

CITY OF SPRING LAKE PARK  
1301 81<sup>ST</sup> AVENUE N.E.  
AGENDA  
**TUESDAY, FEBRUARY 16, 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 – February 1, 2016
  - B. Disbursements:
    1. General Operations Disbursement Claim No. 16-01 \$267,986.58
    2. Liquor Fund Disbursement Claim No. 16-02 \$151,849.39
  - C. Budget to Date (December 2015)
  - D. Budget to Date/Statement of Fund Balance (January 2016)
  - E. Right of Way Application #1 – Centerpoint Energy
  - F. Right of Way Application #2 – Centerpoint Energy
  - G. Approval of Firework Stand Lease
  - H. Contractor's License
  - I. Business License – Message Therapy
  - J. Correspondence
7. PRESENTATION
  - A. Swearing In of Police Officer Aaron Imig
8. POLICE REPORT
9. PARKS AND RECREATION REPORT
10. RESOLUTIONS AND/OR RESOLUTIONS
  - A. Resolution 16-03 Regarding Amendment of the Amended Joint and Cooperative Agreement for the Administration of a Cable Communications System to Amend the Commission's Authority to Issue Bonds, Obligations and Other Forms of Indebtedness and to Modify the Member Cities' Use of Certain Franchise Fees
  - B. Resolution 16-04 Amending North Metro Telecommunications Commission JPA Amendment
  - C. Resolution 16-05 Approving An One-Year Extension of the PUD, SUP and Site Plan for 525 Osborne Road Medical Office Facility
11. NEW BUSINESS
  - A. Approval of Liquor Store 2016 Budget
  - B. Approval of Liquor Store Consulting Contract with Delaney Consulting
  - C. Ratification of 2016/2017 Public Works Labor Contract
  - D. Parks and Recreation Commission and Planning Commission Appointments
12. ENGINEER'S REPORT
  - A. 2016 Update on Municipal State Aid Account
13. ATTORNEY'S REPORT
14. OTHER
  - A. Administrator Reports
15. ADJOURN

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

## RULES FOR PUBLIC HEARINGS AND DISCUSSION FROM THE FLOOR

### DISCUSSION FROM THE FLOOR

\*\*Limited to 5 minutes per person to state their concern.

\*\*Action: Council direction to staff for resolution or take this matter under advisement for action at the next regularly scheduled meeting.

### PUBLIC HEARINGS

Advise audience that the purpose of the public hearing is to receive citizen input on the proposal to (name of 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 an opportunity to ask questions or comment on the proposal.

\*\* Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing to comment are asked to limit their comments to 3 minutes, except in cases where there is a spokesperson representing a group wishing to have their collective opinions voiced. The spokesperson should identify the audience group her/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 state any new facts they may have within the 3 minutes allotted. Please be specific and to the point.

\*\* Everyone will be given the opportunity to express their agreement or disagreement even if they have no new points to make. (This is not a time to debate the issue.)

\*\* People wishing to speak twice will be given 2 minutes to comment on any new facts brought forward since the last time they spoke.

Following public input, the Council will have a second opportunity to ask questions of the presenter and/or citizens.

The public hearing will then be adjourned with the Council taking the matter under advisement until the next regularly scheduled Council meeting. At the next regular meeting, the Council will debate the issue, if necessary, state their positions and make a decision. NO further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on February 1, 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 Mason, Nelson, Wendling and Mayor Hansen

Members Absent: Councilmember Nash

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

Visitors: Olivia Alveshere, ABC Newspaper

### 3. Pledge of Allegiance

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

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – January 19, 2016
- B. Approval of Resolution No. 16-01 Approving State of Minnesota Joint Power Agreement with the City of Spring Lake Park on Behalf of Its City Attorney and Police Department
- C. Contractor Request for Payment No. 2 – Visu-Sewer \$89,871.14
- D. Sign Permit
- E. Contractor's Licenses
- F. Correspondence

MOTION BY COUNCILMEMBER WENDLING TO APPROVE THE CONSENT AGENDA.

ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 7. Public Works Report

Public Works Director Randall reported that the Public Works Department plowed one time; salted three times and plowed the sidewalks four times in the month of January; repaired and rehabbed the aging bobcat trailer and continued to maintain the skating rinks daily.

Mr. Randall stated that of the one hundred water meters radios that needed repair last month approximately all but ten have been completed. He reported a water main break near Wlydwood Lane and Buchanan Street.

Mr. Randall reported he is working with a well contractor for work at Well Number 1. He stated that the motor and bearings are starting to wear out. He stated that the pump will need to be pulled out and repaired. He reported that it was suggested that the pump be pulled up from the well every ten years and the City's pump has been in service for thirteen years. He stated the estimated cost for the repairs could be \$40,000 and the funds would come out of the Public Utilities Renewal and Replacement Fund. He stated that more information will be provided at a future Council meeting.

#### 8. Code Enforcement Report

Building Official Brainard reported that attended the Council meetings on January 4<sup>th</sup> and 19<sup>th</sup>; a Department Head meeting on January 5<sup>th</sup>; a City Council Workshop for Zoning Review on January 11<sup>th</sup> and the Building Official Conference on January 11<sup>th</sup>-15<sup>th</sup>.

Mr. Brainard stated that in January 2016, three building permits were issued compared to six in 2015. He reported that six mechanical permits were issued in January 2016 compared to two in 2015. He reported that two plumbing permits were issued in January 2016 compared to four in 2015 and one zoning permit was issued compared to none in the month of January 2015. He reported that additionally two fire suppression permits were issued in January 2016 compared to none in 2015.

Mr. Brainard reported that rental registrations and inspections continue to progress with all but five units registered for 2016. He stated that he has issued several notices and administrative offense tickets to the owners of the five rental units that have failed to register their property and will continue to do so as long as they remain in violation.

Mr. Brainard reported that the January 2016 vacancy listing shows that there are 18 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which remains the same from last month. There is one vacant/foreclosed commercial property, which remains the same from last month; and 19 residential properties currently occupied and ready for Sheriff Sale's redemption, which is up three last month. He reported that he did not post any abandoned and/or vacant property notices in month of January. He reported in January of 2016, a total of seven Administrative Offense Tickets and four violation notices were issued by the Code Enforcement Department. He stated five of the Administrative Offenses were issued for rental registration violations and two for special use permit violations.

Mr. Brainard provided a handout on mold in homes. He stated that the handout is provided for any Spring Lake Park property owner and tenant that is looking for information on what effect, how to detect, and cleaning and removal of mold. He stated that the handout also directs concerned citizens to the Minnesota Department of Health to attain more information regarding mold.

#### 9. Resolutions and/or Ordinances

##### A. Ordinance No. 423 Amending Chapter 153 of the Spring Lake Park Code of Ordinance Relating to Zoning

Administrator Buchholtz reported that the City Council at its January 11, 2016 workshop session, authorized staff to move forward on a number of amendments to the recently adopted Zoning Code to make corrections to the Code to match the City Council's intent. He stated that in addition, the City Council also authorized staff to draft compromise language on recreational vehicle parking in residential zoning districts.



Administrator Buchholtz noted the proposed changes outlined in Ordinance 423 as the following:

- *Repeal Section 153.052(A)(2).* This language requires a conditional use permit for any commercial use abutting a residential district in the City. A focus on the update was to increase performance standards in this situation. Therefore this language was intended to be removed from the Code. It was stricken from Appendix A but not from this provision. This change would achieve the Council's intent
- *Amend Section 153.060(E)(2) to increase allowable square footage of accessory structures from 1,000 square feet to 1,200 square feet.* This was discussed by the Planning Commission during the Zoning Code update process but was inadvertently left out of the final draft. The city was routinely granting property owner variances to this 1,200 square foot standard, so this change matches present City proactive and should reduce the number of variances that will come before the Planning Commission in the future.
- *Amend Section 153.065(A) to reflect that standards apply to both commercial and Industrial zoning districts.* This is a clarification to the Code resulting from the title change of the I-1 District from Commercial/Industrial to Light Industrial.
- *Amend Section 153.065(B)(2)(b) to only allow tenants of multi-family properties to store recreational vehicles in those parking lots.* This language reflects the City Council's compromise on this topic. The Commission had originally prohibited the parking of recreational vehicles, boats and trailers in the R-2 and R-3 districts, but the Council determined it was overly restrictive. The Commission discussed this language and questioned the ease in which it could be enforced. They did add clarifying language 153.065(B)(2)(b)(3) to state "Boats and trailers not exceeding 30 feet in length" in effort to ease enforcement. This is how the language is currently enforced and thus is not a change in policy.
- *Amend Section 153.120(A)(4) to add the word not.* The language in this section, as it currently reads, is the opposite of the City's intent. The word not was inadvertently omitted from the first sentence. A reading of the remainder of the section demonstrates the City's original intent.
- *Repeal Section 153.201(D) to preserve the Character of the City's I-1, Light Industrial District.* This change would prohibit the placement of assembly uses by conditional use permit in a district in which the use is excluded by the provisions of the chapter. These uses are not listed within the I-1, Light Industrial District.

Administrator Buchholtz reported that the Planning Commission held a public hearing on the proposed changes at its January 25 meeting and unanimously recommended approval of the proposed changes. Councilmember Nelson commented that the changes covers all the topics that were discussed at the workshop.

MOTION BY COUNCILMEMBER NELSON TO APPROVE ORDINANCE NO. 423 AMENDING CHAPTER 153 OF THE SPRING LAKE PARK CODE OF ORDINANCE RELATING TO ZONING.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution No. 16-02 Authorizing Summary Publication of Ordinance 423, An Ordinance Amending Chapter 153 of the Spring Lake Park Code of Ordinance Relating to Zoning

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 16-02 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 412, AN ORDINANCE AMENDING CHAPTER 153 OF THE SPRING LAKE PARK CODE OF ORDINANCE RELATING TO ZONING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. New Business

A. Surety Reduction Request – Substance Church

Administrator Buchholtz reported that Substance Church has requested that the City consider a reduction in the financial surety covering the CSAH 35 Sidewalk and Turn Lane Improvements. He stated that the surety was established to cover payments associated with the city administered public improvements.

Administrator Buchholtz reported that a substantial amount of the work on the project has been completed. He stated that some of the remaining items by the contractor include seeding, removal of the silt fence, and punch-list work. He stated that some of the engineering items include record plan preparation and the close-out process for the wetland impact and watershed permits.

Administrator Buchholtz reported that at this time, the financial surety could be reduced to \$53,500 based on the following:

Estimated remaining construction	\$28,500
Estimated remaining engineering	<u>\$14,300</u>
Subtotal	\$42,800
Plus 25 percent contingency	<u>\$10,700</u>
Total remaining surety amount	\$53,500

Administrator Buchholtz reported that this request is very standard with large construction projects and noted that all invoices that have been paid in a timely manner. He stated that the City Engineer agrees that approval should be granted to reduce the amount of the required surety to \$53,000.

MOTION BY COUNCILMEMBER MASON TO APPROVE THE SURETY REDUCTION OF SUBSTANCE CHURCH TO \$53,000. ROLL CALL VOTE. ALL AYES. MOTION CARRIED.

B. Anoka County Agreement for Residential Recycling Program 2016

Administrator Buchholtz presented Council with a copy of the 2016 Residential Recycling Agreements with Anoka County. He stated that the 2016 Municipal Reimbursement Funding Allocation calls for Anoka County to pay the City a base allocation of \$10,000, plus \$5.00 per household, as well as funds to encourage for other recycling opportunities.

Municipal Grant Funding (\$10,000 + \$5 per household):	\$22,985.00
Monthly Drop-Off Center:	\$10,000.00
Municipal Park/Community Event Recycling:	\$ 2,000.00
Multi-Unit/Curbside Recycling:	\$ 4,000.00
Organics Collection:	\$ 2,597.00
Recycling Enhancement Grant:	<u>\$ 2,597.00</u>
	\$44,179.00

Administrator Buchholtz stated that the Recycling Enhancement Grant covers the cost of promotional pieces, presentations to residents at community events and increases our recycling availability for residents through additional drop-off opportunities or creating a mini onsite drop-off center at City Hall. He said the City will be requesting \$44,179.00 for the recycling program this year.

Councilmember Mason inquired as to what Organics Collection was. Administrator Buchholtz replied that organics collection includes any waste that has been in contact with food or has food on it such as plates, napkins or food scraps. He stated that organic waste products are heated at a high temperature, speeding decomposition and turning the organic wastes into rich soil.

MOTION MADE BY MAYOR HANSEN TO APPROVE THE ANOKA COUNTY AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM 2016. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 11. Engineer's Report

Engineer Gravel reported that the 2015 Sanitary Sewer Lining Project is complete and Public Work Randall has reviewed the inspection televising tapes and determined which service wyes need to be grouted. Mr. Gravel stated that payment to the contractor has been submitted for approval.

Mr. Gravel reported that he met with Emmanuel Christian Center on the expansion at their facility. He stated that the expansion plans are minor. Councilmember Nelson inquired if the expansion plans will interfere with the storm water drains and create more drainage issues on Terrace Road. Mr. Gravel stated that the church is not planning to expand their hard surface area and plans may include adding additional islands in the parking lot to increase drainage. Administrator Buchholtz commented that there is a pond on site and it may be required to be dredged to help with the drainage.

#### 12. Attorney's Report

Attorney Thames introduced himself and thanked the Council for the warm welcome to the City and he expressed that he is looking forward to working with the City of Spring Lake Park.

#### 13. Reports - None

#### 14. Other

##### A. Administrator Reports

Administrator Buchholtz reported that the Osborne Road Construction Open House will be held on February 9, 2016 at 7:00 PM at Woodcrest Elementary. He encouraged residents to attend and lobby for funding for repairs to the bituminous trail.

Administrator Buchholtz reported that the City now accepts credit cards as a form of payment as of February 1, 2016. Councilmember Mason suggested that Parks and Recreation promote the payment option on their extended trips to encourage more participation.

Administrator Buchholtz reported that the new adopted ordinances are now ready for codification and once that process is completed, the new updates will be published on the website and in the official code book.

B. City Hall Closed – February 15, 2016 for President’s Day Holiday

Administrator Buchholtz reminded everyone that City Hall will be closed on Monday, February 15, 2016 in observation of the President’s Day holiday.

15. Adjourn

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

The meeting was adjourned at 7:30 P.M.

Attest:

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

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator, Clerk/Treasurer

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

Date: JAN 2016  
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Claim Res.#16-01

<u>VOUCHEI</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60254	AMERICAN MESSAGING	YEARLY PAGER SERVICE	38.50
60255	ASPEN MILLS	UNIFORM ALLOWANCE	75.33
60256	EMBEDDED SYSTEMS, INC	SIREN MAINT FEE	527.16
60257	KEEPRS, INC	UNIFORM ALLOWANCE	422.84
60258	METROPOLITAN COUNCIL	JAN/FEB WASTEWATER SVC	81,793.52
60259	Minnesota Crime Alert Network	DUES AND SUBSCRIPTIONS	45.00
60260	MOCIC ATTN: MEMBERSHIP	2016 MEMBERSHIP FEES	150.00
60261	MRPA	MEMBERSHIP RENEWEL	277.00
60262	NASASP	FEB MEMBERSHIP	39.00
60263	NORTH METRO MAYORS ASSOC	2016 ANNUAL MEMBERSHIP	2,500.00
60264	TASC	COBRA-ADMIN FEE	30.08
60265	TRI-COUNTY LAW ENFORCEMENT ASSOCI/	ANNUAL DUES	75.00
60266	VOIDED	VOIDED	-
60267	ANOKA COUNTY LICENSE CENTER	VEHICLE TABS	320.00
60268	VOIDED	VOIDED	
60269-			
60286	See December 2015 Claims List	See December 2015 Claims List	-
60287	AFLAC	PAYROLL	17.10
60288	DEARBORN NATIONAL	PAYROLL	397.54
60289	DELTA DENTAL	PAYROLL	1,351.60
60290	FIDELITY SECURITY LIFE	PAYROLL	42.24
60291	HEALTH PARTNERS	PAYROLL	9,806.60
60292	L.E.L.S.	PAYROLL	220.50
60293	LOCAL 49	PAYROLL	100.50
60294	NCPERS MINNESOTA-7750811	PAYROLL	56.00
60295	P.E.R.A.	PAYROLL	15,417.28
60296	ABLE HOSE & RUBBER INC.	SUPPLIES	267.60
60297	ANCOM TECHNICAL CENTER	PLOW UNIT SERVICED	185.00
60298	CONTINENTAL RESEARCH CORP	LIFT STATION DEGREASER	441.13
60299	COTTENS INC	PARTS/SUPPLIES	81.84
60300	CROW WING TRANSPORT	REPLACE WATER PUMP	833.15
60301	DELTA DENTAL	DELTA DENTAL M. MALONEY	118.95
60302	ECM PUBLISHERS, INC.	PUBLISHING	414.15
60303	G & N ENTERPRISES	BULBS	243.00
60304	HOTSY EQUIPMENT OF MN	TRANSPORT BULK	178.50
60305	INNOVATIVE OFFICE SOLUTIONS LLC	DAX INSERTABLE PLAQUE	25.60
60306	MACQUEEN EQUIPMENT INC	PARTS: LEVER, ACCUMULATOR	422.48
60307	MAHCO	MEMBERSHIP RENEWEL	30.00
60308	MANSFIELD OIL COMPANY	FUEL	677.26
60309	MICHELE BOEDIGHEIMER	REFUND OUTING	59.00
60310	MINNESOTA POLLUTION CONTROL AGENC	WASTEWATER TRAINING	300.00

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

Date: JAN 2016  
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Claim Res.#16-01

<u>VOUCHEI</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60311	MINNESOTA RURAL WATER ASSN.	CONFERENCE REGISTRATION	450.00
60312	MUNICI-PALS	MEMBERSHIP DUES	25.00
60313	MURPHY CREATIVE DESIGN	DESIGN RECYCLING GUIDE SVC	562.50
60314	SLP FIRE DEPARTMENT	JAN/FEB FIRE PROTECTION	31,308.00
60315	TOWMASTER	CAMERA	127.60
60316	TWIN CITIES E MEDIA	100 HOUR BLOCK TECH TIME	6,000.00
60317	WIPERS AND WIPES INC	SUPPLIES	950.72
60318	BILLS TIRE SERVICE	USED TIRES/SVC CALL	323.00
60319	CITY OF BLAINE	4TH QTR BLAINE WATER	722.42
60320	CARSON, CLELLAND & SCHREDER	LEGAL FEES	10,774.88
60321	CENTERPOINT ENERGY	DEC MONTHLY	993.95
60322	CONNEXUS ENERGY	DEC MONTHLY	375.94
60323	MICHAEL LEDMAN	YOGA CLASS INSTRUCTOR	672.00
60324	MANSFIELD OIL COMPANY	FUEL	773.39
60325	MENARDS-CAPITAL ONE COMMERICAL	DEC CREDIT BILL	5.65
60326	KAY OKEY	MILEAGE	30.69
60327	PERFECT 10 CAR WASH	SQUAD CAR WASHES	16.50
60328	TWIN CITIES E MEDIA	2015 BLOCKED IT TIME	6,000.00
60329	US BANK	DEC MONTHLY BILL	11,286.27
60330	WASTE MANAGEMENT OF WI-MN	DEC MONTHLY SERVICES	8,225.28
60331	WELLS FARGO CREDIT CARD	DEC MONTHLY BILL	247.94
60332	XCEL ENERGY	DEC MONTHLY	8,202.44
60333	ABLE HOSE & RUBBER INC.	SUPPLIES	156.54
60334	ANOKA COUNTY CHIEFS OF POLICE ASSOC	2016 DUES	126.00
60335	ANOKA COUNTY TREASURY	CREDIT REPORTS NEW HIRE	16.83
60336	COMMERS PRINTING INC	SUPPLIES	419.00
60337	COON RAPIDS CHRYSLER	AUTO MAINTENANCE	19.95
60338	COTTENS INC	PARTS	32.46
60339	CURTIS CPR INSTRUCTION	CPR INSTRUCTOR	214.00
60340	DCI INDUSTRIES	LIFT STATION CLEANER	431.28
60341	ECM PUBLISHERS, INC.	PUBLISHING	134.38
60342	G & K SERVICES	MATS	83.27
60343	GREENHAVEN PRINTING	2016 RECYCLING GUIDE	1,573.46
60344	HAWKINS WATER TREATMENT	SUPPLIES	1,282.68
60345	MARCO	MAINT AGREEMENT	809.87
60346	MINNEAPOLIS SAW	PARTS/SUPPLIES	333.18
60347	NORTH COUNTRY FORD	AUTO SERVICE	19.95
60348	NYSTROM PUBLISHING CO	SLP NEWS IN THE PARK WINTER 16'	2,287.69
60349	PERMIT WORKS	SOFTWARE SUPPORT	1,495.00
60350	UNIVERSITY OF MINNESOTA	REGISTRATION	390.00
60351	WALTERS RECYCLING REFUSE SERV	6 YD FRONT LOAD TRASH	209.43

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

Date: JAN 2016  
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Claim Res.#16-01

<u>VOUCHEI</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60352	ZEP SALES AND SERVICE	CLEANERS/SUPPLIES	882.58
60353	AFLAC	PAYROLL	17.10
60354	DEARBORN NATIONAL	PAYROLL	397.54
60355	DELTA DENTAL	PAYROLL	1,351.60
60356	FIDELITY SECURITY LIFE	PAYROLL	42.24
60357	HEALTH PARTNERS	PAYROLL	9,806.60
60358	L.E.L.S.	PAYROLL	220.50
60359	LOCAL 49	PAYROLL	100.50
60360	NCPERS MINNESOTA-7750811	PAYROLL	56.00
60361	P.E.R.A.	PAYROLL	15,375.07
60362	CINDY HANSEN	MILEAGE	255.88
60363	INSTRUMENTAL RESEARCH INC	COLIFORM BACTERIA	64.00
60364	CITY OF MINNEAPOLIS	LINCOLN PAWN	266.40
60365	MN DEP'T OF LABOR & INDUSTRY	1ST-4TH QTR SURCHARGES	4,761.29
60366	M-R SIGN CO INC	SIGNS	301.35
60367	NORTHLAND SECURITIES INC	ANNUAL DISCLOSURE REPORT	435.00
60368	ADVANCED GRAPHIX INC	GRAPHIX SQUAD 2071 REDO	300.25
60369	AMERICAN LEGAL	CODE OF ORDINANCES	495.00
60370	AT & T MOBILITY	MONTHLY BILL	876.85
60371	WANDA BROWN-MCGRECK	MILEAGE	23.76
60372	CHADER VOICE TECHNOLOGY	EQUIPMENT REPAIR	67.50
60373	COTTENS INC	AUTO REPAIR	49.67
60374	GENEVA LAKE CRUISE LINE	DEPOSIT BOAT TOUR 10-14-16	100.00
60375	GOPHER STATE ONE-CALL INC	2016 ANNUAL FACILITY FEE	100.00
60376	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT/LAMPS	1,872.85
60377	HD SUPPLY WATERWORKS	WATER METERS	3,122.67
60378	HYDRO KLEAN	MAINLINE TELEVISE INSPECTION	4,811.30
60379	JIFFY-JR PRODUCTS	SUPPLIES	91.83
60380	GARY KING	INSTRUCTOR: FIREARMS	1,360.00
60381	RICHARD KRAMER	MILEAGE/FOOD	60.91
60382	MANSFIELD OIL COMPANY	FUEL	507.92
60383	MN DNR WATERS	2015 WATER USAGE PERMIT	2,125.64
60384	NATIONWIDE PAYMENT SOLUTIONS, LLC	CARD READERS	179.44
60385	PIONEER RIM & WHEEL	PARTS	507.74
60386	RAMSEY COUNTY-PRR	TNT NOTICES	17.77
60387	RJM PRINTING	NAME PLATES	75.00
60388	STREICHER'S	UNIFORM ALLOWANCE	99.99
60389	U.S. POSTMASTER	1ST CLASS PRESORT: PI PERMIT	450.00
60390	WATER CONSERVATION SERVICE INC	LEAK LOCATE 79TH/MCKINLEY	267.25
<b>TOTAL DISBURSEMENTS</b>			<b>267,986.58</b>

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

WHEREAS,  
the City Council has determined that all disbursements, as listed, with the following exceptions:  
\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:  
that the City Council directs and approves the payment of the aforementioned disbursements  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

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



CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

DATE: JANUARY 2016  
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CLAIMS RES: 16-02

