



**CITY COUNCIL AGENDA  
MONDAY, OCTOBER 3, 2016  
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 19, 2016
  - B. Mayor’s Proclamation – Domestic Violence Awareness Month – October 2016
  - C. Resolution of Commendation – Planning Commission Student Gabe Strawn
  - D. Call Public Hearing on TIF District 6-1 – November 21, 2016 at 7:00 PM
  - E. Administrator’s Performance Evaluation Public Statement
  - F. Contractor’s Licenses
  - G. Correspondence
7. PRESENTATION
  - A. Mayor’s Proclamation – Foreign Exchange Student Week – Honorary Citizens  
Henina (Henny) Aaltonen and Luisa Friedrich
8. PUBLIC HEARING
  - A. 2016 MS4 Permit Annual Public Meeting
9. PUBLIC WORKS REPORT
10. CODE ENFORCEMENT REPORT
11. RESOLUTIONS AND/OR ORDINANCES
  - A. Special Event Ordinance
  - B. Resolution 16-24 Authorizing Summary Publication of Ordinance 428 – Special Events Ordinance
12. NEW BUSINESS
  - A. AWAIR Policy Update
13. ENGINEER’S REPORT
14. ATTORNEY’S REPORT
15. REPORTS
  - A. Beyond the Yellow Ribbon Report
16. OTHER
  - A. Administrator Reports
17. ADJOURN

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

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to five 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 regularly scheduled meeting of the Spring Lake Park City Council was held on September 19, 2016 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 Nash, Nelson, Wendling and Mayor Hansen

Members Absent: Councilmember Mason

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

Visitors: Barbara Goodboe-Bisschoff, 8309 Monroe Street NE

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Councilmember Wendling asked that the minutes from the September 6, 2016 meeting be corrected to reflect that Councilmember Nash attended the meeting.

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – September 6, 2016, as amended
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 16-15 -- \$391,617.18
  - 2. Liquor Fund Disbursement Claim No. 16-16 -- \$233,787.32
- C. Budget to Date/Statement of Fund Balance
- D. 2017 LMC Dues and MN Mayor's Association Invoice
- E. Approval of Temporary Liquor License – Prince of Peace Lutheran Church
- F. Contractor's License
- G. Sign Permit
- H. Correspondence

Councilmember Wendling inquired as to what type of event is being held at Prince of Peace Lutheran Church. Administrator Buchholtz reported that it is their annual Oktoberfest that is a free event. He stated that since they are serving beer and collecting a free will offering, a Liquor License is required.

MOTION BY COUNCILMEMBER NASH APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

## 7. Police Report

Police Chief Ebeltoft reviewed the August 2016 department statistics.

Chief Ebeltoft stated that the Police Department responded to four hundred fifty nine calls for service for the month of August 2016 compared to four hundred fifty calls for service in August 2015.

Chief Ebeltoft reported that the Spring Lake Park Police Department deployed the "Speed Trailer" at six different locations throughout the city. He reported that the deployments were less than for this month than other months; the Police Department continues to try and proactively inform our public and facilitate change in driving behaviors.

Chief Ebeltoft reported that the Police Department that due to the direct result of the self-funding "Traffic Education Program" that is orchestrated through our City Attorney's office under the "Rules of Prosecutorial Authority," three solar powered stop signs have been acquired. He reported the signs have been installed at 83<sup>rd</sup> Avenue and University Service Road and University Service Road and Sanburnol Drive. He stated that the deployment of these signs at these locations will help solve traffic issues that have historically plagued our community.

Chief Ebeltoft stated that as part of the continued effort, the Police Department also acquired two solar powered speed signs and these signs have been deployed on Able Street in the 8200 and 8300 blocks for north and south traffic.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park. He reported that he attended several community block parties for "Night to Unite" and thanked the residents and the community for their support to the Police Department.

## 8. Parks and Recreation Report

Parks and Recreation Director Rygwall reported that the Parks and Recreation Commission met and discussed the 2017 Tower Days events and reviewed the softball tournament concessions. She stated that the Commission agreed that more volunteers are needed to operate the concessions.

Ms. Rygwall reported that the annual Santa breakfast will be held at Spring Lake Park City Hall and will include a continental breakfast. She stated that Parks and Recreation staff has been working on fall programming and the fall brochure was mailed to residents at the beginning of the month. She reported that popular classes are filling fast.

Mayor Hansen stated that she enjoyed the new fall brochure and commented on a great variety of classes being offered.

## 9. New Business

### A. Northland Securities Scope of Services Agreement

Administrator Buchholtz reported that the City has received an application for a tax increment-financing district from Dominion Development and Acquisition, along with the prerequisite fee and escrow.



Administrator Buchholtz stated that as the City's financial advisor, Northland Securities typically performs many of the tasks associated with the creation of a TIF district. He reported that in order to begin the work or reviewing the TIF application and preparing the TIF plan and development agreement, approval of a scope of services agreement is in order. He stated that total cost of the scope of services agreement is not to exceed \$8,000. He stated that this fee, and other related TIF application expenses (bond counsel, publication expenses, etc.), will be paid with funds deposited by the applicant.

Administrator Buchholtz stated that the City Attorney has reviewed the agreement and found it in order. He stated that a resolution to call for a public hearing will be presented at the next Council meeting.

MOTION BY COUNCILMEMBER NASH TO APPROVE NORTHLAND SECURITIES SCOPES OF SERVICES AGREEMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorization to Contract Painting of Exterior of Public Works Building

Public Works Director Randall stated that he is seeking authorization to contract with a company to paint the exterior of the Public Works building. He reported that the Public Works Department staff is in the process of pressure washing the exterior to remove old paint along with the dirt and grime. He reported that the wall facing the Kwik Trip is also being cleaned.

Mr. Randall reported that he requested a quote for the painting from the same contractor, Better-Tone Decorators, Inc., that same contractor painted the interior of the building. He stated that the quote total is \$9,553.00. He stated that the funds will come from the Utility Renewal and Replacement Fund.

Administrator Buchholtz stated that the painting will take place on the wall along the barbershop as well.

MOTION BY COUNCILMEMBER NELSON TO APPROVE AUTHORIZATION TO CONTRACT WITH BETTER-TONE DECORATORS, INC. TO PAINT THE EXTERIOR OF THE PUBLIC WORKS BUILDING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. Ordinances and/or Ordinances

A. Resolution 16-22 Cancelling or Reducing Bond Levies – 2016/2017

Administrator Buchholtz reported that there are two additional bond levies that need to be cancelled for the 2016, pay 2017 tax levy. He stated the first is the 2005A GO Bond/2013A GO CIP Bond, which was used to finance the Spring Lake Park Blaine Mounds View Fire Station 3. He explained that this levy is covered through a set-aside of Local Government Aid.

Administrator Buchholtz stated that the second is the 2016A GO Capital Note, which was used to finance equipment for North Metro TV. He explained that this levy is covered through franchise fees passed through by North Metro TV.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 16-22 CANCELLING OR REDUCING BOND LEVIES – 2016/2017. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's Report - None

12. Attorney's Report – None

13. Reports - None14. OtherA. Commission Member Application

Mayor Hansen reported that Barbara Bisschoff had submitted an application for the Planning Commission and the Parks and Recreation Commission for the vacant seats on both commissions. Mayor Hansen asked that the application be tabled until after the election since Ms. Bisschoff is running for a Council seat.

MOTION MADE BY MAYOR HANSEN TO TABLE COMMISSION MEMBER APPLICATION UNTIL AFTER NOVEMBER 8, 2016. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Administrator Report – NoneC. Motion to Close Meeting to Conduct City Administrator Performance Evaluation

MOTION MADE BY MAYOR HANSEN TO CLOSE MEETING TO CONDUCT CITY ADMINISTRATOR PERFORMANCE EVALUATION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

The meeting was recessed at 7:25 PM.

Mayor Hansen reconvened the meeting at 7:40 PM

14. Adjourn

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

The meeting was adjourned at 7:42 PM.

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Cindy Hansen, Mayor

Attest:

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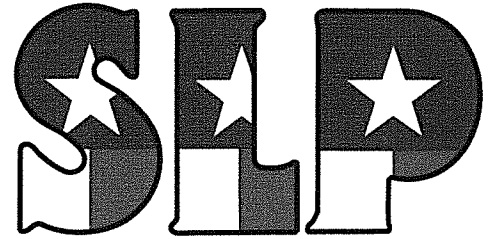
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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City of Spring Lake Park  
1301 Eighty First Avenue Northeast  
Spring Lake Park, Minnesota 55432

Phone 763-784-6491 Fax 763-792-7257  
www.slpmn.org



**MAYOR'S PROCLAMATION  
OCTOBER 2016  
AS DOMESTIC VIOLENCE AWARENESS MONTH**

**WHEREAS**, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

**WHEREAS**, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

**WHEREAS**, over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

**WHEREAS**, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

**WHEREAS**, October is *National Domestic Violence Awareness Month*; and

**WHEREAS**, during *National Domestic Violence Awareness Month*, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

**NOW THEREFORE, BE IT RESOLVED** that I, Cindy Hansen, Mayor of the City of Spring Lake Park, officially proclaim October 2016 to be Domestic Violence Awareness Month in the City of Spring Lake Park.



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

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, City Administrator

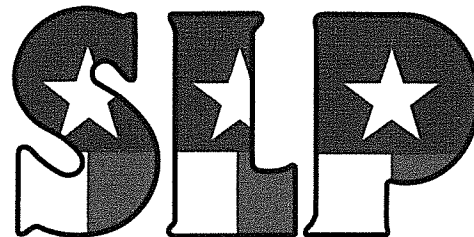


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RESOLUTION NO. 16-26  
RESOLUTION OF COMMENDATION – GABE STRAWN

**WHEREAS**, Gabe Strawn, a resident of City of Spring Lake Park and student of Spring Lake Park High School served as the sixth student commissioner on the Spring Lake Park Planning and Zoning Commission from June 1, 2016 to May 31, 2016 and;

**WHEREAS**, Gabe Strawn contributed to the discussion and decisions of the Commission in a very mature and professional manner at all meetings; and

**WHEREAS**, he served diligently, conscientiously, competently and fairly; and,

**WHEREAS**, the City and its citizens, present and future, are better for him having served.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Spring Lake Park expresses the gratitude of the members of the Planning and Zoning Commission and citizens of Spring Lake Park to Gabe Strawn for the loyal and faithful service he has given by means of this Resolution, which shall be spread upon the permanent records of the City.

Adopted this third day of October 2016.

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

\_\_\_\_\_  
Jeanne Mason, Councilmember

\_\_\_\_\_  
Bill Nash, Councilmember

\_\_\_\_\_  
Robert Nelson, Councilmember

\_\_\_\_\_  
Ken Wendling, Councilmember

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Administrator



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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** TIF DISTRICT 6-1 PUBLIC HEARING  
**DATE:** SEPTEMBER 27, 2016

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The City of Spring Lake Park has received a request from Dominion Acquisitions and Development to establish a tax increment financing (TIF) district to support their proposed senior housing project at 1066 Manor Drive.

