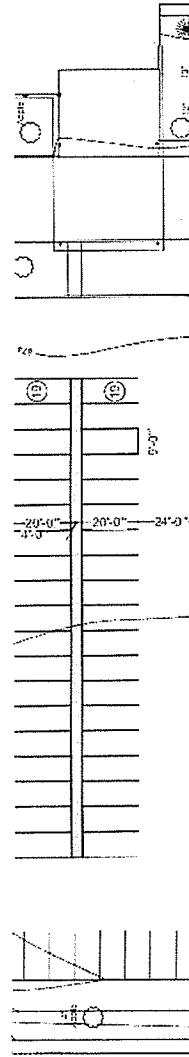
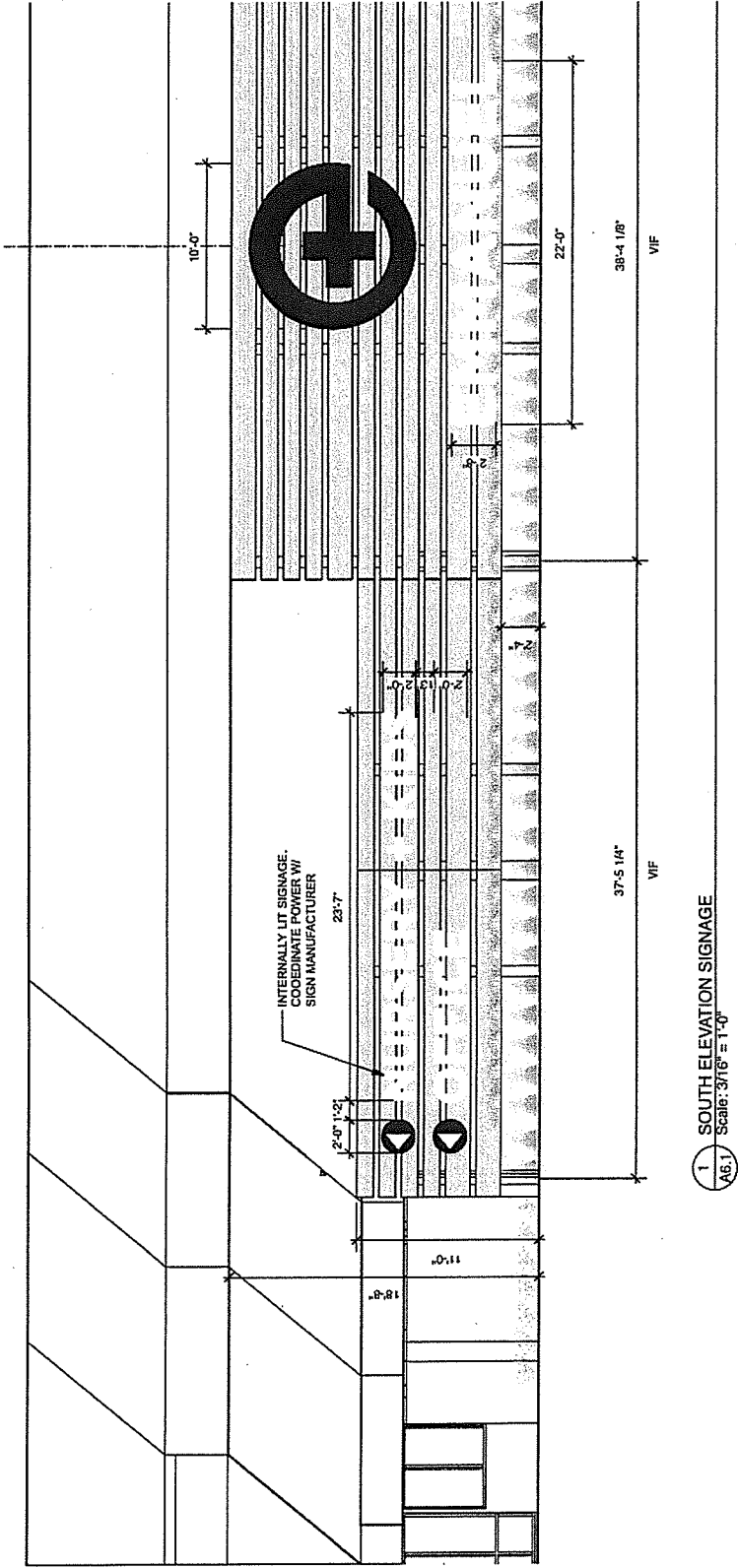

$$947 + 797 + 597 + 507 = 2827$$



QUANTITY	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	HEIGHT	WIDTH
15	P1	LITTLE BLUESTEM GRASS	SCHIZACHYRIUM SCOPARIUM	#1 CONT.	2'	20"
47	P2	KARL FOERSTER FEATHER REED GRASS	CALAMAGROSIS X ACUTIFLORA 'KARL FOERSTER'	#1 CONT.	40'	26"



EXISTING BUILDING



EXISTING BUILDING

**SECTION 10 7113  
SCREEN PANELS**

**PART 1: GENERAL**

**1.1 SUMMARY**

- A. Section includes: Shop fabricated metal screen panels to mount on the exterior of the building; screen panels.

**1.2 RELATED WORK**

- A. Other specification sections which directly relate to the work of this section include, but are not limited to, the following:
  - 1. Structural Steel.
  - 2. Supplementary Framing.

**1.3 SUBMITTALS**

Submit the following items with the conditions of the contract and appropriate specification sections:

- A. The manufacturer's specifications, section properties, load and span tables, dimensions, and finishes, shall be submitted.
- B. Shop drawings shall be submitted showing panel placement, profiles, material thicknesses, finishes, layout, anchorage and openings as dimensioned on the Architectural drawings.
- C. A full width sample shall be submitted as requested to verify compliance with the specifications and the level of quality. Color chips shall be submitted separately.

**1.4 REFERENCE STANDARDS**

- A. Section properties shall be computed in accordance with the American Iron and Steel Institute (AISI) Specification for Design of Cold-Formed Steel Structural Members.
- B. Panel manufacturer shall have been regularly engaged in the production of metal screen panels with all of the required features for a period of at least ten years.

## 1.5 DELIVERY, STORAGE, AND HANDLING

- A. The screen panels shall be protected from damage during storage, and handling.
- B. If storage at the jobsite is required, screen panels shall be elevated above the ground, sloped to provide drainage, and protected from the weather with a ventilated covering. Moisture must not be allowed to accumulate between or on panels; contractor shall monitor, protect, and handle accordingly. All banded bundles shall be broken open so that air can circulate between the metal surfaces.

## PART 2: PRODUCTS

### 2.1 MANUFACTURER

- A. In accordance with the requirements of this specification section, provide products manufactured by EPIC METALS CORPORATION, Rankin, Pennsylvania.
- B. Screen panels, and their design thickness, shall be shown on the Architectural design drawings.

### 2.2 MATERIAL

- A. The type (ESE 600) (ESE W600) screen panels shall be cold-formed from steel coils conforming to ASTM A653, structural quality, with minimum yield strength of 40 ksi.
  - a. Color: Burnished Slate
- B. Before forming, the steel coils shall have received a hot-dip protective coating of zinc conforming to ASTM A924, Class G90, as defined in ASTM A653.

### 2.3 FABRICATION

Screen panels shall be cold-formed by the continuous roll forming process in depth shown on Architectural design drawings. Both surfaces of the screen panels shall be factory coated with Epishield™ type coating after perforating and forming is complete. Epishield™ coating shall be baked on the substrate until cured. Color shall be manufacturer's best match to Architect's specified color; same color shall be used on both sides of panel. Painting prior to perforating, thereby leaving bare steel at edges of perforations shall not be accepted. Air dry coatings are not acceptable.

## 2.4 ACCESSORIES

- A. Trim or accessories shall be provided as indicated on the Architectural design drawings.
- B. Openings and reinforcement for openings noted specifically by the panel manufacturer on the Structural design drawings shall be provided.

## PART 3: EXECUTION

### 3.1 GENERAL

- A. Screen panels shall be installed in strict accordance with the manufacturer's instructions, approved erection drawings, and all applicable safety regulations.

### 3.2 BEFORE INSTALLATION

- A. The supporting frame and other work relating to the screen panels shall be examined to determine if this work has been properly aligned and completed.
- B. All components of the screen panels shall be protected from damage during storage and handling. If storage at the jobsite is required, bundles or packages of these materials shall be elevated above the ground, sloped to provide drainage, and protected from the elements with a ventilated, waterproof covering. All banded bundles shall be broken open so that air can circulate between the metal surfaces.

### 3.3 INSTALLATION

- A. Before being permanently fastened, screen panels shall be placed on the supporting frame and adjusted to final position with ends accurately aligned and adequately bearing on the supporting frame. Consistent coverage shall be maintained so that panels located in adjacent bays will be properly aligned.
- B. Cutting of screen panels to suit jobsite conditions shall be performed in a neat and professional manner, (no cutting torches). Only those openings indicated on the structural drawings shall be cut. Other openings shall be cut and reinforced by those requiring the openings as approved by the Structural Engineer. Exposed raw edges must be touched-up with coatings that have an equal endurance to that of the original coating.
- C. Screen panels shall be fastened to all supporting members with an approved fastener as specified by Epic Metals for this particular project and as indicated on the manufacturer's erection drawings.

- D. If called for by EOR, sidelaps of screen panels shall be fastened together with #12 screws at a maximum spacing of 36" on center or less as indicated on the manufacturer's erection drawings.
- E. Construction loads shall not be applied to screen panels until after the panels are permanently fastened to supporting members, and sidelaps are attached. The construction loads shall not exceed the capacity of the panels.
- F. Items such as signage, light fixtures, flashing, etc. shall not be attached to type screen panels without specific approval of the Architect and Structural Engineer.
- G. Accessories and any supplied reinforcement for small openings shall be fastened as indicated on the manufacturer's erection drawings.

### 3.4 AFTER INSTALLATION

- A. Construction loads that could damage the screen panels such as heavy concentrated loads and impact loads shall be avoided. Protection or planking shall be used in all high traffic areas.
- B. Galvanizing and other coatings that are damaged must be field repaired using appropriate methods and shall be the responsibility of the contractor.
- C. Cleaning surfaces of the screen panels shall be the responsibility of the contractor.



CITY OF SPRING LAKE PARK  
1301 81<sup>ST</sup> AVENUE N E  
SPRING LAKE PARK, MN 55432

**SIGN PERMIT APPLICATION**

DATE: 10.10.17

NAME OF APPLICANT: J'von Sims

ADDRESS OF APPLICANT: SignMinds, Inc. 1400 Quincy Street NE

TELEPHONE NUMBER OF APPLICANT: 612.767.6340

**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is  
to be attached or erected 8159 Unviersity Ave, Spring Lake Park - Acupressure Massage

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.

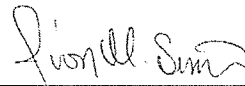
Name of person, firm or corporation erecting the structure: SignMinds, Inc.

Address: 1400 Quincy Street NE, Minneapolis, MN 55413

Is an Electrical Permit required? Yes

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: \$122.00 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:** 1848

**SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS:** 102

**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  
 $102 \times - \$60 + \$62 = \$122$

$6556 \times - 30\%$   
 $1848 \times - \text{existing}$   
 $102 \times - \text{proposed}$   

---

 $4606 \times - \text{Remaining}$

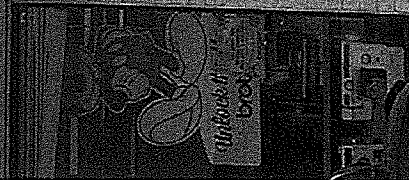
ACUPRESSURE

MASSAGE

18' - 6" = 228"

1027

5'6" = 66"







## Police Report

September 2017

Submitted for Council Meeting- October 16, 2017

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

Our School Resource Officer, Officer Chlebeck reports handling twelve calls for service at our local schools for the month of September, along with conducting twenty-two student contacts, five escorts and nine follow up investigations in to school related issues. With school just getting back into session, everyone is settling back into the school routine. For further details, see Officer Chlebeck's attached report.

Investigator Baker reports handling a case load of fifty-five cases for the month of September. Thirty-nine of these cases were felony in nature, ten of these cases were gross misdemeanor in nature and six of these cases were misdemeanor in nature. Besides his current monthly case load, Investigator Baker also continues to monitor eleven forfeiture cases. For further details see Investigator Baker's attached report.

The police department for the month of September 2017 has been able to deploy our portable speed trailer at fourteen different locations throughout our city. It is the police department's intent to make our residents and those visiting our community aware of their speed while driving on our city streets. In hopes of keeping our community as safe as possible.

The police department would like to thank those residents that have called the police department with locations for the deployment of our portable speed trailer to address potential speeding issues. The police department would also like to encourage our residents to continue to call and report possible locations for speeding issues within our community. The police department will continue to get the speed trailer out as long as we can before winter arrives.

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

The month of September has been a busy month for myself as well, besides handling the day to day operations of the police department, I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department. I did have any opportunity to meet with the new Spring Lake Park High School Principal (Mr. Matthew Boucher) and discuss potential collaborations between the high school and the police department for training and educational purposes. I also meet with the National Child Safety Council Representative Gordy Pietruszewski to discuss further initiatives for addressing societal issues that our youth and aging population experience on a daily basis, as well as the annual fundraising that the National Child Safety Council does. I conclude my month by attending Use of Force training mandated by the Minnesota POST Board that was conducted here at the police department.

This concludes my report for the month of September.

Are there any questions?



Investigator  
Brad Baker

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**September 2017**

### **Total Case Load**

#### **Case Load by Level of Offense: 55**

<b>Felony</b>	<b>39</b>
<b>Gross Misdemeanor</b>	<b>10</b>
<b>Misdemeanor</b>	<b>6</b>

#### **Case Dispositions:**

<b>County Attorney</b>	<b>2</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>5</b>
<b>Forward to Other Agency</b>	<b>3</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>39</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>6</b>
<b>Closed/Inactive</b>	<b>0</b>

#### **Forfeitures:**

<b>Active Forfeitures</b>	<b>11</b>
<b>Forfeitures Closed</b>	<b>0</b>

**Notes:**



## Spring Lake Park Police / School Resource Officer Report

### September 2017

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	9	22	5	9
Discovery Days (pre-school)				
Lighthouse School	1			
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)	1			
School Related				
Miscellaneous Locations	1			
Totals:	12	22	5	9

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	2
Students charged with Assault or Disorderly Conduct	1
Students charged with other crimes	2
Non-students Charged	1
Warrant Arrests	
Miscellaneous reports	6





# Memorandum

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

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

**Date:** October 12, 2017

**Subject:** Spring Lake Park Lions Donation

The City's wood chipper is over 25 years old and is showing its wear. Funds for the wood chipper were originally donated to the City by the Spring Lake Park Lions Club. This purchase has allowed us to accept brush from residents at City Hall, rather than having them bring it to the Anoka County Compost Site. The wood chipper has also been extremely helpful after severe weather as part of the City's storm cleanup efforts.

The City made a request to the Spring Lake Park Lions Club for a \$40,000 donation to facilitate the purchase of a new wood chipper. Charitable gaming revenues are not what they once were and the Lions Club does not have the resources to fulfill a request like that at one time. The Spring Lake Park Lions has generously given the City \$5,000 for 2017 and has encouraged the City to continue submitting requests until sufficient funds are donated. However, the Spring Lake Park Lions are unwilling to "pledge" the total cost of the wood chipper.

Staff is seeking direction from the City Council on how to proceed.

The Council could do any of the following:

1. The City could authorize purchase of the wood chipper, advancing the money from the Revolving Construction Fund. Further donations from the SLP Lions Club would be deposited back into this fund. This would ensure maximum trade-in value for the existing wood chipper.
2. The City could wait until it collects further donations from the SLP Lions Club. The City would be further along in the purchases budgeted by the 2018-2022 Equipment Certificate and could use any excess funds to cover the difference.

The City Council could also decline the donation and decide not to purchase a new wood chipper. If that option is chosen, the City would likely not be able to accept resident brush in order to further preserve the life of the chipper.

Staff recommends option 2, with the caveat that if the wood chipper is no longer safe to use, that staff could come forward to the City Council to a purchasing authorization.

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



## **RESOLUTION NO. 17-32**

### **A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

**WHEREAS**, the City of Spring Lake Park is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

**WHEREAS**, the Spring Lake Park Lions Club has offered to contribute \$5,000 to the city; and

**WHEREAS**, the Spring Lake Park Lions Club's donation is to be applied toward the purchase of a new wood chipper; and

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING LAKE PARK, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted with gratitude and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

The foregoing resolution was moved for adoption by Councilmember Nelson

Upon roll call, the following voted aye: Councilmembers

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 16th day of October, 2017.

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator





# Memorandum

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

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

**Date:** October 10, 2017

**Subject:** Trunk Highway 65 Corridor Coalition

A number of cities, townships and counties have joined together to form the Trunk Highway 65 Corridor Coalition, to advocate for substantive improvements to Trunk Highway 65. MnDOT has no significant funding allocated for Trunk Highway 65 improvements for the next 20 years. With the anticipated growth along the Trunk Highway 65 corridor, along with the fact that portions of Highway 65 carry more traffic than I-35W, that lack of funding is unacceptable.

The City of Blaine has contacted us about possibly joining the effort. The annual membership fees are \$100. The Coalition is currently working with Rep. Nolan West to seek \$600,000 in State funds for a Trunk Highway 65 Corridor Study between CSAH 10 in Spring Lake Park to Bunker Lake Road in Ham Lake. This is the first step in identifying improvements to the Trunk Highway 65 corridor and an important document in seeking State funding for those improvements.

Staff would recommend joining the Trunk Highway 65 Corridor Coalition. The City Council would also need to appoint a representative to serve on the Coalition. The Coalition meets the fourth Monday of every other month at 7:00pm at the Isanti County Courthouse in Cambridge.

More information about the Coalition is available on their website at <http://www.th65cc.com>.

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



## Membership Directory 2017

Agency	Member
<b>Anoka County</b>	Julie Braastad - Anoka County Commissioner
<b>Isanti County</b>	Terry Turnquist - Isanti County Commissioner
<b>Kanabec County</b>	Heidi Steinmetz - EDA Director
<b>City of Blaine</b>	Tom Ryan - Mayor
<b>City of Braham</b>	Traci Leaf - Council Member
<b>City of Cambridge</b>	Kersten Conley - Council Member
<b>City of East Bethel</b>	Jack Davis - City Administrator
<b>City of Ham Lake</b>	Gary Kirkeide - Council Member
<b>City of Mora</b>	Beth Thorp - Community Development Planner
<b>Arthur Township</b>	Lisa Holcomb - Board Supervisor
<b>Athens Township</b>	David Beckstrom - Board Supervisor
<b>Brunswick Township</b>	Craig Peterson - Board Supervisor
<b>Cambridge Township</b>	John Erlandson - Board Supervisor
<b>Isanti Township</b>	Don Hansen - Board Supervisor
<b>Knife Lake Township</b>	Ken Mattson - Board Supervisor



# Memorandum

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

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

**Date:** October 12, 2017

**Subject:** Appointment of Wireless Consultant

Due to changing State right-of-way laws, Federal telecommunications laws and new technology, managing telecommunication contracts have become a more complex task. In order to ensure that the City can ensure its water tower assets are maximized to their fullest potential, I am seeking authority to enter into an agreement with Community Wireless Consultants, Inc. to assist us with reviewing new tower applications.