FUND: LIQUOR OPERATIONS

<u>VOUCHER</u> <u>VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
28640 DEARBORN NATIONAL	PAYROLL 12/27/15-1/9/16	\$ 74.75
28641 DELTA DENTAL	PAYROLL 12/27/15-1/9/16	\$ 101.06
28642 FIDELITY SECURITY LIFE	PAYROLL 12/27/15-1/9/16	\$ 3.13
28643 HEALTH PARTNERS	PAYROLL 12/27/15-1/9/16	\$ 774.81
28644 MN TEAMSTER	PAYROLL 12/20/15-1/2/16	\$ 49.50
28645 PERA	PAYROLL 12/27/15-1/9/16	\$ 648.43
	PAYROLL 12/20/15-1/2/16	\$ 620.46
28666 CITY OF SPRING LAKE PARK	CELL PHONE CHARGE	\$ 249.80
28667 DEARBORN NATIONAL	PAYROLL 1/10/16-1/23/16	\$ 74.75
28668 DELTA DENTAL	PAYROLL 1/10/16-1/23/16	\$ 101.06
28669 FIDELITY SECURITY LIFE	PAYROLL 1/10/16-1/23/16	\$ 3.13
28670 HEALTH PARTNERS	PAYROLL 1/10/16-1/23/16	\$ 774.81
28671 MN TEAMSTER	PAYROLL 1/3/16-1/16/16	\$ 63.00
28672 PERA	PAYROLL 1/10/16-1/23/16	\$ 648.43
	PAYROLL 1/3/16-1/16/16	\$ 517.63
28673 AEM ELECTRIC SERVICES	REPLACED WALL PACKS TO LED	\$ 1,140.00
28674 ARANGO CIGAR CO	CIGAR PURCHASE	\$ 744.93
28675 BELLBOY CORPORATION	CREDIT - OPERATING SUPPLIES	\$ 584.81
	LIQUOR PURCHASE - JUICE/MIX/POP PURCHASE	
28676 BERKLEY ADMINISTRATORS	WORKER'S COMPENSATION	\$ 766.86
28677 BERNICK'S WINE	BEER - JUICE/MIX/POP PURCHASE	\$ 381.50
28678 BREAKTHRU BEVERAGE MINNESOTA	BEER - JUICE/MIX/POP PURCHASE	\$ 11,329.66
	LIQUOR - WINE PURCHASE	
28679 CAPITOL BEVERAGE SALES	BEER - JUICE/MIX/POP PURCHASE	\$ 10,208.73
28680 CENTER POINT ENERGY	GAS SERVICE	\$ 52.30
28681 CITY OF SPRING LAKE PARK	WATER-SEWER BILL	\$ 99.02
28682 CITYWIDE WINDOW SERVICES INC	CONTRACTUAL SERVICES	\$ 30.00
28683 CRYSTAL SPRINGS ICE	ICE PURCHASE	\$ 39.52
28684 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 334.10
28685 EXTREME BEVERAGE	JUICE/MIX/POP PURCHASE	\$ 241.40
28686 HOHENSTEINS INC	BEER PURCHASE	\$ 285.00
28687 J N JOHNSON FIRE AND SAFETY	FIRE EXTINGUISHER SERVICE	\$ 88.00
28688 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 7,810.53
28689 JOHNSON BROTHERS LIQUOR C O	LIQUOR - WINE PURCHASE	\$ 15,224.04
28690 M AMUNDSON LLP	CIGARETTE - JUICE/MIX/POP PURCHASE	\$ 5,209.29
28691 PAUSTIS & SON'S	CREDIT - WINE PURCHASE	\$ 859.83
28692 PHILLIPS WINE & SPIRITS CO	LIQUOR - WINE PURCHASE	\$ 1,658.68
28693 PLAYNETWORK	CONTRACTUAL SERVICES	\$ 32.01
28694 POPP.COM	TELEPHONE SERVICE	\$ 271.19
28695 SAM'S CLUB	CREDIT CARD PAYMENT	\$ 19.79
28696 SILENT WATCHDOG	MONTHLY DVR RENTAL	\$ 60.00
28697 SOUTHERN WINE & SPIRITS OF MN	LIQUOR - WINE PURCHASE	\$ 1,525.58
28698 US BANK	CREDIT CARD PAYMENT	\$ 378.39
28699 VARNER TRANSPORTATION	FREIGHT	\$ 618.70
28700 VINOCOPIA INC	LIQUOR PURCHASE	\$ 252.25
28701 WELLS FARGO CREDIT CARD	CREDIT CARD PAYMENT	\$ 186.71
28702 WINE MERCHANT	WINE PURCHASE	\$ 703.00
28703 WIRTZ BEVERAGE MN BEER	CREDIT - WINE PURCHASE	\$ 254.00
28704 XCEL ENERGY	ELECTRICITY	\$ 1,250.81

CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

DATE: JANUARY 2016  
PAGE 2 OF 3  
CLAIMS RES: 16-02

FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	
28705 DEPARTMENT OF PUBLIC SAFETY	RETAILER'S CARD	\$ 20.00
28706 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 3,750.14
28707 METRO NORTH CHAMBER OF COMMERCE	WIEN EVENT	\$ 60.00
28708 PLUNKETT'S	PEST CONTROL	\$ 29.58
28709 US BANK	ATM REFILL	\$ 5,000.00
28710 WALTERS RECYCLING REFUSE SERVICE	REFUSE SERVICE	\$ 47.74
28711 AT & T MOBILITY	CELL PHONE SERVICE	\$ 107.59
28712 CITY OF SPRING LAKE PARK	CELL PHONE CHARGE REIMBURSEMENT	\$ 104.74
28719 BELLBOY CORPORATION	LIQUOR PURCHASE	\$ 63.65
28720 BREAKTHRU BEVERAGE MINNESOTA	CREDIT - BEER - LIQUOR - JUICE/MIX/POP	\$ 5,562.28
28721 CAPITOL BEVERAGE SALES	BEER PURCHASE	\$ 1,970.60
28722 CITYWIDE WINDOW SVCES	CONTRACTUAL SERVICES	\$ 30.00
28723 CLOCKNINE	ADVERTISING	\$ 1,325.00
28724 DAHLHEIMER BEVERAGE	BEER PURCHASE	\$ 809.50
28725 ECM PUBLISHER, INC	ADVERTISING	\$ 843.25
28726 G & K SERVICES	RUG SERVICE	\$ 114.02
28727 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 14,822.55
28728 JOHNSON BROTHERS LIQUOR CO	CREDIT - LIQUOR - JUICE/MIX/POP - WINE	\$ 6,621.23
28729 MY ALARM CENTER	PROTECTIVE SERVICE	\$ 166.74
28730 PAUSTIS & SON'S	WINE PURCHASE	\$ 941.16
28731 PHILLIPS WINE & SPIRITS CO	CREDIT - LIQUOR - WINE PURCHASE	\$ 1,574.25
28732 QUALITY REFRIGERATION	MAINTENANCE AGREEMENT	\$ 321.38
28733 RJM DISTRIBUTING	BEER PURCHASE	\$ 219.80
28734 SOUTHERN WINE & SPIRITS OF MN	LIQUOR PURCHASE	\$ 2,350.15
28735 VINOCOPIA INC	LIQUOR - JUICE/MIX/POP PURCHASE	\$ 516.75
TRANSFER TO PAYROLL	PAYROLL (1/8/16)	9,068.26
TRANSFER TO PAYROLL	PAYROLL (1/22/16)	8,312.03
	SALES TAX (Dec.)	19,372.00
	OTP TAX (Dec.)	379.62
	TOTAL DISBURSEMENTS	\$ 151,849.39

WHEREAS,

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

WHEREAS,

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

\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:

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

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

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

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



MEMORANDUM

DATE: February 10, 2016

TO: Mayor, City Council and Dept. Heads

FROM: Peggy K. Anderson, Accountant



RE: Budget to Date

(as of December 31, 2015)

Attached is the December, 2015 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **0% remaining**. The overall General Fund ratio is **4.18%**.

**Unbudgeted Items:**

101.41940.02200	Alpha Video & Audio Inc.	\$4,565.00
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**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
101.00000.31010	CURRENT TAXES	\$ 0.00	\$ 1,218,564.92	\$ 2,681,846.00	\$ 2,622,904.70	2.20%
101.00000.31020	DELINQ TAXES	0.00	38,271.22	0.00	57,453.47	0.00%
101.00000.31910	PENALTIES & INTEREST	0.00	3,927.25	0.00	7,367.75	0.00%
101.00000.32110	LIQUOR LICENSES	0.00	6,400.00	23,300.00	23,250.00	0.21%
101.00000.32178	PAWN INVESTIGATION FEE	0.00	0.00	0.00	100.00	0.00%
101.00000.32179	PAWN SHOP LICENSES	0.00	0.00	6,252.00	6,252.00	0.00%
101.00000.32180	CIGARETTE,DANCE,BINGO,MISC	0.00	300.00	5,400.00	5,187.50	3.94%
101.00000.32181	SIGN PERMITS	0.00	4,410.00	5,500.00	8,361.64	(52.03%)
101.00000.32208	CONTRACTORS LICENSES	0.00	930.00	6,500.00	7,705.00	(18.54%)
101.00000.32210	BUILDING PERMIT	0.00	3,449.67	60,000.00	113,431.16	(89.05%)
101.00000.32211	BUILDING PERMIT SURCHARGES	0.00	444.01	2,000.00	4,122.97	(106.15%)
101.00000.32230	PLUMBING PERMIT	0.00	179.00	4,000.00	3,967.00	0.83%
101.00000.32231	PLUMBING PERMIT SURCHARGES	0.00	3.00	350.00	193.00	44.86%
101.00000.32232	HEATING & A/C PERMITS	0.00	218.50	6,000.00	12,413.90	(106.90%)
101.00000.32233	HTG & A/C SURCHARGES	0.00	5.50	400.00	438.12	(9.53%)
101.00000.32240	PET LICENSE	0.00	3.00	550.00	382.00	30.55%
101.00000.32260	CERTIFICATE OF OCCUPANCY	0.00	150.00	5,000.00	2,470.00	50.60%
101.00000.32261	VACANT PROPERTY REGISTRATIO	0.00	200.00	6,000.00	4,800.00	20.00%
101.00000.33401	LOCAL GOVERNMENT AID	0.00	161,745.50	323,491.00	323,491.00	0.00%
101.00000.33404	PERA INCREASE AID	0.00	2,887.50	5,775.00	5,775.00	0.00%
101.00000.33407	STATE FIRE AID	0.00	0.00	422,930.00	422,929.30	0.00%
101.00000.33416	POLICE TRAINING REIMB	0.00	0.00	3,600.00	3,664.98	(1.81%)
101.00000.33421	INSURANCE PREMIUM-POLICE	0.00	0.00	73,000.00	86,402.40	(18.36%)
101.00000.34103	SPEC USE,ZONING,SUB-DIV	0.00	45.00	1,800.00	3,685.00	(104.72%)
101.00000.34104	PLAN CHECKING FEES	0.00	1,041.46	30,000.00	33,090.58	(10.30%)
101.00000.34105	SALE OF MAPS,COPIES ETC	0.00	110.00	300.00	283.50	5.50%
101.00000.34107	ASSESSMENT SEARCHES	0.00	0.00	200.00	100.00	50.00%
101.00000.34108	ADMINISTRATION SAC CHARGES	0.00	0.00	70.00	60.00	14.29%
101.00000.34111	ADM. GAMBLING EXPENSES	0.00	32,206.01	31,000.00	32,206.01	(3.89%)
101.00000.34115	GUN RANGE FACILITY USE	0.00	0.00	0.00	375.00	0.00%
101.00000.34201	POLICE & FIRE ALARM PERMIT	0.00	0.00	2,000.00	900.00	55.00%
101.00000.34203	ACCIDENT REPORTS	0.00	0.00	0.00	21.75	0.00%
101.00000.34204	RENTAL HOUSING REGISTRATION	0.00	4,665.00	55,000.00	54,030.00	1.76%
101.00000.34205	RIGHT OF WAY APPLICATIONS	0.00	0.00	3,500.00	1,335.00	61.86%
101.00000.34801	INSURANCE DIVIDENDS	0.00	18,436.00	8,000.00	18,436.00	(130.45%)
101.00000.34949	RESTITUTION	0.00	0.00	0.00	157.81	0.00%
101.00000.34950	REFUNDS & REIMB	0.00	0.00	4,000.00	3,235.49	19.11%
101.00000.35101	COURT FINES	0.00	6,873.14	100,000.00	59,154.66	40.85%
101.00000.35102	ADM OFFENSE FINES	0.00	300.00	4,000.00	2,311.98	42.20%
101.00000.35347	TEP-GENERAL FUND PORTION 25	0.00	1,074.63	0.00	9,369.70	0.00%
101.00000.35349	MN DRIVING DIVERSION PROGRA	0.00	0.00	0.00	1,200.00	0.00%
101.00000.35350	DETOX TRANSPORTATION	0.00	0.00	200.00	150.00	25.00%
101.00000.36210	INTEREST EARNINGS	0.00	24,424.50	20,000.00	24,102.03	(20.51%)
101.00000.36901	LIAISON OFFICER	0.00	35,419.50	70,839.00	70,839.00	0.00%
101.00000.39100	CPWL REIM FOR SERVICES	0.00	1,763.49	4,500.00	3,061.81	31.96%
101.00000.39101	RECYCLE PARK PRGM-REIM FOR	0.00	792.50	0.00	1,765.50	0.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.00000.39202 TRANSFER FROM PUBLIC UTILITY	0.00	45,000.00	45,000.00	45,000.00	0.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	0.00	75,000.00	75,000.00	75,000.00	0.00%
101.00000.39206 TRANSFER FROM RECYCLING FU	0.00	2,500.00	2,500.00	2,500.00	0.00%
101.00000.39207 TRANSFER FROM RECREATION	0.00	60,000.00	60,000.00	60,000.00	0.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>1,751,740.30</b>	<b>4,159,803.00</b>	<b>4,225,433.71</b>	<b>(1.58%)</b>
<b>Total GENERAL FUND Revenues</b>	<b>\$ 0.00</b>	<b>\$ 1,751,740.30</b>	<b>\$ 4,159,803.00</b>	<b>\$ 4,225,433.71</b>	<b>(1.58%)</b>

### Expenditures

#### MAYOR AND COUNCIL Expenditures

101.41110.01030 PART TIME EMPLOYEES	\$ 0.00	\$ 2,607.88	\$ 36,273.00	\$ 35,967.87	0.84%
101.41110.01211 DEFINED CONTR PLAN/PERA	0.00	130.41	1,768.00	1,752.65	0.87%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	199.50	2,775.00	2,751.50	0.85%
101.41110.01510 WORKERS COMPENSATION	0.00	0.00	75.00	67.00	10.67%
101.41110.02100 OPERATING SUPPLIES	0.00	0.00	511.00	266.12	47.92%
101.41110.03310 TRAVEL EXPENSE	0.00	0.00	250.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	0.00	255.88	1,250.00	1,902.03	(52.16%)
101.41110.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,010.00	372.00	81.49%
101.41110.04330 DUES & SUBSCRIPTIONS	0.00	0.00	9,065.00	8,994.00	0.78%
101.41110.04955 DISCRETIONARY	0.00	0.00	650.00	542.08	16.60%
<b>Total MAYOR AND COUNCIL Expenditures</b>	<b>0.00</b>	<b>3,193.67</b>	<b>54,627.00</b>	<b>52,615.25</b>	<b>3.68%</b>

#### ADMINISTRATION Expenditures

101.41400.01010 FULL TIME EMPLOYEES	0.00	22,316.71	312,200.00	301,291.59	3.49%
101.41400.01050 VACATION BUY BACK	0.00	0.00	2,450.00	638.51	73.94%
101.41400.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	1,666.82	23,415.00	22,462.89	4.07%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,673.00	24,070.00	22,649.74	5.90%
101.41400.01300 HEALTH INSURANCE	0.00	4,387.66	59,500.00	53,114.69	10.73%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	0.00	20.66	270.00	253.17	6.23%
101.41400.01510 WORKERS COMPENSATION	0.00	0.00	2,300.00	1,692.09	26.43%
101.41400.02000 OFFICE SUPPLIES	0.00	(54.88)	3,715.00	3,898.98	(4.95%)
101.41400.02030 PRINTED FORMS	0.00	75.66	1,444.00	1,400.20	3.03%
101.41400.02100 OPERATING SUPPLIES	0.00	0.00	446.00	560.50	(25.67%)
101.41400.02220 POSTAGE	0.00	1,361.84	3,445.00	4,322.89	(25.48%)
101.41400.03210 TELEPHONE	0.00	145.12	800.00	629.69	21.29%
101.41400.03310 TRAVEL EXPENSE	0.00	230.76	3,300.00	3,365.23	(1.98%)
101.41400.03410 EMPLOYMENT ADVERTISING	0.00	0.00	0.00	259.20	0.00%
101.41400.03500 PRINTING & PUBLISHING	0.00	0.00	360.00	474.17	(31.71%)
101.41400.03550 COUNTY FEES FOR SERVICE	0.00	231.13	2,500.00	231.13	90.75%
101.41400.04050 MAINTENANCE AGREEMENTS	0.00	963.67	6,519.00	9,137.75	(40.17%)
101.41400.04300 CONFERENCE & SCHOOLS	0.00	155.00	5,935.00	4,821.05	18.77%
101.41400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	560.00	652.00	(16.43%)
101.41400.04500 CONTRACTUAL SERVICES	0.00	507.77	4,450.00	3,901.01	12.34%
101.41400.05000 CAPITAL OUTLAY	0.00	(68.70)	1,944.00	1,957.80	(0.71%)
<b>Total ADMINISTRATION Expenditures</b>	<b>0.00</b>	<b>33,612.22</b>	<b>459,623.00</b>	<b>437,714.28</b>	<b>4.77%</b>

#### ASSESSOR Expenditures

101.41500.04000 CONTRACTUAL SERVICE	0.00	8,752.00	35,500.00	35,008.00	1.39%
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**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total ASSESSOR Expenditures	0.00	8,752.00	35,500.00	35,008.00	1.39%
<b>AUDIT &amp; ACCTG SERVICES Expenditures</b>					
101.41540.03010 AUDIT & ACCTG SERVICES	0.00	0.00	9,050.00	9,050.00	0.00%
Total AUDIT & ACCTG SERVICES Expenditures	0.00	0.00	9,050.00	9,050.00	0.00%
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	0.00	175.64	22,358.00	14,022.03	37.28%
Total I.T. SERVICES Expenditures	0.00	175.64	22,358.00	14,022.03	37.28%
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	0.00	23,615.58	127,500.00	112,699.17	11.61%
Total LEGAL FEES Expenditures	0.00	23,615.58	127,500.00	112,699.17	11.61%
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	0.00	545.00	10,000.00	7,258.60	27.41%
Total ENGINEERING FEES Expenditures	0.00	545.00	10,000.00	7,258.60	27.41%
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	0.00	0.00	115.00	43.75	61.96%
101.41720.02220 POSTAGE	0.00	0.00	150.00	180.44	(20.29%)
101.41720.03500 PRINTING & PUBLISHING	0.00	0.00	400.00	260.77	34.81%
Total PLANNING & ZONING Expenditures	0.00	0.00	665.00	484.96	27.07%
<b>GOVERNMENT BUILDING Expenditures</b>					
101.41940.01010 FULL TIME EMPLOYEES	0.00	968.38	14,000.00	12,663.19	9.55%
101.41940.01013 OVERTIME	0.00	(548.54)	0.00	0.00	0.00%
101.41940.01050 VACATION BUY BACK	0.00	0.00	269.00	298.30	(10.89%)
101.41940.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	31.46	1,050.00	947.67	9.75%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	30.78	1,092.00	987.33	9.59%
101.41940.01300 HEALTH INSURANCE	0.00	180.40	3,300.00	2,552.86	22.64%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	0.00	1.04	13.00	12.50	3.85%
101.41940.01510 WORKERS COMPENSATION	0.00	0.00	500.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	0.00	315.26	7,500.00	7,907.80	(5.44%)
101.41940.02200 REPAIR & MAINTENANCE	0.00	863.71	7,200.00	10,736.68	(49.12%)
101.41940.02225 LANDSCAPING MATERIALS	0.00	0.00	0.00	136.20	0.00%
101.41940.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	250.00	189.08	24.37%
101.41940.03210 TELEPHONE	0.00	3,497.18	9,000.00	9,046.47	(0.52%)
101.41940.03810 ELECTRIC UTILITIES	0.00	2,856.82	17,000.00	21,781.10	(28.12%)
101.41940.03830 GAS UTILITIES	0.00	2,808.83	15,000.00	15,248.78	(1.66%)
101.41940.03841 RUBBISH REMOVAL	0.00	438.70	4,150.00	4,378.25	(5.50%)
101.41940.04000 CONTRACTUAL SERVICE	0.00	160.00	940.00	752.53	19.94%
101.41940.05000 CAPITAL OUTLAY	0.00	20,646.00	30,000.00	21,157.04	29.48%
101.41940.07000 PERMANENT TRANSFERS OUT	0.00	8,126.00	8,126.00	8,126.00	0.00%
Total GOVERNMENT BUILDING Expenditures	0.00	40,376.02	119,390.00	116,921.78	2.07%
<b>POLICE PROTECTION Expenditures</b>					
101.42100.01010 FULL TIME EMPLOYEES	0.00	74,503.71	961,960.00	978,840.68	(1.75%)
101.42100.01013 OVERTIME	0.00	(3,770.62)	97,000.00	53,920.91	44.41%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.01050 VACATION BUY BACK	0.00	0.00	4,000.00	6,009.77	(50.24%)
101.42100.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	10,762.13	150,751.00	157,672.33	(4.59%)
101.42100.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,661.02	24,619.00	23,130.72	6.05%
101.42100.01300 HEALTH INSURANCE	0.00	10,818.12	148,000.00	137,761.32	6.92%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	0.00	51.94	665.00	645.02	3.00%
101.42100.01510 WORKERS COMPENSATION	0.00	0.00	25,000.00	24,025.95	3.90%
101.42100.02000 OFFICE SUPPLIES	0.00	630.68	3,600.00	3,705.96	(2.94%)
101.42100.02030 PRINTED FORMS	0.00	0.00	1,000.00	462.52	53.75%
101.42100.02040 RANGE EQUIP & SUPPLIES	0.00	3,167.40	7,550.00	6,305.06	16.49%
101.42100.02100 OPERATING SUPPLIES	0.00	0.00	3,500.00	539.16	84.60%
101.42100.02120 MOTOR FUELS & LUBRICANTS	0.00	1,493.52	23,700.00	15,787.61	33.39%
101.42100.02220 POSTAGE	0.00	71.13	1,900.00	712.78	62.49%
101.42100.03050 MEDICAL EXPENSE	0.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	0.00	526.44	3,000.00	3,269.05	(8.97%)
101.42100.03211 DATA SERVICES	0.00	1,865.82	13,380.00	12,224.85	8.63%
101.42100.03300 CLOTHING & PERSONAL EQUIP	0.00	3,676.73	9,270.00	7,857.85	15.23%
101.42100.03310 TRAVEL EXPENSE	0.00	0.00	500.00	642.63	(28.53%)
101.42100.03421 800 MHZ RADIO	0.00	2,000.00	4,006.00	3,188.87	20.40%
101.42100.04000 CONTRACTUAL SERVICE	0.00	1,822.76	16,200.00	9,396.92	41.99%
101.42100.04050 MAINTENANCE AGREEMENTS	0.00	626.62	3,740.00	3,648.52	2.45%
101.42100.04060 AUTO EQUIPMENT REPAIR	0.00	1,840.66	20,000.00	15,385.57	23.07%
101.42100.04070 OTHER EQUIPMENT REPAIR	0.00	289.10	3,500.00	3,141.55	10.24%
101.42100.04300 CONFERENCE & SCHOOLS	0.00	197.91	11,500.00	8,185.66	28.82%
101.42100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	825.00	585.00	29.09%
101.42100.05000 CAPITAL OUTLAY	0.00	0.00	33,075.00	33,764.39	(2.08%)
<b>Total POLICE PROTECTION Expenditures</b>	<b>0.00</b>	<b>112,235.07</b>	<b>1,574,241.00</b>	<b>1,510,810.65</b>	<b>4.03%</b>
<b>FIRE PROTECTION Expenditures</b>					
101.42200.04000 CONTRACTUAL SERVICE	0.00	15,559.38	186,712.00	186,712.56	0.00%
101.42200.04935 STATE FIRE AID	0.00	0.00	422,930.00	422,929.30	0.00%
101.42200.05000 CAPITAL OUTLAY	0.00	0.00	20,904.00	20,412.81	2.35%
<b>Total FIRE PROTECTION Expenditures</b>	<b>0.00</b>	<b>15,559.38</b>	<b>630,546.00</b>	<b>630,054.67</b>	<b>0.08%</b>
<b>CODE ENFORCEMENT Expenditures</b>					
101.42300.01010 FULL TIME EMPLOYEES	0.00	5,846.42	76,100.00	75,986.24	0.15%
101.42300.01040 TEMPORARY EMPLOYEES	0.00	0.00	10,080.00	0.00	100.00%
101.42300.01050 VACATION BUY BACK	0.00	0.00	1,461.00	1,461.60	(0.04%)
101.42300.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	438.48	5,709.00	5,698.95	0.18%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	441.14	6,705.00	5,848.37	12.78%
101.42300.01300 HEALTH INSURANCE	0.00	801.24	9,850.00	9,595.35	2.59%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	0.00	4.28	51.00	51.36	(0.71%)
101.42300.01510 WORKERS COMPENSATION	0.00	0.00	1,450.00	435.26	69.98%
101.42300.02000 OFFICE SUPPLIES	0.00	0.00	500.00	153.55	69.29%
101.42300.02100 OPERATING SUPPLIES	0.00	9.22	1,300.00	1,106.25	14.90%
101.42300.02120 MOTOR FUELS & LUBRICANTS	0.00	104.65	1,400.00	1,057.61	24.46%
101.42300.02200 REPAIR & MAINTENANCE	0.00	0.00	750.00	1,625.53	(116.74%)
101.42300.03210 TELEPHONE	0.00	104.74	1,000.00	792.78	20.72%
101.42300.03310 TRAVEL EXPENSE	0.00	0.00	150.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	0.00	1,515.66	900.00	2,290.72	(154.52%)