At the September 19 meeting, the City Council authorized staff to enter into a scope of services agreement with Northland Securities to establish Development District 6, to establish the TIF District 6-1, and to adopt a development program and Tax Increment Financing Plan. The first step to the establishment of the TIF district is to call for a public hearing on the proposed Development District, TIF District and development program/TIF Financing Plan.

The Public Hearing is scheduled for Monday, November 21, 2016 at 7:00pm in the Council Chambers, Spring Lake Park City Hall. Notice must be published in the official newspaper no earlier than October 22 and no later than November 11, 2016.

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





EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF  
SPRING LAKE PARK, MINNESOTA

HELD: OCTOBER 3, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Spring Lake Park, Anoka County, Minnesota, was duly held at the Spring Lake Park City Hall on Tuesday, the 3<sup>rd</sup> day of October, 2016 at 7:00 p.m. for the purpose, in part, the proposed establishment of Development District No. 6 and the proposed establishment of Tax Increment Financing District No. 6-1 within the Development District, the proposed adoption of the Development Program and the Tax Increment Financing Plan relating to thereto.

The following Council members were present:

and the following were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION 16-23

RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED  
ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 6 AND THE  
PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING  
DISTRICT NO. 6-1 WITHIN THE DEVELOPMENT DISTRICT AND THE  
PROPOSED ADOPTION OF THE DEVELOPMENT PROGRAM AND TAX  
INCREMENT FINANCING PLAN RELATING TO THERETO

BE IT RESOLVED by the City Council (the "Council") of the City of Spring Lake Park, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on Monday, November 21, 2016, at approximately 7:00 p.m., to hold a public hearing on the following matters: (a) the proposed establishment of Development District No. 6; (b) the proposed establishment of Tax Increment Financing District No. 6-1 within the Development District; (c) the proposed adoption of the Development Program for the Development District; and (d) the proposed adoption of a Tax Increment Financing Plan relating to Tax Increment Financing District No. 6-1, all pursuant to and in accordance with Minnesota Statutes Sections 469.124 through 469.134, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively the "Act").

2. Notice of Hearing; Filing of Program and Plan. The City Clerk is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Development Program and

the proposed Tax Increment Financing Plan on file in the City Clerk's Office at Spring Lake Park City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Clerk is hereby directed to mail a notice of the public hearing and a copy of the proposed Development Program and Tax increment Financing Plan to Anoka County and Independent School District No. 16 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed Tax Increment Financing District No. 6-1.

Adopted by the City Council of the City of Spring Lake Park, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Cindy Hansen, Mayor

ATTEST:

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Daniel Buchholtz, Administrator/Clerk-Treasurer

Upon the vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF ANOKA         )

I, the undersigned, being the duly qualified and acting City Clerk of the City of Spring Lake Park, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Spring Lake Park, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's proposed establishment of Development District No. 6, the establishment of Tax Increment Financing District No. 6-1, and the adoption of the Development Program and Tax Increment Financing Plan relating to thereto.

WITNESS my hand as such City Clerk of the City of Spring Lake Park this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

**EXHIBIT A**  
**CITY OF SPRING LAKE PARK, COUNTY OF ANOKA**  
**STATE OF MINNESOTA**  
**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Spring Lake Park, Anoka County, Minnesota, will hold a public hearing on Monday, November 21, 2016, at approximately 7:00 p.m., at the City Hall, in the City of Spring Lake Park, Minnesota, relating to the establishment of Development District No. 6 and the establishment of Tax Increment Financing District No. 6-1, and the adoption of the Development Program and Tax Increment Financing Plan relating to thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.134, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended. Copies of the Development Program and Tax Increment Financing Plan as proposed to be adopted, will be on file and available for public inspection at the office of the City Clerk at City Hall.

The property proposed to be included in Development District No. 6 is described in the Development Program on file in the office of the City Clerk. The property proposed to be included in Tax Increment Financing District No. 6-1 is described in the Tax Increment Financing Plan on file in the office of the City Clerk. The coterminous boundaries of Development District No. 6 and Tax Increment Financing District No. 6-1 are shown in the adjacent map.

All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.

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

BY ORDER OF THE CITY COUNCIL

/s/ Daniel Buchholtz  
City Clerk

[Publish no earlier than October 22, 2016 and no later than November 11, 2016]



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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** PERFORMANCE EVALUATION PUBLIC STATEMENT  
**DATE:** SEPTEMBER 29, 2016

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Here is the public statement that is required to be read the meeting after which a closed session is held to conduct a performance evaluation.

The City Council went into closed session to conduct a performance evaluation on the City Administrator's job performance. An evaluation was given by the Council. The City Council believed the City Administrator's job performance generally exceeded the job requirements of the position.





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

## Contractor's Licenses

October 3, 2016

### Mechanical Contractor

Liberty Plumbing

Minneapolis St. Paul Plumbing, Heating and Air

### Plumbing Contractor

GR Mechanical Plumbing & Heating

### Sign Contractor

SDDI Signs

Signminds, Inc.

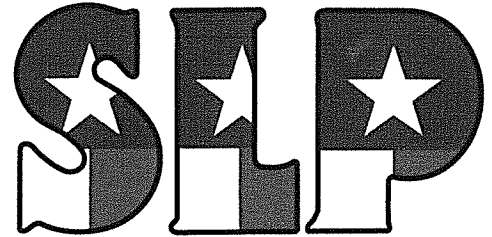


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MAYOR'S PROCLAMATION  
FOREIGN EXCHANGE STUDENT WEEK – OCTOBER 3, 2016  
HONORARY CITIZEN – HENNIINA AALTONEN

WHEREAS, our communities' greatest asset is our youth; and

WHEREAS, American Field Service (AFS) organizes and administers a program which brings students from around the world to our community; and

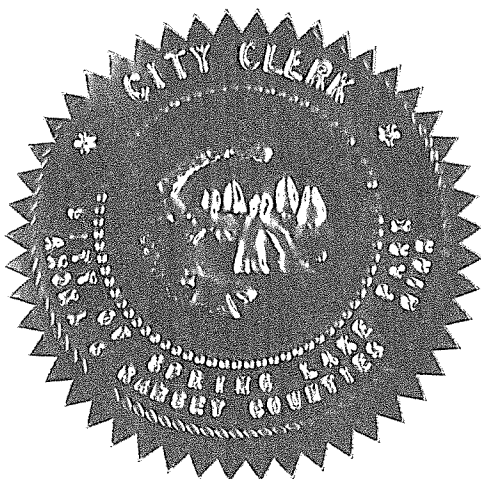
WHEREAS, this interchange of culture and philosophy contributes to the education and maturation of our youth in many and varied ways; and

WHEREAS, it is the desire of the City of Spring Lake Park to show its appreciation and support to our distinguished guests.

THEREFORE, I, Cindy Hansen, Mayor of the City of Spring Lake Park, hereby proclaim the week of October 3, 2016 as American Field Service Week in honor of Henniina Aaltonen.

FURTHER, I proclaim that Henniina be made an honorary citizen of the City of Spring Lake Park for the duration of her stay.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Spring Lake Park to be affixed this third day of October, 2016.



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

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, City Administrator

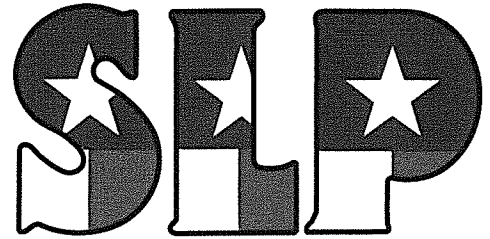


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MAYOR'S PROCLAMATION  
FOREIGN EXCHANGE STUDENT WEEK – OCTOBER 3, 2016  
HONORARY CITIZEN – LUSIA FRIEDRICH

WHEREAS, our communities' greatest asset is our youth; and

WHEREAS, American Field Service (AFS) organizes and administers a program which brings students from around the world to our community; and

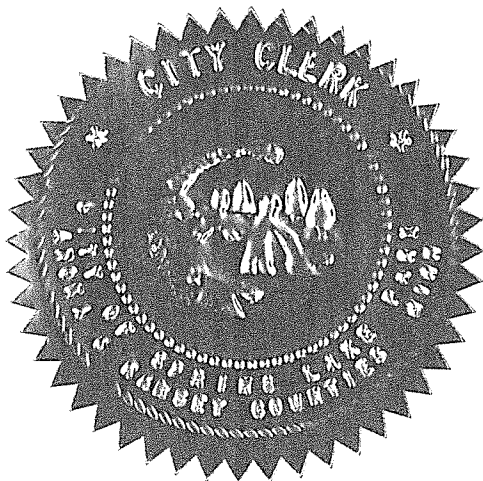
WHEREAS, this interchange of culture and philosophy contributes to the education and maturation of our youth in many and varied ways; and

WHEREAS, it is the desire of the City of Spring Lake Park to show its appreciation and support to our distinguished guests.

THEREFORE, I, Cindy Hansen, Mayor of the City of Spring Lake Park, hereby proclaim the week of October 3, 2016 as American Field Service Week in honor of Lusia Friedrich.

FURTHER, I proclaim that Lusia be made an honorary citizen of the City of Spring Lake Park for the duration of her stay.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Spring Lake Park to be affixed this third day of October, 2016.



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

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, City Administrator



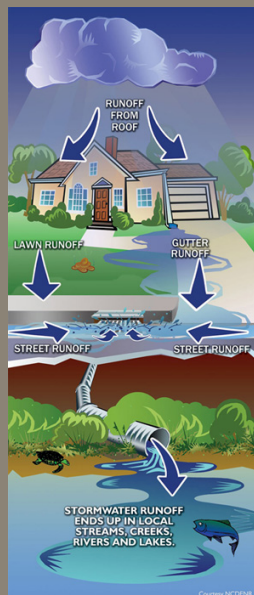
## 2016 MS4 Permit Annual Public Meeting