I have attached information about Community Wireless Consultants for your review. The City of Rogers uses them extensively and City Attorney Thames has worked with them in the past. They charge \$100/hour in reviewing new site and tower modification applications. All of their fees can be passed on to the applicants, resulting in the City receiving professional advice at no cost to itself.

In addition, Community Wireless Consultants, upon execution of the contract, will review the City's zoning and tower ordinances at no cost to the City to ensure they are up to date with current Federal and State law.

Staff would recommend the City Council grant authority to the Administrator, Clerk/Treasurer to enter into an agreement with Community Wireless Consultants, subject to review of the contract by the City Attorney.

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



Community  
Wireless  
Consultants



**FREE**

zoning ordinance  
review / update

[www.cwc.mn](http://www.cwc.mn)

Helping communities  
develop efficient wireless  
communication systems

#### Future Considerations for Communities

- 4G LTE Macro Cell Design versus 3G Macro Cell Design
- Fiber Optic Deployment
- Micro Cell Deployment and Coverages
- Distributed Antenna Systems (DAS)
- 5G Networks

#### Community Involvement

- Education of local boards on wireless issues
- Regulatory - How much is necessary versus how much is too much?
- Business facilitators or preventers
- Ultimate benefit to community is left behind with traditional processes

#### Relationship Building

- Maximize market opportunities for government entities
- Adversarial versus cooperative relationships
- Each entity's responsibility in a relationship
- How are wireless carriers viewed?

## PRODUCT / SERVICE INFORMATION

### GOALS

- Help communities develop wireless facilities that provide maximum benefit to the community
- Develop a balanced set of regulatory requirements
- Stay ahead of how wireless technology development affects community deployment issues
- Create a positive relationship between the wireless industry and communities they serve

### SERVICES

- Wireless zoning ordinance review / updating for maximum community benefit
- Wireless zoning application review / consulting
- Lease and easement negotiating support
- Facilities design / ownership / management support
- PE review of installation plans

### PRICING FRAMEWORK

- \*Wireless communication zoning ordinance review / updating - FREE of charge
- \*Zoning application review and consulting - Paid by applicant
- \*Lease and/or easement negotiating review - Paid by lessee / Grantee
- \*Wireless facilities design and infrastructure costs - Paid by lessee
- \*Facilities management - Percentage of rate paid by lessee

\* with services contract

CWC Inc.

Joe Egge

Senior Partner

720 Capwood Avenue

Litchfield, MN 55355

Phone: 612-839-4594

[joe.egge@cwc.mn](mailto:joe.egge@cwc.mn)







City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 10.16.17 Meeting**  
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.

**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 including stormwater modeling.

**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. Remaining service grout work will be completed over the next few weeks. Terry Randall is coordinating.*

**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) meeting.

City's Water Supply Plan (DNR requirement) has been reviewed by the DNR and forwarded to the Met Council for review.

Reviewed plans from T-Mobile to upgrade their facilities on the Able Street water tower.

*Continue working with Dan, Terry, Phil Carlson, and the developer regarding the potential Hy-Vee development. MnDOT and County permits are the current issues.*

*Working on site plan construction issues for the Dominion project. Prepared letter to state regarding sanitary sewer plans. 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**



# Rice Creek Watershed District Permit Application Status Update

## THIS IS NOT A PERMIT

Permit Application Number: 17-072

Date of Board Action: 10/11/2017

Current Status: Conditionally Approved Pending Receipt Of Changes (CAPROC)

Please note the following:

- You are **not** authorized to begin site work until all pending items are satisfied as enumerated in the attached Engineer's Report. If project is initiated without obtaining an RCWD Permit, the project will be stopped by the District Inspector until the permit is obtained.
- You have **12 months** from the date of Board action to submit/satisfy all pending items and receive a permit. Otherwise the conditional approval expires and a new application will need to be submitted and considered by the Board. RCWD staff is not authorized to grant extensions.
- To satisfy pending items, applicants must submit **two (2) paper copies** of all submittal items to the District with the exception of plan sheets. Plan sheets must include **1 full-sized copies**, and **1 reduced size** (11 by 17 inches or smaller) or an **electronic file**.
- **Surety** - for surety amounts of \$5000 or less, the applicant must submit a check made out to the RCWD. For surety amounts over \$5000, the applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a Letter of Credit (see website for template) or performance bond. An escrow agreement is required with the submittal of surety. (Public entities are not subject to surety obligations.)
- **Easements** – if an easement is required per your list of pending items in the attached Engineer's Report, then the legal descriptions of these easements must be prepared by the applicant, reviewed and approved by the District, and then submitted to the County Recorder's Office for recording. An easement template is on the website.

- **Wetland Conservation Act Forms** - For projects involving wetland impacts and replacement, State law requires the preparation and recording of Wetland Legal Forms for replacement wetlands. Instructions for completing and recording these forms are included in the wetland legal forms document on the website. The wetland legal documents require the applicant to prepare legal descriptions of all replacement wetlands. These legal descriptions and the forms must be reviewed and approved by the District prior to submittal to the County Recorder's Office for recording.
- **Stormwater Operation & Maintenance** - For projects involving stormwater ponds and infiltration features, applicants must complete and record a Stormwater Operation and Maintenance Agreement (see website for template) for these features unless a City assumes the maintenance responsibilities of these features as indicated in an agreement with the District. An exhibit and/or legal description that clearly delineates and identifies all stormwater and infiltration features must accompany the stormwater operation and maintenance agreement. A draft of this agreement with accompanying exhibit must be submitted to the District for review and approval prior to submission to the County Recorder's office.

cc:

- City of Spring Lake Park;
- Charlie Butterworth (Alliant Engineering, Inc.), 233 Park Avenue South Suite 300, Minneapolis, MN 55415 [cbutterworth@alliant-inc.com](mailto:cbutterworth@alliant-inc.com);
- Jeff Stein (Hy-Vee, Inc.), 5820 Westown Parkway, West Des Moines, IA 50266 [jstein@hy-vee.com](mailto:jstein@hy-vee.com);
- Tom Wentz Jr. (Rubicon Capital LLC), 1334 Hiawatha St., Minot, ND 58701 [tom.wentz@rubiconND.com](mailto:tom.wentz@rubiconND.com);



OFFICIAL DOCUMENT: This Engineer's report has been accepted by the RCWD Board of Managers. The Recommendations and Stipulations below are incorporated as binding terms of RCWD Permit 17-072

Permit Application Number:

17-072

Permit Applicant Name:

Hy-Vee

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Applicant:

Rubicon Capital LLC  
Tom Wentz, President  
1334 Hiawatha St.  
Minot, ND 58701  
Ph: 701-340-5294  
Fx:  
tom.wentz@rubiconND.com

Consultant:

Charlie Butterworth  
Alliant Engineering, Inc.  
233 Park Avenue South Suite 300  
Minneapolis, MN 55415  
Ph: 612-767-9342  
Fx: 612-758-3099  
cbutterworth@alliant-inc.com

Additional Contact

Jeff Stein  
Hy-Vee, Inc.  
5820 Westown Parkway  
West Des Moines, IA 50266  
Ph: 515-267-2819  
jstein@hy-vee.com

Project Name: Hy-Vee

Purpose: FSD – Final Site Drainage, WA – Wetland Alteration; Development of a new grocery and convenience store

Site Size: 12.64± acre parcel / 12.08 ± acres of disturbed area; existing and proposed impervious area is 1.11 ± acres and 8.25 ± acres, respectively

Location: Highway 65 and 81st Avenue NE, Spring Lake Park

T-R-S: NW ¼, Section 1, T30N, R24W

District Rule: C, D, F

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Recommendations: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items.

Rule C - Stormwater

1. On the final plans, clarify the outlet detail of OCS 703 to have **two** 6-inch pipes
2. On the final plans, ensure the storm sewer schedule matches the pond outlet control structures.
3. The flows from all rate control events (2-year, 10-year, and 100-year) must go through a structure (specific to Wetland 2). The EOF could be defined as a structure if there was a permanent feature, such as a weir, concrete flume, or channel armoring.

Rule D – Erosion and Sediment Control

4. Submit the following information per Rule D.4:
  - (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
  - (e) Clear identification of all temporary erosion and sediment control measures which will remain in place until permanent vegetation is established. Applicant must place silt fence around the non-impacted wetlands and clearly indicate that the area(s) are not to be disturbed (fix the label overlap the southeast wetland).
  - (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Rule F – Wetland

5. It appears there is an error in the wetland application under Part 4 for wetland impacts. The W2 line states impact amount of 0.0652 and it should be 0.0326. The applicant must submit a revised the wetland application.
6. The applicant must submit a wetland bank withdrawal form in the correct amount of 0.3426 to the District for signature.
7. The applicant is responsible to send the completed form to BWSR with any applicable fees. The applicant must submit verification from BWSR of wetland bank withdrawal.

Administrative

8. Send one final, signed 11x17 sized plan set to the District, and e-mail a full sized pdf copy to both the District and the District Engineer. Include a list of changes that have been made since approval by the RCWD Board.
9. Submit a copy of the plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of Spring Lake Park).
10. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features.
11. The applicant must provide an attested copy of the signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
12. The applicant must submit a surety of \$38,500 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on \$6,000 for 12.08 acres of disturbance, \$32,500 for 64,904 CF of storm water ponds.



Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. An as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) is to be submitted to the District for verification of compliance with the approved plans before return of the surety.
2. An as-built survey of wetland boundaries, including quantification of wetland impact, is to be submitted for verification that wetland impact does not exceed amount proposed.

Exhibits:

1. Plan set containing 12 sheets, dated and received 9-29-2017, received 9-30-2017.
2. Permit application with co-signature of the property owner dated 7-31-2017, received 8-14-2017.
3. Stormwater Calculations, dated 7-31-2017 and received 8-3-2017, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, NURP calculation, soil borings (dated 6-15-2017).
4. Stormwater Calculations, dated and received 8-2-2017, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, NURP calculation, soil borings (dated 6-15-2017), wetland delineation report (dated 11-5-2015).
5. Stormwater Calculations, dated 9-29-2017 and received 9-30-2017, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions, NURP calculation, soil borings (dated 6-15-2017), wetland delineation report (dated 11-5-2015).
6. Comment response, no date, received 9-22-2017.
7. Revised wetland joint permit application, signed by property owner, dated 8-15-2017, received 8-16-2017.
8. Revised wetland joint permit application, dated 9-21-2017, and received 9-22-2017.
9. Purchase agreement for wetland banking credits, dated 8-14-2017 and received 8-16-2017.
10. WCA notice of application, dated 8-17-2017.
11. Revised wetland application dated 9-21-2017, RCWD received 9-22-2017.
12. Review file 15-176R.

Findings:

1. Description – The project proposes to replat 12.64 acres into two lots totaling 12.08± acres and 0.56± acres of right-of-way in the northeast quadrant of Highway 65 and 81<sup>st</sup> Avenue NE in Spring Lake Park. The project proposes to demolish an existing liquor store and parking totaling 1.11± acres of impervious surface. The rest of the project area is undeveloped. The total post-developed impervious area is 8.25± acres with 12.08± acres of overall disturbance. The project will drain to on-site stormwater ponds and then to two on-site wetlands and then to storm sewer in Central Avenue. The storm sewer discharges to lower Rice Creek and ultimately to Locke Lake, the Resource of Concern. The applicant has submitted a \$9,375 application fee, which corresponds to 8.25 acres of new/redeveloped impervious surface, greater than 10 acres of land disturbance and less than 1 acre of wetland mitigation.

2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	NURP requirement (cubic-feet)	Volume provided (cubic-feet)
NURP Pond (N-P1)	Northern corner	20,909	26,942
NURP Pond (SE P1)	East property line	11,369	16,541
NURP Pond (SE P2)	Southeast corner	22,651	53,175
NURP Pond (SE P3)	South property line	3,659	11,047
NURP Pond (SW P1)	Southwest corner	6,316	8,645

The top soil layer is primarily a combination of HSG B silty sands (SM) and HSG C silts (MH), underlain with HSG A/B consisting of silty sand (SM) and poorly graded sand with silt (SP-SM). The applicant used a 67 CN for pervious surfaces under existing conditions, which represents a composite of the B and C soils and downshifted to a CN of 74 for proposed conditions, which is considered acceptable. Groundwater was detected between elevations 903 and 904 which does not provide adequate separation. Thus, infiltration is not considered feasible and the ponds are acceptable to meet the water quality requirement. The applicant has treated approximately 96% of the site. Additional TSS is not practicable. The applicant has met the water quality criteria of Rule C.6 and the design criteria of Rule C.9(d).

Drainage Area	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
TH 65 ROW (north)	0.53	0	2.01	0	6.16	3.82
TH 65 ROW (southeast)	4.87	3.24	8.40	5.66	17.74	12.15
Central Ave ROW (southwest)	2.29	2.17	4.00	3.14	8.09	7.94
Total*	7.48	5.23	13.97	8.60	31.25	19.45
80% of existing	5.98		11.18		25.00	

\*Difference due to time of concentration

The project is located within the Flood Management Zone, which requires a rate reduction in aggregate to 80% of existing conditions. The applicant has complied with the rate control requirements of Rule C.7.

The applicant has complied with the bounce and inundation requirements of Rule C.8, and the freeboard requirements of Rule C.9(g)

Permit 05-060 indicates an infiltration swale along the edge of 81<sup>st</sup> Avenue, however based on the topographic information, it appears the swale was not constructed and the requirement to treat the liquor store parking lot was deferred to future development. As such, the proposed stormwater design is considered acceptable.

3. Wetlands – Wetlands were delineated under review file 15-176R with a boundary decision issued on 12-18-2015 and remains valid. The applicant is proposing 0.1713 acres of impacts. The replacement plan was noticed to the TEP on 8-17-2017. The comment period closed on 9-11-2017. The applicant has addressed all comments.

The applicant proposes a grocery store and a convenient store on the parcel. The site contains four wetlands identified as 1-4. The applicant has requested sequencing flexibility. The district allows the use of sequencing flexibility as the applicant has considered alternative project configurations and provided wetland assessment. Based on the assessment, wetland is low



quality and the use of wetland bank credit will result in a gain for public value. The applicant has demonstrated compliance with the sequencing requirements and adequately explained and justified each individual contiguous wetland alteration area in terms of impact avoidance and minimization alternatives. The proposed project impacts:

Wetland	Proposed Impact (Acres)	Replacement Ratio	Replacement Requirement (Acres)
Wetland 1	0	2:1	0
Wetland 2	0.0326	2:1	0.0652
Wetland 3	0	2:1	0
Wetland 4	0.1387	2:1	0.2774
Total	0.1713	N/A	0.3426

The applicant proposes use of wetland bank 1409 (Moen) for replacement and has provided signed purchase agreement. This wetland bank meets the replacement site requirements of WCA. The applicant must submit a wetland bank withdrawal form in the correct amount of 0.3426 to the District for signature. The applicant is responsible to send the form to BWSR with any applicable fees. The applicant must submit verification from BWSR of wetland bank withdrawal.

4. Floodplain – The site is not in a regulatory floodplain.
5. Erosion Control – Proposed erosion control methods include silt fence, rock construction entrances, inlet protection and rip rap. An NPDES permit is required for the project. A SWPPP is located on sheet C5.1. The information listed under the Erosion and Sedimentation Control Recommendations must be submitted.
6. Drainage Systems – There are no drainage systems on or adjacent to the property.
7. Documenting Easements and Maintenance Obligations – Applicant must provide a draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements (if required).
8. Previous Permit Information – The wetland delineation for the site occurred under review file 15-0176R. Clearing of the property occurred without a permit under file 17-019R. A subsequent permit application was received under permit 17-010 which received CAPROC, but was not issued.





505 Nicollet Mall  
P.O. Box 59038  
Minneapolis, MN 55459-0038

October 4, 2017

Dear Community Leader:

On August 2, 2017, CenterPoint Energy filed a request with the Minnesota Public Utilities Commission (MPUC) for an increase in natural gas rates of \$56.5 million or approximately 6.4 percent per year. On September 29, 2017, the MPUC accepted our filing as complete and approved an interim (temporary) rate increase of \$47.8 million or about 5.4 percent more than current rates. This interim rate increase for CenterPoint Energy customers takes effect October 1, 2017, and continues until the MPUC issues a final order and the company implements new rates in the summer of 2018.

State law requires us to distribute a Notice of Application for Rate Increase and Notice of and Order for Hearing to all counties and municipalities in our service area (enclosed). We will send you the public hearing notices with details of the public hearing dates, times, and locations once they are scheduled. That information will also be advertised in the newspaper of record for each county seat in our service area and in the communities where hearings are to be held.

If you have questions or comments, please contact me or visit our Web site at [www.CenterPointEnergy.com/RateCase](http://www.CenterPointEnergy.com/RateCase).

Sincerely,

**CenterPoint Energy**

Enclosures: Notice of Application for Rate Increase  
Notice of and Order for Hearing



FOR CENTERPOINT ENERGY CUSTOMERS  
Notice to Counties and Municipalities  
Under Minn. Stat. §216B.16, Subd. 1

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION – STATE OF MINNESOTA

In the Matter of an Application by  
CenterPoint Energy Minnesota Gas for  
Authority to Increase Natural Gas Rates in  
Minnesota.

NOTICE OF APPLICATION FOR RATE  
INCREASE  
MPUC Docket No. G-008/GR-17-285

**NEW INTERIM RATES EFFECTIVE OCTOBER 1, 2017**

CenterPoint Energy Minnesota Gas has asked the Minnesota Public Utilities Commission (MPUC) to approve a rate increase for natural gas distribution service. The requested increase is for \$56.5 million, or about 6.4 percent per year. If approved, the requested increase would add about \$4.45 to a typical residential customer's monthly bill.

State law allows CenterPoint Energy Minnesota Gas to collect a temporary, higher rate on an interim basis while the MPUC considers the request. The interim rate increase is about 5.4 percent more than your current rate, or \$47.8 million. The temporary increase shows on your bill as "Interim Rate Adjustment".

The MPUC will likely decide on the requested rate increase in the summer of 2018. If final rates are lower than interim rates, we will refund customers the difference with interest. If final rates are higher than interim rates, we will not charge customers the difference.

**Why is CenterPoint Energy Minnesota Gas asking for an increase?**

Our last request for a rate increase for natural gas distribution service was in 2015. Since that time, we have made and continue to make significant investments to serve our customers. These investments, such as our ongoing pipeline replacement programs, maintain the safety and reliability of our natural gas system and benefit our customers and communities.

We are improving and modernizing natural gas pipelines and distribution mains throughout several neighborhoods in our service areas.

**Here's how the rate change will affect monthly bills:**

Customers' bills contain three parts: Basic Charge, Delivery Charge and Cost of Gas. The proposed Basic Charges and Delivery Charges cover the cost of delivering natural gas service to our customers – about 40 percent of the bill. The Cost of Gas covers wholesale gas costs – about 60 percent of the bill. The Cost of Gas is passed through directly to customers without mark-up. The proposed rate changes will affect individual monthly bills differently depending on natural gas use and customer type. Bills will also vary because the wholesale cost of natural gas changes each month. This rate increase does not affect the Cost of Gas.