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42300.04330 DUES & SUBSCRIPTIONS	0.00	100.00	2,000.00	2,768.48	(38.42%)
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>0.00</b>	<b>9,365.83</b>	<b>119,406.00</b>	<b>108,872.05</b>	<b>8.82%</b>
<b>EMERGENCY MANAGEMENT Expenditures</b>					
101.42500.02200 REPAIR & MAINTENANCE	0.00	0.00	750.00	1,149.50	(53.27%)
101.42500.03810 ELECTRIC UTILITIES	0.00	22.77	100.00	98.27	1.73%
101.42500.04050 MAINTENANCE AGREEMENTS	0.00	0.00	1,055.00	1,054.32	0.06%
101.42500.05000 CAPITAL OUTLAY	0.00	0.00	500.00	0.00	100.00%
<b>Total EMERGENCY MANAGEMENT Expenditures</b>	<b>0.00</b>	<b>22.77</b>	<b>2,405.00</b>	<b>2,302.09</b>	<b>4.28%</b>
<b>ANIMAL CONTROL Expenditures</b>					
101.42700.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
<b>Total ANIMAL CONTROL Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010 FULL TIME EMPLOYEES	0.00	9,575.83	126,000.00	121,511.91	3.56%
101.43000.01013 OVERTIME	0.00	747.65	7,061.00	2,884.65	59.15%
101.43000.01020 ON CALL SALARIES	0.00	0.00	2,018.00	1,031.40	48.89%
101.43000.01050 VACATION BUY BACK	0.00	0.00	810.00	1,643.00	(102.84%)
101.43000.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	772.15	10,131.00	9,568.49	5.55%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	772.58	10,395.00	9,761.60	6.09%
101.43000.01300 HEALTH INSURANCE	0.00	1,858.08	20,950.00	22,720.94	(8.45%)
101.43000.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.86	107.00	105.08	1.79%
101.43000.01510 WORKERS COMPENSATION	0.00	0.00	8,000.00	8,731.89	(9.15%)
101.43000.02120 MOTOR FUELS & LUBRICANTS	0.00	1,413.23	18,000.00	11,443.30	36.43%
101.43000.02150 SHOP MATERIALS	0.00	295.45	2,000.00	1,130.58	43.47%
101.43000.02200 REPAIR & MAINTENANCE	0.00	660.10	7,500.00	4,330.85	42.26%
101.43000.02210 EQUIPMENT PARTS	0.00	811.16	5,500.00	7,688.06	(39.78%)
101.43000.02221 TIRES	0.00	0.00	750.00	759.00	(1.20%)
101.43000.02224 STREET MAINT SUPPLIES	0.00	0.00	1,393.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	0.00	0.00	6,000.00	3,225.87	46.24%
101.43000.02280 UNIFORMS,SAFETY SHOES	0.00	118.99	750.00	994.31	(32.57%)
101.43000.03210 TELEPHONE	0.00	34.90	370.00	182.37	50.71%
101.43000.04000 CONTRACTUAL SERVICE	0.00	182.95	840.00	628.00	25.24%
101.43000.04300 CONFERENCE & SCHOOLS	0.00	42.82	400.00	192.82	51.80%
101.43000.04330 DUES & SUBSCRIPTIONS	0.00	0.00	100.00	45.00	55.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>17,294.75</b>	<b>229,075.00</b>	<b>208,579.12</b>	<b>8.95%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010 FULL TIME EMPLOYEES	0.00	15,390.16	183,200.00	186,866.06	(2.00%)
101.45100.01030 PART TIME EMPLOYEES	0.00	0.00	10,875.00	5,371.32	50.61%
101.45100.01040 TEMPORARY EMPLOYEES	0.00	0.00	13,000.00	10,182.13	21.68%
101.45100.01050 VACATION BUY BACK	0.00	0.00	2,600.00	1,479.46	43.10%
101.45100.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	1,154.28	13,740.00	14,015.00	(2.00%)
101.45100.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	1,156.04	16,040.00	15,345.33	4.33%
101.45100.01300 HEALTH INSURANCE	0.00	2,740.90	28,000.00	28,752.03	(2.69%)
101.45100.01313 PRUDENTIAL LIFE INSURANCE	0.00	14.54	155.00	154.29	0.46%
101.45100.01510 WORKERS COMPENSATION	0.00	0.00	2,000.00	695.59	65.22%
101.45100.02000 OFFICE SUPPLIES	0.00	521.04	1,625.00	1,610.34	0.90%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45100.02220 POSTAGE	0.00	2,372.43	2,350.00	4,921.81	(109.44%)
101.45100.02290 RECREATION EQUIP SUPPLIES	0.00	212.17	2,200.00	2,495.61	(13.44%)
101.45100.03310 TRAVEL EXPENSE	0.00	600.97	1,000.00	1,328.32	(32.83%)
101.45100.03500 PRINTING & PUBLISHING	0.00	3,058.42	8,857.00	10,662.69	(20.39%)
101.45100.04300 CONFERENCE & SCHOOLS	0.00	245.00	1,400.00	605.00	56.79%
101.45100.04330 DUES & SUBSCRIPTIONS	0.00	0.00	435.00	417.00	4.14%
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>27,465.95</b>	<b>287,477.00</b>	<b>284,901.98</b>	<b>0.90%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	0.00	10,044.62	132,100.00	124,608.23	5.67%
101.45200.01013 OVERTIME	0.00	316.55	7,061.00	4,566.81	35.32%
101.45200.01020 ON CALL SALARIES	0.00	0.00	2,018.00	1,450.23	28.14%
101.45200.01050 VACATION BUY BACK	0.00	0.00	2,000.00	1,643.00	17.85%
101.45200.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	774.97	10,588.00	9,905.36	6.45%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	779.08	10,953.00	10,148.04	7.35%
101.45200.01300 HEALTH INSURANCE	0.00	1,858.24	20,500.00	20,153.98	1.69%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	0.00	8.92	107.00	101.51	5.13%
101.45200.01510 WORKERS COMPENSATION	0.00	0.00	10,000.00	9,238.94	7.61%
101.45200.02100 OPERATING SUPPLIES	0.00	0.00	930.00	392.74	57.77%
101.45200.02120 MOTOR FUELS & LUBRICANTS	0.00	1,343.45	17,000.00	10,738.18	36.83%
101.45200.02200 REPAIR & MAINTENANCE	0.00	632.13	7,000.00	7,663.88	(9.48%)
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	(8,331.53)	0.00	0.00	0.00%
101.45200.02210 EQUIPMENT PARTS	0.00	136.70	3,000.00	1,256.92	58.10%
101.45200.02221 TIRES	0.00	0.00	600.00	157.70	73.72%
101.45200.02225 LANDSCAPING MATERIALS	0.00	0.00	8,600.00	6,805.82	20.86%
101.45200.02280 UNIFORMS,SAFETY SHOES	0.00	0.00	700.00	875.32	(25.05%)
101.45200.02290 RECREATION EQUIP SUPPLIES	0.00	0.00	930.00	775.09	16.66%
101.45200.03210 TELEPHONE	0.00	104.74	232.00	488.15	(110.41%)
101.45200.03810 ELECTRIC UTILITIES	0.00	476.82	3,725.00	4,270.54	(14.65%)
101.45200.03830 GAS UTILITIES	0.00	605.40	4,000.00	3,108.46	22.29%
101.45200.03841 RUBBISH REMOVAL	0.00	200.00	300.00	263.87	12.04%
101.45200.04190 SATELLITE RENTAL	0.00	0.00	1,300.00	1,299.99	0.00%
101.45200.04300 CONFERENCE & SCHOOLS	0.00	256.92	800.00	1,027.01	(28.38%)
101.45200.04500 CONTRACTUAL SERVICES	0.00	182.95	760.00	628.00	17.37%
101.45200.04901 LAKESIDE PARK EXPENSE	0.00	0.00	11,500.00	11,500.00	0.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>9,389.96</b>	<b>256,704.00</b>	<b>233,067.77</b>	<b>9.21%</b>
<b>FORESTRY Expenditures</b>					
101.45300.02100 OPERATING SUPPLIES	0.00	0.00	46.00	0.00	100.00%
101.45300.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
101.45300.04300 CONFERENCE & SCHOOLS	0.00	0.00	540.00	555.00	(2.78%)
<b>Total FORESTRY Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>1,586.00</b>	<b>555.00</b>	<b>65.01%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01313 RETIREES LIFE INSURANCE	0.00	0.00	50.00	0.00	100.00%
101.49000.03600 INSURANCE	0.00	0.00	45,000.00	41,018.14	8.85%
101.49000.04390 MISCELLANEOUS	0.00	47.58	1,000.00	5,863.84	(486.38%)
101.49000.04420 SURCHARGES-PLMG	0.00	203.00	200.00	203.00	(1.50%)
101.49000.04430 SURCHARGES-HTG	0.00	438.12	400.00	438.12	(9.53%)

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

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.49000.04440 SURCHARGES-BLDG	0.00	4,120.17	2,000.00	4,120.17	(106.01%)
101.49000.07000 PERMANENT TRANSFERS OUT	0.00	158,366.00	170,000.00	169,500.00	0.29%
Total MISCELLANEOUS Expenditures	0.00	163,174.87	218,650.00	221,143.27	(1.14%)
Total GENERAL FUND Expenditures	\$ 0.00	\$ 464,778.71	\$ 4,159,803.00	\$ 3,986,060.67	4.18%
GENERAL FUND Excess of Revenues Over Expenditures	\$ 0.00	\$ 1,286,961.59	\$ 0.00	\$ 239,373.04	0.00%

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

*For the Fiscal Period 2015-12 Ending December 31, 2015*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 1,751,740.30	\$ 4,159,803.00	\$ 4,225,433.71	(1.58%)
Total Expenditures	\$	0.00	\$ 464,778.71	\$ 4,159,803.00	\$ 3,986,060.67	4.18%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ 1,286,961.59	\$ 0.00	\$ 239,373.04	0.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
601.00000.34950	MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 456.81	0.00%
601.00000.36210	INTEREST EARNINGS	0.00	20,984.78	45,000.00	20,984.78	53.37%
601.00000.37101	WATER COLLECTIONS	0.00	(15,577.14)	480,000.00	405,558.28	15.51%
601.00000.37103	SALES TAX COLLECTED	0.00	0.00	5,000.00	5,225.02	(4.50%)
601.00000.37104	PENALTIES/WATER	0.00	0.00	6,000.00	8,102.86	(35.05%)
601.00000.37109	SAFE DRINKING WATER FEE	0.00	15.49	13,844.00	14,011.18	(1.21%)
601.00000.37111	ADMINISTRATIVE CHARGE	0.00	73.70	64,000.00	70,023.67	(9.41%)
601.00000.37115	ESTIMATE READING CHRG	0.00	0.00	10.00	81.00	(710.00%)
601.00000.37151	WATER RECONNECT-CALL OUT F	0.00	200.00	1,200.00	1,780.66	(48.39%)
601.00000.37170	WATER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.00000.37171	WATER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37172	WATER METER SALES & INSTALLA	0.00	0.00	850.00	1,486.86	(74.92%)
601.00000.37201	SEWER COLLECTIONS	0.00	597.51	735,000.00	738,544.31	(0.48%)
601.00000.37204	PENALTIES-SEWER	0.00	0.00	11,000.00	15,992.66	(45.39%)
601.00000.37250	SEWER CONNECTION CHARGES	0.00	0.00	2,700.00	2,485.00	7.96%
601.00000.37270	SEWER PERMITS	0.00	0.00	100.00	0.00	100.00%
601.00000.37271	SEWER PERMIT SURCHARGES	0.00	0.00	10.00	0.00	100.00%
601.00000.37273	SEWER HOOK-UP CHARGES	0.00	0.00	150.00	0.00	100.00%
601.00000.39206	TRANSFER FROM RECYCLING FU	0.00	1,000.00	1,000.00	1,000.00	0.00%
<b>Total Revenues</b>		<b>0.00</b>	<b>7,294.34</b>	<b>1,365,974.00</b>	<b>1,285,733.09</b>	<b>5.87%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>		<b>\$ 0.00</b>	<b>\$ 7,294.34</b>	<b>\$ 1,365,974.00</b>	<b>\$ 1,285,733.09</b>	<b>5.87%</b>

**Expenditures****WATER DEPARTMENT Expenditures**

601.49400.01010	FULL TIME EMPLOYEES	\$ 0.00	\$ 8,825.24	\$ 100,916.00	\$ 99,012.97	1.89%
601.49400.01013	OVERTIME	0.00	184.08	7,061.00	3,554.48	49.66%
601.49400.01020	ON CALL SALARIES	0.00	0.00	2,421.00	1,811.51	25.18%
601.49400.01040	TEMPORARY EMPLOYEES	0.00	0.00	19,100.00	17,067.06	10.64%
601.49400.01050	VACATION BUY BACK	0.00	0.00	950.00	1,510.30	(58.98%)
601.49400.01210	PERA CONTRIBUTIONS-EMPLOYE	0.00	590.88	8,280.00	7,900.83	4.58%
601.49400.01220	FICA/MC CONTRIBUTIONS-EMPLO	0.00	633.18	9,979.00	9,417.99	5.62%
601.49400.01300	HEALTH & DENTAL INSURANCE	0.00	1,359.84	17,220.00	16,459.34	4.42%
601.49400.01313	LIFE INSURANCE	0.00	7.68	95.00	89.13	6.18%
601.49400.01510	WORKERS COMPENSATION	0.00	0.00	6,500.00	6,653.12	(2.36%)
601.49400.02000	OFFICE SUPPLIES	0.00	200.00	800.00	915.33	(14.42%)
601.49400.02030	PRINTED FORMS	0.00	385.45	2,000.00	1,736.51	13.17%
601.49400.02100	OPERATING SUPPLIES	0.00	0.00	800.00	149.86	81.27%
601.49400.02120	MOTOR FUELS & LUBRICANTS	0.00	194.87	4,000.00	2,100.71	47.48%
601.49400.02200	REPAIR & MAINTENANCE	0.00	103.73	38,000.00	75,324.75	(98.22%)
601.49400.02210	EQUIPMENT PARTS	0.00	0.00	900.00	954.46	(6.05%)
601.49400.02220	POSTAGE	0.00	429.66	2,500.00	2,862.84	(14.51%)
601.49400.02221	TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.02222	STREET REPAIRS	0.00	0.00	6,000.00	2,450.00	59.17%
601.49400.02261	WATER TESTING	0.00	128.00	800.00	768.00	4.00%
601.49400.02262	WATER METER & SUPPLIES	0.00	3,633.26	5,000.00	9,650.79	(93.02%)

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

*Revised Budget*  
*For PUBLIC UTILITIES OPERATIONS (601)*  
*For the Fiscal Period 2015-12 Ending December 31, 2015*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02264 SAFE DRINKING WATER FEE	0.00	0.00	13,844.00	13,925.00	(0.59%)
601.49400.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	603.06	36.52%
601.49400.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,406.00	2,406.00	0.00%
601.49400.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49400.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	0.00	96.01	900.00	470.63	47.71%
601.49400.03310 TRAVEL EXPENSE	0.00	1,047.20	1,200.00	1,841.92	(53.49%)
601.49400.03500 PRINTING & PUBLISHING	0.00	0.00	7,000.00	7,629.42	(8.99%)
601.49400.03600 INSURANCE	0.00	0.00	9,500.00	8,457.55	10.97%
601.49400.03870 WATER USAGE-CITY OF BLAINE	0.00	722.42	4,000.00	3,249.89	18.75%
601.49400.04000 CONTRACTUAL SERVICE	0.00	3,182.95	5,850.00	6,628.00	(13.30%)
601.49400.04050 MAINTENANCE AGREEMENTS	0.00	84.37	13,775.00	3,776.93	72.58%
601.49400.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,050.00	1,865.25	9.01%
601.49400.04330 DUES & SUBSCRIPTIONS	0.00	0.00	500.00	511.59	(2.32%)
601.49400.04370 PERMITS AND TAXES	0.00	0.00	8,200.00	5,359.00	34.65%
601.49400.04470 SURCHARGES-WATER	0.00	0.00	10.00	0.00	100.00%
601.49400.05000 CAPITAL OUTLAY	0.00	0.00	0.00	311.25	0.00%
601.49400.07000 PERMANENT TRANSFERS OUT	0.00	95,602.00	95,602.00	95,602.00	0.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>117,410.62</b>	<b>401,409.00</b>	<b>413,027.47</b>	<b>(2.89%)</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100 OPERATING SUPPLIES	0.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	0.00	2,000.00	2,000.00	2,000.00	0.00%
601.49402.02160 CHEMICALS & CHEMICAL PROD	0.00	1,643.35	23,000.00	15,850.88	31.08%
601.49402.02200 REPAIR & MAINTENANCE	0.00	162.79	13,000.00	3,469.70	73.31%
601.49402.02210 EQUIPMENT PARTS	0.00	0.00	5,000.00	3,104.44	37.91%
601.49402.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	0.00	0.00	11,300.00	11,000.60	2.65%
601.49402.03810 ELECTRIC UTILITIES	0.00	11,215.10	82,000.00	76,475.15	6.74%
601.49402.03830 GAS UTILITIES	0.00	427.40	3,500.00	2,613.34	25.33%
601.49402.04000 CONTRACTUAL SERVICE	0.00	0.00	1,000.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIONS	0.00	0.00	2,850.00	2,048.34	28.13%
601.49402.07000 PERMANENT TRANSFERS OUT	0.00	43,635.00	43,635.00	43,635.00	0.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>	<b>0.00</b>	<b>59,083.64</b>	<b>188,385.00</b>	<b>160,197.45</b>	<b>14.96%</b>
<b>SEWER DEPARTMENT Expenditures</b>					
601.49450.01010 FULL TIME EMPLOYEES	0.00	8,825.26	100,916.00	99,013.28	1.89%
601.49450.01013 OVERTIME	0.00	184.09	7,061.00	3,554.56	49.66%
601.49450.01020 ON CALL SALARIES	0.00	0.00	2,421.00	1,811.55	25.17%
601.49450.01040 TEMPORARY EMPLOYEES	0.00	0.00	19,100.00	17,067.16	10.64%
601.49450.01050 VACATION BUY BACK	0.00	0.00	950.00	1,510.30	(58.98%)
601.49450.01210 PERA CONTRIBUTIONS-EMPLOYE	0.00	590.72	8,280.00	7,901.32	4.57%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMPLO	0.00	633.24	9,979.00	9,418.74	5.61%
601.49450.01300 HEALTH & DENTAL INSURANCE	0.00	1,359.84	17,220.00	16,459.68	4.42%
601.49450.01313 LIFE INSURANCE	0.00	7.70	95.00	89.36	5.94%
601.49450.01510 WORKERS COMPENSATION	0.00	0.00	6,500.00	6,653.12	(2.36%)
601.49450.02000 OFFICE SUPPLIES	0.00	200.00	800.00	915.24	(14.41%)
601.49450.02030 PRINTED FORMS	0.00	385.45	1,800.00	1,726.18	4.10%
601.49450.02100 OPERATING SUPPLIES	0.00	0.00	500.00	149.83	70.03%



# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget

For PUBLIC UTILITIES OPERATIONS (601)

For the Fiscal Period 2015-12 Ending December 31, 2015

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02120 MOTOR FUELS & LUBRICANTS	0.00	194.84	4,000.00	2,100.65	47.48%
601.49450.02200 REPAIR & MAINTENANCE	0.00	427.02	7,500.00	16,550.04	(120.67%)
601.49450.02210 EQUIPMENT PARTS	0.00	0.00	2,000.00	61.40	96.93%
601.49450.02220 POSTAGE	0.00	429.66	2,500.00	5,085.32	(103.41%)
601.49450.02221 TIRES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	0.00	0.00	1,500.00	9,533.00	(535.53%)
601.49450.02262 WATER METER & SUPPLIES	0.00	0.00	4,000.00	6,017.52	(50.44%)
601.49450.02280 UNIFORM ALLOWANCE	0.00	0.00	950.00	603.05	36.52%
601.49450.03010 AUDIT & ACCTG SERVICES	0.00	0.00	2,406.00	2,406.00	0.00%
601.49450.03030 ENGINEERING FEES	0.00	0.00	1,000.00	0.00	100.00%
601.49450.03040 LEGAL FEES	0.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	0.00	87.29	700.00	466.63	33.34%
601.49450.03310 TRAVEL EXPENSE	0.00	0.00	1,000.00	632.00	36.80%
601.49450.03500 PRINTING & PUBLISHING	0.00	0.00	300.00	123.63	58.79%
601.49450.03600 INSURANCE	0.00	0.00	9,100.00	8,104.48	10.94%
601.49450.03810 ELECTRIC UTILITIES	0.00	116.62	3,200.00	2,714.65	15.17%
601.49450.03840 METRO WASTE CONTROL	0.00	0.00	454,020.00	454,019.04	0.00%
601.49450.04000 CONTRACTUAL SERVICE	0.00	3,182.95	11,850.00	10,408.01	12.17%
601.49450.04050 MAINTENANCE AGREEMENTS	0.00	84.38	11,460.00	2,336.90	79.61%
601.49450.04300 CONFERENCE & SCHOOLS	0.00	0.00	2,450.00	1,620.23	33.87%
601.49450.04330 DUES & SUBSCRIPTIONS	0.00	0.00	300.00	74.57	75.14%
601.49450.04390 MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGES	0.00	0.00	2,700.00	2,460.15	8.88%
601.49450.04460 SURCHARGES-SEWER	0.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	0.00	76,212.00	76,212.00	76,212.00	0.00%
<b>Total SEWER DEPARTMENT Expenditures</b>	<b>0.00</b>	<b>92,921.06</b>	<b>776,180.00</b>	<b>767,799.59</b>	<b>1.08%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 269,415.32</b>	<b>\$ 1,365,974.00</b>	<b>\$ 1,341,024.51</b>	<b>1.83%</b>
<b>PUBLIC UTILITIES OPERATIONS Excess of Revenues Over \$</b>	<b>0.00</b>	<b>\$ (262,120.98)</b>	<b>\$ 0.00</b>	<b>\$ (55,291.42)</b>	<b>0.00%</b>

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

*Revised Budget*


*For the Fiscal Period 2015-12 Ending December 31, 2015*

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	7,294.34	\$	1,365,974.00	\$	1,285,733.09		5.87%
Total Expenditures	\$	0.00	\$	269,415.32	\$	1,365,974.00	\$	1,341,024.51		1.83%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	(262,120.98)	\$	0.00	\$	(55,291.42)		0.00%

MEMORANDUM

DATE: February 10, 2016

TO: Mayor, City Council and Dept. Heads

FROM: Peggy K. Anderson, Accountant 

RE: Budget to Date

(as of January 31, 2016)

Attached is the January, 2016 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **91.67% remaining**. The overall General Fund ratio is **94.41%**.



# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

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Revised Budget

For GENERAL FUND (101)