City of Spring Lake Park  
October 3, 2016



## What is an MS4?

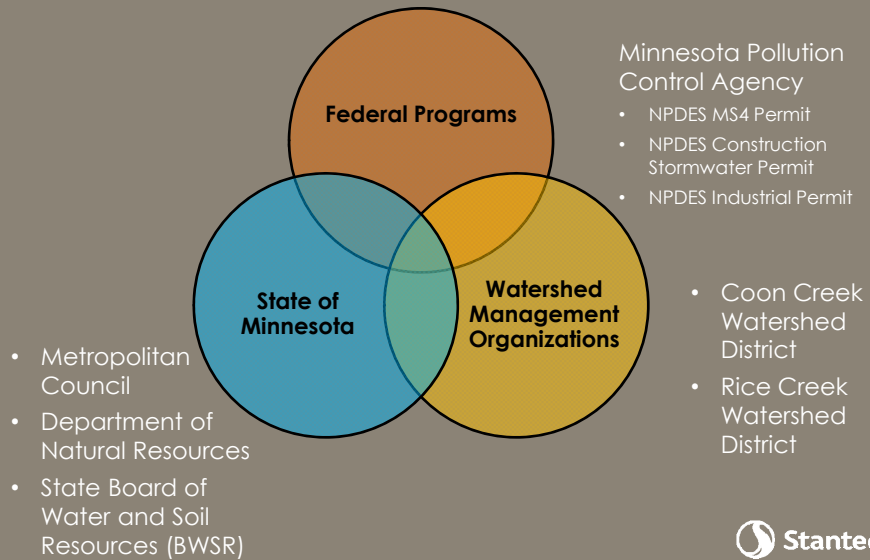


### Municipal Separate Storm Sewer Systems (MS4)

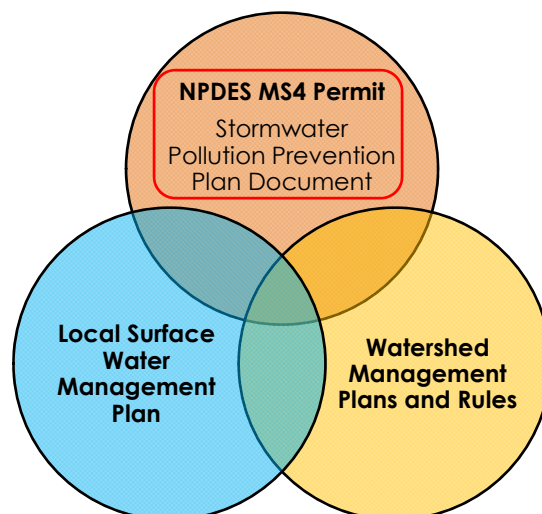
- Owned by a State, City, Village, or Other Public Entity that Discharges to Waters of the U.S.
- Designed or used to Collect or Convey Stormwater
- Not a combined sewer
- Not part of a Publicly Owned Treatment Works (sewage treatment plant)



## Who is Involved with Stormwater Management Regulation in Spring Lake Park?



## Stormwater Regulatory Documents that Impact Municipal Operations





## Basic Components of the MS4 Permit

### 6 Minimum Control Measures

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Storm Water Management
6. Pollution Prevention and Good Housekeeping for Municipal Operations

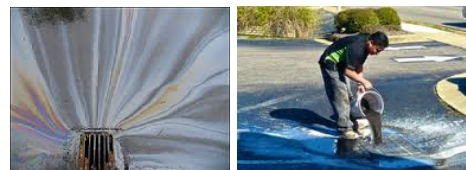


## Examples of Pollutant Sources

Organic Waste



Illicit Discharges



Construction Runoff



Chemical Application



## How Spring Lake Park Currently Complies with the MS4 Permit.

### Storm Water Pollution Prevention Plan Document

- Partnerships with Watersheds
- City Ordinance and LWMP Requirements
- Implement Enforcement Response Procedures
- Storm Sewer System Map
- Stormwater Related Brochures and Articles
- MS4 Permit Annual Public Meeting
- Inspections (Illicit discharge, Construction, and MS4 System)
- Provide a Plan Review Checklist
- Street Sweeping
- Staff Training
- Facilities Inventory Assessment
- Pond Assessment
- MS4 Annual Reports



## Questions?



**PLEASE DON'T POLLUTE**



**DRAINS TO  
MISSISSIPPI RIVER**





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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Barry L. Brainard, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for September 2016  
**DATE:** September 28, 2016

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

A total of 38 permits consisting of 20 building, 1 fire, 2 sign, 4 zoning, 4 mechanical, and 7 plumbing permits were issued in September 2016 compared to a total of 112 in 2015. I conducted a total of 104 inspections in the month of September including 53 building, 15 mechanical, 8 plumbing, 8 nuisance, 0 c.o., 12 rental, 4 fire, and 4 zoning inspections. I have enclosed the Spring Lake Park permit data sheets for your review regarding specific permit details.

Also attached with this report, please find the September 2016 Spring Lake Park vacancies listings. The listings include both residential and commercial properties indicating vacant and foreclosure properties as well as upcoming Sheriff Sales. September 2016 vacancy listing summarizes the following:

- 15 vacant/foreclosed residential properties currently posted by the Code enforcement department and/or soon to be posted. Up two from last month.
- 2 vacant/foreclosed commercial properties currently posted by the Code Enforcement department and/or soon to be posted. Up one from last month.
- 16 residential properties currently occupied and ready for Sheriff Sale's redemption. Remains the same from last month.

In September of 2016, I posted two abandoned properties and conducted no certificate of occupancy inspections plus one closing for residential homes formerly on the foreclosure/vacant list.

In the month of September I did issue two administrative offense tickets and four violation notices mostly pertaining to SUP and tall grass violations.

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

Building Inspections:	51%
Mechanical Inspections:	13%
Plumbing Inspections:	8%
Rental Inspections:	12%
Fire Inspections:	4%
Nuisance Inspections:	8%
Zoning Inspections:	4%

In September of 2016, I also attended the following appointments:

- City Council meetings on Monday, September 6<sup>th</sup> and 19<sup>th</sup>.
- Dominion Open House on Wednesday, September 14<sup>th</sup>.
- MN Energy Code Development Committee Review on Friday, September 16<sup>th</sup>.
- MN Building Permit Technician Association meeting on Tuesday, September 20<sup>th</sup>.
- Department of Human Services Fire Inspection Training on Tuesday, September 27<sup>th</sup>.

As falls beckons, so does the need to have bonfires. The handout included in this month's report, helps residents within Spring Lake Park to understand the basic requirements when conducting a recreational fire on their property. As always, you can find all of the Spring Lake Park Code Enforcement handouts on-line at [www.slpmn.org](http://www.slpmn.org) under Code Enforcement.

Also, I would like to remind folks that October 9<sup>th</sup> through the 15<sup>th</sup> is Fire Prevention Week. Please remember to replace your smoke detectors in your home every ten years by checking the manufactured date on the back of the detectors. In addition, testing of smoke detectors and replacement of batteries should be done every six months to assure full operation. You can find more information on line at [www.firepreventionweek.org](http://www.firepreventionweek.org)

This concludes the Code Enforcement Department monthly report for September 2016. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.

**City of Spring Lake Park**  
**Permits Issued & Fees Report - Detail by Address**

**Issued Date From: 9/1/2016 To: 9/30/2016**

**Permit Type: All Property Type: All Construction Type: All**  
**Include YTD: Yes Status: Not Voided**

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: BUILDING</b>													
<b>Permit Kind: COMMERCIAL ALTERATION</b>													
<b>Permit Kind: COMMERCIAL CONCRETE WORK</b>													
2016-00371	09/26/2016	8355 UNIVERSITY AVE NE		0	2,000.00	90.96		1.00					91.96
<b>Permit Kind: COMMERCIAL DUMPSTER ENCLOSURE</b>													
<b>Permit Kind: COMMERCIAL FUEL TANK</b>													
<b>Permit Kind: COMMERCIAL REMODEL</b>													
2016-00324	09/26/2016	8301 SUNSET RD NE		0	15,000.00	291.84	189.70	7.50					489.04
<b>Permit Kind: COMMERCIAL ROOFING</b>													
2016-00360	09/13/2016	8236 ARTHUR ST NE #8		0	2,500.00	87.59		1.25					88.84
2016-00359	09/14/2016	8406 SUNSET RD NE		0	160,350.00	1,565.57		80.18					1,645.75
<b>Permit Kind: MOBILE HOME DECK</b>													
2016-00342	09/02/2016	1566 82ND AVE NE		0	6,640.56	155.26	100.92	3.32					259.50
<b>Permit Kind: MOBILE HOME MOBILE HOME</b>													
<b>Permit Kind: MOBILE HOME SIDING</b>													
<b>Permit Kind: MULTI-FAMILY ALTERATION</b>													
<b>Permit Kind: MULTI-FAMILY ROOFING</b>													
<b>Permit Kind: MULTI-FAMILY SIDING</b>													
<b>Permit Kind: MULTI-FAMILY WINDOW REPLACEMENT</b>													
<b>Permit Kind: PUBLIC ALTERATION</b>													
2016-00337	09/19/2016	8299 CENTRAL AVE NE		0	100,000.00	1,171.79	761.66	50.00					1,983.45
<b>Permit Kind: PUBLIC DEMOLITION</b>													
<b>Permit Kind: SINGLE FAMILY ADDITION</b>													

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: BUILDING</b>												
	Permit Kind:	SINGLE FAMILY ALTERATION										
	Permit Kind:	SINGLE FAMILY BASEMENT FINISH										
	Permit Kind:	SINGLE FAMILY DECK										
	Permit Kind:	SINGLE FAMILY DEMOLITION										
2016-00369	Permit Kind:	SINGLE FAMILY DOOR REPLACEMENT	0		4,758.00	124.49		2.38				126.87
2016-00373	Permit Kind:	SINGLE FAMILY EGRESS WINDOW	0		1,600.00	74.96	48.72	0.80				124.48
	Permit Kind:	SINGLE FAMILY GARAGE										
2016-00356	Permit Kind:	SINGLE FAMILY INSULATION	0		1,935.00	88.36		0.97				89.33
	Permit Kind:	SINGLE FAMILY POOL										
	Permit Kind:	SINGLE FAMILY REMODEL										
	Permit Kind:	SINGLE FAMILY REPAIR										
	Permit Kind:	SINGLE FAMILY ROOFING										
2016-00351	Permit Kind:	SINGLE FAMILY ROOFING	0		6,000.00	144.78		3.00				147.78
2016-00367	Permit Kind:	658 80TH AVE NE	0		12,176.00	245.70		6.09				251.79
2016-00365	Permit Kind:	8033 GARFIELD ST NE	0		4,000.00	112.10		2.00				114.10
2016-00352	Permit Kind:	1791 HILLVIEW RD NE	0		6,000.00	144.78		3.00				147.78
2016-00341	Permit Kind:	7849 MADISON ST NE	0		22,000.00	406.22		11.00				417.22
2016-00346	Permit Kind:	1095 MANOR DR NE	0		16,500.00	316.35		8.25				324.60
2016-00377	Permit Kind:	870 MAPLE ST NE	0		9,000.00	193.80		4.50				198.30
	Permit Kind:	8415 WESTWOOD RD NE										
2016-00357	Permit Kind:	SINGLE FAMILY SIDING	0		8,750.00	189.72		4.38				194.10
	Permit Kind:	701 HOLLAND LN NE										
	Permit Kind:	SINGLE FAMILY SOLAR ARRAY SYSTEM										
2016-00345	Permit Kind:	SINGLE FAMILY THREE SEASON PORCH	0		3,070.71	96.92	63.00	1.54				161.46
	Permit Kind:	8406 LADDIE RD NE										
2016-00362	Permit Kind:	SINGLE FAMILY WINDOW REPLACEMENT	0		4,100.00	118.74	5.00	2.05				120.79
	Permit Kind:	732 IONE AVE NE										