The chart below shows an example of the current and proposed rates for each customer type:

Rate Type (usage in therms)	Average monthly usage in therms	Average monthly bill: current rates	Average monthly bill: interim rates	Average monthly bill: proposed
Residential	72	\$56	\$60	\$61
Commercial/Industrial				
- up to 1,499/year	65	\$57	\$61	\$62
- 1,500 to 4,999/year	234	\$164	\$172	\$173
- 5,000 or more/year	1,402	\$881	\$916	\$910
Small Volume Dual Fuel				
- up to 119,999/year	3,539	\$1,761	\$1,826	\$1,816
- 120,000 or more/year	14,322	\$6,861	\$7,088	\$7,049
Large Volume Dual Fuel	59,449	\$26,452	\$27,127	\$27,154
Large General Firm Sales Service	38,061	\$17,399	\$18,060	\$18,195

#### **What is the Process for reviewing CenterPoint Energy Minnesota Gas' request?**

The MPUC, the Minnesota Department of Commerce, the Office of the Attorney General – Residential Utilities and Antitrust Division, public interest groups, and customers have the opportunity to review and comment on our proposal.

The MPUC will hold public hearings for customers to speak and will ask for customers' written comments about our rate increase request. You may add verbal comments, written comments, or both into the record. Notice of the public hearing dates and locations are published in local newspapers, in bill inserts, and at [CenterPointEnergy.com/RateCase](http://CenterPointEnergy.com/RateCase).

#### **HOW TO LEARN MORE**

**CenterPoint Energy Minnesota Gas' current and proposed rate schedules are available at:**

**CenterPoint Energy**

505 Nicollet Mall

Minneapolis MN 55402

Phone: 612-372-4727 or 1-800-245-2377

Web: [CenterPointEnergy.com/RateCase](http://CenterPointEnergy.com/RateCase)

#### **Minnesota Department of Commerce**

85 7th Place East, Suite 500

St. Paul MN 55101

Phone: 651-539-1534

Web: <https://www.edockets.state.mn.us/EFiling/search.jsp> Select 17 in the year field, type 285 in the number field, select Search, and the list of documents will appear on the next page.

#### **Questions about the Minnesota Public Utilities Commission's review process?**

**Minnesota Public Utilities Commission**

121 7th Place East, Suite 350

St. Paul MN 55101

Phone: 651-296-0406 or 1-800-657-3782

Email: [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us)

Citizens with hearing or speech disabilities may call through their preferred Telecommunications Relay Service.



BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION

Nancy Lange  
Dan Lipschultz  
Matthew Schuerger  
Katie J. Sieben  
John A. Tuma

Chair  
Commissioner  
Commissioner  
Commissioner  
Commissioner

In the Matter of the Application of  
CenterPoint Energy Resources Corp., d/b/a  
CenterPoint Energy Minnesota Gas, for  
Authority to Increase Rates for Natural Gas  
Utility Service in Minnesota

ISSUE DATE: September 29, 2017

DOCKET NO. G-008/GR-17-285

NOTICE OF AND ORDER FOR  
HEARING

**PROCEDURAL HISTORY**

On August 2, 2017, CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Minnesota Gas (CenterPoint or the Company), filed a general rate case seeking an annual rate increase of approximately \$56.5 million, or 6.4 percent, together with a proposed interim rate schedule.

On August 7, 2017, the Commission issued a notice to potentially interested parties requesting comments on whether the Commission should accept the filing as substantially complete and whether it should refer the case to the Office of Administrative Hearings for contested-case proceedings.

On August 14, 2017, the Minnesota Department of Commerce, Division of Energy Resources (the Department), filed comments concluding that CenterPoint's application complies with the filing requirements and recommending that the Commission refer the case for contested case proceedings.

On September 7, 2017, the Commission met to consider the matter. By separate order, the Commission has suspended the proposed rate change and extended the timeline for its decision, and has set interim rates.<sup>1</sup> In this order, the Commission refers the general rate case to the Office of Administrative Hearings for contested-case proceedings.

**FINDINGS AND CONCLUSIONS**

**I. Jurisdiction and Referral for Contested Case Proceedings**

The Commission has jurisdiction over proposed rate changes under Minn. Stat. § 216B.16. If the Commission is unable to resolve all significant issues regarding the reasonableness of the

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<sup>1</sup> See Order Accepting Filing, Suspending Rates, and Extending Timeline, and Order Setting Interim Rates, both entered in this docket on this date.

proposed rates on the basis of the filing alone, the Commission is to refer the matter to the Office of Administrative Hearings for contested-case proceedings. Minn. Stat. § 216B.16, subd. 2.

The Commission finds that it cannot satisfactorily resolve all questions regarding the reasonableness of the proposed rates on the basis of the Company's filing. The Commission will therefore refer the matter to the Office of Administrative Hearings for contested-case proceedings.

## **II. Issues to be Addressed**

In the course of this case, the Commission expects the parties will thoroughly develop a full record addressing, at a minimum, the following issues:

1. Whether the test year revenue increase sought by the Company is reasonable or will result in unreasonable or excessive earnings;
2. Whether the Company's proposed capital structure and return on equity are reasonable;
3. Whether the rate design proposed by the Company is reasonable; and
4. How the Proration Rule pertaining to the normalization rules for deferred income taxes should be incorporated into rates in the event that a Private Letter Ruling from the Internal Revenue Service is not received before the conclusion of this proceeding.

In its Order Accepting Filing, Suspending Rates, and Extending Timeline, the Commission will also require CenterPoint to file supplemental testimony or exhibits reflecting any updated sales forecasts from its general rate case in its per dekatherm demand cost of gas rate. The Commission requests that updates be filed in this docket and the related base cost of gas docket, G-008/MR-17-591.

## **III. Procedural Outline**

### **A. Administrative Law Judge**

The Administrative Law Judge (ALJ) assigned to this case is Jeffery Oxley. His address is as follows: Office of Administrative Hearings, 600 North Robert Street, St. Paul, Minnesota 55101. His mailing address is P.O. Box 64620, St. Paul, Minnesota 55164-0620. He can be reached through his legal assistant, Kendra McCausland, at (651) 361-7870 or [Kendra.McCausland@state.mn.us](mailto:Kendra.McCausland@state.mn.us).

### **B. Hearing Procedure**

- *Controlling Statutes and Rules*

Hearings in this matter will be conducted in accordance with the Administrative Procedure Act, Minn. Stat. §§ 14.57 – 14.62; the rules of the Office of Administrative Hearings, Minn. Rules, parts 1400.5100 to 1400.8400; and, to the extent that they are not superseded by those rules, the Commission's Rules of Practice and Procedure, Minn. Rules, parts 7829.0100 to 7829.4000.

Copies of these rules and statutes may be purchased from the Print Communications Division of the Department of Administration, 660 Olive Street, St. Paul, Minnesota 55155; (651) 297-3000. These rules and statutes also appear on the State of Minnesota's website at [www.revisor.mn.gov/pubs](http://www.revisor.mn.gov/pubs).

The Office of Administrative Hearings conducts contested case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota State Bar Association.

- *Right to Counsel and to Present Evidence*

In these proceedings, parties may be represented by counsel, may appear on their own behalf, or may be represented by another person of their choice, unless otherwise prohibited as the unauthorized practice of law. They have the right to present evidence, conduct cross-examination, and make written and oral argument. Under Minn. Rules, part 1400.7000, they may obtain subpoenas to compel the attendance of witnesses and the production of documents.

Parties should bring to the hearing all documents, records, and witnesses necessary to support their positions.

- *Discovery and Informal Disposition*

Any questions regarding discovery under Minn. Rules, parts 1400.6700 to 1400.6800 or informal disposition under Minn. Rules, part 1400.5900 should be directed to Jorge Alonso, (651) 201-2258, Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147.

- *Protecting Not-Public Data*

State agencies are required by law to keep some data not public. Parties must advise the ALJ if not-public data is offered into the record. They should take note that any not-public data admitted into evidence may become public unless a party objects and requests relief under Minn. Stat. § 14.60, subd. 2.

- *Accommodations for Disabilities; Interpreter Services*

At the request of any individual, this agency will make accommodations to ensure that the hearing in this case is accessible. The agency will appoint a qualified interpreter if necessary. Persons must promptly notify the ALJ if an interpreter is needed.

- *Scheduling Issues*

The times, dates, and places of public and evidentiary hearings in this matter will be set by order of the ALJ after consultation with the Commission and intervening parties.

- *Notice of Appearance*

Any party intending to appear at the hearing must file a notice of appearance (Attachment A) with the ALJ within 20 days of the date of this Notice of and Order for Hearing.

- *Sanctions for Non-Compliance*

Failure to appear at a prehearing conference, a settlement conference, or the hearing, or failure to comply with any order of the ALJ, may result in facts or issues being resolved against the party who fails to appear or comply.

### **C. Parties and Intervention**

The current parties to this case are the Company, the Department of Commerce's Division of Energy Resources, and the Office of the Attorney General – Residential Utilities and Antitrust Division. Other persons wishing to become formal parties shall promptly file petitions to intervene with the ALJ. They shall serve copies of such petitions on all current parties and on the Commission. Minn. Rules, part 1400.6200.

### **D. Prehearing Conference**

A prehearing conference will be held on Tuesday, October 10, 2017 at 10:00 a.m., in the Large Hearing Room at the offices of the Public Utilities Commission, 121 Seventh Place East, Suite 350, St. Paul, Minnesota 55101-2147.

Persons participating in the prehearing conference should be prepared to discuss time frames, scheduling, discovery procedures, and similar issues. Potential parties are invited to attend the pre-hearing conference and to file their petitions to intervene as soon as possible.

### **E. Time Constraints**

The Commission is required to act on substantially complete rate case filings within ten months, although this ten-month period can be extended under certain circumstances. The Commission has extended by 90 days the timeline for a final determination under Minn. Stat. § 216B.16, subd. 2(f).<sup>2</sup> The Commission therefore asks the Office of Administrative Hearings to conduct contested-case proceedings in light of these time constraints and requests that the ALJ submit his final report on or before June 2, 2018, to permit adequate consideration of the case by the Commission.

If the statutory deadline for the Commission's decision is extended beyond the normal ten months plus 90 days at any point during this proceeding for any reason (e.g., settlement discussions, waiver, etc.), the Commission requests that the ALJ's report be submitted at least three months before the extended deadline for the Commission's decision.

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<sup>2</sup> Order Accepting Filing, Suspending Rates, and Extending Timeline, filed in this docket on this date.

#### **IV. Application of Ethics in Government Act**

The lobbying provisions of the Ethics in Government Act, Minn. Stat. § 10A.01 *et seq.*, apply to general rate cases. Persons appearing in this proceeding may be subject to registration, reporting, and other requirements set forth in that Act. All persons appearing in this case are urged to refer to the Act and to contact the Campaign Finance and Public Disclosure Board, telephone number (651) 539-1190, with any questions.

#### **V. Ex Parte Communications**

Restrictions on ex parte communications with Commissioners and reporting requirements regarding such communications with Commission staff apply to this proceeding from the date of this Order. Those restrictions and reporting requirements are set forth at Minn. Rules, parts 7845.7300 – 7845.7400, which all parties are urged to consult.

#### **VI. Notices Required; Delegation of Authority**

Finally, the rate case statute and the Commission's rules require comprehensive notice of proposed general rate increases. Those notices are required in the ordering paragraphs below, and to promote administrative efficiency, the Commission will delegate to the Executive Secretary the authority to approve notices, bill inserts, and bill format for the duration of this proceeding.

### **ORDER**

1. The Commission hereby refers this case to the Office of Administrative Hearings for contested-case proceedings, as set forth above.
2. The Company shall promptly mail copies of this order to the governing bodies of all municipalities, counties, and local governing authorities within its Minnesota service area.
3. Public hearings shall be held in this case at locations within the Company's service area; those locations shall be set by the ALJ after consultation with the parties and Commission staff.
4. The Company shall give the following notices of the evidentiary and public hearings:
  - a. Individual written notice to each customer, which may be in the form of a bill insert, and shall be served at least ten days before the first day of hearings;
  - b. Written notice to the governing bodies of all municipalities, counties, and local governing authorities in the area affected and to all parties in the Company's last two rate cases. These notices shall be mailed at least ten days before the first day of hearings;
  - c. Display advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area. These advertisements shall appear at least ten days before the first day of hearings. They shall include the heading **RATE INCREASE NOTICE**, which shall appear in

bold-face type no smaller than 30 points.

5. The Company shall submit proposed notices for Commission approval prior to publication or service.
6. The Commission delegates to the Executive Secretary the authority to approve notices, bill inserts, and bill format for the duration of this proceeding.
7. This order shall become effective immediately.

BY ORDER OF THE COMMISSION

*Daniel P. Wolf*

Daniel P. Wolf  
Executive Secretary



This document can be made available in alternative formats (e.g., large print or audio) by calling 651.296.0406 (voice). Persons with hearing loss or speech disabilities may call us through their preferred Telecommunications Relay Service.



OAH Docket Number: 19-2500-34684

STATE OF MINNESOTA  
OFFICE OF ADMINISTRATIVE HEARINGS

In the Matter of the Application of  
CenterPoint Energy Resources Corp., d/b/a  
CenterPoint Energy Minnesota Gas, for  
Authority to Increase Rates for Natural Gas  
Utility Service in Minnesota  
**PLEASE TAKE NOTICE that:**

**NOTICE OF APPEARANCE**

1. The party/agency named below (Party/Agency) will appear at the prehearing conference and all subsequent proceedings in the above-entitled matter.

2. By providing its email address below, the Party/Agency acknowledges that it has read and agrees to the terms of the Office of Administrative Hearings' e-Filing policy and chooses to opt into receiving electronic notice from the Office of Administrative Hearings in this matter. **Note: Provision of an email address DOES NOT constitute consent to electronic service from any opposing party or agency in this proceeding.**<sup>1</sup>

3. The Party/Agency agrees to use best efforts to provide the Office of Administrative Hearings with the email address(es) for opposing parties and their legal counsel.

**Party's/Agency's Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Party's/Agency's Attorney:** \_\_\_\_\_

Firm Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Respondent's/Opposing Party's Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Party/Agency or Attorney**

<sup>1</sup> In order to opt in to electronic notice, this form must be emailed to [OAH.efiling.support@state.mn.us](mailto:OAH.efiling.support@state.mn.us). If the party does not wish to opt in to electronic notice, this form may be filed with the Office of Administrative Hearings via facsimile, U.S. Mail, or personal service. See 2015 Minn. Laws Ch. 63, Minn. R. 1400.5550, subps. 2-5 (2015).





September 29, 2017

Abera Berja  
7912 Terrace Rd NE  
Spring Lake Park, MN 55432

RE: Petroleum Storage Tank Release  
Site: Berja Residence, 7912 Terrace Rd NE, Spring Lake Park, Anoka County 55432  
MPCA Site ID: LS0020486

Dear Abera Berja:

The Minnesota Pollution Control Agency (MPCA) has learned there was a petroleum tank release at the Site referenced above. As the owner/operator of the tank(s), you are responsible for the contamination caused by the release. According to state law, you must investigate, and if necessary clean up the contamination.

**Your first step:** Complete and submit the enclosed *Leak site ownership form* **within 30 days**. If you believe that you are not legally responsible for the release, please contact me immediately.

**Definition of legally responsible:** You are considered legally responsible for a petroleum tank release if you owned or operated the tank either *during or after* the release, unless specifically exempted under the law. See Minn. Stat. § 115C.021.

**Next steps:** Hire a qualified environmental consulting firm to help you investigate and address the contamination. A site investigation must fully define the extent and magnitude of the soil and/or groundwater contamination caused by the release. Investigation and cleanup guidance documents, standardized report forms, and related information are located on the MPCA website at <https://www.pca.state.mn.us/waste/petroleum-remediation-program>. Once the investigation is complete, your consultant should summarize the results in an MPCA report form, including a recommendation for additional investigation or monitoring, corrective action, or site closure. If your site is **high priority** (see below), you must submit the report to the MPCA **within 90 days** of the date of this letter. For all other sites, you must submit the report **within 10 months**.

**High-priority** sites have one or more of the following conditions. See guidance document 1-01 *Petroleum Remediation Program General Policy* for detailed descriptions of each condition. If you are uncertain whether your site is high priority, please contact me.

- Existing or high risk of drinking water contamination
- Existing or high risk of vapor intrusion into occupied buildings or risk of explosive vapor buildup
- Surface water impacts
- Recent or ongoing releases
- Petroleum free product

**Paying for the work:** The Minnesota Petrofund helps tank owners, operators, and volunteer property owners, pay for the cost of investigating and cleaning up contamination from petroleum tank releases. You will receive a separate mailing from the Minnesota Department of Commerce, which administers the

Petrofund, explaining eligibility criteria and how to apply for reimbursement. Please note that applicants are required to use an environmental consulting firm registered with the Petrofund and obtain written competitive bids. Read the Petrofund mailing thoroughly so you know how to be eligible for the maximum reimbursement.

**Please respond:** Your timely response is important. If you do not submit the completed *Leak site ownership form* within 30 days, the MPCA will assume that you do not intend to comply and will begin enforcement actions. Also, please be aware that failure to cooperate in a timely manner will reduce your reimbursement from the Petrofund. Finally, should you fail to take necessary corrective actions, the MPCA may take them on your behalf and request the Petrofund to recover the costs from you.

**Contacts and more information** (Please have your MPCA Site ID available when calling about your site.)

- **MPCA Project Manager:** Questions about this letter or MPCA's requirements? Please contact Andrew Eddy at 651-757-2331 or [andrew.eddy@state.mn.us](mailto:andrew.eddy@state.mn.us).
- **Petrofund:** Reimbursement questions? Call 651-539-1515 or 1-800-638-0418, or go to the Minnesota Department of Commerce website at <http://mn.gov/commerce/industries/fuel/petrofund/index.jsp>
- **MPCA Petroleum Remediation Program guidance documents:** Found on the MPCA website at <https://www.pca.state.mn.us/waste/cleanup-guidance>
- **MPCA Brownfields Program:** Selling or redeveloping contaminated property? Go to the MPCA website at <https://www.pca.state.mn.us/waste/brownfields>

Sincerely,

*Andrew J. Eddy*

This document has been electronically signed.

Andrew J. Eddy  
Project Leader  
Petroleum Remediation & Redevelopment Section  
Remediation Division

AJE:kg

Enclosures

cc: Daniel Buchholtz, Administrator-Clerk-Treasurer, City of Spring Lake Park  
Charlie Smith, Fire Chief, Spring Lake Park  
Brad Fields, Director, Integrated Waste Management, Anoka County  
Caitlin Castner, Carlson McCain Inc  
ec: Ginger Commodore, Department of Commerce





# Fridley

COMMUNITY CONNECTION

OCTOBER 2017  
NO. 208

We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.

6431 University Avenue NE  
Fridley, MN 55432  
phone: (763) 571-3450  
[www.FridleyMN.gov](http://www.FridleyMN.gov)  
email: [info@FridleyMN.gov](mailto:info@FridleyMN.gov)



Mayor – Scott J. Lund  
Councilmember-at-Large – Robert L. Barnette  
Councilmember 1st Ward – James T. Saefke  
Councilmember 2nd Ward – Dolores M. Varichak  
Councilmember 3rd Ward – Ann R. Bolkcom  
City Manager – Wally Wysopal

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## Stay Connected!



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## Get Fired Up! Become an Everyday Hero

Now is your time! Fridley Fire is recruiting paid on-call firefighters to join our family.

### Who are we?

We are just like you. Men and women. Teachers, machinists, parents, college students, paramedics, and aspiring filmmakers. We have families and jobs, love fishing and gardening, and we like to help others.

### How about you?

Are you looking to add a little excitement to balance a desk job? Do you want to give back to your community? Set an example for your children?

Wear some really cool gear and drive a flashy truck? Love the color red? Do you want to save a life?