For the Fiscal Period 2016-1 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
101.00000.31010 CURRENT TAXES	\$ 2,771,985.00	\$ 0.00	\$ 2,771,985.00	\$ 0.00	100.00%
101.00000.32110 LIQUOR LICENSES	32,800.00	200.00	32,800.00	200.00	99.39%
101.00000.32179 PAWN SHOP LICENSES	6,252.00	0.00	6,252.00	0.00	100.00%
101.00000.32180 CIGARETTE,DANCE,BINGO,MISC	5,200.00	0.00	5,200.00	0.00	100.00%
101.00000.32181 SIGN PERMITS	5,500.00	285.00	5,500.00	285.00	94.82%
101.00000.32208 CONTRACTORS LICENSES	6,500.00	445.00	6,500.00	445.00	93.15%
101.00000.32210 BUILDING PERMIT	55,000.00	777.56	55,000.00	777.56	98.59%
101.00000.32211 BUILDING PERMIT SURCHARGES	3,000.00	16.72	3,000.00	16.72	99.44%
101.00000.32230 PLUMBING PERMIT	4,000.00	180.00	4,000.00	180.00	95.50%
101.00000.32231 PLUMBING PERMIT SURCHARGES	300.00	3.00	300.00	3.00	99.00%
101.00000.32232 HEATING & A/C PERMITS	8,000.00	397.75	8,000.00	397.75	95.03%
101.00000.32233 HTG & A/C SURCHARGES	400.00	7.99	400.00	7.99	98.00%
101.00000.32240 PET LICENSE	500.00	12.00	500.00	12.00	97.60%
101.00000.32260 CERTIFICATE OF OCCUPANCY	2,000.00	400.00	2,000.00	400.00	80.00%
101.00000.32261 VACANT PROPERTY REGISTRATIO	4,000.00	0.00	4,000.00	0.00	100.00%
101.00000.33401 LOCAL GOVERNMENT AID	335,218.00	0.00	335,218.00	0.00	100.00%
101.00000.33404 PERA INCREASE AID	5,775.00	0.00	5,775.00	0.00	100.00%
101.00000.33407 STATE FIRE AID	422,930.00	0.00	422,930.00	0.00	100.00%
101.00000.33416 POLICE TRAINING REIMB	3,600.00	0.00	3,600.00	0.00	100.00%
101.00000.33421 INSURANCE PREMIUM-POLICE	75,000.00	0.00	75,000.00	0.00	100.00%
101.00000.34103 SPEC USE,ZONING,SUB-DIV	1,800.00	45.00	1,800.00	45.00	97.50%
101.00000.34104 PLAN CHECKING FEES	12,000.00	311.32	12,000.00	311.32	97.41%
101.00000.34105 SALE OF MAPS,COPIES ETC	300.00	5.00	300.00	5.00	98.33%
101.00000.34107 ASSESSMENT SEARCHES	100.00	0.00	100.00	0.00	100.00%
101.00000.34108 ADMINISTRATION SAC CHARGES	70.00	0.00	70.00	0.00	100.00%
101.00000.34109 FILING FEES	60.00	0.00	60.00	0.00	100.00%
101.00000.34111 ADM. GAMBLING EXPENSES	32,554.00	0.00	32,554.00	0.00	100.00%
101.00000.34115 GUN RANGE FACILITY USE	0.00	255.00	0.00	255.00	0.00%
101.00000.34117 ROOM-FACILITY RENTAL	0.00	50.00	0.00	50.00	0.00%
101.00000.34201 POLICE & FIRE ALARM PERMIT	1,500.00	0.00	1,500.00	0.00	100.00%
101.00000.34204 RENTAL HOUSING REGISTRATION	55,000.00	3,680.00	55,000.00	3,680.00	93.31%
101.00000.34205 RIGHT OF WAY APPLICATIONS	3,500.00	0.00	3,500.00	0.00	100.00%
101.00000.34801 INSURANCE DIVIDENDS	8,000.00	0.00	8,000.00	0.00	100.00%
101.00000.34950 REFUNDS & REIMB	4,000.00	169.47	4,000.00	169.47	95.76%
101.00000.35101 COURT FINES	90,000.00	0.00	90,000.00	0.00	100.00%
101.00000.35102 ADM OFFENSE FINES	4,000.00	0.00	4,000.00	0.00	100.00%
101.00000.35349 MN DRIVING DIVERSION PROGRA	500.00	0.00	500.00	0.00	100.00%
101.00000.35350 DETOX TRANSPORTATION	200.00	0.00	200.00	0.00	100.00%
101.00000.36210 INTEREST EARNINGS	20,000.00	(179.44)	20,000.00	(179.44)	100.90%
101.00000.36901 LIAISON OFFICER	72,964.00	0.00	72,964.00	0.00	100.00%
101.00000.39100 CPWL REIM FOR SERVICES	4,500.00	0.00	4,500.00	0.00	100.00%
101.00000.39202 TRANSFER FROM PUBLIC UTILITY	46,350.00	0.00	46,350.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	75,000.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING FU	2,500.00	0.00	2,500.00	0.00	100.00%
101.00000.39207 TRANSFER FROM RECREATION	60,000.00	0.00	60,000.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-1 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	4,242,858.00	7,061.37	4,242,858.00	7,061.37	99.83%
Total GENERAL FUND Revenues	\$ 4,242,858.00	\$ 7,061.37	\$ 4,242,858.00	\$ 7,061.37	99.83%
<b>Expenditures</b>					
<b>MAYOR AND COUNCIL Expenditures</b>					
101.41110.01030 PART TIME EMPLOYEES	\$ 31,296.00	\$ 2,673.09	\$ 31,296.00	2,673.09	91.46%
101.41110.01211 DEFINED CONTR PLAN/PERA	1,685.00	133.66	1,685.00	133.66	92.07%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMPLO	2,395.00	204.49	2,395.00	204.49	91.46%
101.41110.01510 WORKERS COMPENSATION	80.00	0.00	80.00	0.00	100.00%
101.41110.02100 OPERATING SUPPLIES	511.00	63.10	511.00	63.10	87.65%
101.41110.03310 TRAVEL EXPENSE	250.00	0.00	250.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	1,550.00	0.00	1,550.00	0.00	100.00%
101.41110.04300 CONFERENCE & SCHOOLS	2,010.00	0.00	2,010.00	0.00	100.00%
101.41110.04330 DUES & SUBSCRIPTIONS	8,774.00	2,500.00	8,774.00	2,500.00	71.51%
101.41110.04955 DISCRETIONARY	5,150.00	0.00	5,150.00	0.00	100.00%
Total MAYOR AND COUNCIL Expenditures	53,701.00	5,574.34	53,701.00	5,574.34	89.62%
<b>ADMINISTRATION Expenditures</b>					
101.41400.01010 FULL TIME EMPLOYEES	291,735.00	23,127.05	291,735.00	23,127.05	92.07%
101.41400.01050 VACATION BUY BACK	2,450.00	0.00	2,450.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLOYE	21,880.00	1,727.60	21,880.00	1,727.60	92.10%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMPLO	22,505.00	1,733.64	22,505.00	1,733.64	92.30%
101.41400.01300 HEALTH INSURANCE	54,181.00	4,514.46	54,181.00	4,514.46	91.67%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	247.00	21.16	247.00	21.16	91.43%
101.41400.01510 WORKERS COMPENSATION	2,500.00	0.00	2,500.00	0.00	100.00%
101.41400.02000 OFFICE SUPPLIES	3,715.00	0.00	3,715.00	0.00	100.00%
101.41400.02030 PRINTED FORMS	1,377.00	304.00	1,377.00	304.00	77.92%
101.41400.02100 OPERATING SUPPLIES	625.00	0.00	625.00	0.00	100.00%
101.41400.02220 POSTAGE	3,445.00	172.40	3,445.00	172.40	95.00%
101.41400.03210 TELEPHONE	800.00	52.66	800.00	52.66	93.42%
101.41400.03310 TRAVEL EXPENSE	3,300.00	230.76	3,300.00	230.76	93.01%
101.41400.03500 PRINTING & PUBLISHING	360.00	0.00	360.00	0.00	100.00%
101.41400.03550 COUNTY FEES FOR SERVICE	2,500.00	17.77	2,500.00	17.77	99.29%
101.41400.04050 MAINTENANCE AGREEMENTS	6,519.00	0.00	6,519.00	0.00	100.00%
101.41400.04300 CONFERENCE & SCHOOLS	5,935.00	0.00	5,935.00	0.00	100.00%
101.41400.04330 DUES & SUBSCRIPTIONS	570.00	25.00	570.00	25.00	95.61%
101.41400.04500 CONTRACTUAL SERVICES	5,345.00	495.00	5,345.00	495.00	90.74%
Total ADMINISTRATION Expenditures	429,989.00	32,421.50	429,989.00	32,421.50	92.46%
<b>ASSESSOR Expenditures</b>					
101.41500.04000 CONTRACTUAL SERVICE	35,500.00	0.00	35,500.00	0.00	100.00%
Total ASSESSOR Expenditures	35,500.00	0.00	35,500.00	0.00	100.00%
<b>AUDIT &amp; ACCTG SERVICES Expenditures</b>					
101.41540.03010 AUDIT & ACCTG SERVICES	9,415.00	0.00	9,415.00	0.00	100.00%
Total AUDIT & ACCTG SERVICES Expenditures	9,415.00	0.00	9,415.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-1 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	23,490.00	0.00	23,490.00	0.00	100.00%
<b>Total I.T. SERVICES Expenditures</b>	<b>23,490.00</b>	<b>0.00</b>	<b>23,490.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	125,000.00	0.00	125,000.00	0.00	100.00%
<b>Total LEGAL FEES Expenditures</b>	<b>125,000.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	9,000.00	0.00	9,000.00	0.00	100.00%
<b>Total ENGINEERING FEES Expenditures</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	117.00	0.00	117.00	0.00	100.00%
101.41720.02220 POSTAGE	150.00	0.00	150.00	0.00	100.00%
101.41720.03500 PRINTING & PUBLISHING	400.00	0.00	400.00	0.00	100.00%
101.41720.04000 PLANNER FEES	1,000.00	0.00	1,000.00	0.00	100.00%
<b>Total PLANNING &amp; ZONING Expenditures</b>	<b>1,667.00</b>	<b>0.00</b>	<b>1,667.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>GOVERNMENT BUILDING Expenditures</b>					
101.41940.01010 FULL TIME EMPLOYEES	13,022.00	968.40	13,022.00	968.40	92.56%
101.41940.01013 OVERTIME	0.00	174.75	0.00	174.75	0.00%
101.41940.01050 VACATION BUY BACK	269.00	0.00	269.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLOYEE	976.00	85.73	976.00	85.73	91.22%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMPLO	1,017.00	86.10	1,017.00	86.10	91.53%
101.41940.01300 HEALTH INSURANCE	3,300.00	175.30	3,300.00	175.30	94.69%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	13.00	1.04	13.00	1.04	92.00%
101.41940.01510 WORKERS COMPENSATION	500.00	0.00	500.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	7,500.00	2,159.57	7,500.00	2,159.57	71.21%
101.41940.02200 REPAIR & MAINTENANCE	7,200.00	0.00	7,200.00	0.00	100.00%
101.41940.02280 UNIFORMS,SAFETY SHOES	250.00	0.00	250.00	0.00	100.00%
101.41940.03210 TELEPHONE	9,000.00	0.00	9,000.00	0.00	100.00%
101.41940.03810 ELECTRIC UTILITIES	22,000.00	0.00	22,000.00	0.00	100.00%
101.41940.03830 GAS UTILITIES	20,000.00	0.00	20,000.00	0.00	100.00%
101.41940.03841 RUBBISH REMOVAL	4,150.00	209.43	4,150.00	209.43	94.95%
101.41940.04000 CONTRACTUAL SERVICE	940.00	0.00	940.00	0.00	100.00%
101.41940.07000 PERMANENT TRANSFERS OUT	9,014.00	0.00	9,014.00	0.00	100.00%
<b>Total GOVERNMENT BUILDING Expenditures</b>	<b>99,151.00</b>	<b>3,860.32</b>	<b>99,151.00</b>	<b>3,860.32</b>	<b>96.11%</b>
<b>POLICE PROTECTION Expenditures</b>					
101.42100.01010 FULL TIME EMPLOYEES	958,188.00	70,354.66	958,188.00	70,354.66	92.66%
101.42100.01013 OVERTIME	97,000.00	2,743.16	97,000.00	2,743.16	97.17%
101.42100.01050 VACATION BUY BACK	4,000.00	0.00	4,000.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLOYEE	150,325.00	10,906.65	150,325.00	10,906.65	92.74%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMPLO	24,444.00	1,693.41	24,444.00	1,693.41	93.07%
101.42100.01300 HEALTH INSURANCE	148,000.00	10,878.00	148,000.00	10,878.00	92.65%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	665.00	51.94	665.00	51.94	92.19%
101.42100.01510 WORKERS COMPENSATION	25,000.00	0.00	25,000.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2016-1 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.02000 OFFICE SUPPLIES	3,600.00	0.00	3,600.00	0.00	100.00%
101.42100.02030 PRINTED FORMS	1,000.00	115.00	1,000.00	115.00	88.50%
101.42100.02040 RANGE EQUIP & SUPPLIES	7,550.00	0.00	7,550.00	0.00	100.00%
101.42100.02100 OPERATING SUPPLIES	3,500.00	54.33	3,500.00	54.33	98.45%
101.42100.02120 MOTOR FUELS & LUBRICANTS	23,700.00	471.35	23,700.00	471.35	98.01%
101.42100.02220 POSTAGE	1,900.00	54.96	1,900.00	54.96	97.11%
101.42100.03050 MEDICAL EXPENSE	2,000.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	3,400.00	315.96	3,400.00	315.96	90.71%
101.42100.03211 DATA SERVICES	16,992.00	244.93	16,992.00	244.93	98.56%
101.42100.03300 CLOTHING & PERSONAL EQUIP	9,420.00	598.16	9,420.00	598.16	93.65%
101.42100.03310 TRAVEL EXPENSE	500.00	176.91	500.00	176.91	64.62%
101.42100.03421 800 MHZ RADIO	2,006.00	0.00	2,006.00	0.00	100.00%
101.42100.04000 CONTRACTUAL SERVICE	16,860.00	0.00	16,860.00	0.00	100.00%
101.42100.04050 MAINTENANCE AGREEMENTS	4,000.00	809.87	4,000.00	809.87	79.75%
101.42100.04060 AUTO EQUIPMENT REPAIR	20,000.00	39.90	20,000.00	39.90	99.80%
101.42100.04070 OTHER EQUIPMENT REPAIR	3,500.00	67.50	3,500.00	67.50	98.07%
101.42100.04300 CONFERENCE & SCHOOLS	11,500.00	0.00	11,500.00	0.00	100.00%
101.42100.04330 DUES & SUBSCRIPTIONS	1,485.00	280.00	1,485.00	280.00	81.14%
101.42100.05000 CAPITAL OUTLAY	35,472.00	0.00	35,472.00	0.00	100.00%
101.42100.07000 PERMANENT TRANSFERS OUT-800	25,355.00	527.16	25,355.00	527.16	97.92%
<b>Total POLICE PROTECTION Expenditures</b>	<b>1,601,362.00</b>	<b>100,383.85</b>	<b>1,601,362.00</b>	<b>100,383.85</b>	<b>93.73%</b>
<b>FIRE PROTECTION Expenditures</b>					
101.42200.04000 CONTRACTUAL SERVICE	199,057.00	16,588.00	199,057.00	16,588.00	91.67%
101.42200.04935 STATE FIRE AID	422,930.00	0.00	422,930.00	0.00	100.00%
101.42200.05000 CAPITAL OUTLAY	29,439.00	14,720.00	29,439.00	14,720.00	50.00%
<b>Total FIRE PROTECTION Expenditures</b>	<b>651,426.00</b>	<b>31,308.00</b>	<b>651,426.00</b>	<b>31,308.00</b>	<b>95.19%</b>
<b>CODE ENFORCEMENT Expenditures</b>					
101.42300.01010 FULL TIME EMPLOYEES	76,100.00	5,963.35	76,100.00	5,963.35	92.16%
101.42300.01030 PART TIME EMPLOYEES	10,080.00	0.00	10,080.00	0.00	100.00%
101.42300.01050 VACATION BUY BACK	1,462.00	0.00	1,462.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLOYE	5,708.00	447.25	5,708.00	447.25	92.16%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMPLO	6,705.00	450.08	6,705.00	450.08	93.29%
101.42300.01300 HEALTH INSURANCE	9,850.00	780.66	9,850.00	780.66	92.07%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	51.00	4.28	51.00	4.28	91.61%
101.42300.01510 WORKERS COMPENSATION	1,450.00	0.00	1,450.00	0.00	100.00%
101.42300.02000 OFFICE SUPPLIES	500.00	0.00	500.00	0.00	100.00%
101.42300.02100 OPERATING SUPPLIES	1,300.00	0.00	1,300.00	0.00	100.00%
101.42300.02120 MOTOR FUELS & LUBRICANTS	1,600.00	38.87	1,600.00	38.87	97.57%
101.42300.02200 REPAIR & MAINTENANCE	1,000.00	32.00	1,000.00	32.00	96.80%
101.42300.03210 TELEPHONE	1,000.00	52.66	1,000.00	52.66	94.73%
101.42300.03310 TRAVEL EXPENSE	150.00	0.00	150.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	1,000.00	0.00	1,000.00	0.00	100.00%
101.42300.04330 DUES & SUBSCRIPTIONS	2,000.00	1,525.00	2,000.00	1,525.00	23.75%
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>119,956.00</b>	<b>9,294.15</b>	<b>119,956.00</b>	<b>9,294.15</b>	<b>92.25%</b>
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010 FULL TIME EMPLOYEES	125,022.00	9,618.85	125,022.00	9,618.85	92.31%



# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.43000.01013 OVERTIME	7,061.00	933.85	7,061.00	933.85	86.77%
101.43000.01020 ON CALL SALARIES	2,018.00	0.00	2,018.00	0.00	100.00%
101.43000.01050 VACATION BUY BACK	810.00	0.00	810.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLOYE	10,057.00	791.45	10,057.00	791.45	92.13%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMPLO	10,321.00	792.39	10,321.00	792.39	92.32%
101.43000.01300 HEALTH INSURANCE	23,105.00	1,495.75	23,105.00	1,495.75	93.53%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	107.00	8.89	107.00	8.89	91.69%
101.43000.01510 WORKERS COMPENSATION	9,000.00	0.00	9,000.00	0.00	100.00%
101.43000.02120 MOTOR FUELS & LUBRICANTS	18,000.00	301.95	18,000.00	301.95	98.32%
101.43000.02150 SHOP MATERIALS	2,000.00	210.96	2,000.00	210.96	89.45%
101.43000.02200 REPAIR & MAINTENANCE	7,500.00	1,129.15	7,500.00	1,129.15	84.94%
101.43000.02210 EQUIPMENT PARTS	6,000.00	1,474.61	6,000.00	1,474.61	75.42%
101.43000.02221 TIRES	760.00	0.00	760.00	0.00	100.00%
101.43000.02224 STREET MAINT SUPPLIES	1,393.00	0.00	1,393.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	6,000.00	0.00	6,000.00	0.00	100.00%
101.43000.02280 UNIFORMS,SAFETY SHOES	790.00	0.00	790.00	0.00	100.00%
101.43000.03210 TELEPHONE	370.00	17.55	370.00	17.55	95.26%
101.43000.04000 CONTRACTUAL SERVICE	840.00	0.00	840.00	0.00	100.00%
101.43000.04300 CONFERENCE & SCHOOLS	400.00	0.00	400.00	0.00	100.00%
101.43000.04330 DUES & SUBSCRIPTIONS	100.00	0.00	100.00	0.00	100.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>231,654.00</b>	<b>16,775.40</b>	<b>231,654.00</b>	<b>16,775.40</b>	<b>92.76%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010 FULL TIME EMPLOYEES	202,245.00	15,690.02	202,245.00	15,690.02	92.24%
101.45100.01040 TEMPORARY EMPLOYEES	13,000.00	566.75	13,000.00	566.75	95.64%
101.45100.01050 VACATION BUY BACK	2,600.00	0.00	2,600.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLOYE	15,169.00	1,176.77	15,169.00	1,176.77	92.24%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMPLO	16,665.00	1,222.36	16,665.00	1,222.36	92.67%
101.45100.01300 HEALTH INSURANCE	33,231.00	2,691.40	33,231.00	2,691.40	91.90%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	176.00	14.54	176.00	14.54	91.74%
101.45100.01510 WORKERS COMPENSATION	1,700.00	0.00	1,700.00	0.00	100.00%
101.45100.02000 OFFICE SUPPLIES	1,625.00	0.00	1,625.00	0.00	100.00%
101.45100.02220 POSTAGE	6,800.00	696.60	6,800.00	696.60	89.76%
101.45100.02290 RECREATION EQUIP SUPPLIES	2,200.00	0.00	2,200.00	0.00	100.00%
101.45100.03310 TRAVEL EXPENSE	1,000.00	0.00	1,000.00	0.00	100.00%
101.45100.03500 PRINTING & PUBLISHING	9,857.00	0.00	9,857.00	0.00	100.00%
101.45100.04300 CONFERENCE & SCHOOLS	1,400.00	0.00	1,400.00	0.00	100.00%
101.45100.04330 DUES & SUBSCRIPTIONS	435.00	277.00	435.00	277.00	36.32%
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>308,103.00</b>	<b>22,335.44</b>	<b>308,103.00</b>	<b>22,335.44</b>	<b>92.75%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	130,160.00	10,087.64	130,160.00	10,087.64	92.25%
101.45200.01013 OVERTIME	7,061.00	866.85	7,061.00	866.85	87.72%
101.45200.01020 ON CALL SALARIES	2,018.00	0.00	2,018.00	0.00	100.00%
101.45200.01050 VACATION BUY BACK	2,000.00	0.00	2,000.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLOYE	10,443.00	821.61	10,443.00	821.61	92.13%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMPLO	10,805.00	826.62	10,805.00	826.62	92.35%
101.45200.01300 HEALTH INSURANCE	23,103.00	1,866.51	23,103.00	1,866.51	91.92%
101.45200.01313 PRUDENTIAL LIFE INSURANCE	107.00	8.91	107.00	8.91	91.67%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget

For GENERAL FUND (101)

For the Fiscal Period 2016-1 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45200.01510 WORKERS COMPENSATION	10,500.00	0.00	10,500.00	0.00	100.00%
101.45200.02100 OPERATING SUPPLIES	1,000.00	0.00	1,000.00	0.00	100.00%
101.45200.02120 MOTOR FUELS & LUBRICANTS	17,000.00	281.35	17,000.00	281.35	98.35%
101.45200.02200 REPAIR & MAINTENANCE	7,000.00	72.00	7,000.00	72.00	98.97%
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	107.50	0.00	107.50	0.00%
101.45200.02210 EQUIPMENT PARTS	3,000.00	0.00	3,000.00	0.00	100.00%
101.45200.02221 TIRES	600.00	0.00	600.00	0.00	100.00%
101.45200.02225 LANDSCAPING MATERIALS	8,600.00	0.00	8,600.00	0.00	100.00%
101.45200.02280 UNIFORMS, SAFETY SHOES	800.00	0.00	800.00	0.00	100.00%
101.45200.02290 RECREATION EQUIP SUPPLIES	1,530.00	0.00	1,530.00	0.00	100.00%
101.45200.03210 TELEPHONE	232.00	52.66	232.00	52.66	77.30%
101.45200.03810 ELECTRIC UTILITIES	3,800.00	0.00	3,800.00	0.00	100.00%
101.45200.03830 GAS UTILITIES	4,000.00	0.00	4,000.00	0.00	100.00%
101.45200.03841 RUBBISH REMOVAL	300.00	0.00	300.00	0.00	100.00%
101.45200.04190 SATELLITE RENTAL	1,300.00	0.00	1,300.00	0.00	100.00%
101.45200.04300 CONFERENCE & SCHOOLS	800.00	0.00	800.00	0.00	100.00%
101.45200.04500 CONTRACTUAL SERVICES	760.00	0.00	760.00	0.00	100.00%
101.45200.04901 LAKESIDE PARK EXPENSE	11,500.00	0.00	11,500.00	0.00	100.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>258,419.00</b>	<b>14,991.65</b>	<b>258,419.00</b>	<b>14,991.65</b>	<b>94.20%</b>
<b>FORESTRY Expenditures</b>					
101.45300.02100 OPERATING SUPPLIES	46.00	0.00	46.00	0.00	100.00%
101.45300.04000 CONTRACTUAL SERVICE	1,000.00	0.00	1,000.00	0.00	100.00%
101.45300.04300 CONFERENCE & SCHOOLS	545.00	390.00	545.00	390.00	28.44%
<b>Total FORESTRY Expenditures</b>	<b>1,591.00</b>	<b>390.00</b>	<b>1,591.00</b>	<b>390.00</b>	<b>75.49%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01313 RETIREES LIFE INSURANCE	50.00	0.00	50.00	0.00	100.00%
101.49000.03600 INSURANCE	45,000.00	0.00	45,000.00	0.00	100.00%
101.49000.04390 MISCELLANEOUS	1,000.00	30.08	1,000.00	30.08	96.99%
101.49000.04420 SURCHARGES-PLMG	200.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	400.00	0.00	400.00	0.00	100.00%
101.49000.04440 SURCHARGES-BLDG	2,000.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	234,784.00	0.00	234,784.00	0.00	100.00%
<b>Total MISCELLANEOUS Expenditures</b>	<b>283,434.00</b>	<b>30.08</b>	<b>283,434.00</b>	<b>30.08</b>	<b>99.99%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 4,242,858.00</b>	<b>\$ 237,364.73</b>	<b>\$ 4,242,858.00</b>	<b>\$ 237,364.73</b>	<b>94.41%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditures</b>	<b>\$ 0.00</b>	<b>\$ (230,303.36)</b>	<b>\$ 0.00</b>	<b>\$ (230,303.36)</b>	<b>0.00%</b>

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

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*For the Fiscal Period 2016-1 Ending January 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 4,242,858.00	\$ 7,061.37	\$ 4,242,858.00	\$ 7,061.37	99.83%
Total Expenditures	\$ 4,242,858.00	\$ 237,364.73	\$ 4,242,858.00	\$ 237,364.73	94.41%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (230,303.36)	\$ 0.00	\$ (230,303.36)	0.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

*Revised Budget*  
*For PUBLIC UTILITIES OPERATIONS (601)*  
*For the Fiscal Period 2016-1 Ending January 31, 2016*

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>						
<b>Revenues</b>						
601.00000.34950	MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 105.00	\$ 0.00	\$ 105.00	0.00%
601.00000.36210	INTEREST EARNINGS	50,000.00	0.00	50,000.00	0.00	100.00%
601.00000.37101	WATER COLLECTIONS	460,950.00	86,642.25	460,950.00	86,642.25	81.20%
601.00000.37103	SALES TAX COLLECTED	5,000.00	1,215.90	5,000.00	1,215.90	75.68%
601.00000.37104	PENALTIES/WATER	6,000.00	(7.93)	6,000.00	(7.93)	100.13%
601.00000.37109	SAFE DRINKING WATER FEE	13,928.00	3,459.75	13,928.00	3,459.75	75.16%
601.00000.37111	ADMINISTRATIVE CHARGE	68,000.00	16,927.08	68,000.00	16,927.08	75.11%
601.00000.37115	ESTIMATE READING CHRG	50.00	10.00	50.00	10.00	80.00%
601.00000.37151	WATER RECONNECT-CALL OUT F	1,200.00	150.00	1,200.00	150.00	87.50%
601.00000.37170	WATER PERMITS	100.00	0.00	100.00	0.00	100.00%
601.00000.37171	WATER PERMIT SURCHARGES	10.00	0.00	10.00	0.00	100.00%
601.00000.37172	WATER METER SALES & INSTALLA	1,000.00	178.64	1,000.00	178.64	82.14%
601.00000.37201	SEWER COLLECTIONS	790,100.00	175,297.46	790,100.00	175,297.46	77.81%
601.00000.37204	PENALTIES-SEWER	15,000.00	(8.59)	15,000.00	(8.59)	100.06%
601.00000.37250	SEWER CONNECTION CHARGES	2,700.00	0.00	2,700.00	0.00	100.00%
601.00000.37270	SEWER PERMITS	100.00	0.00	100.00	0.00	100.00%
601.00000.37271	SEWER PERMIT SURCHARGES	10.00	0.00	10.00	0.00	100.00%
601.00000.37273	SEWER HOOK-UP CHARGES	150.00	0.00	150.00	0.00	100.00%
601.00000.39206	TRANSFER FROM RECYCLING FU	1,000.00	0.00	1,000.00	0.00	100.00%
<b>Total Revenues</b>		<b>1,415,298.00</b>	<b>283,969.56</b>	<b>1,415,298.00</b>	<b>283,969.56</b>	<b>79.94%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>		<b>\$ 1,415,298.00</b>	<b>\$ 283,969.56</b>	<b>\$ 1,415,298.00</b>	<b>\$ 283,969.56</b>	<b>79.94%</b>