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: SINGLE FAMILY WINDOW REPLACEMENT													
2016-00343	09/15/2016	8200 TERRACE RD NE		0	4,900.00	126.81		2.45					129.26
Permit Type: BUILDING - Totals													
Period			20	0	391,280.27	5,746.74	1,169.00	195.66					7,106.40
YTD			198	0	6,698,162.26	67,699.90	22,835.85	2,530.51					93,141.26
Permit Type: FIRE SUPPRESSION													
Permit Kind: COMMERCIAL FIRE SUPPRESSION													
2016-00344	09/07/2016	8492 CENTRAL AVE NE		0		31.50	2.05	1.05					34.60
Permit Kind: PUBLIC FIRE - SPECIAL EVENT													
Permit Kind: SINGLE FAMILY FUEL TANK													
Permit Type: FIRE SUPPRESSION - Totals													
Period			1	0		31.50	2.05	1.05					34.60
YTD			8	0	1,200.00	454.09	116.39	7.88					578.36
Permit Type: MECHANICAL													
Permit Kind: COMMERCIAL COMMERCIAL MECHANICAL													
2016-00368	09/16/2016	8492 CENTRAL AVE NE		0		140.00		3.50					143.50
Permit Kind: COMMERCIAL HEATING, VENT & AC													
Permit Kind: COMMERCIAL HVAC - COMMERCIAL MINIMUM													
Permit Kind: MOBILE HOME HVAC - RESIDENTIAL SINGLE													
Permit Kind: MULTI-FAMILY HEATING, VENT & AC													
Permit Kind: MULTI-FAMILY HVAC - RESIDENTIAL SINGLE													
Permit Kind: SINGLE FAMILY HEATING, VENT & AC													
2016-00353	09/08/2016	546 78TH AVE NE		0		50.00		1.00					51.00
Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE													

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
<b>Permit Type: MECHANICAL</b>													
<b>Permit Kind: SINGLE FAMILY HVAC - RESIDENTIAL SINGLE</b>													
2016-00378	09/22/2016	699 BALLANTYNE LN NE	0	0		40.00		1.00					41.00
2016-00355	09/08/2016	7778 JACKSON ST NE	0	0		40.00		1.00					41.00
<b>Permit Type: MECHANICAL - Totals</b>													
			Period	4	0								
			YTD	64	0	270.00		6.50					276.50
						4,315.38		94.68					4,410.06
<b>Permit Type: PLUMBING</b>													
<b>Permit Kind: COMMERCIAL PLUMBING</b>													
2016-00349	09/07/2016	1625 COUNTY ROAD 10 NE	0	0		85.00		1.00					86.00
2016-00350	09/07/2016	1625 COUNTY ROAD 10 NE	0	0		85.00		1.00					86.00
<b>Permit Kind: COMMERCIAL SEWER</b>													
<b>Permit Kind: INDUSTRIAL PLUMBING</b>													
<b>Permit Kind: MULTI-FAMILY PLUMBING</b>													
<b>Permit Kind: SINGLE FAMILY PLUMBING</b>													
2016-00354	09/08/2016	546 78TH AVE NE	0	0		45.00		1.00					46.00
2016-00347	09/07/2016	1120 80TH AVE NE	0	0		45.00		1.00					46.00
2016-00363	09/14/2016	7703 CARRIAGE OAKS DR NE	0	0		45.00		1.00					46.00
2016-00364	09/14/2016	649 IONE AVE NE	0	0		45.00		1.00					46.00
2016-00358	09/12/2016	7885 TAYLOR ST NE	0	0		45.00		1.00					46.00
<b>Permit Type: PLUMBING - Totals</b>													
			Period	7	0	395.00		7.00					402.00
			YTD	53	0	2,942.00	5.00	52.00					2,994.00
<b>Permit Type: SIGN</b>													
<b>Permit Kind: COMMERCIAL SIGN PERMANENT</b>													
<b>Permit Kind: COMMERCIAL SIGN TEMPORARY</b>													
2016-00361	09/13/2016	1111 81ST AVE NE	0	0		35.00							35.00



Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: SIGN													
Permit Kind: INDUSTRIAL SIGN PERMANENT													
2016-00379	09/23/2016	8299 CENTRAL AVE NE		0		303.00							303.00
Permit Type: SIGN - Totals													
			Period	2	0		338.00						338.00
			YTD	17	0	5,000.00	2,574.44	2.50					2,576.94
Permit Type: ZONING													
Permit Kind: COMMERCIAL FENCE													
Permit Kind: COMMERCIAL SHED													
Permit Kind: SINGLE FAMILY DRIVEWAY													
2016-00374	09/19/2016	8350 FILMORE ST NE		0		45.00							45.00
2016-00370	09/19/2016	7859 MONROE ST NE		0		45.00							45.00
Permit Kind: SINGLE FAMILY FENCE													
2016-00372	09/19/2016	1051 83RD AVE NE		0		45.00							45.00
2016-00375	09/19/2016	8092 JEFFERSON ST NE		0		45.00							45.00
Permit Kind: SINGLE FAMILY SHED													
Permit Type: ZONING - Totals													
			Period	4	0		180.00						180.00
			YTD	31	0	1,410.00	1,410.00	15.00					1,410.00
Report Total													
			Period	38	0	\$391,280.27	6,961.24	1,171.05		210.21			8,337.50
			YTD	371	0	\$6,704,362.26	79,395.81	22,972.24		2,687.57			105,110.62



# Foreclosures/Sheriff Sales/Vacants September 2016

I checked public records 9-26-16, through Anoka Co Union Herald's last publication date of 9-23 & no new info. Nancy

Green background - fee(s) due, "blue" 3rd party handles, "Purple, sale pending, "Brown" Owner deceased

Red-See me. (nk)	Posted	120 day	120 day vac.	\$200. vac. fee	Add'l vac.	Abandoned Date
Residential Prop Address	Name	Date	expiration	fee paid	date (A/D) of date(s) add'l	ALL Due
551 NE 82nd	Arthur REO Inc (Ellen Rice vacated 8-31)	9/9/16	01/07/17		orig. posting \$200.00 + due.	9/9/16
603 NE 81st Mowing 2016	Chase/ Schwab/Cleng 10-77	4/4/16	08/02/16	\$ due	A/D 4/4/17	4/4/16
1580 81st AVE UNIT 7	LARRY & KATHY THAO (former rental)	3/23/16	12/01/14	Paid 4-12-16	A/D 3/23/17	\$ due
8064 NE GARFIELD ST	PETER BOROWITZ	06/06/12	10/04/12	Paid 7-21-16	A/D 6-2012 to 6-2016	6/6/12
1880 NE HWY 10	ARNOLD JOHNSON JR (Arnold Sr. dec'd)	06/26/15	10/24/15	\$ due	A/D 6/26/16	\$ due
600 NE IONE AVE Mowing 2016	A. & D. Brannan/both dec'd/Mail returned	03/19/15	07/17/15	\$ due	A/D 3/19/16	3/19/15
8060 NE JEFFERSON ST	Jonathan Crane					\$ due
624 NE LUND	BOB GREEN	09/28/16				9/28/16
812 NE LUND AVE	Rita Herr (lvs w/dtr, Stanley dec'd)	05/23/12	09/20/12	\$ due	A/D 5/23/13	10/4/13
703 NE MANOR DR	US Bank (Zelbnak)	2/26/15	06/26/15	Paid 10-5-15	Paid 9-15-16	2/26/15
8345 NE PIERCE ST	JOHN VYLAISEK, see notes	5/29/13	09/26/13	Paid 12-6-13	AD 5/29/14	5/29/13
8022 QUINCY Mowing 2016	Chase c/o Sateguard Prop (Brahs)	5/27/16	09/24/16		AD 5-29-15	5/27/16
501 ROSEDALE Mowing 2016	CARRINGTON MTDG (Zucky)Mail returned	4/21/16	08/19/16	\$ due	A/D 4/21/17	4/21/16
786 SANBURNOL Mowing 2016	Corelogic (Greaves)	5/10/16	09/07/16	\$ due	A/D 5/10/17	5/10/16
8449 NE TERRACE Mowing 2016	R. SCHONHARDT, M. HUESAHER	4/18/16	08/16/16	\$ due	A/D 4/18/17	4/18/16
Commercial Prop Address						
8407 NE PLAZA BLVD	POV'S					
8355 NE UNIVERSITY AVE	PESTELLO'S TAVERN & GRILL					
7762 Lakeview, Closed 5-5-16	Buyer Ali Alfureedy	10/01/14	01/29/15	Paid 9-13-16	paid 9-13-16 A/D 10/1/16	10/1/14
SHERIFF SALES		Date				Date
515 78TH AVE	RICKY HUYNH	07/11/16				Note: Redemptio
534 NE 78th Ave	TONI YURICH	05/24/16				to vacate
538 NE 80TH AVE	JAMES & JENNIFER WALKER	7/18/14				if vacated and the
701 NE 81ST	ROBERT HOWARD/ROSA HOWARD-DIAZ	PP 6-23-16				
602 NE 82ND AVE	CHAD R SAUTER	2/25/16				
616 NE 84TH AVE	DENNIS/MICHELLE MOEN	6/15/16				
574 Ballantyne Ln	WALTER R HANSON	10/11/16				
580 NE Ballantyne Ln	PATRICK AND JO FAHEY	5/6/16				
8435 NE LADDIE RD	RAYMOND & ROSE STRAMER	8/3/15				
7868 MADISON ST	LAURIE WEILER	7/17/15				
351 NE MAPLE ST	KERTIS J TRUE	1/30/15				
615 NE MAPLE ST	ELIZABETH TROTTER	7/20/15				
8286 NE MONROE	ERIC & HEATHER PETSCHL	10/31/16				
7763 NE QUINCY ST	MATTHEW AND MARY MEYERS	9/2/16				
308 NE SANBURNOL	DARLA NORGARD	2/26/16				
7718 TAYLOR (HOA pays water)	PAUL & DOLORES CRAWFORD	4/13/15				



## **SPRING LAKE PARK RECREATIONAL FIRES / OPEN BURNING**

Open burning is not permitted in Spring Lake Park.

Recreational/Bon fires are permitted under the following conditions:

1. Only natural firewood in lengths less than two (2) feet.
2. Fire must be contained in a ring or pit not more than three (3) feet in diameter.
3. Fire ring or pit must be located at least twenty five (25) feet from any structures or combustibles.
4. Fire must be constantly attended by an adult, and a means to extinguish it readily available.
5. Recreational fires are not permitted on windy days, on sites with construction activities, or when there is a fire ban in effect.

Please direct your web browser to:

[http://www.dnr.state.mn.us/forestry/fire/firerating\\_restrictions.html](http://www.dnr.state.mn.us/forestry/fire/firerating_restrictions.html) for fire ban information.

Police and Fire Department officers may require that a fire be immediately extinguished and discontinued if it is not in compliance with the above, the smoke is offensive to neighbors, or the burning constitutes a hazardous condition.

Violation of these fire rules is a misdemeanor and is punishable by fines up to \$750 and/or 90 days in jail.





# Don't Wait

# CHECK

the date!