Firefighting is more than a part-time job. It is a close family that stretches across the nation. It is the reward of being needed and making a difference. It is the thrill of racing towards danger. It is the honor of being a hero to a young child.

Take the first step. Attend our Recruiting Fair on Thursday, October 12 from 6:00 – 8:00

p.m., at Fire Station 1 – 6431 University Avenue NE. This is an 18+ event, open to those interested in becoming a firefighter. Get a taste for the job with demonstrations,



hands-on learning, an opportunity to test different skills, try on gear, and most importantly, talk to current firefighters about their experiences and how firefighting fits into their everyday lives.

*"I became a firefighter because it provides me the opportunity to save lives and enact positive change in the lives of those I serve."*

*"The best part of being a firefighter is that it becomes a part of who you are. When we come across an emergency situation, we surge into action to help."*

*"I signed up to be a firefighter as a hobby, but I fell in love with the fire service and 27 years later, I still love it."*

*"As a child I wanted to be a firefighter. Today, that dream is a reality."*

Applications will be available beginning October 6 for anyone interested in joining Fridley Fire. We are looking for new firefighters and those with previous medical or fire experience. You must live within a 10-minute response time from one of Fridley's three fire stations.

Apply online, stop by the Recruiting Fair, or contact us to chat and see if firefighting is right for you: (763) 572-3611, [FridleyFire@FridleyMN.gov](mailto:FridleyFire@FridleyMN.gov).

## Meet Fridley Police Department's newest K9 team: Officer Kyle Lusignan and K9 Jager!

Officer Lusignan has been a licensed police officer since 2001. He joined Fridley Police Department in 2014 and was selected to be a canine handler in the beginning of this year. Jager is a Belgian Malinois/German Shepard crossbreed, born on February 15, 2016, in the Czech Republic.

This dynamic duo completed the three-month long McDonough Canine Training on June 30, 2017. They trained in obedience, agility, article searching, tracking, criminal apprehension and narcotics detection. Since they completed training, Jager and Officer Lusignan have been on the streets working hard to fight crime in Fridley.

By late August, Jager was already deployed fourteen times, with four apprehensions and six narcotics alerts—a great start to what we hope is a long and successful partnership.



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City Administrator

City of Spring Lake Park

1301 81st Ave NE

Spring Lake Park MN 55432-2188



43 11746





## Fall into Raking Fun – Take Care of the Leaves

Fall is in the air, and soon the leaves will be dropping from the trees. Leaves that decompose in compost bins can provide useful fertilizer, but leaves that enter our storm drains can cause flooding and pollution. Keep these tips in mind as you take care of your yard this fall:

- 🍂 Fridley residents can coordinate yard waste collection through their garbage hauler, drop off their yard waste at the Bunker Hills Compost site in Coon Rapids, or practice backyard composting
- 🍂 Yard waste can only be stored in bags or bundles outside until the next week's collection
- 🍂 Bagged yard waste must be placed in "compostable" bags
- 🍂 Leaves should be raked away from the street and sidewalk to keep them out of storm drains
- 🍂 Plan ahead for tree care. Late winter, just before spring is the best time to prune trees for quick healing and to reduce disease

### Bunker Hills Compost and Yard Waste Drop-off Site

13285 Hanson Blvd NW, Coon Rapids  
(763) 767-7964

#### Hours of Operation:

April - November, weather permitting

Monday - Friday: 10 a.m. - 7 p.m. \*

Saturday: 9 a.m. - 5 p.m.

Sunday: Noon - 5 p.m.

\*or sunset, if earlier than 7 p.m.

December - March, weather permitting

Saturday: 9 a.m. - 1 p.m.



## Safer Sidewalks for Everyone

This summer, we are taking inventory and measuring all city sidewalks, trails and curb ramps. Our goal is to make sure every sidewalk, trail and curb ramp meets the accessibility needs of our residents. We use the accessibility requirements established by the Americans with Disabilities Act.

The ramps are measured using an iPad with an app that measures slope, takes pictures, records notes, and keeps track of all the ramps that have been inventoried. Once all the ramps and sidewalks have been inspected, we will create a plan to fix areas that do not meet the ADA's standards. Included in the inventory are city sidewalks and trails, parks, buildings, and parking lots.

Fridley History Center presents...

## The Festival of Trees

Grand Opening Ceremony and Tree Lighting: November 18  
featuring special guests Mayor Scott Lund and First Lady Cindy Lund

Fridley History Center Exhibit: Saturdays and Sundays, 11:00 a.m. – 3:00 p.m.  
November 18 – December 17

Special Guest, Santa Claus: December 9 and 10

Kindergarten Art Fair: December 9

Trees, both large and small, will be decorated by theme or heritage:  
Charlie Brown, Barbie, Italian, Nordic, German, even a Fridley one, and many more.

Admission is always FREE!

- raffles for wreaths
- ornaments for sale
- crafts for kids
- treats
- vignettes to transport you back in time
- handouts with information on each decorated tree
- music

Come light up the season at the Fridley History Center: 611 Mississippi Street NE



# Volunteer Spotlight: Positively Fridley

A community is not defined by programs, policies or services. It is built by people. Fridley is fortunate to so many active and engaged citizens who care about our community and want to help make it a better place for everyone.

One of those volunteer groups is the newly formed Positively Fridley.

“Positively Fridley is a civic organization striving to create a more welcoming, vibrant, healthy, socially connected and engaged community,” explains Fridley resident Stephen Eggert, the group’s organizer. “We support the goal of helping our Fridley community move in positive directions.”

The group is open to those who live, work, own businesses, represent Fridley in county or state positions, worship or attend school in Fridley. Their goal is to address challenges or conflicts in a positive, constructive manner. Members approach this with three common goals:

- 1. **Social Connection:** interacting socially and having some fun. Staying connected to the latest

community news and events and encouraging others to do the same.

- 2. **Education:** seeking and sharing information on issues relevant to our community and promoting educational programs focused on our community and environment.
- 3. **Investment:** giving some time and resources to the group by generating ideas and helping with community activities or events.

Positively Fridley is not a political or government organization, and does not speak on issues for the group publically. The group’s current focus is on exploring options and ideas for public art in Fridley. There is a lot of energy and ideas within this fun group, and this is only the beginning.

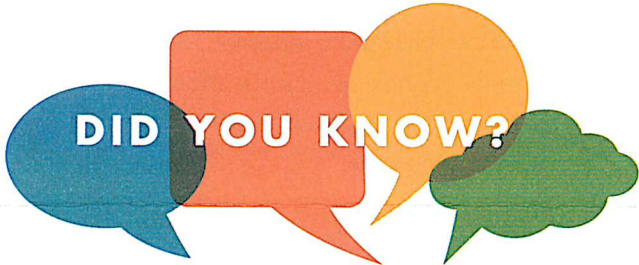
Meetings are held at 7:00 p.m. on the 3rd Tuesday of every month in the lower level meeting room at Fridley City Hall. Everyone is welcome. If you have questions or are interested in participating but cannot make a meeting, send an email to [stephenhenryeggert@gmail.com](mailto:stephenhenryeggert@gmail.com).



## Fido Says, “Be a Good Neighbor!”

Doggy advice for neighborhood harmony.

- 1. Hey Dogs! When you are out walking your humans, be sure to hand them a leash. Sure, your human is friendly and well-behaved, but they are not all that way. It makes tiny humans and little pups feel safer if we stay attached to our owners; plus it is the law.
- 2. Hand them a plastic bag, too. None of us like to step in doggy do-do. It smells up the whole house! Not in yards, not in parks, not on trails... just be kind and always make sure your human picks up after you.
- 3. Get your rabies shot and get a dog license and tag. That way, we all stay safe and if we get lost, our humans can find us again.



## Fridley has a dog park!

Locke County Park  
840 71st Avenue – near the future City Hall site

Licensed and supervised dogs are welcome to run free in this fenced-in area. Access to the park is from the University Avenue Service Road. A play area, picnic pavilion, restrooms and a hiking trail are all within walking distance.

Just a reminder, dogs in Fridley do need to be licensed. Fridley offers a lifetime dog license for \$25, available at City Hall or on the city’s website at [FridleyMN.gov/dogs](http://FridleyMN.gov/dogs).

## Thank you

Thank you BMO Harris and Medtronic! Volunteers planted a total of 121 trees in Hyde Park and along 73rd Avenue this spring. They planted a variety of tree species including oaks, maples, hackberry, Kentucky coffeetrees, spruce, honey locusts and crabapples. Thank you for helping us diversify Fridley’s urban forest and keeping our community beautiful.



## Get the Buckthorn Out!

Buckthorn is an invasive species of tree that has become widespread throughout Innsbruck Park, a 24-acre wooded park with trails, marsh and wildlife areas in Fridley. If left alone, the buckthorn will continue to spread and kill native plants and trees.

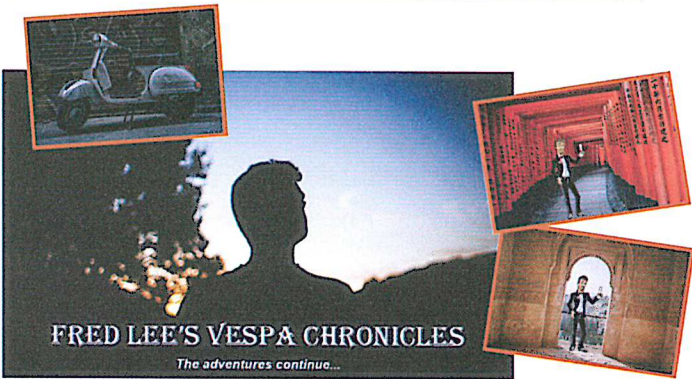
**You Can Help!**

Volunteers are needed to help remove seedlings and small trees. Training will be provided on site by Fridley Park staff. Calling all adult volunteers, and those ages 12-17 with adult supervision – make a difference, meet new friends and have some fun!

Saturday, October 28 from 9:00 a.m. – 11:30 a.m.  
Saturday, November 4 from 9:00 a.m. – 11:30 a.m.  
(Rain Date: November 11, 9:00 a.m. – 11:30 a.m.)

Innsbruck Park: 5815 Arthur Street NE, Fridley

Sign up today! We need a count so we can plan accordingly.  
Call Fridley Recreation at (763) 572-3570.



## Introducing Fred Lee's Vespa Adventures!

Romance ~ Mystery ~ Secrets

Follow Fred around the world as he discovers new tastes and brings them back to Fridley Liquor.

- Email Sign up: [FridleyLiquor.com](http://FridleyLiquor.com)
- Facebook: [/FridleyLiquor](https://www.facebook.com/FridleyLiquor)
- Twitter: [@FridleyLiquor](https://twitter.com/FridleyLiquor)





## Daylight Savings Time Ends November 5

Change Your Clocks,  
Change Your Batteries

Now is a great time to change the batteries in your  
smoke alarms and carbon monoxide detectors!

[FridleyMN.gov/firesafety](http://FridleyMN.gov/firesafety)

## Preparing Your Home for Winter

### The Invisible Killer

Did you know...? Carbon monoxide (CO) is called the invisible killer because it is an odorless, tasteless and invisible gas.

Signs of CO poisoning include headache, nausea, fatigue, vomiting and disorientation. Cooking and heating units that burn fuel and are not properly ventilated or that malfunction, can be a source of CO in the home.

#### What You Need to Know

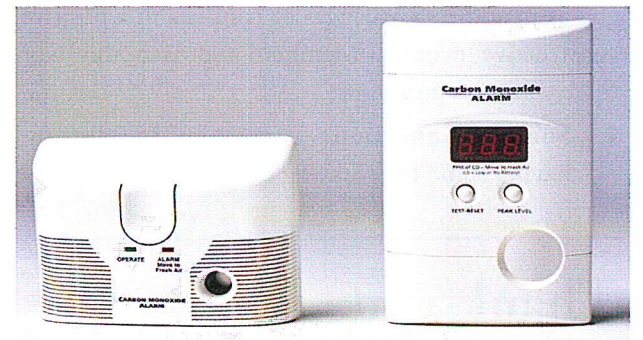
- Carbon monoxide alarms should be installed within 10 feet of each sleeping room or inside each sleeping room.
- Test CO alarms monthly.
- Follow the instructions on the package to properly install the CO alarm.
- Clear snow and debris from the furnace, dryer, fireplace or oven vents around your home to prevent a CO buildup.
- If the battery is low, replace it.

#### If the Alarm Sounds

- Know the sound the CO alarm makes. Makes sure family members are familiar with the sound.
- The CO alarm will sound if CO is detected. It makes a different type of sound to indicate a low battery.
- If a CO alarm sounds and you feel ill, make sure everyone in the home gets to fresh air. Call 9-1-1 immediately.

#### Prevent CO Poisoning

- When warming a vehicle, move it out of the garage. Opening the garage door is not enough.
- Make sure the exhaust pipe of a running vehicle is not blocked by snow or anything else.
- During and after a snowstorm, make sure vents for the dryer, furnace, stove and fireplace are clear of snow build-up.
- A gas-powered generator should only be used outdoors and in a well-ventilated location away from windows, doors and vent openings.



- Gas and charcoal grills can produce CO. Only use them outside.
- Never use your oven or stove to heat your home.
- Have heating equipment and chimneys inspected by a professional right now, before the cold weather sets in. Get yearly inspections.

Carbon monoxide detectors can be found at most home improvement or home retail stores, as well as online retailers. If you have questions about carbon monoxide or the placement of CO detectors, contact Fridley Fire at (763) 572-3613 or email us at [FridleyFire@FridleyMN.gov](mailto:FridleyFire@FridleyMN.gov).

### Do Not Get Left Out in the Cold

Now is the time to get ready for winter. If you are ready to update your heating system, add more insulation, or replace your water heater, the Lending Center at the Center for Energy and Environment can help make your home improvement projects a reality.

The City of Fridley has partnered with the Lending Center to provide low-interest financing for your home improvement projects, with rates as low as 4.5% (APR 4.502%\*). They offer flexible terms to help make monthly payments affordable. Income limits may apply.

Most interior and exterior home improvement projects are eligible. Examples include:

- Energy upgrades
- Remodeling
- Windows
- Doors
- Roofing

Visit [mnlendingcenter.org](http://mnlendingcenter.org) or call (612) 335-5884 to get started or learn more about the program. The Lending Center at the Center for Energy and Environment is a Minnesota nonprofit that has been helping homeowners for nearly 40 years.

*\*APR is based on a loan amount of \$50,000 for a 20-year term.*

### One Visit Could Save You Hundreds

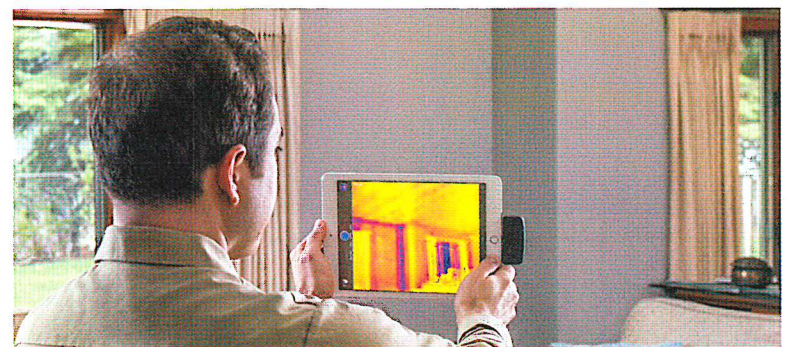
Do not settle for space heaters, heavy sweaters and wool socks as cold drafts sneak into your home. Call the Home Energy Squad!

The Home Energy Squad has three goals:

1. To install energy saving materials on the spot
2. Expand the understanding of your home's energy use
3. Reveal additional opportunities for energy savings

Fridley has partnered with CenterPoint Energy, Excel Energy and the Center for Energy and Environment to bring you this program at half price. For \$50, you will receive the immediate installation of energy-saving products, such as:

- LEDs to replace incandescent bulbs
- Weather stripping on drafty doors and attic hatches
- A programmable thermostat for those that don't yet have one (or try a smart thermostat)
- High efficiency faucet aerators and showerheads.
- An insulated water heater blanket



While these items are being installed, one of CEE's certified energy auditors will analyze your home's potential for additional efficiency upgrades.

- A blower door test to calculate air leakage.
- Infrared imaging of heat loss areas.
- Inspection of your attic.
- Carbon monoxide combustion safety test.

The visit concludes with immediate results and a customized report with specific recommendations for future improvements. CEE also offers an energy advisor service to answer questions and discuss rebates and contractors.

To sign up for your discounted visit, please call (612) 335-5874 or visit [mncee.org/Fridley](http://mncee.org/Fridley).

#### Need a Hand?

If yardwork, raking and shoveling is becoming a challenge, ACCAP Chores and More can help. If you are 60+, live in Anoka County and need help with minor household chores, grocery shopping or lawn care, call (763) 783-4767. Chores and More offers an extra hand on a sliding fee scale for many services.

**Earn Some Extra Cash!** Make your own hours, earn a few extra dollars and help seniors in your own community. Learn more at [www.accap.org](http://www.accap.org) or call (763) 783-4767.



# November 7, 2017 Election

While there are no federal, state or city elections in the City of Fridley this fall, all four school districts located within the City limits will be holding elections. Each school district will have their own precinct open for their school district. Please make sure you know where to vote, as not all city precincts will be open for this election.

**ISD 11 - Anoka Hennepin**  
2 Levy Referendum Questions  
Contact: (763) 506-3383;  
FitForTheFuture@ahschools.us

**ISD 13 - Columbia Heights**  
1 Levy Referendum Question  
Contact: (763) 528-4504;  
hoiumd@colheights.k12.mn.us

**ISD 14 - Fridley**  
School Board Member – 3 candidates for 3 seats  
Contact: (763) 502-5002;  
elections@co.anoka.mn.us

**ISD 16 - Spring Lake Park**  
School Board Member – 7 candidates for 4 seats  
Contact: (763) 600-5020;  
kstift@splkpark.k12.mn.us

To find out where to vote or what is on your ballot, visit [sos.state.mn.us/elections-voting](http://sos.state.mn.us/elections-voting). If you reside within the Columbia Heights School District boundary, please note there are two precincts open for Fridley residents.

For absentee ballot information or questions about the election, please contact Anoka County Elections at (763) 324-1300 or [elections@co.anoka.mn.us](mailto:elections@co.anoka.mn.us).

## Get Active!

All ages. All abilities. If you want to get out and get active, Fridley has options for you! Most sessions begin in early November. For questions, call (763) 572-3570 or visit our us online at [FridleyMN.gov/recreation](http://FridleyMN.gov/recreation).

### Little Tikes

- Little Athletes: ages 3-5, \$25
- Gym Jam: ages 3-5, \$25
- Dance and Creative Movement: ages 1-6, \$36
- Tot Time at Hayes gym: ages 1-5, \$2/child or \$4/family – Drop in and play! Saturdays 10:00 – 11:00 a.m., November 4 – December 9

### Big Kids Afterschool Fun

- Sports Sampler: Gr. K-2, \$28-\$32
- Musketeers Fencing: Gr. K-4, \$42
- Basketball Leagues: Gr. 3-4, \$28
- Police Activities League at Fridley Middle School – to learn more, just ask your School Resource Officer!

### Adults

- Zumba: Thursday nights, \$36
- Kettlebell/Bodyweight: Wednesday nights, \$50

- Mommy Bootcamp: Monday nights, \$36
- Enhance mind, body and energy with classes in T-ai Chi Chih, Yoga, Jeet Kune Do Fusion and Tae Kwon Do
- Join a fun sports league: Basketball, Broomball, Boot Hockey and Volleyball
- Drop into the Hayes Elementary Gym on Tuesday nights to try Indoor Futsal: \$3/person or \$6/team. Futsal is the latest craze – a cross between soccer and basketball. Stop in and check it out.