**Expenditures****WATER DEPARTMENT Expenditures**

601.49400.01010	FULL TIME EMPLOYEES	\$ 100,916.00	\$ 7,756.00	\$ 100,916.00	\$ 7,756.00	92.31%
601.49400.01013	OVERTIME	7,061.00	859.93	7,061.00	859.93	87.82%
601.49400.01020	ON CALL SALARIES	2,421.00	53.80	2,421.00	53.80	97.78%
601.49400.01040	TEMPORARY EMPLOYEES	19,100.00	504.00	19,100.00	504.00	97.36%
601.49400.01050	VACATION BUY BACK	950.00	0.00	950.00	0.00	100.00%
601.49400.01210	PERA CONTRIBUTIONS-EMPLOYE	8,280.00	650.20	8,280.00	650.20	92.15%
601.49400.01220	FICA/MC CONTRIBUTIONS-EMPLO	9,979.00	689.72	9,979.00	689.72	93.09%
601.49400.01300	HEALTH & DENTAL INSURANCE	18,606.00	1,322.83	18,606.00	1,322.83	92.89%
601.49400.01313	LIFE INSURANCE	95.00	7.67	95.00	7.67	91.93%
601.49400.01510	WORKERS COMPENSATION	6,500.00	0.00	6,500.00	0.00	100.00%
601.49400.02000	OFFICE SUPPLIES	800.00	0.00	800.00	0.00	100.00%
601.49400.02030	PRINTED FORMS	2,000.00	0.00	2,000.00	0.00	100.00%
601.49400.02100	OPERATING SUPPLIES	800.00	91.83	800.00	91.83	88.52%
601.49400.02120	MOTOR FUELS & LUBRICANTS	4,000.00	69.78	4,000.00	69.78	98.26%
601.49400.02200	REPAIR & MAINTENANCE	48,500.00	72.00	48,500.00	72.00	99.85%
601.49400.02210	EQUIPMENT PARTS	1,000.00	0.00	1,000.00	0.00	100.00%
601.49400.02220	POSTAGE	2,500.00	257.23	2,500.00	257.23	89.71%
601.49400.02221	TIRES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49400.02222	STREET REPAIRS	1,000.00	0.00	1,000.00	0.00	100.00%
601.49400.02261	WATER TESTING	800.00	0.00	800.00	0.00	100.00%
601.49400.02262	WATER METER & SUPPLIES	5,500.00	1,561.34	5,500.00	1,561.34	71.61%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2016-1 Ending January 31, 2016

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02264 SAFE DRINKING WATER FEE	13,844.00	0.00	13,844.00	0.00	100.00%
601.49400.02280 UNIFORM ALLOWANCE	950.00	0.00	950.00	0.00	100.00%
601.49400.03010 AUDIT & ACCTG SERVICES	2,502.00	0.00	2,502.00	0.00	100.00%
601.49400.03030 ENGINEERING FEES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49400.03040 LEGAL FEES	300.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	900.00	63.13	900.00	63.13	92.99%
601.49400.03310 TRAVEL EXPENSE	1,200.00	0.00	1,200.00	0.00	100.00%
601.49400.03500 PRINTING & PUBLISHING	7,000.00	2,368.32	7,000.00	2,368.32	66.17%
601.49400.03600 INSURANCE	8,900.00	0.00	8,900.00	0.00	100.00%
601.49400.03870 WATER USAGE-CITY OF BLAINE	4,000.00	0.00	4,000.00	0.00	100.00%
601.49400.04000 CONTRACTUAL SERVICE	5,850.00	7,811.30	5,850.00	7,811.30	(33.53%)
601.49400.04050 MAINTENANCE AGREEMENTS	13,775.00	50.00	13,775.00	50.00	99.64%
601.49400.04300 CONFERENCE & SCHOOLS	2,000.00	450.00	2,000.00	450.00	77.50%
601.49400.04330 DUES & SUBSCRIPTIONS	525.00	0.00	525.00	0.00	100.00%
601.49400.04370 PERMITS AND TAXES	7,800.00	3,342.64	7,800.00	3,342.64	57.15%
601.49400.04470 SURCHARGES-WATER	10.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	99,801.00	0.00	99,801.00	0.00	100.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>412,165.00</b>	<b>27,981.72</b>	<b>412,165.00</b>	<b>27,981.72</b>	<b>93.21%</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100 OPERATING SUPPLIES	100.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	2,000.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PROD	23,000.00	1,282.68	23,000.00	1,282.68	94.42%
601.49402.02200 REPAIR & MAINTENANCE	10,000.00	0.00	10,000.00	0.00	100.00%
601.49402.02210 EQUIPMENT PARTS	5,000.00	0.00	5,000.00	0.00	100.00%
601.49402.03030 ENGINEERING FEES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	11,300.00	0.00	11,300.00	0.00	100.00%
601.49402.03810 ELECTRIC UTILITIES	80,000.00	0.00	80,000.00	0.00	100.00%
601.49402.03830 GAS UTILITIES	3,000.00	0.00	3,000.00	0.00	100.00%
601.49402.04000 CONTRACTUAL SERVICE	1,000.00	0.00	1,000.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIONS	2,850.00	0.00	2,850.00	0.00	100.00%
601.49402.07000 PERMANENT TRANSFERS OUT	43,635.00	0.00	43,635.00	0.00	100.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>	<b>182,885.00</b>	<b>1,282.68</b>	<b>182,885.00</b>	<b>1,282.68</b>	<b>99.30%</b>
<b>SEWER DEPARTMENT Expenditures</b>					
601.49450.01010 FULL TIME EMPLOYEES	100,916.00	7,756.01	100,916.00	7,756.01	92.31%
601.49450.01013 OVERTIME	7,061.00	859.94	7,061.00	859.94	87.82%
601.49450.01020 ON CALL SALARIES	2,421.00	53.80	2,421.00	53.80	97.78%
601.49450.01040 TEMPORARY EMPLOYEES	19,100.00	504.00	19,100.00	504.00	97.36%
601.49450.01050 VACATION BUY BACK	950.00	0.00	950.00	0.00	100.00%
601.49450.01210 PERA CONTRIBUTIONS-EMPLOYE	8,280.00	650.25	8,280.00	650.25	92.15%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMPLO	9,979.00	689.79	9,979.00	689.79	93.09%
601.49450.01300 HEALTH & DENTAL INSURANCE	18,606.00	1,322.87	18,606.00	1,322.87	92.89%
601.49450.01313 LIFE INSURANCE	95.00	7.69	95.00	7.69	91.91%
601.49450.01510 WORKERS COMPENSATION	6,500.00	0.00	6,500.00	0.00	100.00%
601.49450.02000 OFFICE SUPPLIES	800.00	0.00	800.00	0.00	100.00%
601.49450.02030 PRINTED FORMS	1,500.00	0.00	1,500.00	0.00	100.00%
601.49450.02100 OPERATING SUPPLIES	500.00	267.60	500.00	267.60	46.48%
601.49450.02120 MOTOR FUELS & LUBRICANTS	4,000.00	69.78	4,000.00	69.78	98.26%

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

*Revised Budget*  
*For PUBLIC UTILITIES OPERATIONS (601)*  
*For the Fiscal Period 2016-1 Ending January 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02200 REPAIR & MAINTENANCE	10,000.00	1,100.95	10,000.00	1,100.95	88.99%
601.49450.02210 EQUIPMENT PARTS	2,000.00	0.00	2,000.00	0.00	100.00%
601.49450.02220 POSTAGE	2,500.00	32.22	2,500.00	32.22	98.71%
601.49450.02221 TIRES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.02262 WATER METER & SUPPLIES	5,000.00	1,561.33	5,000.00	1,561.33	68.77%
601.49450.02280 UNIFORM ALLOWANCE	950.00	0.00	950.00	0.00	100.00%
601.49450.03010 AUDIT & ACCTG SERVICES	2,502.00	0.00	2,502.00	0.00	100.00%
601.49450.03030 ENGINEERING FEES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.03040 LEGAL FEES	300.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	700.00	63.14	700.00	63.14	90.98%
601.49450.03310 TRAVEL EXPENSE	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.03500 PRINTING & PUBLISHING	300.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	8,700.00	0.00	8,700.00	0.00	100.00%
601.49450.03810 ELECTRIC UTILITIES	3,200.00	0.00	3,200.00	0.00	100.00%
601.49450.03840 METRO WASTE CONTROL	490,716.00	81,793.52	490,716.00	81,793.52	83.33%
601.49450.04000 CONTRACTUAL SERVICE	11,850.00	3,000.00	11,850.00	3,000.00	74.68%
601.49450.04050 MAINTENANCE AGREEMENTS	11,460.00	50.00	11,460.00	50.00	99.56%
601.49450.04300 CONFERENCE & SCHOOLS	2,450.00	300.00	2,450.00	300.00	87.76%
601.49450.04330 DUES & SUBSCRIPTIONS	150.00	0.00	150.00	0.00	100.00%
601.49450.04390 MISCELLANEOUS	100.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGES	2,700.00	0.00	2,700.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	10.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	79,952.00	0.00	79,952.00	0.00	100.00%
<b>Total SEWER DEPARTMENT Expenditures</b>	<b>820,248.00</b>	<b>100,082.89</b>	<b>820,248.00</b>	<b>100,082.89</b>	<b>87.80%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>	<b>\$ 1,415,298.00</b>	<b>\$ 129,347.29</b>	<b>\$ 1,415,298.00</b>	<b>\$ 129,347.29</b>	<b>90.86%</b>
<b>PUBLIC UTILITIES OPERATIONS Excess of Revenues Over \$</b>	<b>0.00</b>	<b>\$ 154,622.27</b>	<b>0.00</b>	<b>\$ 154,622.27</b>	<b>0.00%</b>

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

*Revised Budget*

*For the Fiscal Period 2016-1 Ending January 31, 2016*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 1,415,298.00	\$ 283,969.56	\$ 1,415,298.00	\$ 283,969.56	79.94%
Total Expenditures	\$ 1,415,298.00	\$ 129,347.29	\$ 1,415,298.00	\$ 129,347.29	90.86%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 154,622.27	\$ 0.00	\$ 154,622.27	0.00%





CITY OF SPRING LAKE PARK  
STATEMENT OF FUND BALANCE  
JANUARY 2016

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
101	GENERAL	\$ 1,280,114.32
102	ELECTIONS	\$ 58,109.66
103	POLICE RESERVES	\$ 1,516.97
104	NORTH CENTRAL SUBURBAN CABLE	\$ (7,677.86)
108	POLICE FORFEITURES	\$ 22,647.10
112	ESCROW TRUST	\$ 105,243.20
 <u>SPECIAL REVENUE FUNDS</u>		
224	SMALL EQUIPMENT REPLACEMENT	\$ 17,313.08
225	PARK ACQUISITION & IMPROVEMENTS	\$ 228,182.77
226	PARK EQUIPMENT & IMPROVEMENTS	\$ 7,042.51
227	HRA EXCESS	\$ 131,132.00
229	SANBURNOL PARK IMPROVEMENTS	\$ 9,711.12
230	RECYCLING	\$ 17,142.60
234	STREET LIGHTING	\$ 32,882.92
235	RIGHT-OF-WAY MAINTENANCE	\$ 16,315.75
237	PARK & RECREATION SPECIAL PROJECTS	\$ 18,330.70
238	GRANTS & SPECIAL PROJECTS	\$ 1,701.97
240	TOWER DAYS	\$ 9,837.36
243	PUBLIC SAFETY RADIO REPLACEMENT	\$ 28,310.72
244	RECREATION PROGRAMS	\$ 334,589.26
248	TRAFFIC EDUCATION	\$ 33,513.84
 <u>DEBT SERVICE FUNDS</u>		
328	PUBLIC WORKS BUILDING-DEBT SERVICE	\$ -
329	2013A EQUIPMENT CERTIFICATE-DEBT SERVICE	\$ 12,438.26
330	2014A G.O. IMPRV-DEBT SERVICE (2014-15 STR)	\$ 434,477.22
384	2005A FIRE DEPARTMENT-DEBT SERVICE	\$ (750.18)
 <u>CAPITAL PROJECTS FUNDS</u>		
400	REVOLVING CONSTRUCTION	\$ 673,786.18
402	MSA MAINTENANCE	\$ 57,712.70
403	CAPITAL REPLACEMENT	\$ 443,737.00
407	SEALCOATING	\$ 106,699.37
410	LAKESIDE/LIONS PARK IMPROVEMENT	\$ 6,651.29
416	BUILDING MAINTENANCE & RENEWAL	\$ 102,746.75
421	81ST AVE REHAB-MSA	\$ 59,345.09
425	STORM SEWER REHAB	\$ 68,496.02
427	ABLE ST & TERRACE RD IMPROVEMENTS	\$ 67,337.97
428	PUBLIC WORKS BUILDING	\$ (1,694.34)
429	2013 EQUIPMENT CERTIFICATE	\$ 175,485.82
430	2014-2015 ST IMPRV PRJ	\$ 542,743.76
 <u>ENTERPRISE FUNDS</u>		
600	PUBLIC UTILITY RENEWAL & REPLACEMENT	\$ 2,843,202.53
601	PUBLIC UTILITY OPERATIONS	\$ 1,262,070.66
602	WATER TREATMENT PLANT	\$ 255,076.62
609	MUNICIPAL LIQUOR	\$ 150,308.13
610	ON-SALE NOTE PROCEEDS	\$ 519,105.67
 <u>INTERNAL SERVICE FUNDS</u>		
700	SEVERANCE	\$ (77,409.90)
 GRAND TOTAL		 <u><u>\$ 10,047,526.61</u></u>



SAP# 76997585

MGC# 49603



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

# PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: CENTERPOINT ENERGY

GOPHER 1-CALL REG. NO.: \_\_\_\_\_

ADDRESS: 700 W LINDEN AVE MPLS MN 55403

PHONE: 612-910-1397 FAX: \_\_\_\_\_

E-MAIL ADDRESS: KEITH.LONG@CENTERPOINTENERGY.COM

NAME OF REPRESENTATIVE: KEITH LONG

REPRESENTATIVE PHONE NO'S.: \_\_\_\_\_

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

INSTALL 7 OR REPAIR ANODE/TESTPOINT

ADDRESSES ARE <sup>#1</sup>650 SANBURNOL, <sup>#2</sup>814 SANBURNOL, <sup>#3</sup>483 MANOR DR NE, <sup>#4</sup>557 84TH AVE NE, <sup>#5</sup>590 IONE AVE NE  
<sup>#6</sup>798 LUND AVE NE, <sup>#7</sup>801 84TH AVE NE,

START DATE: 4/1/2016 COMPLETION DATE: 12/31/2016

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

EXPLANATION OF RESTORATION: \_\_\_\_\_

*Thomas C. Birkholm*

2/5/16  
Date

Authorized Representative Signature

## FOR OFFICE USE ONLY

- |                                                                                                  |                                                                                                        |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____                                                                               |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION                                         | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND                                               |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |

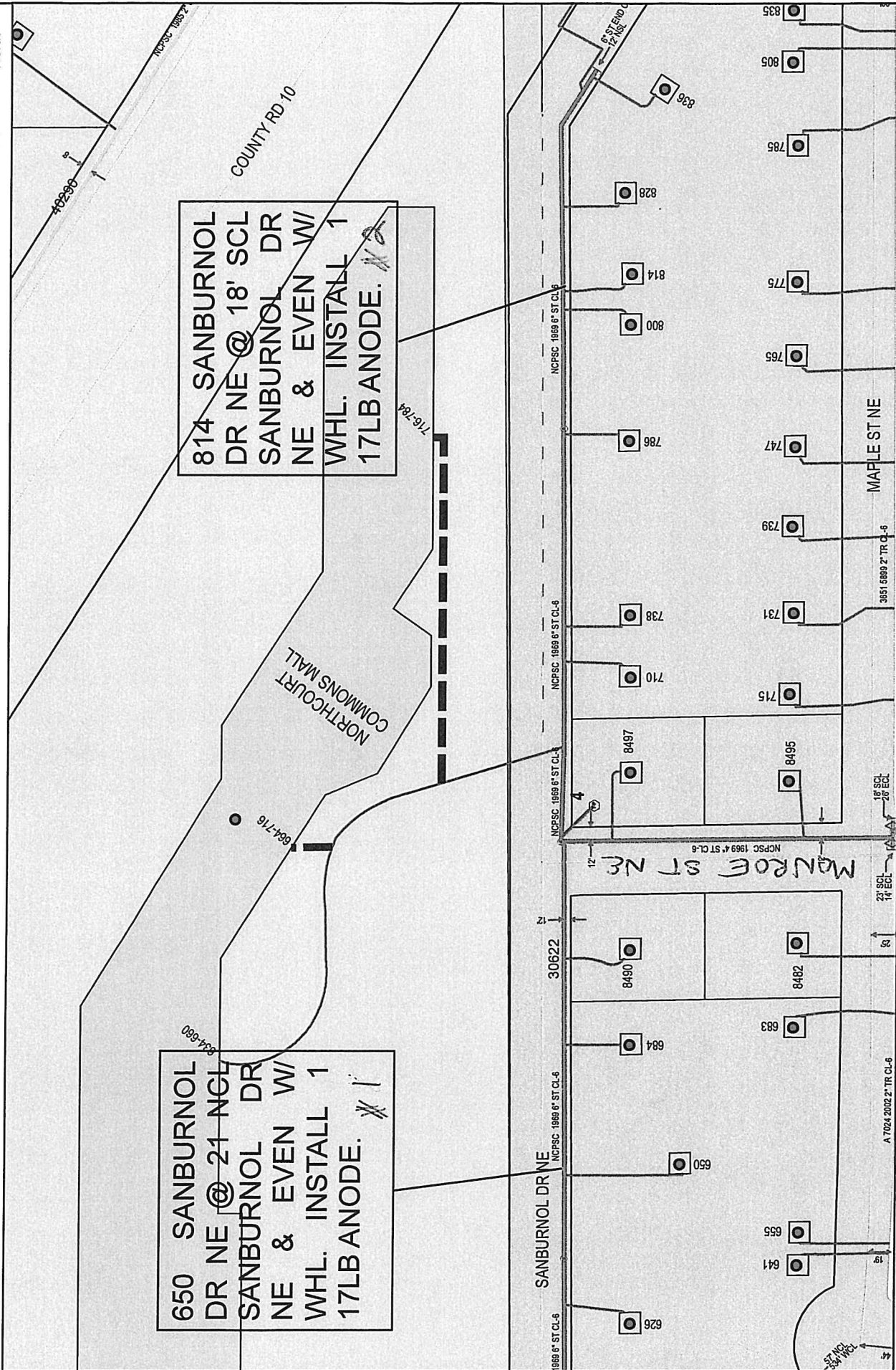
PERMIT FEES: ☐ Excavation Hole - \$150.00 ☐ Emergency Hole - \$55.00  
☐ Trench - \$70.00/100'+Hole fee ☐ Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

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



**CenterPoint<sup>®</sup>**  
**Energy**



76997585

City: SPRING LAKE PARK

CP Section #: 30622

Designed By: K.K.L.

**Quad/Sec/Twp/Rng:** NE S2 T30 R24



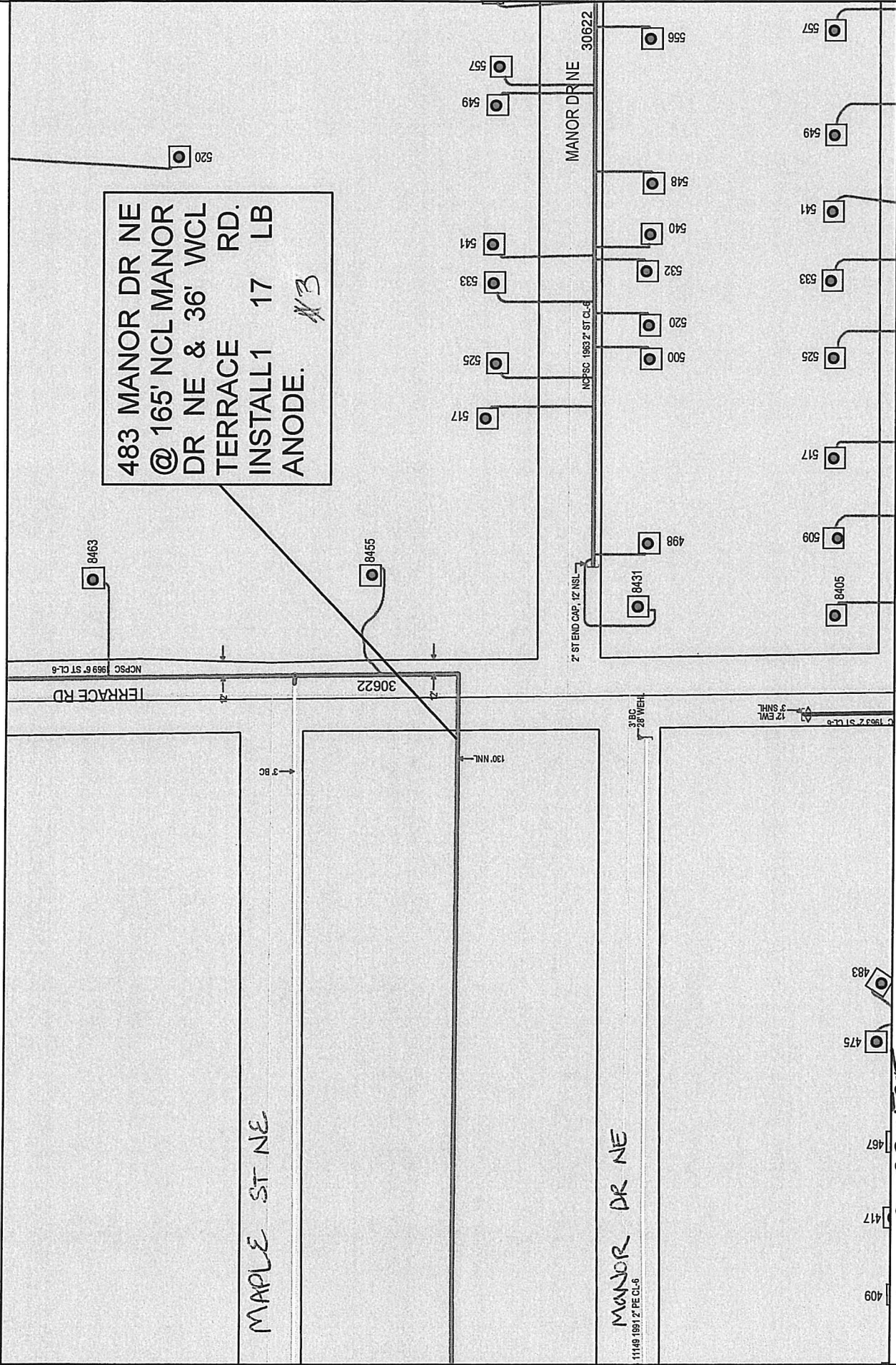
GENERAL LOCATION ONLY.  
DO NOT USE TO LOCATE FOR EXCAVATION.  
CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Scale: 1" = 124'



North



Work Order #: 26997585

Design Date: 1/25/16

City: SPRING LAKE PARK

Quad/Sec/Twp/Rng: NW S2 T30 R24

CP Section #: 30622

CP Area: 2013

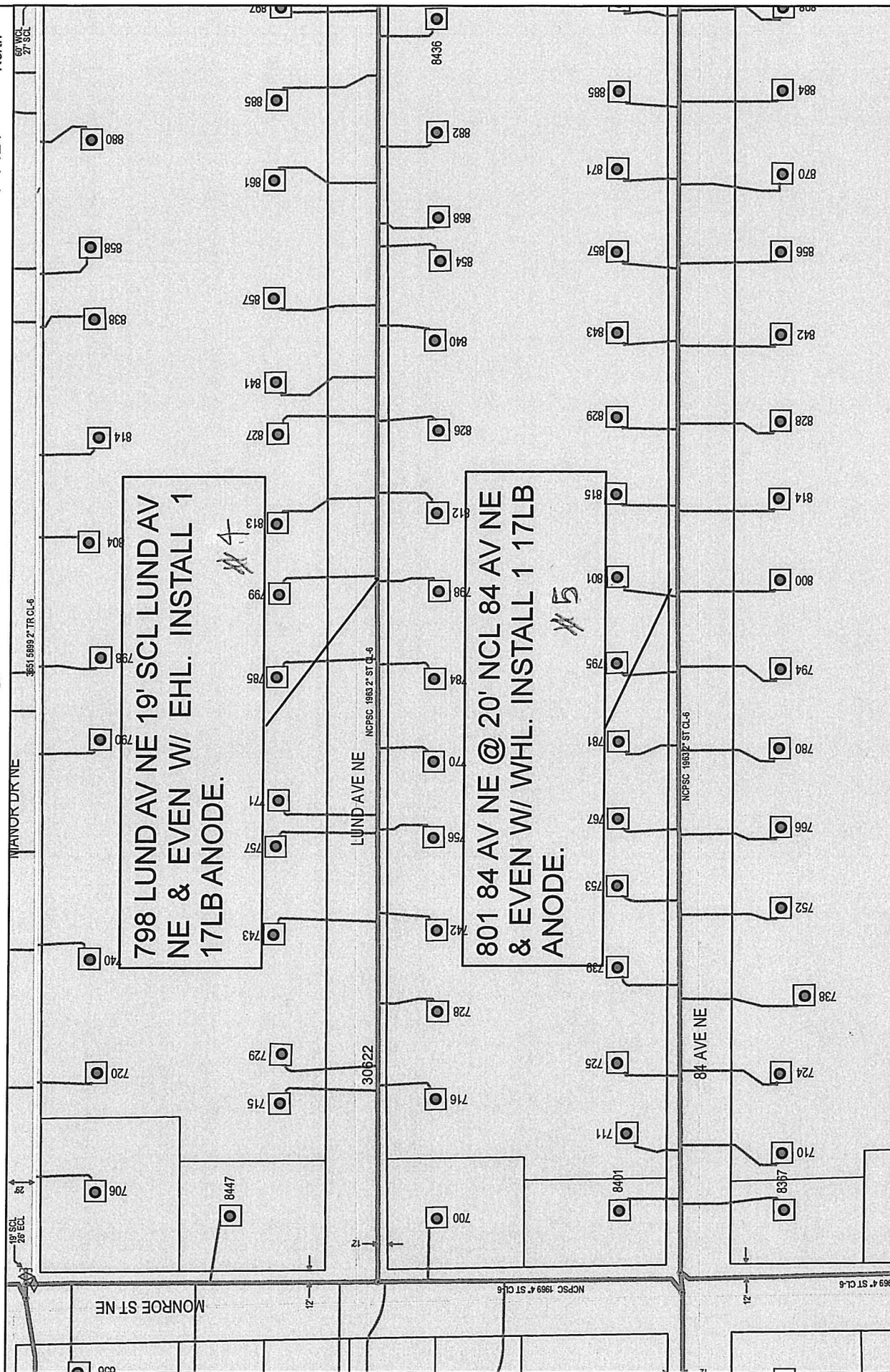
Designed By: K.K.L.