REPLACE SMOKE  
ALARMS EVERY  
10 YEARS

FIRE PREVENTION WEEK  
OCTOBER 9-15, 2016

[firepreventionweek.org](http://firepreventionweek.org)

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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** SPECIAL EVENT ORDINANCE  
**DATE:** AUGUST 4, 2016

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The City of Spring Lake Park has been issuing special event permits in the past to provide staff input for outdoor events. Recently, there was a question regarding whether a specific event fell under the special event permit definition. In researching this question, staff discovered that there was no specific special event ordinance to provide that guidance. Staff believes that if the City Council wishes to continue to issue special event permits, then a special event ordinance should be adopted.

The following represents the highlights of the Ordinance:

- A definition was created for special events, which includes “any concert, fair, show, festival, carnival, rally, party, tournament, street dance, art show, car show, grand openings, block parties or other attended outdoor entertainment or celebration that is to be held on public or private property.”
- A permit for special events are required with the following three exceptions – events sponsored by the City of Spring Lake Park (Tower Days, Night to Unite, etc.), private events where the general public is not invited or admitted and family gatherings held on private property.
- Defines the requirements for a special event permit application.
- Establishes a special event permit review process that allows the City Council to condition the issuance of a special event permit or to deny a special event permit application
- Requires applicants to pay for special services (police protection, public works, etc) in advance of the event.
- Requires applicants to indemnify, defend and hold the City harmless for any claim arising from a special event held on public property.
- Requires liability insurance for applicants/sponsors of special events.
- Allows the City to require a clean-up deposit for any special event involving the sale of food or beverages for immediate consumption, the erection of structures, horses or other animals, or any other activity likely to require substantial cleanup.
- Provides a process to revoke a special event permit.
- Defines violations of the ordinance and penalties for those violations.

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



## **ORDINANCE NO. 428**

### **AN ORDINANCE ESTABLISHING REGULATIONS RELATING TO SPECIAL EVENTS**

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

#### **Section 1. Purpose and Findings**

The purpose of this Ordinance is to govern the time, place and manner of holding certain special events on public and private property when an event's impact upon the health, fire, law enforcement, transportation or other services exceeds those regularly provided to that property. This Ordinance is enacted in order to promote the health, safety and welfare of all residents and visitors of the city by ensuring that special events do not create disturbances, become nuisances, menace or threaten life, health and property, disrupt traffic or threaten or damage private or public property. It is not the intent of the City Council by enacting this Ordinance to regulate in any manner the content of speech or infringe upon the right to assemble, except for regulating the time, place and manner of speech and assembly and this Ordinance should not be interpreted or construed otherwise.

#### **Section 2. Definitions**

For purposes of this Ordinance, the following terms have the meanings given to them by this section:

**PROPERTY, PRIVATE.** Any property not under ownership of the City of Spring Lake Park or as listed below under the definition of "property, public."

**PROPERTY, PUBLIC.** Any property owned by the City of Spring Lake Park to include, but is not limited to, streets, rights-of-way, parks, easements, boulevards, pavilions/shelters, buildings and parking lots.

**PRIVATE EVENT.** Any event in which the general public is not invited or admitted.

**SPECIAL EVENT.** Any concert, fair, show, festival, carnival, rally, party, tournament, street dance, art show, car show, grand openings, block parties or other attended outdoor entertainment or celebration that is to be held on public or private property.

#### **Section 3. Permit Required**

Any person or organization desiring to conduct or sponsor a special event in the city shall first obtain a special event permit from the City.

#### **Section 4. Special Event Permit Not Required**

A special event permit is not required for the following types of events:

- (1) Private Events
- (2) Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings and other similar types of events held on private property, and garage sales/estate sales
- (3) Events established through the City of Spring Lake Park, such as Tower Days or Night to Unite.

#### **Section 5. Special Event Permit Application**

- (A) Any person or organization desiring to sponsor a special event that is not exempted by this Ordinance must apply to the City for a special event permit. The special event permit application must be filed not less than 30 days in advance of the date in which the event is to occur.
- (B) A written application shall be filed on forms provided by the Administrator, Clerk/Treasurer. The written application shall be signed by the person(s) or parties conducting the event and shall be accompanied by the fee as set forth in § 33.25. Special event permit applications must include the following information:
  - (1) Type and description of the special event and a list of all activities to take place at the event;
  - (2) Name of the sponsoring entity, the names of at least two contact persons and their addresses and phone numbers, along with phone numbers where they can be reached the day(s) of the events;
  - (3) Proposed date(s) of the special event, together with the beginning and ending times for each date;
  - (4) Proposed location of the special event, including a diagram of the proposed area to be used showing the location of any barricades, perimeter/security fencing, tents, canopies, entertainment stages, portable toilets, parking areas, trash containers and any other items related to the event;
  - (5) Estimated number of special event staff, participants and spectators;
  - (6) Any public health plans, including supplying water to the site, solid waste collection and the number of toilet facilities that will be available;

- (7) Any plans for first aid facilities and the name of the person or entity providing these services;
- (8) Any fire prevention and emergency medical service plans;
- (9) Security plans;
- (10) Parking plans;
- (11) Cleanup plans;
- (12) The admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable;
- (13) Whether any sound amplification or public address system will be used or if there will be any playing of any music or musical instruments;
- (14) Proof of written notification to all property owners within 500 feet of the special event informing them of the event. Such notice shall contain the date, time and location of the special event and be distributed no later than 15 days before the event; and
- (15) Any other information as requested by the City, that it deems reasonably necessary in order to determine the nature of the special event.

## **Section 6. Permit Review Process**

- (A) The City Council shall review the special event permit application and make a determination on whether to issue the permit or deny it.
- (B) *Permit conditions.* The City Council may condition the issuance of a special event permit by imposing reasonable conditions concerning the time, place and manner of the special event. Such conditions are necessary to protect the safety, health and welfare of persons and property. Such conditions may include, but are not limited to:
  - (1) Alteration of the date(s), time(s), route or location of the special event proposed;
  - (2) Elimination of an activity at the special event which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the City;
  - (3) Requirements concerning the accommodation of pedestrian or vehicular traffic;
  - (4) Requirements for the use of traffic cones or barricades;
  - (5) Requirements for the use of City personnel and equipment;

- (6) Requirements for the provision of first aid or sanitary facilities;
  - (7) Requirements for the use of event monitors and the providing of notice of the special event permit conditions to the event's participants;
  - (8) Requirements on the number and type of vehicles, animals or structures to be allowed at the special event and the inspection and approval of structures by the City for safety purposes;
  - (9) Compliance with animal protection ordinances and laws;
  - (10) Requirements for the use of garbage containers, portable toilets, and the cleanup and restoration of the property;
  - (11) Restrictions on the use of amplified sound and compliance with noise ordinances, regulations and laws; and
  - (12) Restrictions on the sale or consumption of food and alcohol.
- (C) *Permit denial.* The City Council may deny an application for a special event permit if it determines from a consideration of the application or other pertinent information that:
- (1) The information contained in the application or supplemental information requested from the applicant is false or nonexistent in any material detail;
  - (2) The applicant fails to supplement the application after having been notified by the City of additional information or documents needed;
  - (3) The applicant fails to pay the required fee or fails to sign the application;
  - (4) The applicant fails to agree to abide by or comply with all of the conditions and terms of the special event permit;
  - (5) The time, route, hours location or size of the special event will unnecessarily disrupt the movement of other traffic within the area of the special event;
  - (6) The special event is of the size or nature that requires the diversion of too many law enforcement officers to properly police the event, site and contiguous areas so that allowing the special event would unreasonably deny law enforcement protection to the remainder of the City and its residents;
  - (7) Another special event permit application has already been approved to hold special event at the same time and place requested by the applicant or so close in time and place as to cause undue traffic congestion, or the City is unable to meet the needs to provide for law enforcement and other City services for both special events;

- (8) The proposed special event violates the Zoning Ordinance;
  - (9) The location of the special event would cause undue hardship to adjacent businesses and residents;
  - (10) The location of the special event would substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way;
  - (11) The special event would endanger public safety or health;
  - (12) The special event would seriously inconvenience the general public's use of public property, services or facilities;
  - (13) The applicant fails to comply with the liability insurance requirements or the applicant's insurance lapses or is cancelled;
  - (14) The special event would create or constitute a public nuisance; or
  - (15) The special event would cause significant damage to public property or facilities.
- (D) The Administrator, Clerk/Treasurer shall provide written notification of a denial of a special event permit. Any applicant shall have the right to appeal the denial of a special event permit to the City Council. The appeal must be filed within five days after the receipt of the denial to the Administrator, Clerk/Treasurer. The City Council shall act upon the appeal at the next scheduled meeting following the receipt of the notice of appeal.

#### **Section 7. Permit Issuance.**

The Administrator, Clerk/Treasurer shall issue the special event permit once the application has been approved by the City Council and the applicant has agreed to comply with the terms and conditions of the permit as well as the requirements of this Ordinance.

#### **Section 8. Special Services Fees.**

If any special services are required for the special event, the applicant will be required to pay for the special services. The special services fee shall be determined by the Administrator, Clerk/Treasurer and will be based upon the actual cost of the special services. The special services fee must be paid by the applicant at least five days before the special event. If additional special services are required during the event that exceeds the fees collected, the applicant will be invoiced for the additional fees. No new special event permit will be issued until all previous fees have been paid, with interest, if applicable.

## **Section 9. Indemnification Agreement.**

If the special event, or any portion of the event is to be held on public property or rights-of-way prior to the issuance of a special event permit, the permit application and authorizing officer of the sponsoring organization, if any, must sign an agreement to indemnify, defend and hold the City, its officials, employees and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.

## **Section 10. Insurance Requirements**

- (A) *Liability insurance required.* The applicant or sponsor of a special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. If the event is held on private property, verification of insurance shall be provided to the Administrator, Clerk/Treasurer prior to issuance of the special event permit. If the event is held on public property, a certificate of insurance must be filed with the City prior to issuance of the special event permit. The certificate of insurance must name the City, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the special event.
- (B) *Minimum limits.* For events held on public property, insurance coverage must be public liability insurance and property damage insurance with minimum limits of \$1,000,000. The City Council may require additional endorsements depending upon the type of special event and proposed activities.

## **Section 11. Cleanup Deposit**

The applicant or sponsor of the special event involving the sale of food or beverages of immediate consumption, erection of structures, horses or other animals or another activity likely to create a substantial need for cleanup may be required by the City Council to provide a cleanup deposit prior to the issuance of the special event permit. The cleanup deposit shall be in amount set by the City Council. The cleanup deposit will be returned to the applicant or sponsor if the area used for the special event has been cleaned or restored to the same condition as it existed prior to the event. If the property used for the event has not been properly cleaned or restored within 24 hours of the event completion, the applicant or sponsor will be billed for the actual cost by the City for the cleanup and restoration. The cleanup deposit will be applied toward payment of the bill.

## **Section 12. Transferability of Permit**

No permit granted under this Ordinance shall be transferred to any other person, group or place without the consent of the City Council, upon written application made thereof.