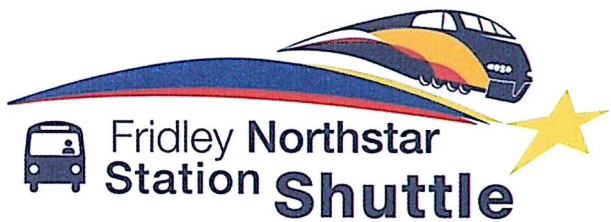
### Older Adults

The Fridley Senior Center offers a variety of ways to engage in wellness, education, discussion and fun. Here are a couple fitness options:

- Gentle Stretch: Tuesday mornings, \$4
- Happy Hikers Walking Club

To learn more about Senior Programs and offerings, call (763) 502-5150.

**Not the commitment type?** If a weekly class doesn't work for you, Fridley offers other ways to actively get involved that fits into your busy schedule. We are always looking for volunteers to help with tree plantings, various events and projects at Springbrook Nature Center, community events and more. Subscribe to email updates or check out the "Get Involved" tab on our website at [FridleyMN.gov](http://FridleyMN.gov).



## Now Available... The Fridley Northstar Station Shuttle

Starting on September 5, a free shuttle service will operate for one year between the Fridley Northstar Commuter Rail Station and large employers within one to two miles away from the station.

The purpose of this service is to improve access to area employers and help mitigate traffic in congested roadways like Highway 10. Major employers include Medtronic, BAE Systems, Unity Hospital, and Cummins. It is open to anyone who can walk to these pick-up/drop-off locations.

This service is available thanks to a \$240,000 Metropolitan Council grant awarded to Anoka County specifically for Fridley commuters.

To learn more about this program or other ways to avoid traffic congestion, visit the Anoka County website at [anokacounty.us/commute](http://anokacounty.us/commute).

## Fridley Community Calendar

### October

- 2 Charter Commission
- 2 Parks & Recreation Commission
- 5 HRA Meeting
- 7 Recycling Drop-off & Paper Shredding
- 7 Fire Open House
- 9 City Council Meeting
- 10 Environmental Quality & Energy Commission
- 16 City Council Conference Meeting
- 18 Planning Commission
- 23 City Council Meeting

### November

- 1 Appeals Commission
- 2 HRA Meeting
- 6 Charter Commission
- 6 Parks & Recreation Commission
- 10 City Offices Closed in Observance of Veterans' Day
- 13 City Council Meeting
- 14 Environmental Quality & Energy Commission
- 15 Planning Commission
- 23-24 City Offices Closed in Observance of Thanksgiving
- 27 City Council Meeting

**NOTE:** City Council and Commission meetings start at 7:00 p.m. Meetings are held at the Municipal Center, 6431 University Avenue NE. The public is welcome.

Hearing impaired persons who need an interpreter or other persons with disabilities who require auxiliary aids and would like to attend a meeting, should contact Roberta Collins at (763) 572-3500 at least one week in advance.





## October is Crime Prevention Month

Neighborhood Watch is one of the oldest and most effective crime prevention programs in the country. Police officers need your help to respond appropriately and make arrests. There are countless times when one simple call to report something “not quite right” resulted in an arrest or prevented a break-in. No one knows your neighborhood better than you. Neighborhood Watch encourages neighbors to look out for one another and call 9-1-1 whenever you see something out of the ordinary or suspicious in your area.

Neighborhood Watch is most successful in reducing community crime such as acts of vandalism, burglaries or auto thefts. Block Captains are key resources. They have the opportunity for monthly training on current crime trends or areas of concern; they share communications between police and their neighbors; they organize events such as block parties; and they can be extra eyes on your home when you are away or traveling.

Thank you to everyone who stepped out for this year's Night to Unite! We had 90 registered block parties, with many combined, and over 50 police officers, firefighters, reserves, explorers, City staff and Council members visiting neighborhoods across the city.

A special thank you to:

- BoB's Produce for donating 1,600 pounds of peaches
- Fridley Target for donating 3,000 freezies
- Mall of America for donating 2,400 mystery gift cards
- Fridley Cub for donating cases of water to staff and volunteers
- All neighborhood Block Captains and hosts

This year's focus was simple: Get to Know Your Neighbors and Your Neighborhood

We want to embrace Fridley's amazing neighborhoods and celebrate our diversity. As we move into 2018, we will be looking to create and share unique cultures in each neighborhood. Watch for updates in future newsletters or subscribe to Fridley E-news on our website to join the fun.

Fridley Police are committed to partnering with you for safer neighborhoods. You can make a difference – get involved!

- Join Fridley's Neighborhood Watch Program or be a Block Captain. Reach out to Courtney Rolfe, Crime Prevention Specialist, at (763) 572-3626 or [Courtney.Rolfe@FridleyMN.gov](mailto:Courtney.Rolfe@FridleyMN.gov).
- Connect with your neighbors and receive neighborhood-specific crime alerts by joining NextDoor.com.
- Sign up for email alerts for Police News and City News on our website at [FridleyMN.gov](http://FridleyMN.gov).
- Attend a crime prevention event such as Coffee with Cops.
- Get to know your neighbors.

### Easy Tips to Detour Home Break-Ins:

- Keep areas well lit. Use motion-activated lights.
- Make sure all entrances to your home are protected with secure, high quality deadbolts and locks (Grade 2 or better, extending at least 1”).
- Keep bushes and shrubs trimmed.
- Keep valuables out of site and temptation away from windows.
- Arrange for deliveries to arrive when you are at home or sent to your workplace.
- Do not announce travels on social media or voicemails.
- Place a thick metal or wooden rod in the track of sliding windows and patio doors.
- Use an exterior outlet for your holiday lights. Do not run extension cords through doors or windows that prevent them from closing and locking properly.
- Go a step further and treat your windows and glass doors with glass protection film and/or install a high quality door brace at the interior base of entry doors.

If you **SEE SOMETHING, SAY SOMETHING!** Call 9-1-1 to report unusual activity. We would rather investigate a false alarm than miss the chance to stop a crime.



Get out and shoot some hoops in the new basketball court at Commons Park! This replaces the old b-ball court at Moore Lake Beach which closed in late August.



Explore your  
DARK side  
with  
Haunting Hops  
at Fridley  
Liquor!

### 2 convenient locations!

**Fridley Market:**  
University Ave. & I-694  
(763) 571-1994

**Moore Lake Drive:**  
Hwy 65  
(763) 571-8365

*See website for hours*

Get rewarded!  
Stop in today and ask about  
Fridley Liquor Rewards.  
[FridleyLiquor.com](http://FridleyLiquor.com)





# Halloween Safety

## 1. Look Both Ways

Use traffic signals and crosswalks and always cross streets at corners. Look both ways. Never dart out into the street, especially between parked cars.

## 2. Slow Down – Eyes Up

Eliminate distractions (cell phones, loud music) when driving. Take extra time and pay close attention, particularly at intersections, in residential areas, and at driveways and alleys.

## 3. Safety in Numbers

Children under 12 should not be out alone at night without adult supervision. Those older should stay in groups, and stick to familiar, well-lit areas.

## 4. Smart Costumes

Make sure costumes fit well to avoid trips and falls. Choose light colors and/or use reflective tape or stickers to decorate outfits. Use face paint or makeup; masks can obstruct vision. Carry glow sticks or flashlights to be better seen by drivers. Remind children not to chew or break glow sticks, as the liquid inside is hazardous. Look for non-toxic designations when choosing Halloween makeup.

## 5. Candy Double Check

Even the obvious tips are important reminders – check all treats. Look for tampering and faded or torn wrappers. Also, only eat treats in original, unopened packaging. Throw away anything that is unwrapped.

## 6. Snuff Out Your Candles

Never leave a burning candle unattended or placed near anything that might catch fire. Keep candles away from children and pets. Use a candle snuffer to extinguish a candle. It is the safest way to prevent hot wax from splattering.

## 7. Consider Trick or Treat Alternatives

There are many options for safe Halloween fun. Consider community, school or church events as an alternative to going door-to-door. Pumpkin Night in the Park at Springbrook is a fun (and safe) event for all ages.

# PUMPKIN NIGHT IN THE PARK

Saturday, October 21 • 6:00 – 10:00 p.m.  
Springbrook Nature Center, 100 85th Avenue NW, Fridley

Save with advance tickets –  
on sale at Springbrook Nature Center and Fridley City Hall  
Details and Parking Information: [springbrooknaturecenter.org](http://springbrooknaturecenter.org)  
\$8 in advance. \$10 (cash only) at the gate.  
Ages 2 and under are free with paid parent.



- Don't miss our most popular event of the year!
- Enchanted Trail
  - DJ Dance Party
  - Costumed Characters
  - Hundreds of Glowing Pumpkins
  - Fire Dancers
  - Monster Bingo
  - Food and More!



# School's Out Field Trips, K-5

Don't waste a day off school watching TV! Join Fridley Rec for a day of fun!

- October 18: Nickelodeon Universe and MN Sea Life Aquarium  
October 19: Harvest Festival and Pumpkin Patch  
October 20: Conquer Ninja Warrior  
November 10: Glow Show & Bowling  
November 17: The Science of Toys & Zero Gravity

Details, fees, times and registration available online at [FridleyMN.gov/recreation](http://FridleyMN.gov/recreation)  
Or call (763) 572-3570

# Hit the Court! Hit the Ice!

Registration for Basketball Leagues begins October 3  
Registration for Boot Hockey & Broomball Leagues begins November 1

Plus Zumba returns, along with Yoga classes, Kettlebell, Martial Arts and T'ai Chi Chih.  
Check them out online at [FridleyMN.gov/recreation](http://FridleyMN.gov/recreation), or call (763) 572-3570.





## Springbrook: A Bird's Eye View

Every year up to one billion birds are killed in the United States by window collisions. Birds see the reflection of sky and trees in the window and keep on flying, with deadly results. For buildings like Springbrook Nature Center, designed to showcase areas of surrounding beauty, this presents a struggle.

When Springbrook underwent its massive transformation last year, designers had to find a balance between protecting animals and providing visitors with the wonderful views of nature. The solution = bird-friendly glass.



**What is bird-friendly glass?** These windows have a pattern etched into the glass that alerts birds. Springbrook chose a pattern with a narrow vertical stripe every four inches for all new windows installed in the expanded areas. Shortly after, the windows in the old portion of the building started to leak, so these were also replaced with matching bird-friendly glass.

**Did it work?** Yes! At least once a month throughout the year, the bird banding group comes to Springbrook shortly after sunrise. During these regular bird banding sessions, no dead or injured birds have been observed. During the 2017 spring migration, a more intensive effort was initiated. Every morning for six weeks, a volunteer walked the perimeter of the building before it opened. During this time, only one dead bird was found, a white-throated sparrow.

Springbrook is very proud of their efforts to preserve our natural environment and will continue to find new ways to share nature without harm. If you have not had a chance to visit the new Springbrook Nature Center, now is a great time. The building is open daily (except for holidays) from 9:00 a.m. to 5:00 p.m.

## Interested in Birds? Join Bird Banding at Springbrook!

Springbrook is home to one of the longest-running bird banding projects in Minnesota. Each month, a group of volunteers help capture and release wild birds for this research program. The birds are measured, weighed, examined for fat and other health indicators, aged, fitted with a light-weight numbered band, and released. It usually takes 4-5 hours.

Upcoming Bird Banding Dates:

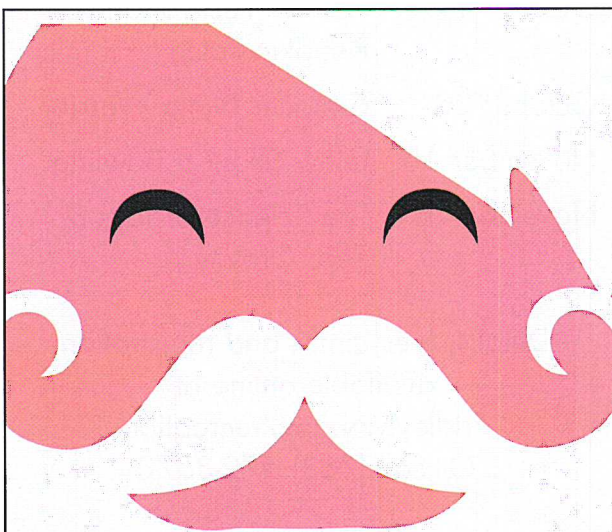
October 15 at 7:00 a.m.

November 12 at 7:30 a.m.

December 10 at 7:30 a.m.

January 7 at 7:30 a.m.

Questions? Stop in or give Springbrook a call at (763) 572-3588



### Breakfast with Nature Santa Tuesday, December 19 10:00 a.m. – Noon Springbrook Nature Center

Start your day off with a delicious breakfast followed by a story and activities with Nature Santa! Parents, bring your camera and capture those big smiles!

Come meet Nature Santa and all of his helpers! Kids, bring your parent!  
(Children must be accompanied by an adult.)

\$7 per person—pre-registration required.  
Call (763) 572-3588.

## Friday Night by Firelight

**Springbrook Nature Center at the  
NEW outdoor amphitheater**  
**The fun starts at 7:00 p.m. All ages  
welcome at these free events.**  
**Experience nature with a naturalist,  
followed by a campfire and s'mores**

### October 6: Fall Fun-ology

Celebrate the change of seasons! Discover the wonders of all autumn has to offer as leaves change color, days get shorter and animals prepare for winter.

### October 13: Stories in the Sky

For thousands of years and across different cultures, people have looked to the night sky and found inspiration for legends and folktales. Join us for an evening of storytelling as we look at the stars.



## Discover a Night Out!

Leave the kids at home and head to Springbrook for an adults-only evening of lively entertainment paired with a catered meal in a beautiful setting. Dinners begin at 5:30 p.m. with a presentation to follow. Advance reservations required for this popular series. Tickets are \$25 each or \$45/pair. Call (763) 572-3588.

### Saturday, November 4:

**Minnesota's Renewable Energy Path  
featuring special guest  
J. Drake Hamilton from Fresh Energy**

Get inspired into action as you learn about Minnesota's leadership on wind and solar energy, and the next steps towards the potential of these clean technologies.

### Saturday, December 2:

**Bird Language – The Secret Language of  
Nature featuring special guest author  
and educator Jonathan Poppele**

Let's learn to talk bird! Understanding bird language allows us to see more wildlife and feel more connected to the natural world.

Master storyteller Jonathan Poppele will introduce the fundamentals of interpreting bird language and help you on your own journey into discovering more.



# TWO YEARS AGO

WE ASKED WHAT WE CAN DO FOR OUR COMMUNITY.

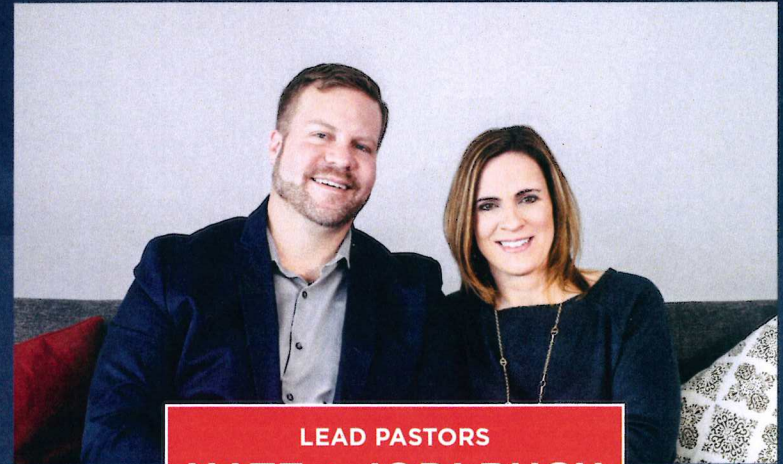
## ON NOVEMBER 5TH

WE INVITE YOU TO SEE OUR ANSWER.

*You are cordially invited  
to the Ribbon Cutting Ceremony and  
Dedication of our Hello Possible  
reconstruction!*

**EMMANUEL**  
**SPRING LAKE PARK CAMPUS**  
**NOVEMBER 5TH AT 2:00PM**

hello  
**POSSIBLE**



LEAD PASTORS  
**NATE + JODI RUCH**

My hope is that you and I see new possibilities for impact inside and outside our church walls. By expanding our walls — reinvesting in our facilities — Emmanuel will continue to be a house that meets our community's growing needs now and for decades to come.

Our desire is to be a resource center for our community to help people step toward possible for their lives.



**EMMANUEL**  
emmanuelcc.org



## Video Production



Municipal Producer, Trevor Scholl, continued to meet with City officials and department contacts regarding potential programming for the channels. He completed three of the projects that had previously been requested, and worked toward completion of several ongoing projects. Trevor recorded Lexington Fall Fest events and is in the process of editing a highlight video for the Lexington channel. Staff members Ben Hayle, T.J. Tronson, and Danika Peterson also either produced programs or assisted in the production of programs for the City channels.

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

Title	Producer	Runtime
HEARTSafe Community Lino Lakes	Trevor Scholl	00:04:24
Centerville Mayor's Minutes Fall 2017	Trevor Scholl	00:06:00
Animal Humane Society Children's Programs	Trevor Scholl	00:05:51
Spring Lake Park LEO Promo	T.J. Tronson	00:02:15
Cable Commission Meeting (9/20/17)	T.J. Tronson	00:38:13
Anoka County Board Meeting (9/12/17)	T.J. Tronson	00:48:46
Anoka County Board Meeting (9/26/17)	T.J. Tronson	01:06:11

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

- Completed script for Blaine promo
- Shot fall Mayor's Minutes with Tom Ryan
- Shot outdoor footage for Lino Lakes Corrections piece
- Worked with T.J. on getting drone permissions for Corrections piece
- Shot footage for Lexington Fall Fest piece
- Circle Pines Promo
- New Blaine City promo
- Lexington's Mayor's Minutes
- Northstar Water Media Society Art Show at Blaine City Hall
- Contacted Wayne Wegener re public safety ideas
- Developing Community Corner program to be hosted by City Administrators for those Cities with Mayor's unable to participate in Mayor's Minutes programs
- Business profile on new yoga studio in Blaine

# Equipment Consulting/Technical Support

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## **Blaine**

- 9/6/17: Conference call with Roark Haver and Alpha Video regarding the upcoming HD installation. Went over drawings and approved most of the design. Matt requested locations for the Makito X and surrounding equipment. Roark has questions about the power. Alpha has yet to answer them. Roark is giving Alpha the electrical layout of the room.
- 9/11/17: Roark lets Matt know that the Granicus system needs to be upgraded to HD. Matt says that it will need an HD or 3G-SDI input. Roark will order it.
- 9/25/17: Emailed Roark regarding upcoming demolition. Alpha Video will be at Blaine labeling cables that are being saved. Talked about how Blaine can broadcast & record meetings during the demolition and install. Will discuss with NMTV staff.
- 9/28/17: Roark and Matt demolished the old Blaine control room. They took every piece of electronic equipment out of the room and cut back all the old cabling to the wall. The room is cleaned up and ready for the install on 10/2/17.

## **Centerville**

- Received message that Centerville staff would like to discuss a lower budget alternative. Was told Centerville will contact.

## **Circle Pines**

- No equipment assistance requested or required.

## **Ham Lake**

- No equipment assistance requested or required.