Designer Phone #: 612 910 1397



**CenterPoint<sup>®</sup>**  
**Energy**

Scale: 1" = 124'



76997585

**City:** SPRING LAKE PARK  
**Quad/Sec/Twp/Rng:** NE S2 T30 R24

CP Section #: 30622  
CP Area: 2013

Designed By: K.K.L.

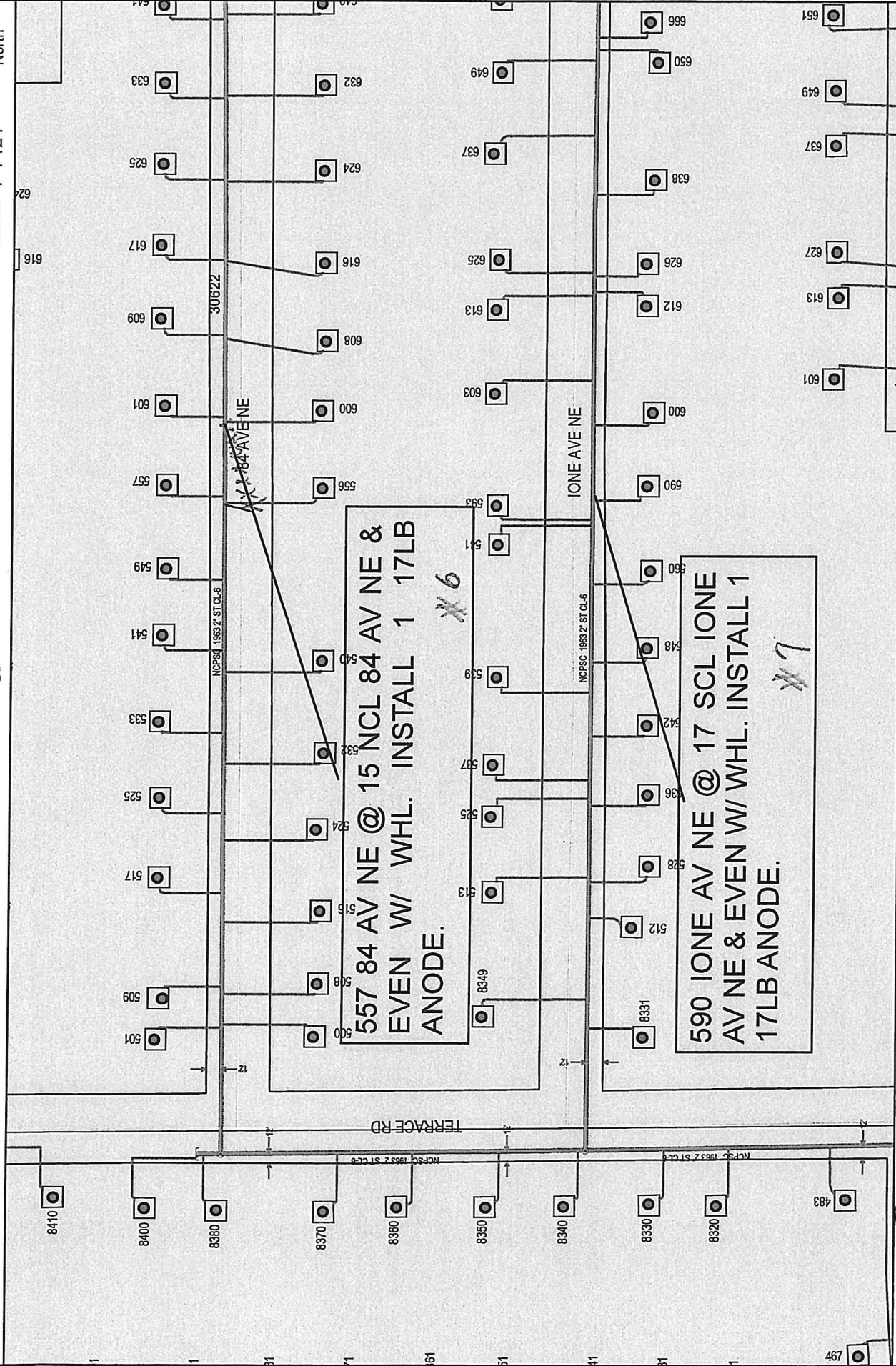
**Designer Phone #:** 612 910 1397



GENERAL LOCATION ONLY.  
DO NOT USE TO LOCATE FOR EXCAVATION.  
CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Scale: 1" = 124' North



Work Order #: 76997585  
Design Date: 1/25/16

City: SPRING LAKE PARK  
Quad/Sec/Twp/Rng: NW S2 T30 R24  
CP Section #: 30622  
CP Area: 2013

Designed By: K.K.L.  
Designer Phone #: 612 910 1397





SAP# 76998192

MGC# 49604



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

# PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: CENTERPOINT ENERGY

GOPHER 1-CALL REG. NO.: \_\_\_\_\_

ADDRESS: 700 W LINDEN AVE MPLS MN 55403

PHONE: 612-910-1397

FAX: \_\_\_\_\_

E-MAIL ADDRESS: KEITH.LONG@CENTERPOINTENERGY.COM

NAME OF REPRESENTATIVE: KEITH LONG

REPRESENTATIVE PHONE NO'S.: \_\_\_\_\_

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

INSTALL 6 OR REPAIR ANODE/TESTPOINT

ADDRESSES ARE <sup>#1</sup>8025 MCKINLEY ST NE, <sup>#2</sup>7997 MCKINLEY ST NE, <sup>#3</sup>7944 PLEASANTVIEW DR NE, <sup>#9</sup>1791 HILLVIEW RD NE

<sup>#5</sup>8102 PLEASANTVIEW DR NE, <sup>#4</sup>8024 PLEASANTVIEW DR NE, <sup>#8</sup>4790 HWY 10, 1810 HWY 10, 7970 SPRING LAKE PARK RD NE

START DATE: 4/1/2016

COMPLETION DATE: 12/31/2016

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

EXPLANATION OF RESTORATION: \_\_\_\_\_

*Thomas C. Birkholm*  
Authorized Representative Signature

2/5/16  
Date

## FOR OFFICE USE ONLY

- |                                                                                                  |                                                                                                        |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE:                                                                                     |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION                                         | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND                                               |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |
- PERMIT FEES: ☐ Excavation Hole - \$150.00 ☐ Emergency Hole - \$55.00  
☐ Trench - \$70.00/100'+Hole fee ☐ Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: \_\_\_\_\_

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

Initials: \_\_\_\_\_

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

GENERAL LOCATION ONLY.  
DO NOT USE TO LOCATE FOR EXCAVATION.  
CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Scale: 1" = 75'



38264748 2" TR CL-6

8020

7970

7980

37'

HARTIG CIR

90' WCL  
25' SCL

7920  
7930

7918

MCKINLEY ST NE

30076

8025

8013

8001

7997

7973

7957

8025 MCKINLEY  
ST NE @ 23' ECL  
MCKINLEY ST  
NE & 25' N NPL  
INSTALL 1 17 LB  
ANODE & TEST  
POINT.

17 TP

7997 MCKINLEY  
ST NE @ 22' ECL  
MCKINLEY ST NE  
& EVEN W/ SHL.  
INSTALL 1 17LB  
ANODE. #2

PLEASANT VIEW DR NE

30076

NCPSC 19/0.2" SI CL-6

8023

7939

7929

7925

7919

7915

Work Order #: 76998192

Design Date: 1/19/16

City: SLP

Quad/Sec/Twp/Rng: SE S1 T30 R24

CP Section #: 30076

CP Area: 2013

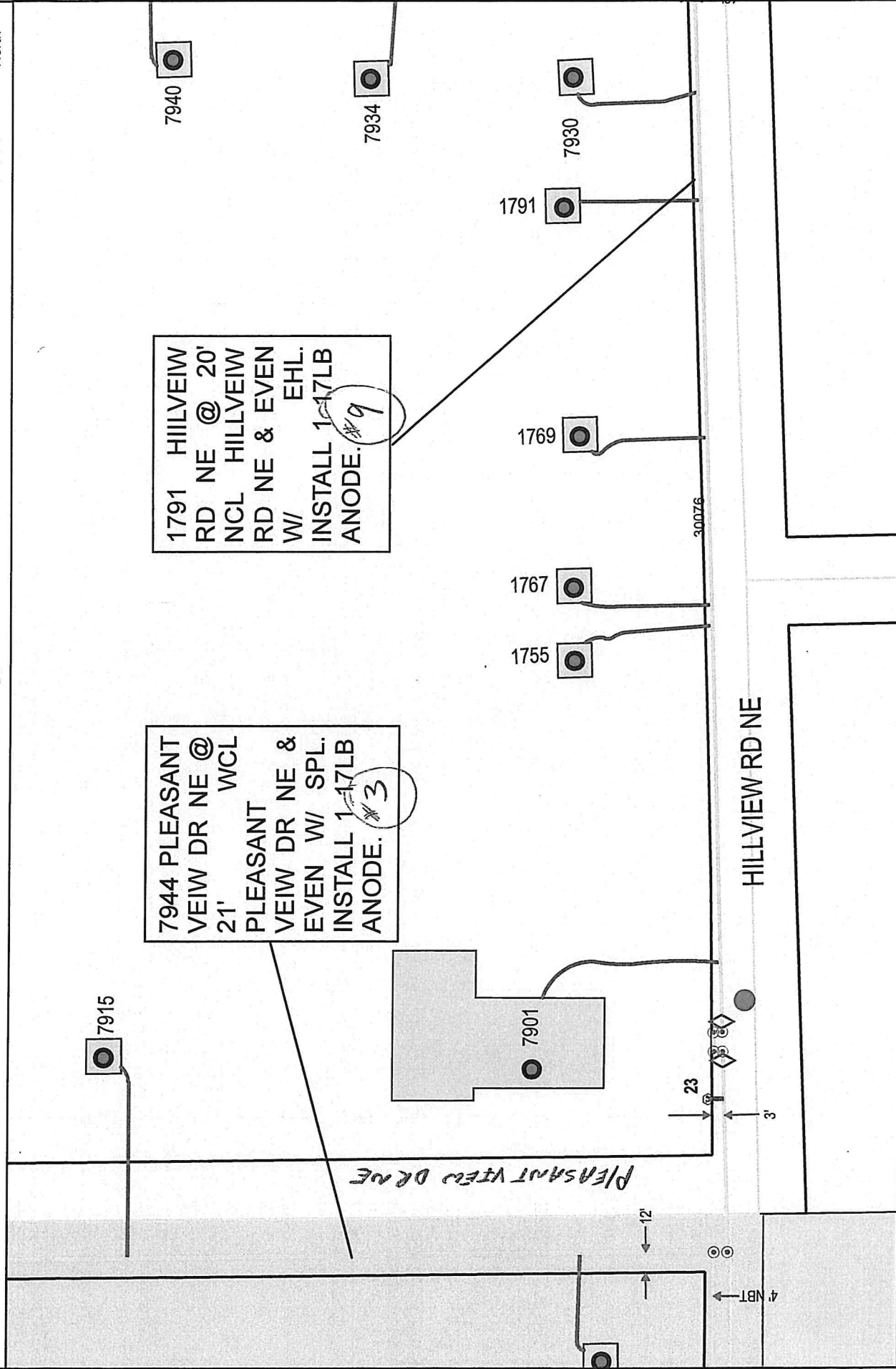
Designed By: K.K.L.

Designer Phone #: 612 910 1397

GENERAL LOCATION ONLY.  
DO NOT USE TO LOCATE FOR EXCAVATION.  
CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Scale: 1" = 75'



Work Order #: 16998192

Design Date: 1/19/16

City: SLP

Quad/Sec/Twp/Rng: SE S1 SW6 T30 R24

CP Section #: 30076

CP Area: 2013

Designed By: K.K.L.

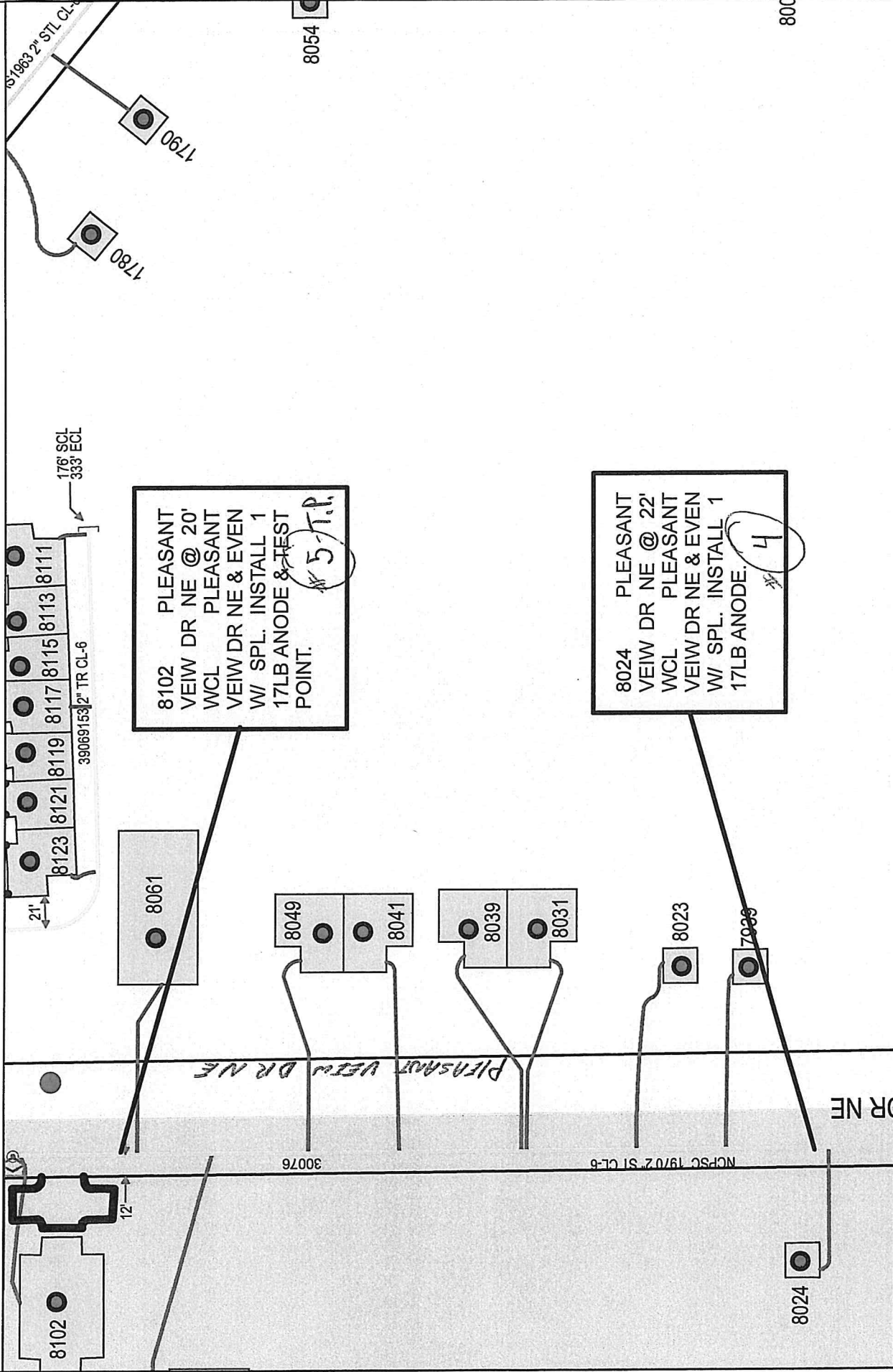
Designer Phone #: 612.910.1397

GENERAL LOCATION ONLY.  
DO NOT USE TO LOCATE FOR EXCAVATION.  
CALL 1-800-252-1166 FOR ONSITE LOCATIONS AND STAKING.



Scale: 1" = 75'

North



Work Order #: 76998192

Design Date: 1/19/16

City: SLP  
Quad/Sec/Twp/Rng: SE S1 T30 R23

CP Section #: 30076  
CP Area: 2013

Designed By: K.K.L.  
Designer Phone #: 612 910 1397



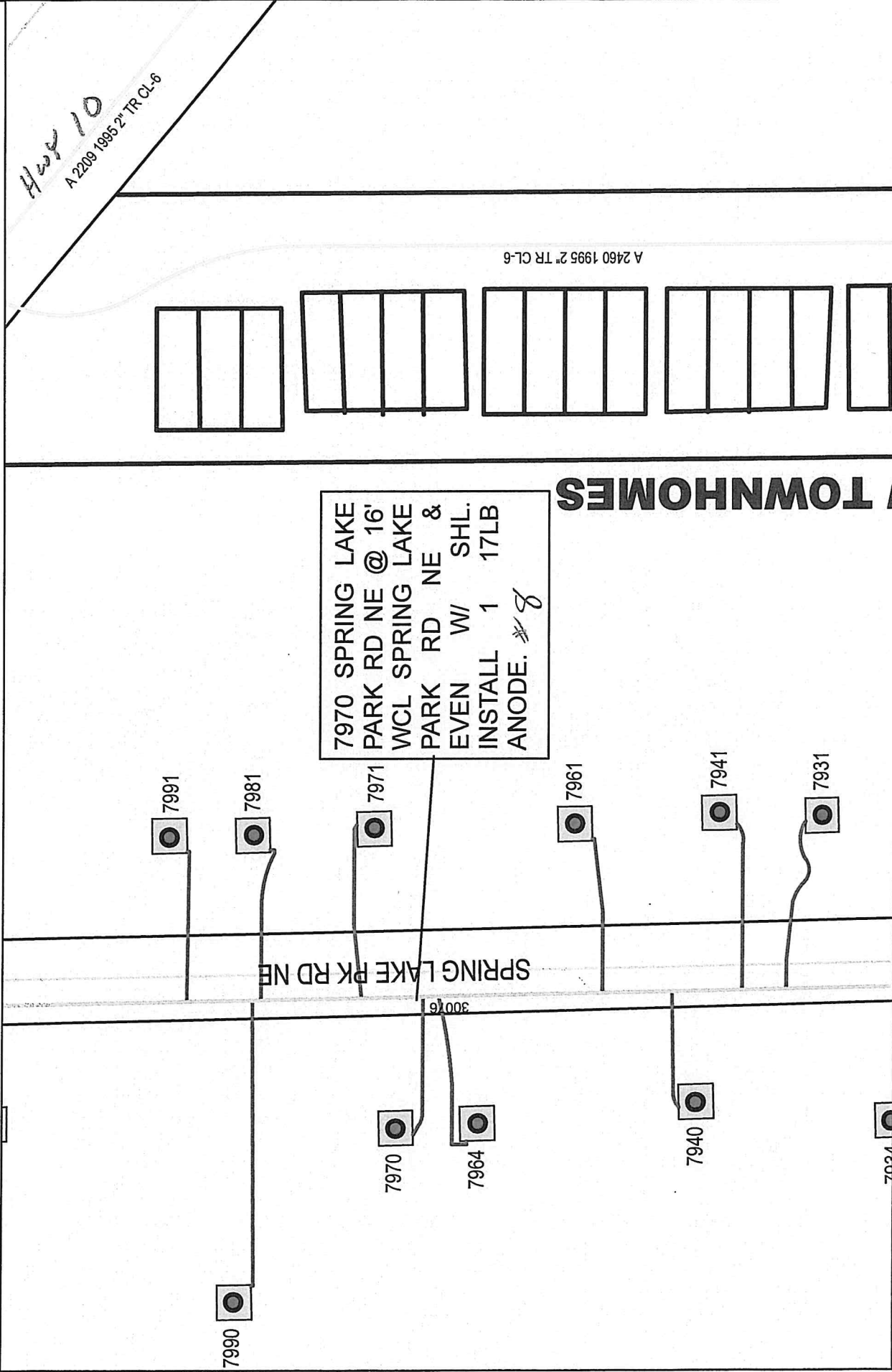
GENERAL LOCATION ONLY.  
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Scale: 1" = 75'



North



Work Order #: 76998192

Design Date: 1/19/16

City: SLP  
Quad/Sec/Twp/Rng: SW S6 T30 R23

CP Section #: 30076  
CP Area: 2013

Designed By: K.K.L.  
Designer Phone #: 612 910 1397



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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:** FIREWORKS LEASE  
**DATE:** FEBRUARY 11, 2016

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The City has received a request from Renaissance Fireworks, Inc for a temporary lease in the Central Park Liquor Store for a fireworks stand from June 24 – July 5, 2016. The lease calls for a rent payment of \$2,000 plus 10% of gross sales over twenty thousand dollars. The stand will utilize approximately 8 parking spaces in the southwest corner of the parking lot.

This is the same operator who ran the fireworks stand last summer. It was successful, not only for Renaissance Fireworks, a Spring Lake Park business, but also for Central Park Liquor, who received a bump in sales during the term of the lease.

The lease language is exactly the same as last year's lease, except for updated dates.

Staff recommends approval of the lease. If you have any questions, please don't hesitate to contact me at 763-784-6491.



# Serenity Venture Group

Renaissance Fireworks Inc.

1625 County Highway 10 Suite A

Spring Lake Park Mn 55432

612-638-7643

Welcome to the 2016 Season!

We are excited to prepare for this upcoming season. Enclosed you will find the 2016 Lease agreement. We would like to begin our permit process as soon as possible; your prompt response is greatly appreciated. Once we receive the signed lease we will go ahead and issue the insurance information and payments if applicable. If you have any questions or concerns, please feel free to contact our office. Attached you will also find a W9 to update our accountant's records.

Thank you,

Krissy Alex

[krissy@renaissancefireworks.com](mailto:krissy@renaissancefireworks.com)

Cell: 651-497-1364



# Renaissance Fireworks Inc.

## TEMPORARY LEASE AGREEMENT

THIS FIREWORKS STAND AND LEASE AGREEMENT is made between

**Property Owner** (herein referred to as the "Landlord"), whose address is:

Landlord: City of Spring Lake Park	Phone Number: 763-784-6491
Address: 1308 81 <sup>st</sup> ave NE Spring Lake Park MN 55432	Contact: Daniel R. Buchholtz Administrator, Clerk/Treasurer
Federal Tax ID or SSN: 41-6008845	Check Payable: City of Spring Lake Park

### Site Information

Property Name: Central Park Liquors	Phone Number: 763-780-8246
Address: 8101 State Highway 65 NE Spring Lake Park Mn 55432	Contact: Joyce Swanson Liquor Store Manager

and

**Renaissance Fireworks, Inc.** (hereinafter referred to as the "Tenant"), whose address is: 1625 County Highway 10, Suite A Spring Lake Park MN, 55432.

**LEASE OF PROPERTY.** Landlord leases to Tenant the property described above at the location shown on attached **EXHIBIT A**, which exhibit is made a part hereof. The property is to be used for the purposes of housing a temporary sales facility from which the sale of state-legal 1.4G (Class C) consumer fireworks and novelty items will be conducted in accordance with applicable law. Landlord specifically gives permission to the Tenant to locate a temporary stand, kiosk or tent on the property, which stand, kiosk or tent will be the vehicle from which the products will be sold. Such consumer fireworks shall not be lit, "set off", activated or otherwise used at the property or adjoining center.

**TERM.** The term is for the period June 24, 2016 through July 5, 2016. Landlord shall allow up to 10 days before and after these dates for set up and tear down.

**RENT.** Tenant agrees to pay rent to the Landlord in the aggregate amount of TWO THOUSAND DOLLARS (\$2,000.00), plus 10% of gross sales over TWENTY THOUSAND DOLLARS (\$20,000.00) for the property named above under site information, which amount shall be paid July 22, 2016. Upon request, tenant shall provide landlord access to financial information for the purpose of auditing gross sales from the temporary sales facility on the leased site.

**TENANT'S PROPERTY.** All of Tenant's personal property shall be on the leased property at Tenant's sole risk.

**OPERATORS.** The Landlord acknowledges that the Tenant sometimes sublets the sale of the fireworks to independent operators. Landlord will not unreasonably withhold approval of all such arrangements, provided that the Tenant provides Landlord with the name, address, phone number and federal tax ID/SSN of the independent operator and is not relieved from any obligations hereunder. Tenant shall be the only temporary stand, kiosk or tent engaged in firework sales on property at all times during the duration of this lease.

**INSURANCE.** Tenant shall provide general liability insurance covering the Tenant's, and its subcontractors, use and occupation of the property's, including, without limitation, product liability, bodily injury, personal injury and property damage, on an occurrence basis, with coverage in the aggregate amount of TWO MILLION DOLLARS (\$2,000,000.00).

The insurance shall name the Landlord as an additional insured under Tenant's insurance policy "as Landlord's interest may appear." Prior to occupancy, Tenant shall deliver a Certificate of Insurance to Landlord evidencing the insurance required hereunder.

**INDEMNITY.** Tenant shall indemnify and hold the Landlord harmless from any claims, including attorneys' fees, in connection with any injury or damage caused to any person or property arising out of Tenant's use or occupancy of the property or any breach by tenant of this agreement.

**SURRENDER OF PROPERTIES & RIGHTS.** Tenant agrees to surrender possession of the property to the Landlord upon termination of this agreement in as good condition and repair as the same shall be on the date Tenant first occupies the properties under this lease agreement. The Tenant shall make any and all repairs necessary to restore any portion of the property where such restoration is necessitated by the Tenant's use of the property.

**CHANGE IN LAW.** In the event that the sale of consumer fireworks is prohibited for any portion of the term by any level of judicial, legislative or executive law, order, rule or regulation, this lease shall, upon notice from the Tenant to the Landlord, terminate, whereupon any advanced rental payment shall be returned to the Tenant on a pro rata (number of days of term occupied) basis and the Tenant shall be relieved from any further liability hereunder.