### **Section 13. Permit Revocation**

Any special event permit issued pursuant to this Ordinance may be summarily revoked by a City law enforcement officer at any time when, by reason of disaster, public calamity, riot or other emergency, the law enforcement officer determines that the safety of the public or property requires such revocation. The Administrator, Clerk/Treasurer may also summarily revoke any special event permit issued pursuant to this Ordinance if he/she finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or certified mail at the address specified by the permittee in its application.

### **Section 14. Violations and Penalties**

- (A) *Unlawful to sponsor a special event without a permit.* It is unlawful for any person to sponsor or conduct a special event requiring a permit pursuant to this Ordinance unless a valid special event permit has been issued for the event.
- (B) *Unlawful to exceed the scope of the permit.* The special event permit authorizes the special event permittee or sponsor to conduct only such a special event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee or sponsor to willfully violate the terms and conditions of the permit.
- (C) *Misdemeanor.* Any person convicted of violating this Ordinance shall be guilty of a misdemeanor and shall be subject to a fine or imprisonment specified by state statute. Each day in which a violation continues to occur shall constitute a separate offense. Violation of any provision of this section shall also be grounds for revocation of the special event permit.

**Section 15.** This Ordinance shall have full force and effect upon its passage and publication

Passed by the City Council of the City of Spring Lake Park, Minnesota, this \_\_\_\_ day of \_\_\_\_\_ 2016.

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Cindy Hansen, Mayor

ATTEST:

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Daniel Buchholtz, Administrator, Clerk/Treasurer



## **RESOLUTION NO. 16-24**

### **A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 428, AN ORDINANCE ESTABLISHING REGULATIONS RELATING TO SPECIAL EVENTS**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 428 will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 428 is approved for publication:

“On October 3, 2016, the Spring Lake Park City Council approved Ordinance No. 428, entitled ‘An Ordinance Establishing Regulations Relating to Special Events.’

The following is a summary of Ordinance No. 428, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN, or for review on the City’s website, [www.slpmn.org](http://www.slpmn.org).

The Ordinance governs the time, place and manner of holding certain special events on public and private property when an event’s impact upon the health, fire law enforcement, transportation or other services exceeds those regularly provided to the property. It is not the City Council’s intent to regulate in any manner the content of speech or infringe upon the right to assemble, except for regulating the time, place and manner of speech and assembly.

The Ordinance requires a permit for special events, allows exceptions to the need for a special event permit for certain types of events, requires an application to be made to the City for a special event permit, creates a process for reviewing and issuing the permits, requires fees for any special services required for a special event, requires an indemnification agreement if a special event is held on City property, requires the applicant/sponsor to carry liability insurance, allows the City to require a cleanup deposit under certain circumstances, governs the transferability of a permit, establishes a process for revoking permits, and sets penalties associated with violations of the Ordinance.”

The foregoing Resolution was moved for adoption by Mayor Hansen.

Upon Vote being taken thereon, the following voted in favor thereof: Councilmembers Mason,  
Nelson, Wendling and Mayor Hansen.

And the following voted against the same: None

Whereon the Mayor declared said Resolution duly passed and adopted the 7th day of December,  
2015.

APPROVED BY:

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DANIEL R. BUCHHOLTZ, CITY ADMINISTRATOR  
**SUBJECT:** AWAIR POLICY  
**DATE:** SEPTEMBER 29, 2016

---

The City of Spring Lake Park, under the Minnesota Occupational Safety and Health Act, is required to develop written, comprehensive safety and health programs based on the North American Industry Classification System (NAICS). These programs are called AWAIR (A Workplace Accident and Injury Reduction) programs.

The City's current AWAIR policy is over 10 years old and is in need of an update. In consultation with the City's safety consultant and the League of Minnesota Cities Insurance Trust, staff developed the attached policy to bring our current policy up to current standards. Other required policies are in the process of being updated to ensure that the City complies with MNOSHA standards.

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





## **AWAIR**

# **A Workplace Accident and Injury Reduction Program**

Adopted by the City Council on \_\_\_\_\_, 2016

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## I. Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. M.S. Chapter 182.653, subd. 8 requires employers in certain industries to develop written, comprehensive safety and health programs which are based on the NAICS system (North American Industry Classification System) system. This legislation is known as *A Workplace Accident and Injury Reduction (AWAIR) Act*. Programs developed to comply with the act are known as AWAIR programs. The requirements of the legislation that are addressed and complied within our program are as follows:

- How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
- The methods used to identify, analyze and control new or existing hazards, conditions and operations;
- How the plan will be communicated to all affected employees so they are informed of work-related hazards and controls;
- How workplace accidents will be investigated and corrective action implemented; and
- How safe work practices and rules will be enforced.

MNOSHA has adopted a list of NAICS codes that we have determined to exist within our jurisdiction as a public entity. These departments are under our blanket AWAIR program. The NAICS codes for the departments under our AWAIR program are as follows:

- |  |        |
|--|--------|
| ➤ City Council/Advisory Boards                 | 921120 |
| ➤ City Administration                          | 921110 |
| ➤ City Finance                                 | 921130 |
| ➤ Police                                       | 922120 |
| ➤ Recreation                                   | 924120 |
| ➤ Parks  | 712190 |
| ➤ Public Works/Maintenance                     | 237310 |
| ➤ Wastewater Utility                           | 221320 |
| ➤ Water Utility                                | 221310 |
| ➤ Storm Sewer                                  | 237110 |
| ➤ Building Inspection Services                 | 541350 |
| ➤ Municipal Liquor Store (Central Park Liquor) | 445310 |

## **II. Safety Policy Statement**

The administration of the City of Spring Lake Park is aware that our employees are our most valuable resource. Our safety policy leaves no doubt as to our commitment to providing a safe, injury and illness free work place. The success of our safety program requires clearly defined goals, specific objectives and the identity of those that will share the responsibility of accomplishing those goals and objectives.

Our AWAIR program provides an “umbrella” under which all other safety policies and procedures will be administered.

## **III. Revision of Program**

The Administrator, Clerk/Treasurer (or his/her designee) annually reviews this program and may make necessary revisions. The City Council shall retain the responsibility for all policy revisions.

## **IV. Application**

This AWAIR program is intended to serve as an overview of all currently applicable Safety and Health programs. This program outlines the philosophy by which the City of Spring Lake Park will develop, implement and maintain all other safety and health programs which concern more specific topics.

While compliance with the law and OSHA standards is an important objective, an effective AWAIR program must be tailored to the City of Spring Lake Park’s particular needs. This program shall look beyond specific legal requirements to identify and analyze existing hazards. It shall seek to prevent injuries and illnesses, even when compliance is not an issue. Ultimately, the program’s effectiveness in practice is what is important.

Should a department’s operations require the need for a specific addition to this program, said specifics will be added as an addendum for that department and be maintained by that department within their operations.

## **V. Goals and Objectives**

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete, but are also possible to achieve. The goals are specific to the City of Spring Lake Park. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

The goals and objectives for our AWAIR program are identified in Appendix B.

## **VI. Safety Committee**

The City of Spring Lake Park has established a safety committee pursuant to Minnesota Statutes. The Safety Committee meets the third Monday of the first month of each quarter.

All departments within the city's operations may have Representatives on the Safety Committee. Management/Supervisory personnel may have a representative on the safety committee. The City Council may also have a representative on the safety committee. All representatives will serve on a voluntary basis.

Safety Committee members will be able to perform their duties without fear of discrimination or retaliation by management or the governing body.

## **VII. Roles and Responsibilities**

All employees, including supervisors and managers, must follow all safety rules at all times.

### **A. For Employees:**

1. Employees must promptly report any safety and health hazards they observe to their supervisory or safety committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
4. Employees must report all accidents and near misses to their supervisor immediately upon occurrence.

### **B. For Supervisors:**

1. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at breakout sessions.
2. Supervisors will address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the safety director, the safety committee or upper management.
3. Immediately upon learning of an accident or near miss, the supervisor must initiate an investigation and submit the completed accident investigation report to the safety director.
4. Supervisors will actively and positively participate in all safety committee inspections of their assigned areas.

C. For Recycling/Special Projects Coordinator:

1. The Recycling/Special Projects Coordinator will serve as the lead person in the organization for safety and health issues and will serve as the facilitator of the safety committee.
2. The Recycling/Special Projects Coordinator must review all First Reports of Accident Investigation Reports with the safety committee and take appropriate action to prevent recurrence.
3. The Recycling/Special Projects Coordinator will ensure that all safety training required by regulation or identified by management, supervision or the safety committee is addressed as needed to assure a safe workplace.
4. The Recycling/Special Projects Coordinator will recommend improvements in physical plant machinery, equipment, raw materials and personal protective equipment to management, supervision and the safety committee.

D. For Safety Committees:

1. The safety committee will conduct meetings, assist in area inspections, review accident reports, identify hazards, and address any and all safety concerns raised by employees, first-line supervision or the safety director.
2. The safety committee representative will review their respective AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the safety director.
3. Safety committee members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety director or the full safety committee.

E. For Management/Administration:

1. Management will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by the safety director, the safety committee or first-line supervision and take appropriate action.
3. Management shall review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and work with the safety director, the safety committee and first-line supervision to communicate the revisions throughout the organization.
4. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to

continually improve performance, customer service, competitiveness, organizational culture, etc.

F. For Elected/Appointed Officials:

1. Officials will communicate to all Managerial/Administrative personnel the importance of safety and health throughout the city.
2. Elected/Appointed Officials will provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished.

### **VIII. Hazard Identification, Analysis and Control**

The City of Spring Lake Park will use the following steps to Identify, Analyze and Control hazards:

- Walk-around inspectors by Supervisors, Management or the Safety Committee members.
- Job or safety hazard analyses of different parts of the operation.
- Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed.
- Periodical industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat.
- Job hazard identification checklists.
- Employee reporting of workplace safety and health hazards.
- Employee hazard abatement suggestions.
- Preventative maintenance inspections.
- Engineering controls.
- Administrative controls.
- Personal Protective Equipment.
- Management and Employee Training.

The City of Spring Lake Park may use the enclosed forms to assist in the Identification, Analysis and Control of hazards:

- SP 1 – Hazard Inventory
- SP 2 – Safety Inspection Checklist
- SP 3 – Report of Unsafe Conditions
- SP 4 – Hazard Elimination Evaluation Control Worksheet
- SP 5 – Job Hazard Analysis
- SP 6 – Indoor Environmental Audit
- SP 7 – Personal Exposure Monitoring
- SP 8 – Certification of Employee Training
- SP 10 – Accident/Injury Investigation

## **IX. Enforcement of Safety and Health Programs**

Enforcement of safe work practices should be fair, consistent throughout the city/utility, and based on established policy. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Verbal warning
2. Written warning
3. Leave without pay
4. Termination

Disciplinary action will follow the above sequence unless the situation warrants more severe action.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

## **X. Communication**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system may include one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

## **XI. Contractor Duties**

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agency's rules that pertain to their worksites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

### Duties to Sub-contractors

Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those sub-contractors and shall ensure that sub-contractors initiate, maintain and supervise safety and health related policies, programs and work practices while performing sub-contracted work.