## **Lexington**

- 9/22/17: Live meeting did not go out and wasn't recorded. Stopped by to check on video and audio system. System checked out fine. Appears to be human error. Showed Lexington staff how to switch the meeting to go live and also relabeled switcher to make process clearer. Did a test recording. Worked fine. The SCALA computer had lost power and was rebooted, but the program hadn't been restarted. Showed staff how to restart the program.

## **Lino Lakes**

- No equipment assistance requested or required.

## **Spring Lake Park**

- 9/5/17: Spoke with Dan Buchholtz about camera issues. Proposed getting the Sony 800 PTZ camera to replace the broken one. It's a newer model that has a larger sensor and can take in more light which will allow for less grain on the image since the chambers is so dark.
- 9/6/17: Spring Lake Park City Council approved the purchase for the Sony 800.
- 9/25/17: Alpha called wondering what to do with old camera. Requested it be sent to NMTV.
- 9/26/17: Got an email from Wanda regarding problems with Camera 2. Played around with the settings and the blue in the camera reappeared. Showed Wanda how to change resets and save them in the broadcast pix program so she can tweak cameras when needed.
- 9/27/17: Installed a new power surge protector for the audio system and installed a universal power supply and backup battery to help with the ongoing electrical issues.

## **All Cities**

- 9/11/17: Finished work on the Carousels. The automatic update that kept popping up has been fixed by entering a code. The problem with CG05 is that it was not in the right display resolution on the PC graphics card. Made sure it was

broadcasting with 4 embedded audio channels and 1280x720 resolution in the Matrox program.

## 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 September:

Title	Producer	Runtime
Blaine Traffic Commission Meeting (9/5/17)	Blaine Staff	01:23:11
Blaine City Council Meeting (9/7/17)	Blaine Staff	02:11:47
Blaine Planning Commission Meeting (9/12/17)	Blaine Staff	00:40:20
Blaine Natural Resources Conservation Board Meeting (9/19/17)	Blaine Staff	01:50:02
Blaine City Council Meeting (9/21/17)	Blaine Staff	00:59:22
Blaine Park Board Meeting (9/26/17)	Blaine Staff	00:43:12
Centerville City Council Meeting (9/13/17)	Centerville Staff	01:47:44
Centerville City Council Meeting (9/27/17)	Centerville Staff	03:24:01
Circle Pines Park Board Meeting (9/5/17)	Circle Pines Staff	00:14:58
Circle Pines City Council Meeting (9/12/17)	Circle Pines Staff	01:25:02
Circle Pines Utility Commission Meeting (9/20/17)	Circle Pines Staff	00:21:45
Circle Pines City Council Meeting (9/26/17)	Circle Pines Staff	00:35:58
Ham Lake City Council Meeting (9/5/17)	Ham Lake Staff	00:21:36
Ham Lake Planning Commission Meeting (9/11/17)	Ham Lake Staff	00:32:43
Ham Lake City Council Meeting (9/18/17)	Ham Lake Staff	02:33:28
Ham Lake Park & Tree Commission Meeting (9/20/17)	Ham Lake Staff	00:41:33
Ham Lake Planning Commission Meeting (9/25/17)	Ham Lake Staff	00:26:47
Lexington City Council Meeting (9/7/17)	Lexington Staff	00:50:55
Lino Lakes City Council Meeting (9/11/17)	Lino Lakes Staff	00:32:29
Lino Lakes Planning & Zoning Commission Meeting (9/13/17)	Lino Lakes Staff	02:41:00

<b>Title cont.</b>	<b>Producer cont.</b>	<b>Runtime c.</b>
Lino Lakes City Council Meeting (9/25/17)	Lino Lakes Staff	00:54:25
Lino Lakes Environmental Board Meeting (9/27/17)	Lino Lakes Staff	01:23:13
Spring Lake Park City Council Meeting (9/5/17)	Spring Lake Park Staff	01:58:30
Spring Lake Park City Council Meeting (9/18/17)	Spring Lake Park Staff	00:24:53
Spring Lake Park Planning Commission Meeting (9/25/17)	Spring Lake Park Staff	01:14:51
<b>25 New Programs</b>		<b>29:15:25 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	158	237:23:42
Centerville	30	80:50:30
Circle Pines	140	119:07:00
Ham Lake	59	66:52:12
Lexington	84	77:28:00
Lino Lakes	40	48:40:12
Spring Lake Park	93	111:37:33
<b>Totals:</b>	<b>604 Program Playbacks</b>	<b>741:59:09 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 will work 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 September:

### **Blaine**

- Uploaded one short video for Carousel.
- Visited City Hall to update local SCALA with evergreen graphics.

### **Centerville**

- Modified Carousel playback to full screen version at Teresa's request.
- Visited City Hall to update local SCALA with evergreen graphics.
- Uploaded 2 short videos to Carousel.

### **Circle Pines**

- Visited City Hall to update local SCALA with evergreen graphics.
- Transferred 11 City meeting files to external hard drive at Patrick Antonen's request.
- Uploaded one short video for Carousel.

### **Ham Lake**

- Visited City Hall to update local SCALA with evergreen graphics.
- Create new bulletin
- Upload one short video for Carousel

### **Lexington**

- Visited City Hall to update local SCALA with evergreen graphics.
- Create two bulletins.
- Uploaded one short video for Carousel.

### **Lino Lakes**

- Visited City Hall to update local SCALA with evergreen graphics, twice.
- Created three bulletins.
- Sent Lisa new copies of all bulletins for approval.
- Replaced all bulletins on Carousel.
- Revised seven bulletins per Lisa's request.
- Re-transcoded two short videos for Carousel.
- Uploaded three videos for Carousel.

### **Spring Lake Park**

- Created 19 bulletins.
- Edited closed session from meeting recording for future playback.
- Uploaded one short video for Carousel.

### **All Cities**

- Fixed glitchy weather forecast bugs on Carousel units.

## **City Channel Signal Monitoring**

### **Blaine**

- Explained switch over to Carousel and concept of live "window" for meetings.
- Switched channel default to Carousel.
- Notice Blaine signal down for tear down of old equipment. Request early installation of Makito X and running it through the frame sync in Master Control until the arrival and installation of router card can take place. That way all meetings can go live without using LiveShot.

### **Centerville**

- Explained switch over to Carousel and concept of live "window" for meetings.
- Switched channel default to Carousel.

### **Circle Pines**

- Explained switch over to Carousel and concept of live "window" for meetings.
- Switched channel default to Carousel.

### **Ham Lake**

- Explained switch over to Carousel and concept of live "window" for meetings.
- Switched channel default to Carousel.



### **Lexington**

- Explained switch over to Carousel and concept of live "window" for meetings.
- Switched channel default to Carousel.
- Signal down. SCALA appears to have lost power. Call City Hall.
- Call City Hall. SCALA computer rebooted, but SCALA software not activated.

### **Lino Lakes**

- Explained switch over to Carousel and concept of live "window" for meetings.
- Switched channel default to Carousel.

### **Spring Lake Park**

- No signal problems detected.

## 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. 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 September:

### **Blaine**

- 6 meetings bookmarked and placed on VOD.

### **Centerville**

- 2 meetings placed on VOD.

### **Circle Pines**

- 4 meetings bookmarked and placed on VOD.

### **Ham Lake**

- 5 meetings bookmarked and placed on VOD.

### **Lexington**

- 1 meetings placed on VOD.

### **Lino Lakes**

- 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 September include the switch-over to the new City Carousel units, the Franchise Violation Notice for CenturyLink, small cell ordinances, and a few miscellaneous items.

## **Carousel Project Completed**

- Each City was contacted to determine the format chosen for the Carousel displays. Bulletins were updated and videos were uploaded to the system. Several tests were run. NMTV staff visited each City to explain the new procedures. The Carousel units went live for all Cities.
- With the completion of the project, costs were tallied, and a chart outlining remaining franchise fees to be returned to Cities was created.
- The totals were presented at the Operations Committee and Cable Commission meetings for approval. The distribution of the franchise fees was approved and checks mailed.

## **CenturyLink Complaint**

- The Notice of Franchise Violation Regarding Consumer Fraud and Deceptive Trade Practices was delivered to CenturyLink.

## **Small Cell Right of Way Ordinance**

- Distributed information to Committees regarding new Minnesota laws pertaining to the deployment of small cell antennas in the public rights of way.
- Presented option of having Commission Legal Counsel draft a model stand-alone ordinance.

## **Miscellaneous**

- Spoke with Dallas Larson regarding creating a more cost effective HD upgrade for Centerville.
- Spoke with Legal Counsel regarding drone policies.

# North Metro TV

September 2017 Update

## Program Production

In September, a total of **100 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **84:30:00 hours of new programming.**

- 46 programs were produced by the public
- 29 programs were produced by NMTV staff
- 25 programs were produced by City staff



## Van Shoots

The HD truck was used for **56::30:00** hours of production. Events produced live and recorded for additional playbacks include:

- Girls Tennis: Blaine vs. Spring Lake Park
- Football: Armstrong vs. Spring Lake Park
- Girls and Boys Soccer: Spring Lake Park vs. Centennial
- Football: Cooper vs. Spring Lake Park
- Volleyball: Blaine vs. Centennial
- Football: Cretin Derham Hall vs. Blaine
- Girls and Boys Soccer: Spring Lake Park vs. Blaine
- Football: Champlin Park vs. Blaine



## Workshops

Workshop	Instructor	Organization	Students
Intro to NMTV	Eric Houston	General Public	1
Open Studio Night	Eric Houston	General Public/Video Club	14
Intro to NMTV	Eric Houston	General Public	2
Special Production Series Class 3	Eric Houston	Blaine/Ham Lake Girl Scouts	9
Editing Demo	Eric Houston	General Public	10
Gilligan's Island: Behind the Scenes	Eric Houston	Video Club	8
Special Production Series Class 4	Eric Houston	Blaine/Ham Lake Girl Scouts	10
<b>7 Workshops</b>			<b>54 Students</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos, film, slides, and photos at North Metro TV themselves for free, or pay NMTV to do it. Most participants want to do it themselves.

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
<b>TOTAL:</b>	<b>1,499.75</b>	<b>578</b>	<b>550</b>	<b>306</b>	<b>1,463</b>	<b>\$3,905.00</b>

## Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, 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
<b>TOTAL PUBLIC USAGE:</b>		<b>4,442.50</b>

## Production Highlights

### NMTV News Highlights

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

- Anoka Hennepin Sends Levy and Bond Votes to Voters
- New Science Addition Debuts at Spring Lake Park High School
- Dance School Donates to Hurricane Victims
- Culinary Pro-Am Entertains at the TPC



## • North Metro Mayor's Association Celebrates 30 Years

In addition to daily playbacks of North Metro TV News on the cable systems, there are over 429 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.

### Studio A Sets

The most exciting project in September (for NMTV staff anyway) was the delivery and construction of the new sets. About two weeks of September were set aside for the tear-down of the old News and Sports Den sets. A very large dumpster was delivered at the beginning of the week, and a very full dumpster was taken away two weeks later. Once the old sets were down, the studio floor was cleaned, previously inaccessible ceiling light bulbs were replaced and lights that would no longer be needed for backlighting in Studio A were transferred to Studio B. Some new flooring was installed for the new Sports Den set, and then the fun work of putting together the new sets started. Two employees of the set company worked with NMTV staff to install, wire and light the new sets. It only took a couple of days to set up, and what a transformation! It took a couple of days to program the set lights into the studio software and to work out a few bugs, but the sets are now fully operational. Check out Sports Den and the NMTV news to see them in action.



### Studio B

While not quite as monumental an upgrade as Studio A, Studio B also got a set improvement. We hired a carpenter to install a smooth white wall around almost half of the room. It gives producers some options as far as backgrounds are concerned, as the wall can be lit with different colors or images. The old news desk was also repurposed for use by public producers.



### Drone Job

NMTV drone operator, T.J. Tronson completed a commercial shoot for Carleton College in September. He spent a day and a half shooting various activities and buildings around campus at different times of the day. He worked with college media staff to get all the shots they wanted. The college is putting together some marketing materials and will want us to come out again during different seasons to gather more footage. The college has rights to the footage, but we have permission to use it in any promotions we would like to do for our drone service.

### Election Programming

The News crew is gearing up for full election coverage of our 2017 races. This year, Circle Pines and Lino Lakes will have Mayoral and City Council elections, and the Anoka Hennepin and Spring Lake Park School Districts will also have races. Ben and Danika have already produced a news piece on the elections, and created the Local Decision 2017 page on the NMTV website that showcases the various candidates for all of the races. They will be taping candidate forums and debates in the next month, with a wrap-up show detailing the results in November.



## Open Studio

The third NMTV Open Studio night was held in September. On Open Studio Night, producers are invited to come to the studio ready to produce a program, whether they are current members or not. NMTV provides the space, production crew, and editing services. The goal is to encourage program creation from producers who might not otherwise create a program due to time concerns or an inability to find friends or volunteers to help them behind the scenes. It was the most successful night yet, with fourteen participants both behind and in front of the camera. Three new shows were produced, including The Old Cars of Cuba (a multi-media lecture/chat show featuring photos and discussion of classic cars spotted on a recent trip to Cuba), Bantha Brothers (an improvised comedy show which imagines a pair of used starship salesmen set in the Star Wars universe) and Karmik Channels (a talk show focusing on karma and other new age practices).



## City Productions

Municipal Producer, Trevor Scholl, completed three projects in September, and continued work on several others. He covered events for Lexington Fall Fest and began work on a business profile. Projects that were completed in September include:

- Lino Lakes HEARTSafe Community
- Centerville Mayor's Minutes Fall 2017
- Animal Humane Society Children's Programs
- Completed script for Blaine promo
- Shot fall Mayor's Minutes with Tom Ryan
- Shot outdoor footage for Lino Lakes Corrections piece
- Worked with T.J. on getting drone permissions for Corrections piece
- Shot footage for Lexington Fall Fest piece

Future projects being organized or completed include:

- Circle Pines Promo
- Blaine Mayor's Minutes
- New Blaine City promo
- Lexington Fall Fest
- Lino Lakes corrections facility piece
- Lexington's Mayor's Minutes
- Northstar Water Media Society Art Show at Blaine City Hall
- Contacted Wayne Wegener re public safety ideas
- Developing Community Corner program to be hosted by City Administrators for those Cities with Mayor's unable to participate in Mayor's Minutes programs
- Business profile on new yoga studio in Blaine

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**

- 9/6/17: Conference call with Roark Haver and Alpha Video regarding the upcoming HD installation. Went over drawings and approved most of the design. Matt requested locations for the Makito X and surrounding equipment. Roark has questions about the power. Alpha has yet to answer them. Roark is giving Alpha the electrical layout of the room.
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### **Centerville**

- Received message that Centerville staff would like to discuss a lower budget alternative. Was told Centerville will contact.
- Circle Pines**
- No equipment assistance requested or required.
- Ham Lake**
- No equipment assistance requested or required.
- Lexington**
- 9/22/17: Live meeting did not go out and wasn't recorded. Stopped by to check on video and audio system. System checked out fine. Appears to be human error. Showed Lexington staff how to switch the meeting to go live and also relabeled switcher to make process clearer. Did a test recording. Worked fine. The SCALA computer had lost power and was rebooted, but the program hadn't been restarted. Showed staff how to restart the program.
- Lino Lakes**
- No equipment assistance requested or required.
- Spring Lake Park**
- 9/5/17: Spoke with Dan Buchholtz about camera issues. Proposed getting the Sony 800 PTZ camera to replace the broken one. It's a newer model that has a larger sensor and can take in more light which will allow for less grain on the image since the chambers is so dark.
- 9/6/17: Spring Lake Park City Council approved the purchase for the Sony 800.
- 9/25/17: Alpha called wondering what to do with old camera. Requested it be sent to NMTV.
- 9/26/17: Got an email from Wanda regarding problems with Camera 2. Played around with the settings and the blue in the camera reappeared. Showed Wanda how to change resets and save them in the broadcast pix program so she can tweak cameras when needed.
- 9/27/17: Installed a new power surge protector for the audio system and installed a universal power supply and backup battery to help with the ongoing electrical issues.
- All Cities**
- 9/11/17: Finished work on the Carousels. The automatic update that kept popping up has been fixed by entering a code. The problem with CG05 is that it was not in the right display resolution on the PC graphics card. Made sure it was broadcasting with 4 embedded audio channels and 1280x720 resolution in the Matrox program.

## City Channel 16 Playback Stats

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City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	158	237:23:42
Centerville	30	80:50:30
Circle Pines	140	119:07:00
Ham Lake	59	66:52:12
Lexington	84	77:28:00
Lino Lakes	40	48:40:12
Spring Lake Park	93	111:37:33
<b>Totals:</b>	<b>604 Program Playbacks</b>	<b>741:59:09 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

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Title	Producer	Runtime
Toastmasters Live!	Lee Howard	00:44:55
The Old Cars of Cuba	Ronald Henningsen	00:27:27
Chit Chat	Sharon Carlson	00:24:37
Bantha Brothers	David Bauer	00:20:12
It's Only Food With Chef John Politte (5 episodes)	John Politte	00:42:05
Off Constantly TV (2 episodes)	McLean Dolphy	01:04:23
Karmik Channels	Jill Quin	00:31:38
Every Movie Ever Made (4 episodes)	Ben Daniels, Gavin Van Trease, Eric Houston	01:50:35
The Mystery of the Bride & the Bridegroom	Nonie Tanner	00:28:33
His Legacy TV	Nonie Tanner	00:47:40
Father Tim Nolan's 50th Anniversary Mass	Sharon Shultz	01:20:53
Cornerstone Church (3 episodes)	Rick Bostrom	01:23:26
The Power of Love (5 episodes)	Rick Larson	02:30:00
LovePower (6 episodes)	Ann Sandell	06:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	01:38:05
Monday Motivation With Bukola (3 episodes)	Bukola Oriola	02:16:01
Hope Church (3 episodes)	Cindy Hardy	02:06:27
Oak Park Moments (5 episodes)	Dave Turnidge	02:58:02
<b>46 New Programs</b>		<b>27:34:59 New Hours</b>

## Programs Produced by NMTV Staff

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Title	Producer	Runtime
Anoka County Board Meeting (9/12/17)	T.J. Tronson	00:48:46
Anoka County Board Meeting (9/26/17)	T.J. Tronson	01:06:11
Cable Commission Meeting (9/20/17)	T.J. Tronson	00:38:13
Spring Lake Park LEO Promo	T.J. Tronson	00:02:15
NMTV News (2 episodes)	Danika Peterson/Ben Hayle	00:42:56
HEARTSafe Community Lino Lakes	Trevor Scholl	00:04:24
Centerville Mayor's Minutes Fall 2017	Trevor Scholl	00:06:00
Animal Humane Society Youth Programs	Trevor Scholl	00:05:51
Girls Tennis: Blaine/Spring Lake Park	K. Kipp/J. Millington	02:03:21
Football: Armstrong/Spring Lake Park	K. Kipp/J. Millington	02:21:11
Girls Soccer: Spring Lake Park/Centennial	K. Kipp/J. Millington	01:44:49
Boys Soccer: Spring Lake Park/Centennial	K. Kipp/J. Millington	01:44:26
Football: Cooper/Spring Lake Park	K. Kipp/J. Millington	02:22:55
Volleyball: Blaine/Centennial	K. Kipp/J. Millington	01:29:07
Football: Cretin Derham Hall/Blaine	K. Kipp/J. Millington	02:46:56
Football: St.Michael-Albertville/Centennial	K. Kipp/J. Millington	01:53:07
Girls Soccer: Spring Lake Park/Blaine	K. Kipp/J. Millington	01:46:36
Boys Soccer: Spring Lake Park/Blaine	K. Kipp/J. Millington	01:57:31
Football: Champlin Park/Blaine	K. Kipp/J. Millington	02:48:25
Coach & Captains: Blaine Volleyball	K. Kipp/J. Millington	00:04:30
Coach & Captains: Blaine Girls Soccer	K. Kipp/J. Millington	00:03:13
Coach & Captains: Spring Lake Park Girls Soccer	K. Kipp/J. Millington	00:03:09
Coach & Captains: Centennial Volleyball	K. Kipp/J. Millington	00:03:46
Coach & Captains: Spring Lake Park Volleyball	K. Kipp/J. Millington	00:04:24
Sports Den (4 episodes)	K. Kipp/J. Millington	01:53:38
<b>29 New Programs</b>		<b>27:46:00 New Hours</b>