**PERMITTING.** This agreement is contingent upon Tenant securing all required local and state licenses and permits to sell 1.4g (Class C) consumer fireworks on the leases premises. If Tenant is unable to secure such license and permits this lease agreement will become null and void. Tenant shall not take possession of the property until such required licenses and permits have been secured.

**PROPERTY.** If the property is inaccessible or unusable due to construction or the like, then this lease is subject to revision.

**ENTIRE AGREEMENT.** This lease agreement and any incorporated exhibits or attachments contain all of the agreements between the parties and cannot be modified in any manner other than by an agreement signed by the parties with the same formalities attendant to the execution of this lease agreement. Each agreement, term and provision of this lease agreement shall be construed to be a promise, covenant and condition.

**PROVISIONS BINDING.** The agreements herein shall be binding upon and inure to the benefit of the heirs, executors, administrators, personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF, the Landlord and Tenant have executed this lease agreement, each party acknowledging receipt of an executed copy hereof.

Name of Landlord Entity – "Landlord"

By: \_\_\_\_\_

Name:

Title:

Date:

**RENAISSANCE FIREWORKS, INC. – "Tenant"**

By:  \_\_\_\_\_

Name: Mark Lazarchic

Title: President

Date 1.25.16



Spring Lake Park 8101 Hwy 65 Ne





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

Contractor's License

February 16, 2016

Sign Contractor

Boo Doo Signs, Inc.



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

Business License  
Massage Therapy

February 16, 2016

Massage Enterprise License

Dynasty Massage LLC.

7777 Hwy 65 NE

Yang Sun

Massage Technician License

Hui Cai

Dyansty Massage, LLC.

7777 Hwy 65 NE







## Police Report

January 2016

Submitted for Council Meeting – February 16, 2016

The Spring Lake Park Police Department responded to four hundred calls for service for the month of February 2016. This is compared to responding to four hundred and forty-one calls for service in February 2015. The police department continues to be vigilant in our patrol duties on a daily basis to keep our community safe, not only for our residents but those visiting our community. As we continue to work our way through winter, the police department would like to remind everyone to allow extra driving time due to weather and road conditions to assist with getting to your designated destinations safely.

Investigator Baker reports handling a case load of forty-six cases for the month of January 2016. Thirty-one of these cases were felony in nature, five of these cases were gross misdemeanor in nature and nine of these cases were misdemeanor in nature. Investigator Baker did note a couple of case of interest for the month.

The first case of interest- Spring Lake Park Officer a received a stolen vehicle report in the 500 block of Rosedale Road, while responding to the call, the officer observed the stolen vehicle being driven on Terrace Road and recognized the driver as an individual that had a felony warrant out for his arrest. The vehicle was subsequently stopped and the driver taken into custody. Search incident to arrest, Spring Lake Park Officers found what was believed to be stolen property in the vehicle from a residence in Wright County. Spring Lake Park Officers contacted Wright County Sheriff's Office and had deputies check the residence. It was found that the residence had been burglarized but not yet reported. It was also determined that the driver was involved in a theft from an automobile in Big Lake, MN. The driver was taken to the Anoka County Sheriff's Office booked for the outstanding felony warrant and subsequently charged with Receiving Stolen Property and Motor Vehicle Theft in Anoka County. The Wright County residential burglary and the theft from automobile case in Big Lake, MN. (Sherburne County) is still under investigation by the respective agencies.

The second case of interest- On January 8, 2016, Spring Lake Park Officers received a burglary report in the 600 block of Osborne Road. Surveillance video from the location was able to be obtained and showed a male and female had entered the building and climbed over an interior wall to an office area and stole a laptop computer and external hard drive. The male and female were in the building for an extended period of time and committed numerous other thefts. Through the course of the investigation, the male and female were identified. On January 11, 2016, Investigator Baker interviewed the male at his employment in Golden Valley, MN. Investigator Baker received a full confession from the male. The female was located in Anoka County Jail on outstanding warrants. Investigator Baker interviewed the female who denied involvement in the incident. Investigator Baker indicated that the female's father was present at the interview and subsequently turned in the rest of the items brought home by the female, which were identified as being taken from the burglary in Spring Lake Park. Investigator Baker noted that all items taken in this incident were recovered and returned to their rightful owners. The case is currently at the Anoka County Attorney's office for charging the male and female with Felony Burglary and Theft.

For further details, see Investigator Baker's attached report.

Our School Resource Officer, Officer Fiske reports handling twenty-two calls for service at our local schools for the month of January 2016. Officer Fiske also reports having twenty-three student contacts, six escorts and nine follow up investigations into school related incidents. Officer Fiske notes an increase in 5<sup>th</sup> degree assaults and disorderly conduct incidents by students for the month of January. Officer Fiske and School Staff continue to work diligently to correct these issues when they occur to help promote a positive atmosphere for learning. For further details see Officer Fiske's attached report.

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

The month of January 2016 has been a busy month for myself as well, besides handling the day to day operations of the police department. I continue to attend numerous meetings throughout the month representing the Spring Lake Park Police Department and the City of Spring Lake Park not only on a local level but also on a regional and national level.

This will conclude my report for the month.

Are there any questions?



Investigator  
Brad Baker

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**January 2016**

### **Total Case Load**

#### **Case Load by Level of Offense: 46**

<b>Felony</b>	<b>31</b>
<b>Gross Misdemeanor</b>	<b>6</b>
<b>Misdemeanor</b>	<b>9</b>

#### **Case Dispositions:**

<b>County Attorney</b>	<b>0</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>1</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>34</b>
<b>Unfounded</b>	<b>1</b>
<b>Exceptionally Cleared</b>	<b>2</b>
<b>Closed/Inactive</b>	<b>8</b>

**Notes:**



## Spring Lake Park Police / School Resource Officer Report

January 1, 2016

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	20	23	6	8
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				1
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	2			
Totals:	22	23	6	9

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	3
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	5
Non-students Charged	
Warrant Arrests	3
Miscellaneous reports	11



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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:** NORTH METRO TELECOMMUNICATIONS COMMISSION JPA AMENDMENT  
**DATE:** FEBRUARY 9, 2016

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The North Metro TV has reached a point where significant technology upgrades are needed to maintain and improve the viewer's experience of its public access channels. Much of the equipment is obsolete and is becoming difficult and expensive to fix. In addition, North Metro TV is still broadcasting in standard definition, despite high definition being the new standard. The upgrades to the production truck, master control, video systems, and studios will cost approximately \$2 million. A summary of the upgrades is included with this memorandum.

In order to pay for these upgrades, the Commission is seeking authority from its member cities (Blaine, Spring Lake Park, Lino Lakes, Centerville, Ham Lake, Lexington and Circle Pines) to issue a general obligation equipment certificate. The equipment certificate would be issued by the City of Circle Pines, with each member city pledging its taxing authority for its share of the bond. In our case, Spring Lake Park's share of the bond would be 5.76% or \$118,912.

While the City is required to pledge its taxing authority for its share of the general obligation equipment certificate, the Commission will repay the bond with franchise fee revenues. The Commission has routinely budgeted over \$300,000 for capital improvements on an annual basis and will utilize these dollars to make the annual debt service payment of \$226,000.

The North Metro Telecommunications Commission JPA needs to be updated to grant the Commission the authority to bond for capital improvements. This proposed change to the JPA is outlined below and is found under **VII. Powers and Duties of the Commission:**

Section 13. The Commission is given express authority to issue bonds, obligations and other forms of indebtedness, in a principal amount not to exceed \$2,500,000 (the "Bonds"), for any purpose consistent with the authority granted to the Commission in this Agreement. ~~to finance the Commission's purchase of real property and its construction and acquisition on that property of a public access center and an operations/studio facility, to include the Community Media Center and the offices of the Commission (the "Project"). The term "Bonds" shall also include bonds issued to refund and refinance the Bonds, or any portion thereof. Refunding Bonds shall not count against the \$2,500,000 limit except to the extent that the amount of the refunding Bonds exceeds the amount of the Bonds being refunded thereby, but that limit shall not apply to any issue of refunding Bonds which produces an overall savings in debt service cost.~~ As provided in Minn. Stat. § 471.59, subd. 11, the Bonds shall be obligations of the Commission which are issued on behalf of the Members, and shall be issued subject to the conditions and limitations set forth in Minn. Stat. § 471.59, subd. 11. The Bonds shall be payable solely from the Member's franchise fees, as hereinafter provided. The Commission may not pledge to the payment of the

Bonds the full faith and credit or taxing power of the Members. No ~~bonds, obligations or other forms of indebtedness other than the Bonds~~ may be issued by the Commission without the prior consent of the Members.

The North Metro Telecommunications Commission is also requesting one additional section to be amended based on a request from the City of Blaine. The use of franchise fees remitted back to member cities is restricted to cable-related expenses. The Commission is seeking to broaden that use to allow for expenses related to citizen communications. This amendment is found under **Chapter X: Financial Matters, Section 3.**

Once these improvements are made at NMTV, the City's Council Meetings will be broadcast in high definition.

The Cable Commission requests, and staff recommends, approval of the proposed changes to the Joint Powers Agreement.

NMTV Executive Director Heidi Arnson will be at the City Council meeting to answer any additional questions you have regarding the joint powers agreement and the bonding request. If you have any questions prior to the meeting, please don't hesitate to contact me at 763-784-6491.



## RESOLUTION NO. 16-03

### REGARDING AMENDMENT OF THE AMENDED JOINT AND COOPERATIVE AGREEMENT FOR THE ADMINISTRATION OF A CABLE COMMUNICATIONS SYSTEM TO AMEND THE COMMISSION'S AUTHORITY TO ISSUE BONDS, OBLIGATIONS AND OTHER FORMS OF INDEBTEDNESS AND TO MODIFY THE MEMBER CITIES' USE OF CERTAIN FRANCHISE FEES

WHEREAS, The City of Spring Lake Park, Minnesota (the "City") is a member of the North Metro Telecommunications Commission (the "Commission"), a municipal joint powers board organized pursuant to a Joint and Cooperative Agreement, as amended ("Agreement"), adopted by the Cities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes and Spring Lake Park, Minnesota (the "Member Cities") pursuant to Minn. Stat. § 471.59; and

WHEREAS, Minn. Stat. § 471.59, subd. 11 states that the governing bodies of the Member Cities must expressly authorize the Commission to issue bonds, obligations and other forms of indebtedness; and

WHEREAS, the Agreement, as currently written, does not expressly authorize the Commission to issue bonds, obligations and other forms of indebtedness for this Project; and

WHEREAS, the Member Cities and the Commission desire to clarify the Commission's bonding authority and to require approval of the Member Cities prior to the issuance of any bonds; and

WHEREAS, the Member Cities and the Commission desire to clarify the use of certain franchise fees in the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota as follows:

1. That the Agreement shall be amended as set forth in **Attachment A**.

The foregoing Resolution was moved for adoption by \_\_\_\_\_.

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

And the following voted against the same: None

Whereon the Mayor declared said Resolution duly passed and adopted the 16th day of February, 2016.

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

**Attachment A**

**Amended and Restated Joint and Cooperative Agreement for the Administration of a  
Cable Communications System**

**FINAL**

**NORTH METRO TELECOMMUNICATIONS COMMISSION**

**AMENDED AND RESTATED**

**JOINT AND COOPERATIVE AGREEMENT**

**FOR THE ADMINISTRATION OF A CABLE COMMUNICATIONS SYSTEM**

**PARTIES**

The parties to this agreement are governmental units of the State of Minnesota. This agreement is made pursuant to Minnesota Statutes Section 471.59, as amended.

**I. GENERAL PURPOSE**

The general purpose of this agreement is to establish an organization to monitor the operation and activities of cable communications, and in particular, the Cable Communications System (System) of the parties; to provide coordination of administration and enforcement of the franchises of parties for their respective System; to produce, edit and transmit video programming for the parties of this agreement; to make video production, editing and studio facilities and equipment available to the citizens of the parties to this agreement through the operation of a Community Media Center; to promote the development of locally produced cable television programming; to ensure public access to emerging telecommunications technologies; and to conduct such other activities authorized herein as may be necessary to insure equitable and reasonable rates and service levels for the citizens of the Members to this agreement.

**II. NAME**

The name of the organization is the North Metro Telecommunications Commission (NMTC).

**III. DEFINITION OF TERMS**

Section 1. For the purposes of this agreement, the terms defined in this Article shall have the meanings given them.

Section 2. "Commission" means the Board of Directors created pursuant to this agreement.

Section 3. "Community Media Center" means the public access center formerly run by the cable company, and any other public access center and studio facility that may be subsequently constructed by the Commission, along with all related equipment and staff.

Section 4. "Council" means the governing body of a Member.

Section 5. "Executive Director" means a staff person that may be hired by the Commission

for the purpose of providing administrative support to the Commission and day to day management of the Community Media Center.

Section 6. "Franchise" means that cable communications franchise granted by all cities listed in Article V, Section 1.

Section 7. "Grantee" means the person or entity to whom a franchise has been granted by Member.

Section 8. "Member" means a municipality which enters into this agreement.

Section 9. "Operations Committee" means a committee, made up of the administrators from each Member City, and the Executive Director as an Ex-Officio member, that meets for the purpose of providing day to day oversight and coordination of the Community Media Center operation, supervision and support of the Executive Director, and advice and counsel to the Commission.

Section 10. "Subscriber" means any individual or location which receives Telecommunications service from which the City collects a franchise fee.

Section 11. "Telecommunications" means traditional television technology and any new, related communications technologies that may be delivered via wire or air.

#### **IV. MEMBERSHIP**

Section 1. The municipalities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes, and Spring Lake Park are the Members of the Commission. Any municipality geographically contiguous to any of these named municipalities, and served by a cable communications system through the same Grantee, may become a Member pursuant to the terms of this agreement.

Section 2. Any municipality desiring to become a Member shall execute a copy of this agreement and conform to all requirements herein.

Section 3. Municipalities, in addition to those listed in Article V, Section 1 of this agreement, desiring to become Members may be admitted by an affirmative vote of the Members of the Commission as specified in Article VI, Section 8 of this agreement. The Commission may by resolution impose conditions upon the admission of additional Members.

#### **V. DIRECTORS: VOTING**

Section 1. Each Member shall be entitled to on (1) director to represent it on the Commission who shall be a council member from the Member City. Each director is entitled to on (1) vote for each 2,500 subscribers or fraction thereof subscribing in the municipality represented by the director provided, however, that each director shall have at least one vote. The number of subscribers per City shall be determined as of December 31<sup>st</sup> of each year. Prior to the first Commission meeting in February of each year, the

Secretary of the Commission shall determine the number of votes for each Member in accordance with this section and certify the results to the Chair.

Section 2. A director shall be appointed by official action of each Member. Each Member shall notify the Commission in writing of the appointment. A director shall serve until a successor is appointed. Directors shall serve without compensation from the Commission.

Section 3. Each Member shall appoint at least one alternate who shall be a City staff person of the Member City. A Member may appoint a second alternate or more alternate(s) who need not be a council member or staff. The Commission, in its By-Laws, may prescribe the extent of an alternate's powers and duties.

Section 4. A vacancy in the office of director will exist for any of the reasons set forth in Minnesota Statutes Section 351.02, or upon a revocation of a director's appointment duly filed by a Member with the Commission. Vacancies shall be filled by appointment for the unexpired portion of the term of director by the council of the Member whose position on the Board is vacant.

Section 5. There shall be no voting by proxy, but all votes must be cast by the director or the duly authorized alternate at a Commission meeting.

Section 6. The presence of four directors representing a majority of the total authorized votes of all directors shall constitute a quorum, but a smaller number may adjourn from time to time.

Section 7. A director shall not be eligible to vote on behalf of the director's municipality during the time said municipality is in default on any contribution or payment to the Commission. During the existence of such default, the vote or votes of such Member shall not be counted for the purposes of this agreement.

Section 8. All official actions of the Commission must receive a simple majority (51%) of all authorized votes cast on the issue at a duly constituted meeting of the Commission and the affirmative vote of four (4) directors, or the affirmative vote of six (6) directors.

## **VI. EFFECTIVE DATE: MEETINGS: ELECTION OF OFFICERS**

Section 1. A municipality may enter into this agreement by resolution of its council and the duly authorized execution of a copy of this agreement by its proper officers. Thereupon, the clerk or other appropriate officer of the municipality shall file a duly executed copy of this agreement, together with a certified copy of the authorizing resolution, with the City Manager of the City of Blaine, Minnesota. The resolution authorizing the execution of the agreement shall also designate the director and the alternate for the municipality on the Commission, along with said director's and alternate's address and phone number.

Section 2. This agreement is effective on the date when executed agreements and authorizing resolution of five of the municipalities named in Article V, Section 1 have been filed as provided in this Article.

Section 3. At the organizational meeting, or as soon thereafter as it may reasonably be done, the Commission shall select from among the directors a Chair, Vice-Chair, Secretary and Treasurer, adopt By-Laws governing its procedures including the time, place, notice for and frequency of its regular meetings, adopt a procedure for calling special meetings, and such other matters as are required by this agreement.

Section 4. Officers of the Commission shall be elected annually for one year terms. Officers completing on full one year term shall only succeed themselves once in another full one year term in the same office.

## **VII. POWERS AND DUTIES OF THE COMMISSION**

Section 1. The powers and duties of the Commission shall include the powers set forth in this Article.

Section 2. The Commission may make such contracts, grants, and take such other action as it deems necessary and appropriate to accomplish the general purposes of the organization. The Commission may not contract for the purchase of real estate without the prior authorization of the Member municipalities. Any purchase or contracts made shall conform to the requirements applicable to Minnesota statutory cities.

Section 3. The Commission shall assume all authority and undertake all tasks necessary to coordinate, administer, and enforce the Franchise of each Member except for that authority and those tasks specifically retained by a Member.

Section 4. The Commission shall continually review the operation and performance of the cable communications system of the Members and prepare annual reports as required by the Minnesota Cable Communications Board and the FCC.

Section 5. The Commission shall undertake all procedures necessary to maintain uniform rates and to handle applications for changes in rates for the services provided by the Grantee.

Section 6. The Commission may provide for the prosecution, defense, or other participation in actions or proceedings at law in which it may have an interest, and may employ counsel for that purpose. It may employ such other persons as it deems necessary to accomplish its powers and duties. Such employees may be on a full-time, part-time or consulting basis, as the Commission determines, and the Commission may make any required employer contributions which local governmental units are authorized or required to make by law.

Section 7. The Commission may conduct such research and investigation and take such action as it deems necessary, including participation and appearance in proceedings of State and Federal regulatory, legislative or administrative bodies, on any matter related to or affecting cable communication rates, franchises, or levels of service.

Section 8. The Commission may obtain from Grantee and from any other source, such information relating to rates, costs and service levels as any Member is entitled to obtain

from Grantee or others.

Section 9. The Commission may accept gifts, apply for and use grants, enter into agreements required in connection therewith and hold, use and dispose of money or property received as a gift or grant in accordance with the terms thereof.

Section 10. The Commission shall make an annual, independent audit of the books of the Commission and shall make an annual financial accounting and report in writing to the Members. Its books and records shall be available for examination by the Members at all reasonable times.

Section 11. The Commission may delegate its authority to its executive committee. Such delegation of authority shall be by resolution of the Commission and may be conditioned in such a manner as the Commission may determine.

Section 12. The Commission shall adopt By-Laws which may be amended from time to time.

Section 13. The Commission is given express authority to issue bonds, obligations and other forms of indebtedness, in a principal amount not to exceed \$2,500,000 (the "Bonds"), for any purpose consistent with the authority granted to the Commission in this Agreement. As provided in Minn. Stat. § 471.59, subd. 11, the Bonds shall be obligations of the Commission which are issued on behalf of the Members, and shall be issued subject to the conditions and limitations set forth in Minn. Stat. § 471.59, subd. 11. The Bonds shall be payable solely from the Member's franchise fees, as hereinafter provided. The Commission may not pledge to the payment of the Bonds the full faith and credit or taxing power of the Members. No Bonds may be issued by the Commission without the prior consent of the Members.

Section 14. The Commission shall provide ongoing oversight of the Operations Committee.

Section 15. The Commission shall recommend and forward to the Member cities the Commission's annual budget, and the Community Media Center's operating budget and work plan.

Section 16. The Commission shall periodically review expenditures related to the Community Media Center.

Section 17. The Commission may exercise any other power necessary and incidental to the implementation of its powers and duties.

## **VIII. POWERS AND DUTIES OF THE OPERATIONS COMMITTEE**

Section 1. The powers and duties of the Operations Committee shall include the powers set forth in this article.

Section 2. The Operations Committee shall provide input and make recommendations to



the Commission.

Section 3. The Operations Committee shall provide for the definition of Member cities' needs and shall coordinate the resources of the Member cities' with the Executive Director and the Community Media Center for production purposes.

Section 4. The Operations Committee shall provide for the day to day supervision of the Executive Director and evaluation of the Community Media Center operation both for the purpose of reporting and recommendation to the Commission, and shall designate a liaison for the purpose of day to day communication with the Executive Director and to serve as liaison to the Commission. The Operations Committee will annually provide input to the Commission and Executive Director on the Executive Director's performance.

Section 5. The Operations Committee shall make recommendations on staffing needs and compensation levels for the Community Media Center.

Section 6. The Operations Committee shall provide input to the development of the Commission's annual budget, and Community Media Center's operating budget and work plan.

Section 7. The Operations Committee shall provide for the ongoing evaluation of the technological needs of the Community Media Center and the telecommunications needs of the Member cities.

## **IX. OFFICERS**

Section 1. The officers of the Commission shall consist of a Chair, Vice-Chair, a Secretary, and a Treasurer.

Section 2. A vacancy in the office of Chair, Vice-Chair, Secretary or Treasurer shall occur for any of the reasons for which a vacancy in the office of a director shall occur. Vacancies in these offices shall be filled by the commission for the unexpired portion of the term.

Section 3. The four officers shall all be Members of the executive committee.

Section 4. The Chair shall preside at all meetings of the Commission and executive committee. The Vice-Chair shall act as chair in the absence of the Chair.

Section 5. The Secretary shall be responsible for keeping a record of all of the proceedings of the Commission and executive committee.

Section 6. The Treasurer shall be responsible for custody of all funds, for the keeping of all financial records of the Commission and for such other matters as shall be delegated by the Commission. The Commission may require that the Treasurer post a fidelity bond or other insurance against loss of Commission funds in an amount approved by the Commission, at the expense of the Commission. Said fidelity bond or other insurance may cover all persons authorized to handle funds of the Commission.

Section 7. The Commission may appoint such other officers as it deems necessary. All such officers shall be appointed from the membership of the Commission.

## **X. FINANCIAL MATTERS**

Section 1. The fiscal year of the Commission shall be the calendar year.

Section 2. Commission funds may be expended by the Commission in accordance with the procedures established by law for the expenditure of funds by Minnesota Statutory Cities. Orders, checks and drafts must be signed by any two of the officers. Other legal instruments shall be executed with authority of the Commission, by the Chair and treasurer. Contracts shall be let and purchases made in accordance with the procedures established by law for Minnesota Statutory Cities.

Section 3. The financial contributions of the Members in support of the Commission shall be of two types: (1) each Member shall be responsible for its share of the debt service payments on the Commission's Bonds (but only from the Member's franchise fees), which share shall be in the same proportion as the Member's franchise fees for the immediately preceding calendar year were to the total franchise fees receivable by the Commission for that calendar year (the "Debt Service Share"); and (2) each member shall be responsible for its share of the operating and capital costs of the Commission (not including any part of the debt service on the Commission's Bonds), which share shall be in direct proportion to the percent of annual subscriber revenues of each Member to the total annual revenues of the system multiplied by the Commission's annual budget (the "Operating Cost Share"). The annual budget shall establish the contribution of each Member for its Operating Cost Share for the ensuing year. Each Member shall cause its franchise fees to be paid directly to the Commission, and the Commission shall deduct from each Member's quarterly payment of franchise fees, before application to any other purpose, one-fourth of the Member's Debt Service Share for that calendar year. If any Member's quarterly payment of franchise fees is not sufficient to pay its quarterly Debt Service Share, the deficiency will continue to be an obligation of the Member and will be deducted from the next payment or payments of the Member's franchise fees until the deficiency has been restored. After provision is made for payment of the Debt Service Share, the remaining franchise fees shall be applied as a credit against each Member's Operating Cost Share owed the Commission, with any excess being remitted to the Member by the Commission and any shortfall being payable to the Commission by the Member. The remainder of any franchise fee remitted back to the Member by the Commission shall be used for citizen communications-related expenses. Each Member acknowledges that its Debt Service Share of the franchise fee collections will be irrevocably pledged by the Commission as security for the Commission's Bonds.

Section 4. All PEG (public, educational, and government) programming fees collected by the Grantee and redistributed to the Commission shall be used by the Commission to fund the operation of a Community Media Center.

Section 5. A proposed budget for the operation of the Commission, including the Community Media Center, for each calendar year shall be formulated by the Executive

Director under the direction of the Operations Committee and submitted to the Commission on or before July 1 of each year. The Commission shall submit the proposed budget to the Members on or before August 1 of each year. Such budget shall be deemed approved by a Member unless, prior to October 15 preceding the effective date of the proposed budget, the Member gives notice in writing to the Commission that it is withdrawing from the Commission, subject to Article XII, Section 2 of this agreement. Final action adopting a budget for the ensuing calendar year shall be taken by the Commission on or before November 1 of each year.

Section 6. Any Member may inspect and copy the Commission books and records at any and all reasonable times. All books and records shall be kept in accordance with normal and accepted accounting procedures and principles used by Minnesota Statutory Cities.

## **XI. DURATION**

Section 1. The Commission shall continue for an indefinite term unless the number of Members becomes less than five, and the Commission may also be terminated by mutual agreement of all of the Members at any time; provided that the Commission shall continue to exist as long as any Bonds described in Article VIII, Section 13 of this agreement remain outstanding.