An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. In the event of an imminent danger situation, the City reserves the right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

## **XII. Accident Investigation**

Procedures for investigating workplace accidents, hazardous substance exposures, and near misses include:

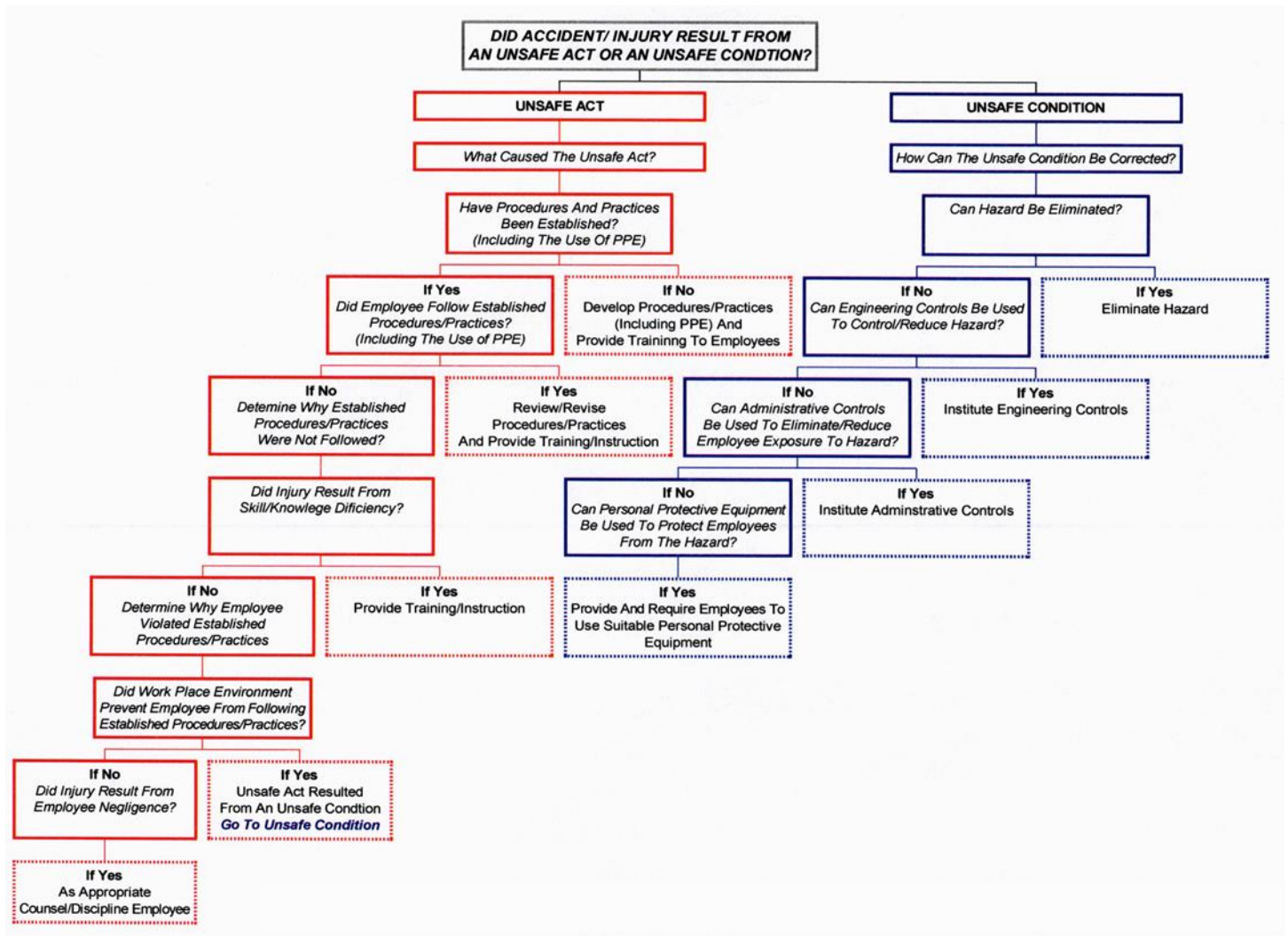
1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the most probable cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken. It should not be to affix blame.

Each contributing factor should be traced back to its root cause. A written report that describes the accident and its causes and recommendations for corrective action and prevention will be prepared and presented to management.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to "employee error," without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or delay or skip necessary preventive maintenance.

The Accident and Injury Flowchart is shown in Figure 1.

Figure 1: Accident and Injury Flowchart



### XIII. Program Evaluation

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.



## Appendix A

The following City personnel are in charge of the Safety and Health Programs for the City of Spring Lake Park.

<b>Title</b>	<b>Supervisor Name</b>
Administrator, Clerk/Treasurer	Daniel Buchholtz
Police Chief	Doug Ebeltoft
Public Works Director (Streets, Water, Storm Water, Sanitary Sewer, Maintenance, Parks)	Terry Randall
Recreation Director	Marian Rygwall
Building Official	Barry Brainard
Liquor Store Manager	Brian Hachey

Updated: 9/19/16

## **Appendix B**

### **Safety Program Goals and Objectives**

City of Spring Lake Park

Goal 1

#### **Goal Statement**

Continuously reduce annual lost work day incident rate below level from previous year and actively encourage employee involvement in health and safety programs.

#### **Objectives**

- 1) The Safety Committee will address all employee safety issues in a timely manner (i.e., hazards that potentially pose an imminent danger of death or serious physical injury will be initially addressed within one shift and other hazards will be initially addressed within one week.
- 2) The Safety Committee will perform a monthly safety inspection of all departments and will take corrective action or begin investigating long-term solutions for all hazards identified during the inspection within one week.
- 3) The Safety Committee will investigate all accidents and near-miss events and will take corrective action within 24 hours to prevent a recurrence.
- 4)
- 5)
- 6)

#### **Review Notes and Statements**

Upon annual review, note in this area progress being made towards the goal statement.

### Goal Statement

The City will establish and maintain a culture throughout the city that is committed to workplace safety and health.

### Objectives

- 1) Conduct regular safety meetings, at least on a quarterly basis, to inform employees about specific workplace safety and health issues and to build an overall awareness of employee safety and health.
- 2) Actively enforce all safety rules throughout the city operation.
- 3) Assign responsibilities for safety and health programs.
- 4) Establish a system for identifying, analyzing and controlling hazards.
- 5) Communicate program effectively and encourage employee participation.
- 6) Investigate all incidents and near misses.

### Review Notes and Statements

Upon annual review, note in this area progress being made towards the goal statement.

## ***FORM SP-1: HAZARD INVENTORY***

This checklist provides general guidance for the identification of common work place hazards. It is not all inclusive. The employer must customize the form for the specific work place.

Check (✓) those hazards that are present or that are likely to be present in the work place. Identify the source and location of each hazard that is present or likely to be present in the workplace. Evaluate and provide for control of all hazards identified in accordance with applicable regulations. Provide for employee information and training on all hazards identified in accordance with applicable regulations.

Facility: \_\_\_\_\_ Area/Operation: \_\_\_\_\_  
 Affected Positions: \_\_\_\_\_ Compiled By: \_\_\_\_\_ Date: \_\_\_\_\_

(✓) If Present	Potential Hazard	Potential Harm	Source And Location Of Hazard <small>(identify hazard)</small>
<b>ENVIRONMENTAL HAZARDS</b>			
	Noise.	May cause stress, fatigue and/or loss of hearing. May interfere with communication and thereby contribute to accidents/injuries.	
	Air contaminants.	May cause illness, injury and/or death.	
	Hot environments.	May cause heat cramps, heat exhaustion and/or heat stroke. Serious cases may cause delayed injury or death.	
	Cold environments.	May cause frostbite and/or hypothermia.	
	Wet environments.	May cause illness or worker to slip, trip or fall. May result in injury or death.	
	Confined spaces.	May contain atmospheric, entrapment, engulfment and/or other serious hazards May result in injury or death.	
	Lighting.	May interfere with worker's ability to recognize job site safety and health hazards. May result in injury or death.	
	Biological.	Disease causing organisms or agents. May cause illness or death.	
	Microwave and other non-ionizing radiation	May cause thermal burns and heat buildup in body tissues or other bodily injury. May result in injury or death.	

# ***FORM SP-2* SAFETY INSPECTION CHECKLIST**

This checklist provides general guidance for the identification and correction of common work place hazards. It is not all inclusive. The employer must customize the form for the specific work place. Draw a line through those items that do not apply.

Check (✓) all unsatisfactory items/conditions and indicate location if applicable. Correct those unsatisfactory items/conditions that you are capable of correcting. Identify those items/conditions that need further action on reverse side. Note any new hazards. Review completed checklist with supervisor. Supervisors are to schedule corrective actions as required and submit completed checklist to safety committee.

## **Postings**

- ☐ OSHA poster
- ☐ OSHA 300 & 300A (post 2/1 to 4/30 of each year)
- ☐ Hazards identified by signage
- ☐ Permit confined spaces signed
- ☐ Non-potable water identified by signage
- ☐ Floor load limits identified by signage
- ☐ No smoking areas identified by signage
- ☐ Emergency telephone numbers posted
- ☐ Escape routes/exits identified by signage
- ☐ Emergency equipment identified by signage
- ☐ NFPA 704 signs posted

## **Written Programs: Available To Employees**

- ☐ Hazard Communication Program
- ☐ Respiratory Protection Program
- ☐ Hearing Conservation Program
- ☐ Hazardous Energy Control (Lo/To) Program
- ☐ Permit Confined Spaces Program
- ☐ Infection Control Program
- ☐ Fire Prevention/Emergency Action Plan
- ☐ Occupational Medicine Program

## **Tools/Equipment**

- ☐ Condition of electrical cords
- ☐ Condition of hand/power tools
- ☐ Condition of abrasive grinders
- ☐ Air nozzles - pressure reduced to 30 psi
- ☐ Power tools - point of operation guarded

## **Electrical**

- ☐ Breakers/panels identified
- ☐ Boxes/panels closed/covered
- ☐ Exposed conductors guarded
- ☐ Lights guarded/protected
- ☐ Condition of extension cords
- ☐ Circuits properly grounded

## **Fixed Machinery/Equipment**

- ☐ Belts/pulleys guarded
- ☐ General maintenance
- ☐ Disconnects provided/identified
- ☐ Equipment properly grounded

## **Material Handling**

- ☐ Condition of hoists/cranes
- ☐ Condition of slings/chains
- ☐ Condition of conveyors - trip line functional
- ☐ Condition of fork lifts

## **Material Storage**

- ☐ Material neatly stacked and stable
- ☐ Shelves organized - no falling object hazard
- ☐ Accumulations of class A combustibles
- ☐ Aisle clear and free from obstructions
- ☐ General housekeeping

## **Hazardous Materials**

- ☐ Proper containers
- ☐ Containers labeled
- ☐ MSDS's available
- ☐ Proper storage
- ☐ Flammables stored in approved cabinets
- ☐ Incompatibles separated
- ☐ Proper storage of compressed gas cylinders
- ☐ Flammable waste - containers emptied daily
- ☐ Damaged/deteriorated ACM