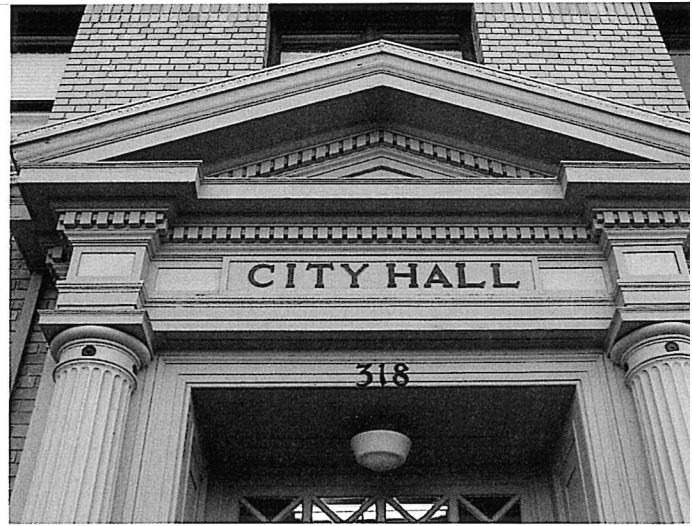
## Programs Produced by City Staff

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Title	Producer	Runtime
Blaine Traffic Commission Meeting (9/5/17)	Blaine Staff	01:23:11
Blaine City Council Meeting (9/7/17)	Blaine Staff	02:11:47
Blaine Planning Commission Meeting (9/12/17)	Blaine Staff	00:40:20
Blaine Natural Resources Conservation Board Meeting (9/19/17)	Blaine Staff	01:50:02
Blaine City Council Meeting (9/21/17)	Blaine Staff	00:59:22
Blaine Park Board Meeting (9/26/17)	Blaine Staff	00:43:12
Centerville City Council Meeting (9/13/17)	Centerville Staff	01:47:44
Centerville City Council Meeting (9/27/17)	Centerville Staff	03:24:01
Circle Pines Park Board Meeting (9/5/17)	Circle Pines Staff	00:14:58
Circle Pines City Council Meeting (9/12/17)	Circle Pines Staff	01:25:02
Circle Pines Utility Commission Meeting (9/20/17)	Circle Pines Staff	00:21:45
Circle Pines City Council Meeting (9/26/17)	Circle Pines Staff	00:35:58
Ham Lake City Council Meeting (9/5/17)	Ham Lake Staff	00:21:36
Ham Lake Planning Commission Meeting (9/11/17)	Ham Lake Staff	00:32:43
Ham Lake City Council Meeting (9/18/17)	Ham Lake Staff	02:33:28
Ham Lake Park & Tree Commission Meeting (9/20/17)	Ham Lake Staff	00:41:33
Ham Lake Planning Commission Meeting (9/25/17)	Ham Lake Staff	00:26:47
Lexington City Council Meeting (9/7/17)	Lexington Staff	00:50:55
Lino Lakes City Council Meeting (9/11/17)	Lino Lakes Staff	00:32:29
Lino Lakes Planning & Zoning Commission Meeting (9/13/17)	Lino Lakes Staff	02:41:00
Lino Lakes City Council Meeting (9/25/17)	Lino Lakes Staff	00:54:25
Lino Lakes Environmental Board Meeting (9/27/17)	Lino Lakes Staff	01:23:13
Spring Lake Park City Council Meeting (9/5/17)	Spring Lake Park Staff	01:58:30
Spring Lake Park City Council Meeting (9/18/17)	Spring Lake Park Staff	00:24:53
Spring Lake Park Planning Commission Meeting (9/25/17)	Spring Lake Park Staff	01:14:51
<b>25 New Programs</b>		<b>29:15:25 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](mailto:harnson@northmetrotv.com).





# Pipeline safety and land use planning information

SCAN THIS  
PAGE  
WITH PAV\*



*\*Instructions  
on back*



**Know what's below.  
Call before you dig.**

## WHAT'S INSIDE

What Pipelines Transport  
and Their Hazards

Land Use Planning

Responding to a Pipeline  
Emergency

Call Before You Dig

## Pipelines are near you

Pipeline operators share/encourage an emphasis of **PUBLIC SAFETY** and **ENVIRONMENTAL PROTECTION** as top priorities in any pipeline emergency response.

You have received this information because the decisions you make regarding land use and property development in your jurisdiction may impact the pipelines in your area. These pipelines, operated by the companies whose fact sheets accompany this booklet, are part of the network of over 2.6 million miles of gathering, transmission, and distribution pipelines in the United States, transporting two-thirds of the energy we use each year.



*Buried Pipeline*

## What pipelines transport and what the potential hazards are

Many pipelines transport petroleum products and natural gas. Some pipelines transport other hazardous products such as chemicals, highly volatile liquids, anhydrous ammonia, or carbon dioxide. Exposure to these products can be harmful if inhaled, can cause eye and skin irritation, and/or difficulty in breathing. Fortunately, pipeline accidents are extremely rare, but they can occur. Natural gas and petroleum products are flammable, potentially hazardous, and explosive under certain conditions. Pipeline companies undertake many prevention and safety measures to ensure the integrity of their pipeline systems. You can obtain more specific information regarding pipelines and the products they carry by contacting the pipeline company directly.

## How you can help keep pipelines safe

While accidents pertaining to pipeline facilities are rare, awareness of the location of the pipeline, the potential hazards, and what to do if a leak occurs can help minimize the number of accidents. A leading cause of pipeline incidents is third-party excavation damage. Pipeline companies are responsible for the safety and security of their respective pipelines. To help maintain the integrity of pipelines and their right-of-way, it is essential that pipeline and facility neighbors protect against unauthorized excavations or other destructive activities. You can help by:

- Keeping the enclosed **fact sheets** for future reference.
- Attending a pipeline safety training program in your area.
- Familiarizing yourself and your agency with the Pipelines and Informed Planning Alliance (PIPA) best practices regarding land use planning near transmission pipelines (below).
- Completing and returning the enclosed postage-paid survey.
- Report to the pipeline company localized flooding, ice dams, debris dams, and extensive bank erosion that may affect the integrity of pipeline crossings.



*TriView™ Marker, Dome Marker, Flat Marker, Round Marker, Aerial Marker, Casing Vent Markers.*

## How to recognize the location of a pipeline

Markers are located in the pipeline right-of-way and indicate the approximate location, but not the depth, of a buried pipeline. Although not present in certain areas, these can be found at road crossings, fence lines, and street intersections. The markers display the product transported in the pipeline, the name of the pipeline operator, and a telephone number where the operator can be reached in the event of an emergency.

## Land use planning and transmission pipelines

The Pipelines and Informed Planning Alliance (PIPA) is a broad stakeholder initiative led and supported by the US Department of Transportation's Pipeline and Hazardous Materials Safety Administration. The goal of PIPA is to reduce risks and improve the safety of affected communities and transmission pipelines through implementation of recommended practices related to risk-informed land use and development near transmission pipelines. The PIPA recommended practices describe actions that can be taken by stakeholders when there are proposed changes in land use or new development adjacent to existing transmission pipelines.

PIPA has developed recommended practices to help in making decisions about what, where, and how to build safely near transmission pipelines. The decisions you make can impact the safety of the community surrounding the pipeline.

- Have you consulted with the pipeline company?
- Have you considered access for pipeline maintenance and emergency response?
- Is enhanced fire protection needed?
- How will excavation damage to the pipeline be prevented?

For more information, please go to [phmsa.dot.gov](http://phmsa.dot.gov).



## How to recognize a pipeline leak



### Sight

Natural gas and Highly Volatile Liquids (HVL) are colorless and nearly invisible to the eye. Small leaks can be identified by looking for dying or discolored vegetation in a naturally green area. Hazardous liquids produce a strong sheen or film standing on a body of water.

An HVL leak may be identified by a fog-like vapor cloud in areas of high humidity. Natural gas is colorless, but blowing dirt around a pipeline area may be observed, or vapor and "ground frosting" may be visible at high pressures, regardless of temperature.

Other ways to recognize a leak may include: water bubbling up or standing in an unusual area, a mist or vapor cloud, a powerful fire or explosion with dense smoke plumes, or an area of petroleum-stained ground.



### Sound

The volume of a pipeline leak can range from a quiet hissing to a loud roar, depending on the size and nature of the leak.



### Smell

An unusual smell, petroleum or gaseous odor will sometimes accompany pipeline leaks. Natural gas and HVLs are colorless, tasteless and odorless unless odorants, such as Mercaptan, are added.

Most HVLs contain a slight hydro-carbon or pungent odor. Most are nontoxic; however, products such as ammonia are considered a toxic chemical and can burn the senses when it seeks out moisture (eyes, nose or lungs). If inhaled, HVLs may cause dizziness or asphyxiation without warning.



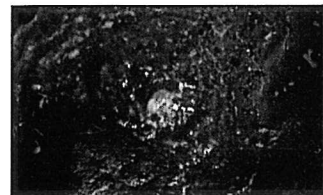
Vapor Cloud



Sheen on Water



Dead Vegetation



Bubbling Water



# Responding to a pipeline emergency

## **First Response Call Intake Check List**

The following protocol is intended to be a solid framework for call intake, but should not in any manner rescind or override agency procedures for the timing of broadcasts and messaging.

These procedures are established as recommended practices to consider with existing agency policy and procedure to ensure the most swift and accurate handling of every incident involving the release of dangerous gases and/or hazardous liquids.

All information should be simultaneously entered, as it is obtained by the telecommunicator, into an electronic format (when available) that will feed/populate any directed messages sent to emergency responders in conjunction with on-air broadcasts.

## **Location**

Request exact location of the incident (structure addresses, street names, intersections, directional identifiers, mile posts, etc.) and obtain callback and contact information.

The following guidelines are designed to ensure the safety of those in the area if a petroleum product or natural gas pipeline leak is suspected or detected:

## **Secure the area around the leak to a safe distance.**

Because vapors from products transported in pipelines can migrate great distances, it is important to avoid creating ignition sources in the area. Keep in mind, Highly Volatile Liquid (HVL) vapors are heavier than air and can collect in low areas such as ditches, sewers, etc. If safe, evacuating people from homes, businesses, schools, and other places of congregation, as well as controlling access to the site may be required in some incident scenarios. Sheltering in place may be the safest action if the circumstances make going outdoors dangerous.

- **Evacuate or shelter in place.** Depending on the level of chemical, natural gas, or product, and whether or not the product was released, or other variables, it may be necessary to evacuate the public or have the public shelter in place. Evacuation route and the location of the incident will determine which procedure is required, but both may be necessary. Evacuate people upwind of the incident, if necessary. Involving the pipeline company may be important in making this decision.

If the pipeline leak is **not** burning:

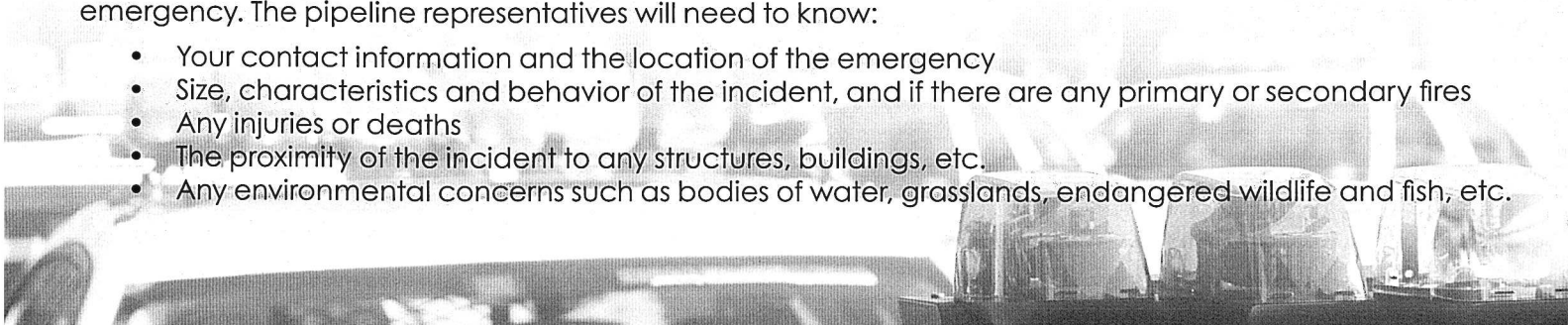
- **DO NOT** create any potential source of ignition such as an electrical switch, vehicle ignition, lighting a match, etc.
- **DO NOT** start motor vehicles or electrical equipment.
- **DO NOT** ring doorbells. Knock with your hand to avoid potential sparks from knockers.
- **DO NOT** drive into a leak or vapor cloud at any time.

If the pipeline leak **is** burning, attempt to control the spread of the fire, but:

- **DO NOT** attempt to extinguish a petroleum product or natural gas fire. When extinguished, petroleum products, gas and vapor could collect and explode if reignited by secondary fire or ignition source.
- **DO NOT** attempt to operate any pipeline valves yourself. You may inadvertently route more product to the leak or cause a secondary incident.
- **DO NOT** come into direct contact with any escaping liquid or gas.

**Establish a command center.** Work with pipeline representatives as you develop a plan to address the emergency. The pipeline representatives will need to know:

- Your contact information and the location of the emergency
- Size, characteristics and behavior of the incident, and if there are any primary or secondary fires
- Any injuries or deaths
- The proximity of the incident to any structures, buildings, etc.
- Any environmental concerns such as bodies of water, grasslands, endangered wildlife and fish, etc.



## Call before you dig

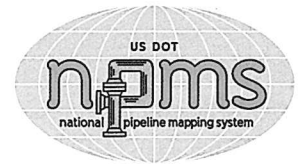


99%\* of all incidents involving injury, damage and service outages can be avoided by making a FREE CALL to 811. Your call should be made at least two to three business days prior to excavating. Examples of some activities that require a call to 811 include:

- Utility excavation
- Maintenance construction activities
- Land development activities
- Landscaping

Once your underground utilities have been marked, you will know their approximate location and can safely begin your dig, following safe excavation practices.

\* CGA Dirt Report 2013



## National Pipeline Mapping System (NPMS)

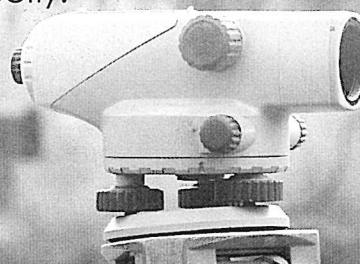
The National Pipeline Mapping System (NPMS) is a geographic information system created by the U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Office of Pipeline Safety (OPS) in cooperation with other federal and state governmental agencies and the pipeline industry to provide information about companies and their pipelines. The NPMS web site is searchable by ZIP Code or by county and state, and can display a printable county map.

Within the NPMS, PHMSA has developed the Pipeline Integrity Management Mapping Application (PIMMA) for use by pipeline companies and federal, state, and local government officials only. The application contains sensitive pipeline infrastructure information that can be viewed via internet browsers. Access to PIMMA is limited to federal, state, and local government officials, as well as pipeline companies. PIMMA access cannot be given to any person who is not a direct employee of a government agency.

For a list of companies with pipelines in your area and their contact information, or to apply for PIMMA access, go to [npms.phmsa.dot.gov](http://npms.phmsa.dot.gov). Companies that operate production facilities, gas/liquid gathering piping, and distribution piping are not represented by NPMS nor are they required to be.

## Maintaining safety and integrity of pipelines

Pipeline companies invest significant time and capital maintaining the quality and integrity of their pipeline systems. Most active pipelines are monitored 24 hours a day via manned control centers. Pipeline companies also utilize aerial surveillance and/or on-ground observers to identify potential dangers. Control center personnel continually monitor the pipeline system and assess changes in pressure and flow. They notify field personnel if there is a possibility of a leak. Automatic shut-off valves are sometimes utilized to isolate a leak. Gas transmission and hazardous liquid pipeline companies have developed supplemental hazard and assessment programs known as Integrity Management Programs (IMPs). IMPs have been implemented for areas designated as "high consequence areas" (HCAs) in accordance with federal regulations. Specific information about companies' programs may be found on their company web sites or by contacting them directly.



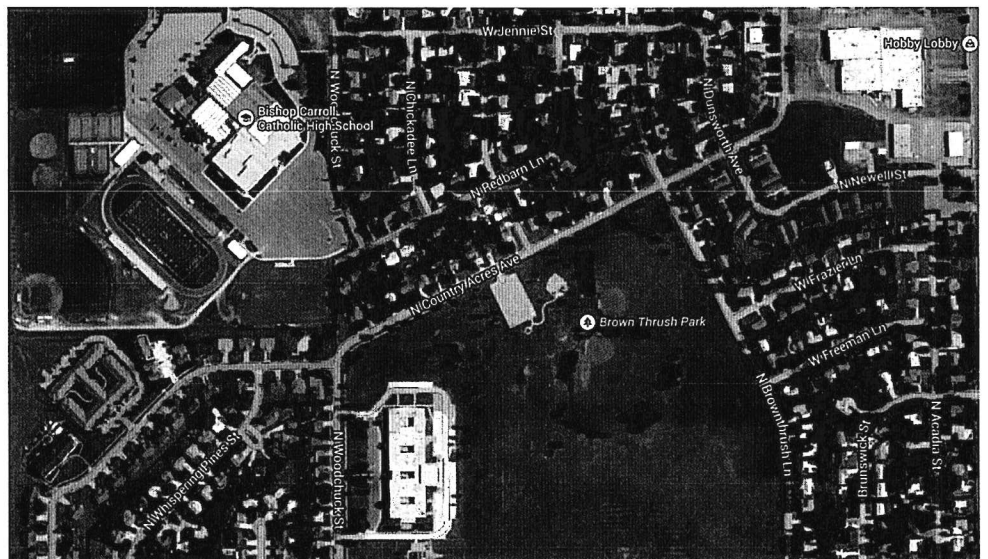
Pipeline safety regulations use the concept of HCAs, to identify specific locales and areas where a release could have the most significant adverse consequences. Once identified, operators are required to devote additional focus, efforts, and analysis in HCAs to ensure the integrity of pipelines.

### ***What criteria define HCAs for pipelines?***

**HCA for hazardous liquid pipelines:**

- Populated areas include both high population areas (called "urbanized areas" by the U.S. Census Bureau) and other populated areas (areas referred to by the Census Bureau as a "designated place").
- Drinking water sources include those supplied by surface water or wells and where a secondary source of water supply is not available. The land area in which spilled hazardous liquid could affect the water supply is also treated as an HCA.
- Unusually sensitive ecological areas include locations where critically imperiled species can be found, areas where multiple examples of federally listed threatened and endangered species are found, and areas where migratory water birds concentrate.

- An equation has been developed based on research and experience that estimates the distance from a potential explosion at which death, injury or significant property damage could occur. This distance is known as the “potential impact radius” (or PIR), and is used to depict potential impact circles.
- Operators must calculate the potential impact radius for all points along their pipelines and evaluate corresponding impact circles to identify what population is contained within each circle.
- Potential impact circles that contain 20 or more structures intended for human occupancy; buildings housing populations of limited mobility; buildings that would be hard to evacuate. (Examples are nursing homes, schools); or buildings and outside areas occupied by more than 20 persons on a specified minimum number of days each year, are defined as HCAs.



\* <https://primis.phmsa.dot.gov/comm/FactSheets/FSHCA.htm>



## Planning, zoning, and property development

It is crucial to coordinate with pipeline companies to take the location of pipelines into consideration in land-use plans, zoning, and property-development activities. Developments can make use of pipeline easements as open spaces and greenway connectors. Pipeline depth is a crucial consideration during development planning to ensure that costs for lowering or relocation are identified. Changes to the topography on either side of a pipeline may impose unacceptable stresses on the pipeline. Pipeline companies would like to coordinate in the development of site plans where large numbers of people congregate, including schools, churches, etc.

## Pipeline Safety and Damage Prevention\*

PROHIBITION APPLICABLE TO EXCAVATORS. A person who engages in demolition, excavation, tunneling, or construction.

1. May not engage in a demolition, excavation, tunneling, or construction activity in a State that has adopted a One-Call notification system without first using that system to establish the location of underground facilities in the demolition, excavation, tunneling, or construction area;
2. May not engage in such demolition, excavation, tunneling, or construction activity in disregard of location information or markings established by a pipeline facility operator...;
3. And who causes damage to a pipeline facility that may endanger life or cause serious bodily harm or damage to property.
  - A. May not fail to promptly report the damage to the owner or operator of the facility; and
  - B. If the damage results in the escape of any flammable, toxic, or corrosive gas or liquid, may not fail to promptly report to other appropriate authorities by calling the 911 emergency telephone number.

*\* Pipeline Inspection, Protection, Enforcement, and Safety Act of 2006 (Section 2)*

## Identified sites\*

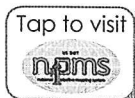
Owners and companies of gas transmission pipelines are regulated by the US Department of Transportation (DOT). According to integrity management regulations, gas pipeline companies are required to accept the assistance of local public safety officials in identifying certain types of sites or facilities adjacent to the pipeline which meets the following criteria:

- (a) A small, well-defined outside area that is occupied by twenty or more persons on at least 50 days in any twelve-month period (the days need not be consecutive). Examples of such an area are playgrounds, parks, swimming pools, sports fields, and campgrounds.
- (b) A building that is occupied by 20 or more persons on at least 5 days a week for 10 weeks in any 12 month period (the days and weeks need not be consecutive). Examples included in the definition are: religious facilities, office buildings, community centers, general stores, 4-H facilities, and roller rinks.
- (c) A facility that is occupied by persons who are confined, are of impaired mobility, or would be difficult to evacuate. Examples of such a facility are hospitals, schools, elder care, assisted living/nursing facilities, prisons and child daycares.

If you know of sites within your jurisdiction that fit any of the above requirements, please go to [my.spatialobjects.com/isr/home](http://my.spatialobjects.com/isr/home) to provide this valuable information to pipeline companies.

\* 49 CFR §192.903.

**Download** the Pipeline Awareness Viewer™ (PAV) app for important land use and property development information. Use PAV to learn about:



- The PIMMA application and apply for access



- Land use planning and transmission pipelines



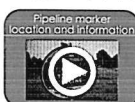
- The 811 process



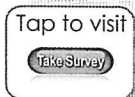
- How to recognize a pipeline leak



- The different types of pipelines




- How to recognize the location of a pipeline



- Take online survey

## How to use PAV:

- Launch the app.
- Point your device at the brochure cover and tap the screen to scan.\*
- Once the content is revealed, tap the pop-out button  to freeze the content on your screen.
- Tap the buttons to view important videos or to visit websites about pipeline safety.



*\*For best results, enable Wi-Fi on your device before using PAV. Windows Phone® and BlackBerry® devices are not supported at this time.*

## EMERGENCY NUMBER: 1-800-759-0033

### About NuStar Pipeline Operating Partnership L.P.

NuStar Pipeline Operating Partnership L.P. is a subsidiary of NuStar Energy L.P., a publicly traded company based in San Antonio, TX that currently has more than 9,200 miles of pipeline and 81 terminal and storage facilities that store and distribute crude oil, refined products and specialty liquids. The partnership's combined system has more than 96 million barrels of storage capacity at its facilities around the world, and NuStar has operations in the United States, Canada, Mexico, the Netherlands, including St. Eustatius in the Caribbean, and the United Kingdom. For more information, visit NuStar Energy's Web site at [www.nustarenergy.com](http://www.nustarenergy.com).

The Central East Region is operated by NuStar Energy L.P.'s subsidiary, NuStar Pipeline Operating Partnership L.P. The Central East Region's business consists primarily of the operation of a pipeline system that transports refined petroleum products, including gasoline, diesel, and propane. The system is operated as a common carrier in Kansas, Nebraska, Iowa, South Dakota, North Dakota and Minnesota. The system includes 2,530 miles of pipelines that transport an average of 203,000 barrels per day and 21 distribution terminals with a storage capacity of 4.8 million barrels, and two storage facilities at McPherson, KS and El Dorado, KS with a storage capacity of approximately 1.1 million barrels. Most of the petroleum products transported by the system are received from refineries in southeast Kansas, northeast Oklahoma, and central North Dakota. The Central East Region's business also includes an anhydrous ammonia pipeline system. The ammonia system is operated as a common carrier in Louisiana, Arkansas, Missouri, Illinois, Indiana, Iowa, and Nebraska. The ammonia system includes approximately 2,200 miles of pipelines that transport approximately 1.26 million tons per year (11.7 million barrels). The ammonia system is capable of receiving ammonia from three customer owned and operated marine terminals in Louisiana, and the ammonia system is capable of delivering ammonia to 22 customer owned and operated distribution terminals in the Midwest and to a number of customer owned and operated industrial locations. Anhydrous ammonia is primarily used as agricultural fertilizer, and anhydrous ammonia is also used as a feedstock in a number of industrial applications.

### What does NuStar Pipeline Operating Partnership L.P. do if a leak occurs?

To prepare for the event of a leak, pipeline companies regularly communicate, plan and train with local emergency responders. Upon the notification of an incident or leak the pipeline company will immediately dispatch trained personnel to assist emergency responders.

Pipeline operators and emergency responders are trained to protect life, property and facilities in the case of an emergency.

Pipeline operators will also take steps to minimize the amount of product that leaks out and to isolate the pipeline emergency.

### Maintaining safety and integrity of pipelines

NuStar Pipeline Operating Partnership L.P. invests significant time and capital maintaining the quality and integrity of their pipeline systems. Most active pipelines are monitored 24 hours a day via manned control centers. NuStar Pipeline Operating Partnership L.P. also utilizes aerial surveillance and/or on-ground observers to identify potential dangers. Control center personnel continually monitor the pipeline system and assess changes in pressure and flow. They notify field personnel if there is a possibility of a leak. Automatic shut-off valves are sometimes utilized to isolate a leak.

Gas transmission and hazardous liquid pipeline operators have developed supplemental hazard and assessment programs known as Integrity Management Programs (IMPs). Specific information about NuStar Pipeline Operating Partnership L.P.'s program may be found on our Web site, or by contacting us directly.

### How to get additional information

For an overview of NuStar Pipeline Operating Partnership L.P.'s IMP or Emergency Response Plan, go to [www.nustarenergy.com](http://www.nustarenergy.com) or contact us at 1-800-759-0033.

## PRODUCTS TRANSPORTED

### PRODUCTS TRANSPORTED IN YOUR AREA

PRODUCT	LEAK TYPE	VAPORS
HAZARDOUS LIQUIDS [SUCH AS: DIESEL FUEL, JET FUEL, GASOLINE, AND OTHER REFINED PRODUCTS]	Liquid	Initially heavier than air and spread along ground and collect in low or confined areas. Vapors may travel to source of ignition and flash back. Explosion hazards indoors, outdoors or in sewers.
<b>HEALTH HAZARDS</b>		Inhalation or contact with material may irritate or burn skin and eyes. Fire may produce irritating, corrosive and/or toxic gases. Vapors may cause dizziness or suffocation. Runoff from fire control or dilution water may cause pollution.
HIGHLY VOLATILE LIQUIDS: PROPANE	Gas	Initially heavier than air, spread along ground and may travel to source of ignition and flash back. Product is colorless, tasteless and odorless.
<b>HEALTH HAZARDS</b>		Will be easily ignited by heat, sparks or flames and will form explosive mixtures with air. Vapors may cause dizziness or asphyxiation without warning and may be toxic if inhaled at high concentrations. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Fire may produce irritating and/or toxic gases.
HIGHLY VOLATILE LIQUIDS: ANHYDROUS AMMONIA	Gas	Vapors are lighter than air and will generally rise and dissipate. In presence of moisture, vapors become heavier than air and may spread along ground or into low-lying areas where exposure could occur.
<b>HEALTH HAZARDS</b>		Vapors are toxic and may be fatal if inhaled, ingested or absorbed through skin. Vapors are extremely irritating and corrosive. Contact with gas may cause burns, severe injury and/or frostbite.

## SYSTEM MAP



Pipe sizes range from 4-16"

NUSTPL

**EMERGENCY NUMBER: 888-367-6671**

## About Northern Natural Gas

Northern Natural Gas (Northern) is based in Omaha, Nebraska, and operates an interstate natural gas high pressure, transmission pipeline system extending from Texas to the upper Midwest. The system includes over 14,000 miles of natural gas pipeline, capable of 5.5 billion cubic feet per day (Bcf/d) of market area capacity, plus 2.0 Bcf/d of field capacity. Northern has a total of five natural gas storage facilities, three of which are underground facilities and the other two are Liquefied Natural Gas (LNG) facilities. All five total 73 Bcf which includes 4 Bcf of liquefied natural gas. **Pipeline pressures can reach as high as 1,600 pounds per square inch gauge. Pipeline sizes range from 2 inches to 36 inches in diameter. The maximum potential impact radius (PIR) is 1,000 feet.**

## What does Northern Natural Gas do if a leak occurs?

While emergency response agencies are doing their part, Northern employees will do what needs to be done to protect lives, property and the environment.

- First, protecting people from injury by initially removing all persons at least 1,320 feet (1/4 mile) from the area.
- If a fire does not already exist, employees will remove any sources of ignition.
- Employees will help people in distress.

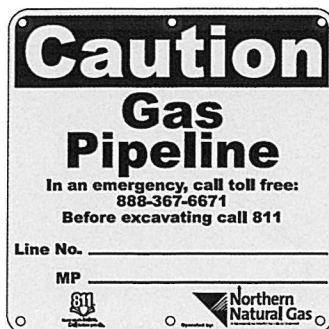
## PRODUCTS TRANSPORTED

### PRODUCTS TRANSPORTED IN YOUR AREA

PRODUCT	LEAK TYPE	VAPORS
NATURAL GAS	Gas	Lighter than air and will generally rise and dissipate. May gather in a confined space and travel to a source of ignition.
HEALTH HAZARDS	Will be easily ignited by heat, sparks or flames and will form explosive mixtures with air. Vapors may cause dizziness or asphyxiation without warning and may be toxic if inhaled at high concentrations. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite.	

The complete Safety Data Sheet is on Northern's website

## PIPELINE MARKER



Know what's below.  
Call 811 before you dig.  
[www.call811.com](http://www.call811.com)

- Employees will eliminate the natural gas source. If it is possible to do so from the location of the emergency, they will. In many cases, the natural gas must be shut off at a remote location. It is important for you to know that Northern employees are responsible for operating the valves that isolate the affected facilities.

Is your group interested in a presentation, training or more information? Call Northern's emergency number at 1-888-367-6671 and ask to establish a public education liaison. Together we will determine the appropriate Northern Natural Gas field location nearest you and then provide a means to contact their local representative for more details.

For example, an odorant is added to certain pipeline segments to make it easier to smell a very small leak. Your local Northern representative can tell you if those segments are in your area.

## Maintaining safety and integrity of pipelines

Public officials often know where "identified" sites are located. An identified site can be areas near the pipeline such as community centers, businesses, beaches, playgrounds, recreational facilities, office buildings, daycare facilities, stadiums, campgrounds, etc. To report areas that could be considered an identified site, please send an e-mail to [HCAinformation@nngco.com](mailto:HCAinformation@nngco.com) or call 1-866-865-0766.

Important land use planning information to enhance pipeline safety in your community can be found at: [www.pipa-info.com](http://www.pipa-info.com).

## SYSTEM MAP

Call 811 or visit NPMS at [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov) to learn pipeline locations in your area.



Emergency and Government officials can apply for detailed maps on the NPMS website.



**MINNESOTA  
EMERGENCY CONTACT NUMBERS:  
612-372-5050 OR 800-296-9815**

### About CenterPoint Energy

CenterPoint Energy's natural gas distribution and transmission businesses have been serving customers for more than a century. We deliver more than 400 billion cubic feet of natural gas each year to about 3.4 million residential, commercial, and industrial customers. This makes CenterPoint Energy one of the largest publicly traded natural gas distribution companies in the country.

We own and operate over 119,000 miles of main and service lines that deliver gas to more than 990 communities in Arkansas, Louisiana, Minnesota, Mississippi, Oklahoma and Texas including the high growth areas of Houston and Minneapolis. In addition, our Minnesota facilities has storage capacity in its 9 peaking facilities of 12 million gallons each of propane and liquid natural gas and another 7 BCF of natural gas in an underground storage field.

### Commitment to Safety, Health & Environment

According to the National Transportation and Safety Board, pipelines are the safest and most economical way to transport products. We are committed to the safe operation of our pipelines in your community. We monitor the operations of our pipelines from our control centers, 24 hours a day, seven days a week. Our pipelines are designed, installed, tested, operated and maintained in accordance with all applicable federal and state requirements. CenterPoint Energy maintains its safety record with routine inspections, corrosion protection, maintenance and testing programs, employee training, integrity management programs, and a public awareness program.

If a gas pipeline emergency were to occur, CenterPoint Energy personnel will work directly with local emergency responders. Our priorities at the

scene of a pipeline emergency are the same as yours-- protect people, property and the environment. CenterPoint Energy field personnel are trained in Incident Command Structure (ICS) and familiar with how to work with local responders within the ICS framework. CenterPoint Energy personnel will restrict the flow of gas and implement other operating actions as needed to minimize the impact of the emergency. Public safety officials and other non-company personnel should not attempt to operate pipeline valves. Improper operation of pipeline valves can cause other accidents to occur.

To view and download maps of transmission pipelines in your county, see the National Pipeline Mapping System website [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov), an online mapping program managed by the federal government.

Pipeline markers are placed along the pipeline route to indicate the approximate location of the line and to identify where the pipeline intersects with a street, highway, railway or river. Markers display the material transported in the line, the name of the pipeline operator and an emergency telephone number.

Integrity Management Programs have been implemented for areas designated as "high consequence areas" in accordance with federal regulations. For more information about CenterPoint Energy pipeline safety programs, our Integrity Management Program, or Emergency Response Plans see our website listed above or by contacting us directly.

For your safety, always call before you dig--drill--blast. Call 811, the Call Before You Dig number, or your local one-call center at least 48 hours (two working days) before you dig. It's easy, it's free and it's the law.



**Know what's below.  
Call before you dig.**

### PRODUCTS TRANSPORTED

#### PRODUCTS TRANSPORTED IN YOUR AREA

PRODUCT	LEAK TYPE	VAPORS
NATURAL GAS	Gas	Lighter than air and will generally rise and dissipate. May gather in a confined space and travel to a source of ignition.
<b>HEALTH HAZARDS</b>	Natural gas is non-toxic however, in high concentrations it may cause dizziness or asphyxiation without warning. Natural gas leaking into the atmosphere can cause flammable mixtures that can ignite. Keep ignition sources away such as sparks, flames or machinery.	

### PIPELINE MARKER



### SYSTEM MAP



Three LDCs serving  
more than 3 million  
customers in 6  
states.

**EMERGENCY NUMBER: 800-548-6482****About BP Pipelines (North America), Inc.**

BP Pipelines (North America), Inc., is headquartered in Chicago, IL. BP's core and joint venture pipeline operations span 18 states and are managed from pipeline control centers in Oklahoma and Washington.

Altogether, BP Pipelines North America owns or operates 5,000 miles of pipeline. And holds joint venture interest in various pipeline systems, which are operated by third parties.

**What does BP Pipelines (North America), Inc. do if a leak occurs?**

All Pipeline operators share/encourage an emphasis of **PUBLIC SAFETY** and **ENVIRONMENTAL PROTECTION** as top priorities in any pipeline emergency response.

To prepare for the event of a leak, pipeline companies regularly communicate, plan and train with local emergency responders. Upon the notification of an incident or leak the pipeline company will immediately dispatch trained personnel to assist emergency responders.

Pipeline operators and emergency responders are trained to protect life, property and facilities in the case of an emergency.

Pipeline operators will also take steps to minimize the amount of product that leaks out and to isolate the pipeline emergency.

**Maintaining safety and integrity of pipelines**

BP Pipelines (North America), Inc. invests significant time and capital maintaining the quality and integrity of their pipeline systems. Most active pipelines are monitored 24 hours a day via manned control centers. BP Pipelines (North America), Inc. also utilizes aerial surveillance and/or on-ground observers to identify potential dangers. Control center personnel continually monitor the pipeline system and assess changes in pressure and flow. They notify field personnel if there is a possibility of a leak. Automatic shut-off valves are sometimes utilized to isolate a leak.

**How to get additional information**

For additional information for BP Pipelines (North America), Inc. go to [www.bppipelines.com](http://www.bppipelines.com) or contact the BP Pipelines (North America), Inc. Damage Prevention Standards Coordinator @ 918-660-4360 (Monday - Friday: 7:30am - 4:30pm (CST)).

**PRODUCTS TRANSPORTED****SYSTEM MAP****PRODUCTS TRANSPORTED IN YOUR AREA**

PRODUCT	LEAK TYPE	VAPORS
HAZARDOUS LIQUIDS [SUCH AS: CRUDE OIL, DIESEL FUEL, JET FUEL, GASOLINE, AND OTHER REFINED PRODUCTS]	Liquid	Initially heavier than air and spread along ground and collect in low or confined areas. Vapors may travel to source of ignition and flash back. Explosion hazards indoors, outdoors or in sewers.
<b>HEALTH HAZARDS</b>	Inhalation or contact with material may irritate or burn skin and eyes. Fire may produce irritating, corrosive and/or toxic gases. Vapors may cause dizziness or suffocation. Runoff from fire control or dilution water may cause pollution.	
HIGHLY VOLATILE LIQUIDS [SUCH AS: BUTANE, PROPANE, ETHANE, PROPYLENE, AND NATURAL GAS LIQUIDS (NGL)]	Gas	Initially heavier than air, spread along ground and may travel to source of ignition and flash back. Product is colorless, tasteless and odorless.
<b>HEALTH HAZARDS</b>	Will be easily ignited by heat, sparks or flames and will form explosive mixtures with air. Vapors may cause dizziness or asphyxiation without warning and may be toxic if inhaled at high concentrations. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Fire may produce irritating and/or toxic gases.	