## **Working Surfaces/Housekeeping/Sanitation**

- ☐ Aisle/floors/stairs kept clear/clean/dry
- ☐ General housekeeping
- ☐ Floor openings - covered/guarded
- ☐ Platforms/stairs guarded by railing
- ☐ Proper waste disposal
- ☐ Restrooms/locker rooms - clean/sanitary
- ☐ Eating areas - clean/sanitary

## **Ladders/Scaffolds**

- ☐ Ladders - condition/proper use
- ☐ Fixed ladders - condition/fall protection
- ☐ Scaffolds - condition/proper use

## **Confined Spaces Entry Equipment**

- ☐ Personal monitors - availability/calibration
- ☐ Retrieval equipment - availability/condition

**Emergency Equipment**

- ☐ First aid kit - in place/completely stocked
- ☐ Availability of persons trained in F.A./CPR
- ☐ Fire extinguishers - in place/charged
- ☐ Fire alarm operates when actuated
- ☐ Eye washes/showers - accessible/functional
- ☐ Emergency lights - proper operation
- ☐ Exits - accessible/not blocked
- ☐ SCBA's/PPE - availability/condition

**PPE: Condition/Storage**

- ☐ Respirators
- ☐ Hard hats
- ☐ Face/eye protectors
- ☐ Gloves
- ☐ Protective footwear
- ☐ Protective clothing
- ☐ Electrical protective equipment
- ☐ Personal fall protective equipment

**Safe Work Practices: Employees**

- ☐ Use proper lockout/tagout procedures
- ☐ Use proper confined space entry procedures
- ☐ Use suitable personal protective equipment
- ☐ Barricade hazardous work areas
- ☐ Guard temporary floor openings
- ☐ Use proper excavation/trenching procedures
- ☐ Use personal fall protective equipment
- ☐ Use GFT's

**Vehicles/Mobile Equipment**

- ☐ Tires/brakes/steering/lights
- ☐ General maintenance
- ☐ Proper operation of special equipment
- ☐ First aid kit - in place/completely stocked
- ☐ Fire Extinguishers - in place/charged

**Employee Medical/Exposure Records**

- ☐ Available for employee review

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**Describe Other Unsatisfactory Items/Conditions And/Or New Hazards**

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
- 

**Summary Of Unsatisfactory Items That Need Further Action**

Item	Location

**Area/Vehicle Inspected:** \_\_\_\_\_**Conducted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***FORM SP-3* REPORT OF AN UNSAFE CONDITION**

***Instructions to employees:*** Briefly describe the location and nature of the unsafe condition. Identify any suggested corrective actions. Sign/date the report. Submit report to your immediate supervisor.

### ***To be completed by Employee reporting the unsafe condition***

Location: \_\_\_\_\_

Describe unsafe condition: \_\_\_\_\_

\_\_\_\_\_

Suggested corrective actions: \_\_\_\_\_

\_\_\_\_\_

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

### ***To be completed by Supervisor***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- Suggested corrective actions taken
- Referred to safety committee

Comments/actions taken: \_\_\_\_\_

\_\_\_\_\_

### ***To be completed by Safety Committee***

Date reviewed/acted upon: \_\_\_\_\_

Recommendation of safety committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Corrective actions initiated by safety committee
- Corrective actions referred to work unit manager for review/initiation

### ***To be completed by Management***

Date Acted Upon: \_\_\_\_\_

Actions taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FORM SP-4 HAZARD EVALUATION AND ELIMINATION/CONTROL WORKSHEET

This checklist provides general guidance for the evaluation and elimination/control of workplace safety and health hazards. It is not all inclusive. The employer must customize the form for the specific work place.

Use this worksheet to identify how hazards identified in the workplace hazard survey (SP-1 and SP-2) will be eliminated or controlled. (The worksheet may also be used to analyze specific operations or areas). For each hazard; identify the source and location in *column 1*, identify the cause and severity of the hazard in *column 2*, and the means/methods of hazard eliminate/control in *column 3*.

Facility: \_\_\_\_\_ Area/Operation: \_\_\_\_\_

Affected Positions: \_\_\_\_\_ Compiled By: \_\_\_\_\_ Date: \_\_\_\_\_

Hazard Source/Location	Hazard Evaluation <i>Identify cause and severity of hazard. Include results of personal monitoring if applicable.</i>	Methods/Mean Of Hazard Elimination/Control <i>Identify means and methods that will be used to eliminate or control the hazard. Consider hazard elimination, engineering controls, administrative controls, procedures and work practices, employee training and personal protective equipment.</i>



***FORM SP-5* JOB HAZARD ANALYSIS**

*Instructions:* Refer to [OSHA Publication 3071 - Job Hazard Analysis](#) for additional information and instructions.

Task: \_\_\_\_\_ Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

Job Step	Hazard	Cause	Suggested Preventive Measures

**FORM SP-6 INDOOR ENVIRONMENTAL AUDIT**

This checklist provides general guidance for the identification of common work place hazards. It is not all inclusive. The employer must customize the form for the specific work place, in particular, note if a specific location is restricted requiring breathing protection, hearing protection, etc.

Name of Facility:	Conducted By:						Date:		
Location	Airborne Contaminants					Lighting	Noise	Temperature Humidity	
	Oxygen (percent)	Carbon Monoxide (ppm)	% of LEL		Proper Ventilation	Light Level (foot-candles)	Noise Level (dB-A)	Temperature (T <sup>air</sup> )	Relative Humidity (percent)
Comments:									

## **FORM SP-7 RESULTS OF PERSONAL EXPOSURE MONITORING**

Facility:					Department or Area:				
Operation:					Employee:				
Type of Respirator Used By Employee:						Temperature:		Relative Humidity:	
Comments/Observations:									
Sample Type:					Sampling Device and ID. No:				
Calibration (date and results):					Settings/Range:				
Collection Media:					Analysis Method:				
Sample Number	Start Time	Stop Time	Duration (minutes)	Calibration Flow Rate	Volume (liters)	Substance Sampled	Amount Collected	Concentration In Air	
Substance Sampled			Actual Employee Exposure			Permissible Exposure Limit (PEL)			
Recommendations:						Sampling Conducted By:			

## FORM SP-8 CERTIFICATION OF EMPLOYEE TRAINING

Retain a copy of this form in employee's file. It is suggested to retain copy of the training AV and Written materials as documentation in main training files.

Title of Training Session:				
Topics Covered (Check Those That Apply)				
AV Material: (If Used)				
Method Used To Evaluate Effectiveness of Training: (Check Method Used)			Post Training Test	Workplace Inspections
Name of Facilitator:			Date:	
Location:		Start Time:	End Time:	

## ***FORM SP-10* INJURY/ACCIDENT INVESTIGATION WORKSHEET**

This worksheet provides general guidance for the investigation of injuries/accidents. It is not all-inclusive. The employer must customize the form for the specific work place.

Use this worksheet to collect relevant information. Determine root cause and contributing factors. Identify means and methods that can be used to prevent a similar injury/accident.

Name of Injured Employee		Injured Employee's Total Length of Employment
Job Title of Injured Employee		Injured Employee's Length of Employment in Current Position
Identify Date/Time of Injury/Accident	Identify Work Location Where Injury/Accident Occurred	
Describe Work Being Performed When Injury/Accident Occurred		
Describe Nature And Severity of Injury/Accident		
Determine if Employee Was Appropriately Trained/Instructed		
Determine if Employee Was Observing Established Procedures/Work Practices When Injury/Accident Occurred		
Determine Type of PPE Worn by Employee When Injury/Accident Occurred		
Determine Root Cause of Injury/Accident		
Determine Other Contributing Factors to Injury/Accident		
Identify Actions that Can Be Taken to Prevent a Similar Injury/Accident		
Identify Corrective Actions That Have Been Taken		

Name of Person Conducting Investigation: \_\_\_\_\_ Date: \_\_\_\_\_

*Use reverse side for additional notes/recommendations*





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 10.03.16 Meeting**  
File No.: R-18GEN

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

**2014-2015 Street Improvement Project (193801577).**

Final contractor payment and project acceptance occurred at the September 6<sup>th</sup> Council meeting. *Remaining project close-out process has started.*

**CSAH 35 Turn Lanes and Sidewalk (193802914).**

Punch-list items are being completed. *Field survey has been completed to document post-construction wetland edge. Some touch-up grading still needs to be completed.*

**MS4 Permit (193802936).**

Ongoing implementation items. Working on closing out existing site permits and identifying private stormwater ponds that need maintenance. *Need to prepare annual report. The annual public meeting will be held on October 3<sup>rd</sup>.*

**Lift Station No. 1 Reconstruction (193803115).**

The Contractor is Meyer Contracting. *Final project close-out process continues.*

**2016 Sanitary Sewer Lining Project (193803421).**

This project includes lining and wye grouting on Old Central south of 81<sup>st</sup>. Contractor is Hydro-Klean. *Grout work on sewer service laterals has been completed.*

**2017 Street Seal Coat Project and 2017 Sanitary Sewer Lining Project (19380....).**

*Working with Public Works Director on determining areas for 2017 projects. Terry is coordinating sewer televising of the sewer in the area of a possible lining project for next year.*

**Other issues/projects.**

Working with Terry on options for bituminous trail repairs at various locations.

*Working with staff on development review for possible Dominion and Rubicon projects.*

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**



September 19, 2016

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

Dear Mr. Buchholtz:

As one of our valued community partners, we want to make sure you are informed and aware of what Connexus Energy has planned for all members throughout our service area. As part of our commitment to continuously improve service and reliability, Connexus plans to replace and upgrade all our members' meters within the next two years. Our current metering system is 22 years old and will be replaced with Advanced Meter Infrastructure or AMI.

This new technology will pinpoint outages, allowing us to respond faster and improve reliability. It will also serve as the platform to deliver improved programs and services that empower our members with information to make informed decisions on their electricity use.

Installing 100,000+ new meters will take time. Starting in October 2016, we will begin installing the meters in phases, going from neighborhood to neighborhood. We will be sending notices to all our members a few weeks prior to the installation of the new meters. We expect to have all advanced meters installed by sometime in 2018.

Some people have asked about the potential health effects from exposure to the radio frequency emitted by advanced meters. The meters we are installing meet all Federal Communications Commission (FCC) guidelines and safety standards. Members who choose to keep their current meters can opt out of the transition to advanced meters and pay a monthly service fee.

While other utilities have been installing the Advanced Meter Infrastructure for years, we wanted to make sure the time was right, the technology was proven, and that costs came down before we invested money and resources toward this effort. We are convinced the time is right to take the next step. In doing so, we promise you three things: we've done our homework, the technology is safe, and we will protect our members' data. We are excited about this next step in providing affordable, reliable, safe electricity to the communities we serve.

If you'd like more information about our AMI project, please visit us at [connexusenergy.com](http://connexusenergy.com).

Sincerely,



Greg Ridderbusch  
Chief Executive Officer  
Connexus Energy