Section 2. In order to prevent obligation for its Operating Cost Share for the ensuing calendar year, a Member must withdraw from the Commission by filing a written notice with the Secretary by October 15 of any year giving notice of withdrawal effective at the end of the calendar year; and membership shall continue until the effective date of the withdrawal. A notice of withdrawal may be rescinded by a Member at any time prior to the effective date of withdrawal. If a Member withdraws before the dissolution of the Commission, the Member shall have no claim against the assets of the Commission, including the right to receive an allocation of franchise fees, except as provided herein. A Member withdrawing after October 15 shall be obligated to pay its entire Operating Cost Share (including any shortfalls) for the ensuing year as outlined in the budget of the Commission for the ensuing year. A withdrawn Member will continue to be responsible for its Debt Service Share (payable only from the withdrawn Member's franchise fees) notwithstanding its withdrawal from the Commission, and shall continue to have its franchise fees paid directly to the Commission until all Bonds have been paid. Any excess of the withdrawn Member's franchise fees over the withdrawn Member's Debt Service Share (and any required Operating Cost Share, if the Member gave notice of withdrawal after October 15 of the preceding calendar year) shall be remitted by the Commission to the withdrawn Member. A Member that has withdrawn from the Commission may, if no Bonds are outstanding, upon request, recover an amount of any equity that exists, as of the withdrawal date, in real property and buildings purchased or constructed with any Bonds, up to (but not exceeding) the Member's individual percentage of total franchise fees paid to all the Members (or their designee) and the withdrawn Member for the calendar year preceding withdrawal. The Commission may, if no Bonds are outstanding, at any time after the withdrawal of a Member as provided for herein, initiate a buy-out of the proportionate equity interest of the withdrawn Member, which interest is to be the withdrawn Member's individual percentage of total franchise fees paid to the Members (or

their designee) and the withdrawn Member for the calendar year preceding the buy-out, pursuant to terms and conditions agreed upon by the parties. The amount of any equity distributed to a withdrawn Member will be paid, without interest, on a payment schedule established by the Commission, provided, however, the term of such payment schedule shall not exceed five (5) years. When calculating an equity repayment schedule, the Commission may deduct the withdrawn Member's proportionate share of outstanding indebtedness from the amount of any equity due to the withdrawn Member. Notwithstanding anything to the contrary, a withdrawing Member shall have no claim to the franchise fee the Grantee collected on its behalf for the year in which its withdrawal is effective, except for the reimbursement of cable-related expenses for that year. If no Bonds are outstanding, for the calendar year following withdrawal, and for all subsequent years, the entire franchise fee calculated upon gross revenues attributable to the system within the withdrawn Member shall be paid by Grantee to the withdrawn Member in accordance with the Franchise.

Section 3. In the event of dissolution, the Commission shall determine the measures necessary to affect the dissolution and shall provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this agreement. Upon dissolution of the Commission all remaining assets of the Commission, after payment of obligations, shall be distributed among the then existing Members in proportion to the most recent Member by Member breakdown of the franchise fee as reported by the Grantee. The Commission shall continue to exist after dissolution for such period, no longer than six months, as is necessary to wind up its affairs but for no other purpose.

IN WITNESS WHEREOF, the undersigned municipality has caused this agreement to be signed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

City of \_\_\_\_\_, Minnesota

ATTEST:

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Mayor

Amended and Restated \_\_\_\_/2016

# **NMTV HD Equipment Upgrade Project Summary**

## **Current Equipment**

North Metro TV has reached the point where several of its aging video systems must be replaced. The production truck, master control and our two studios are experiencing multiple, compounding problems that are becoming more difficult and more expensive to fix, if they can be fixed at all. Complicating the need to replace equipment, is the need to move from one video format to another. All of NMTV's current electronics are either analog or standard digital (SD). The video world moved on from those formats years ago, replacing them with high definition (HD) video. All community television facilities are facing the same issue, and many of them have either transitioned or are in the process of doing so.

## **HD Format**

HD is the current video standard. Viewers own HD televisions and subscribe to HD cable service. They are paying for an HD product and that is what they expect to see. (73% of Comcast subscribers pay for HD service. 100% of CenturyLink subscribers will have HD service.)

It has become necessary to replace the major components of several video systems at North Metro TV. The equipment purchased to replace these components will have to be of the HD format. This will be a format change for North Metro TV. In order for these major components to be able to work within a system, the periphery equipment, such as monitors, audio, routing and wiring, must also be replaced. HD equipment and analog or SD equipment do not speak the same language. In order to speak the same language, and work together as a system, all of the equipment needs to be HD. (It is possible to buy special equipment to up-convert the old analog or standard digital signals to a signal HD equipment can understand, but this does not result in an HD final product.) Purchasing special equipment to up-convert signals is an expensive, temporary stop-gap. The most cost-effective solution is to upgrade the equipment systems at one time.

## **Replacement Analysis**

Understanding the complexity of changing video formats, NMTV staff moved forward with an HD Equipment Replacement Analysis. Alpha Video was chosen to conduct the study and to prepare recommendations for upgrading the entire NMTC facility to the HD format.

After working with Alpha Video, and talking with other vendors, we have formulated a comprehensive list of replacement systems that would make NMTV a complete HD facility. The recommendations include upgrades of master control, equipment in the production truck, the production truck itself, and the two studios.

## **Equipment**

Master Control is the nerve center for all incoming programs from Cities, schools, live feeds and local servers, and outgoing programs to Comcast and CenturyLink cable subscribers. It also routes programming to our website live streaming and video-on-demand servers. All of this is accomplished via our Tightrope hardware/software master control system. It is responsible for facilitating, routing, streaming, and recording all incoming and outgoing programming across twelve channels and two cable systems.

All but one of our video servers is failing and out of warranty. This is dangerous, as all of the programs that play over the North Metro channels are electronic video files which are stored on the servers. Because the servers must use certain versions of Windows software, the fact that they are no longer supported also makes the servers vulnerable. Additional equipment problems include non-repairable monitor failures, lack of storage capacity for programming, lack of rack-space for certain equipment, time-base corrector malfunctions, and non-functioning outputs on older servers.

The recommended Master Control upgrade is built around the Tightrope hardware and software system. The efficiencies inherent in the Tightrope system make it possible for one person to effectively schedule and manage the programming of all twelve channels, and video-on-demand selections. Peripheral equipment for master control includes audio manipulation, monitoring, racking, power, and engineering tools. The recommended Master Control upgrade will cost approximately \$583,000.

The production truck is our primary tool for recording sporting, school, and community events. Half of the programs, produced by staff, are created with the production truck. Sports constitute some of our most popular programming, and programs produced with the truck make up 95% of DVD sales. The majority of equipment in the production truck is over thirteen years old and at the end of its life. This includes the cameras, lenses, tripods, audio board, hard drive recording and instant replay/play-back drives, monitors, and wiring. Many locations where sporting tournaments are held are pre-wired for production crews. This allows for tapping into a system instead of having to run separate cables, which most large venues require. It is impossible for us to do this, as they are all wired for HD, and we are not. The recommended production truck upgrades will cost approximately \$786,000.

Upgrading the two studios at the NMTV facility will complete the HD conversion. Problems with the existing equipment include routing switchers that are malfunctioning and no longer supported by the manufacturer, monitors intended for 4x3 video, but

everything we shoot is in 16x9, malfunctioning and obsolete tape decks for recording programs, which then need to be converted to a digital file - doubling the time it takes to record a final product, tripod heads not rated for the weight of camera/teleprompter combinations, and aging cameras experiencing growing color/phasing/white balancing issues. The recommended upgrades for two studios will cost approximately \$605,000.

Finally, the production truck, itself, is experiencing space, mechanical, power, heat, cooling, security and safety problems. We are including a recommendation to replace the production truck with a slightly larger model that will meet our future space, safety, and production needs, as a part of the equipment upgrade proposal. A new integrated production truck with internal racking and work space, external storage, roof safety rail, power generator, heating, and double air conditioning units will be approximately \$200,000.

## **Financing**

Upgrading the facility all at once would be most cost effective and result in the best product. It would also result in a stable equipment line-item during budgeting, instead of large, yearly variations. (Although annual maintenance purchases of items such as field cameras, edit computers, microphones, etc. will still require budgeting.)

The Commission recently paid off it's debt for the construction of the NMTV facility. That annual payment was approximately \$190,000. In addition to that capital expenditure, annual capital expenditures for video equipment have averaged \$198,000 over the last five years. Adding that together, the capital budgeting averaged \$388,000 over the last five years. The bond payment for the HD equipment loan will be \$226,000 annually. This is considerably less than has been paid, for capital expenses, in the past five years.

By bonding for the upgrade, and spreading the payments across ten years, the annual capital payment are actually kept quite low. If the equipment systems were to be upgraded individually we would need to budget well over \$226,000, annually, for each upgrade.

The City of Circle Pines may agree to bond for the equipment purchases, provided the Member Cities agree to the financing terms. Bonding through Circle Pines would result in lower closing costs, a better interest rate, and the ability to purchase the equipment tax free. This will result in considerable savings for the Commission and Member Cities.

## **Conclusion**

It is the recommendation of the North Metro Telecommunications Commission that the Member Cities adopt Resolutions amending and restating the Joint Powers Agreement, and setting the terms for repayment of any equipment bond through the City of Circle

Pines. This will grant permission to the Commission to upgrade its equipment, via bonding, to become a fully functional HD facility. Doing so will benefit cable subscribers in the NMTC area, the Member Cities, and community television producers through the availability of state-of-the-art production tools, and the high-quality video programs subscribers expect to receive.



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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:** NORTH METRO TELECOMMUNICATIONS COMMISSION EQUIPMENT  
CERTIFICATE  
**DATE:** FEBRUARY 9, 2016

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The North Metro Telecommunications Commission (NMTC) is seeking the issuance of \$2,065,000 in bonds for the replacement and upgrade of its aging video systems to accommodate the transition to high definition.

The City of Circle Pines, on behalf of NMTC, is willing to issue general obligation capital equipment certificates to finance the project. The Commission will save \$136,000 in interest and financing costs under this option rather than through Commission-issued debt. However, in order to issue the certificates, Circle Pines is seeking individual general obligation pledges from each of the member cities for their share of the certificate in the form of capital notes held by Circle Pines. The City of Spring Lake Park's general obligation capital note would be approximately \$119,000. While the City's share would count toward the City's statutory debt limit, staff does not believe this to be an issue as the City is currently \$10 million under the statutory debt limit.

The general obligation capital equipment certificates will be paid with franchise fees collected by the NMTC. Funds are currently budgeted for in the NMTC's 2016 budget to cover the annual debt service. No City property tax dollars will be used to fund the repayment of the bond. Repayment of these capital notes will not be levied for.

The resolution before the City Council has a number of blank spaces in it. These blanks will be filled in by bond counsel for the City of Circle Pines once the bond is sold. This is common practice as interest rates change frequently and are not officially set until the bond has been officially sold.

Staff has included a memorandum from Ehlers Associates, the financial advisor for the City of Circle Pines, which goes into more detail about the bond issue.

Staff recommends approval of the resolution. 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: FEBRUARY 16, 2016

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Spring Lake Park, Minnesota, was duly called and held at the City Hall on February 16, 2016, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

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

RESOLUTION 16-04

RESOLUTION CONCURRING IN THE ISSUANCE OF THE \$ \_\_\_\_\_  
GENERAL OBLIGATION CAPITAL NOTES, SERIES 2016A BY THE CITY OF CIRCLE  
PINES, MINNESOTA, AND AUTHORIZING EXECUTION OF A \$ \_\_\_\_\_  
GENERAL OBLIGATION CAPITAL NOTE, SERIES 2016A AND LEVYING A TAX FOR  
THE PAYMENT THEREOF

A. WHEREAS, the City of Spring Lake Park, Minnesota (the "City") is a member of the North Metro Telecommunications Commission, an organization formed with the Cities of Circle Pines, Blaine, Centerville, Ham Lake, Lexington, Lino Lakes and Spring Lake Park, Minnesota (together with the City, the "Joint Cities") by the execution of a Joint and Cooperative Agreement for the Administration of a Cable Communication System (the "Agreement") for which the general purpose is to monitor the operation and activities of cable communications (the "Project") as more particularly described in the Agreement; and

B. WHEREAS, the City of Circle Pines, Minnesota (the "Issuer") will issue its \$ \_\_\_\_\_ General Obligation Capital Notes, Series 2016A (the "Issuer Notes") pursuant to a resolution adopted \_\_\_\_\_, 2016 (the "Issuer Note Resolution") to finance the Joint Cities share of the costs to finance the acquisition of capital equipment for the Project (the "Equipment"); and

C. WHEREAS, in order to induce the Issuer to issue the Issuer Notes to finance the acquisition of the Equipment it is proposed that the City will issue its General Obligation Capital Note, Series 2016A in the amount of \$ \_\_\_\_\_ (the "City Note"), pursuant to Minnesota Statutes, Chapter 475 and Minnesota Statutes, Section 412.301, to pay its share of the debt service on the Issuer Notes; and

D. WHEREAS, each piece of equipment to be financed by the Issuer Notes has an expected useful life at least as long as the term of the Issuer Notes; and

E. WHEREAS, the amount of the City Note does not exceed one-quarter of one percent (0.25%) of the market value of the taxable property in the City; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota, as follows:

1. Approval and Form of City Note. The issuance of the City Note to the Issuer is hereby approved. The City Note shall be in fully registered form without interest coupons and shall be dated, mature, bear interest, be subject to redemption and be payable as provided in the form attached hereto as Exhibit A, with such amendments thereto as shall be deemed desirable or necessary by the Mayor and Administrator, Clerk/Treasurer (hereby authorized to execute the City Note by their manual signatures), as evidenced by their execution thereof.

2. Debt Service Account. There is hereby created the General Obligation Capital Note, Series 2016A Debt Service Account (the "Debt Service Account"), to be administered and maintained by the Accountant as a bookkeeping account separate and apart from all other accounts maintained in the official financial records of the City. The Debt Service Account shall be maintained in the manner herein specified until the City Note and the interest thereon have been fully paid. There are hereby pledged and there shall be credited to the Debt Service Account collections of all taxes herein or hereafter levied by the City for the payment of the City Note and interest thereon and any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest on the City Note.

3. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the City Note there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Year of Tax Levy</u>	<u>Year of Tax Collection</u>	<u>Amount</u>
20__-20__	20__-20__	(See attached Levy Schedule)

The tax levies are such that if collected in full will produce the 105% of the amount needed to meet when due the principal and interest payments on the City Note. The tax levies shall be irrevocable so long as the City Note is outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

4. General Obligation Pledge. For the prompt and full payment of the principal and interest on the City Note, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the City Note and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be

reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

5. Redemption. The Note is subject to redemption and prepayment without penalty at the option of the City (a) on \_\_\_\_\_ 1, 20\_\_ and on any date thereafter at a price of par plus accrued interest; and (b) on any date prior to \_\_\_\_\_ 1, 20\_\_ at a price of par plus accrued interest together with any additional amount necessary to defease the portion of Issuer Notes equal to the outstanding principal amount of the City Note, all in accordance with the Issuer Note Resolution. Redemption may be in whole or in part, upon 30 days' prior written notice to the Owner. If redemption is in part, the City may select the specific principal installments hereof, or applicable portions thereof, to be prepaid.

6. Defeasance. When the City Note has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered owner of the City Note shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to the City Note which is due on any date by irrevocably depositing with the City Accountant on or before that date a sum sufficient for the payment thereof in full; or if the City Note should not be paid when due, it may nevertheless be discharged by depositing with the City Accountant a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to the City Note called for redemption on any date when it is prepayable according to its terms, by depositing with the City Accountant on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to the City Note, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

7. Refunding of Issuer Notes. The City acknowledges that the Issuer Notes are subject to redemption in connection with refunding in accordance with the Issuer Note Resolution. Upon any refunding of the Issuer Notes, the City will issue a replacement City Note with a payment schedule adjusted to reflect the City's proportionate share of debt service due and payable on the Issuer's refunding bond.

8. Certificate of Registration and Levy of Ad Valorem Taxes. The City Administrator, Clerk/Treasurer is hereby directed to file a certified copy of this resolution with the County Auditor of Anoka County and Ramsey County, together with such other information as the County Auditor shall require, and to obtain from the County Auditor the certificate that the City Note has been entered in the County Auditor's Bond Register and that the tax levy required by law has been made.

9. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the original purchaser of the Issuer Notes, and to the

attorneys approving the legality of the issuance of the City Note, certified copies of all proceedings and records of the City relating to the Issuer's Note and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the City Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

10. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

11. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was seconded by member \_\_\_\_\_ and upon a vote being taken thereon, the following voted in favor thereof:  
and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTIES OF ANOKA AND RAMSEY  
CITY OF SPRING LAKE PARK

I, the undersigned, being the duly qualified and acting Administrator, Clerk/Treasurer of the City of Spring Lake Park, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting held on the date therein indicated, with the original thereof on file and of record in my office and that the same is a full, true and complete transcript insofar as the same relates to the \$\_\_\_\_\_ General Obligation Capital Note, Series 2016A.

WITNESS my hand on February \_\_\_\_, 2016.

\_\_\_\_\_  
Administrator, Clerk/Treasurer  
City of Spring Lake Park, Minnesota

EXHIBIT A

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
ANOKA AND RAMSEY COUNTIES  
CITY OF SPRING LAKE PARK

\$\_\_\_\_\_ GENERAL OBLIGATION CAPITAL NOTE, SERIES 2016A

The City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota (the "City"), certifies that it is indebted and for value received promises to pay to the City of Circle Pines, Minnesota, or assigns duly certified on the Certificate of Registration attached to and made a part of this Note (the "Owner"), in the manner hereinafter set forth, the \$\_\_\_\_\_ principal amount of this Note in the principal installments due on the first day of each month in the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid in the amounts as follows:

<u>Month/Day/Year</u>	<u>Principal Installment</u>	<u>Interest Payment</u>	<u>Month/Day/Year</u>	<u>Principal Installment</u>	<u>Interest Payment</u>
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Interest shall be payable monthly on the first day of each month, commencing \_\_\_\_\_ 1, 20\_\_, and shall be calculated on the basis of a 360 day year consisting of twelve 30 day months. At the time of final payment of all principal of and interest on this Note, the Owner shall surrender this Note to the City Administrator, Clerk/Treasurer at the City Hall, in Spring Lake Park, Minnesota. Notwithstanding anything to the contrary herein, the City's proportionate share of any amount transferred from the Capital Account to the Debt Service Account (as such terms are defined in the Issuer Note Resolution, defined hereinafter) upon completion of the Project shall be applied as a credit against the principal or interest payment or payments due on this Note after such transfer. The term "proportionate share" means the original principal amount of this Note as a share of the original principal amount of the Issuer Note.

Manner of Payment. The principal of and interest on this Note are payable when due by check or draft mailed or otherwise delivered by or on behalf of the City Accountant to the Owner hereof as of the end of the fifteenth (15th) day of the month, whether or not a business day (the "Record Date"), immediately preceding the applicable payment due date; provided that if the City shall be in default in payment of interest due on said date, whenever money becomes available for payment of such defaulted interest, the City Accountant shall establish a special Record Date with respect to the payment thereof and shall mail written notice of the special Record Date not less than fifteen (15) days prior to such date to the person that was the Owner of the Note as of the close of business of the City on the fifth (5th) business day of the City preceding such mailing, and the Owner as of the special Record Date shall be entitled to receive



the payment of such defaulted interest. All principal of and interest on this Note are payable in any coin or currency of the United States of America which on the date of payment is legal tender for the payment of public and private debts.

Date of Payment Not a Business Day. If the nominal date for payment of any principal of or interest on this Note shall not be a business day of the City or of the Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Issuance; Purpose; General Obligation. This Note is issued as a single instrument under and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council, the governing body of the City, on February 16, 2016 (the "Resolution"), for the purpose of providing money to finance the cost of the acquisition of capital equipment. The terms Issuer Note and Issuer Note Resolution have the meaning provided in the Resolution. This Note constitutes a general obligation of the City, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

Optional Redemption. The Note is subject to redemption and prepayment without penalty at the option of the City, (a) on \_\_\_\_\_ 1, 20\_\_ and on any date thereafter at a price of par plus accrued interest; and (b) on any date prior to \_\_\_\_\_ 1, 20\_\_ at a price of par plus accrued interest together with any additional amount necessary to defease the portion of the Issuer Notes equal to the outstanding principal amount of the City Note, all in accordance with the Issuer Note Resolution. Redemption may be in whole or in part, on any date, upon 30 days' prior written notice to the Owner. If redemption is in part, the City may select the specific principal installments hereof, or applicable portions thereof, to be prepaid.

Transfer. This Note is transferable, as provided in the Resolution, upon the Register kept by the City Administrator, Clerk/Treasurer at City Hall upon surrender of this Note together with a written instrument of transfer duly executed by the Owner or the Owner's attorney duly authorized in writing, and thereupon a new, fully registered Note in the same aggregate principal amount shall be issued to the transferee in exchange therefore (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed; provided that such transfer may occur only with respect to the entire Note and all of the remaining principal amount of the sole final maturity hereof. The City may treat and consider the person in whose name this Note is registered as the absolute Owner hereof for the purpose of receiving payment of or on account of the principal of and interest on this Note (except for the payment of interest to the Owner as of a Record Date) and for all other purposes whatsoever.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Note, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the City has covenanted and agreed with the holder of this Note that it will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property in the City, without limitation as to

rate or amount, for the years and in amounts sufficient to pay the installments of principal and interest on this Note as they respectively become due; and that this Note, together with all other debts of the City outstanding on the date hereof, being the date of its actual issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Spring Lake Park, Counties of Anoka and Ramsey, Minnesota, by its City Council has caused this Note to be executed on its behalf by the signatures of its Mayor and of its Administrator, Clerk/Treasurer, and the corporate seal of the City having been intentionally omitted as permitted by law, all as of the \_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF SPRING LAKE PARK  
COUNTIES OF ANOKA AND RAMSEY  
MINNESOTA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator, Clerk/Treasurer

## CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Note may be made only by the registered owner or the Holder's legal representative last noted below.

<u>DATE OF REGISTRATION</u>	<u>REGISTERED OWNER</u>	<u>SIGNATURE OF CITY [CLERK]</u>
_____, 2016	City of _____ _____, Minnesota	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF MINNESOTA

COUNTY AUDITOR'S CERTIFICATE

COUNTY OF \_\_\_\_\_

AS TO TAX LEVY AND REGISTRATION

I, the undersigned, being the duly qualified and acting County Auditor of \_\_\_\_\_ County, Minnesota, DO HEREBY CERTIFY that on the date hereof there was filed in my office a certified copy of a resolution adopted on \_\_\_\_\_, 2016 by the City Council of the City of \_\_\_\_\_, Minnesota, authorizing the issuance of a \$\_\_\_\_\_ General Obligation Capital Note, Series 2016A (the "Note"), and levying a tax for the payment thereof, together with full information regarding the Note for which the tax was levied; and the Note has been entered in my Bond Register and the tax levy required by law has been made.

WITNESS my hand and the seal of the County Auditor on \_\_\_\_\_, 2016.

(SEAL)

\_\_\_\_\_  
County Auditor

**EHLERS**

LEADERS IN PUBLIC FINANCE

**MEMO**

To: Heidi Arnson, North Metro Telecommunications Commission

From: Nick Anhut, Ehlers & Associates

Date: February 9, 2016

Re: Proposed G.O. Financing for Capital Equipment

You have asked us to provide an update on background information, procedure and considerations regarding the issuance of general obligation bonds by the City of Circle Pines to purchase \$2 million in capital equipment on behalf of the North Metro Telecommunications Commission (the “Commission”).

**Background**

Under terms of its Joint Powers Agreement (“JPA”), the Commission was granted authority to issue up to \$2.5 million in bonds payable solely from franchise fee revenues collected quarterly from the members. The bonds were to finance the acquisition and improvements for the public access and studio facility. The revenue bonds were refinanced for interest savings in 2012, and then prepaid in full in 2015. The Commission currently has no debt on its books.

In discussion with Commission staff about the potential costs of financing a \$2 million capital equipment upgrade in 2016, two options were discussed: either a Commission-issued revenue bond (similar to that used to finance the Commission’s facility) or a general obligation bond issued by one of the member entities. The JPA is silent to additional debt issuance and either option would require approval from each of the members’ governing bodies.

It is estimated that today’s fixed interest rates for a Commission-issued revenue bond would be 3.00-3.25% for a ten year term. Today’s comparable market interest rate estimates for the proposed Circle Pines issue of bank qualified general obligation bonds are 1.83% for a ten year term. In total debt service payments, this difference in rates and financing costs equates to \$136,700 less over the ten year term.

**Circle Pines Bond Issuance**

Under the authority of Minnesota Statutes Chapter 412, a city can issue general obligation equipment certificates or capital notes to finance capital equipment payable from a property tax levy. Cities can choose to offset this levy requirement with other available revenue sources. The debt can be repaid up to the useful life of the asset or 10 years, whichever is less. A notice is required to be published in the city’s newspaper if the total principal amount financed exceeds 0.25% of its current year assessed market value.

In discussion with the City of Circle Pines and its bond attorney, the City agrees to facilitate the overall financing and equipment purchase using this bonding authority as long as it



receives the individual pledges of each of the members of the Commission. In essence, Circle Pines is asking each of the member cities to issue their own capital notes that will be held by Circle Pines in order to reduce its risk. Proceeds of the bond issue would be used by the Circle Pines to pay for the costs of the equipment and financing. To offset the levy requirement for each of the member cities, the Commission would agree to budget annually to provide fee revenues to repay the debt.

Each member city's capital notes and G.O. pledge would support a principal amount and annual payment of the debt allocated using the most recent system revenue shares of the Commission (2015). Each member city's capital notes would be issued to Circle Pines and certified with its county for tax levy purposes, however Circle Pines would serve as the sole issuer and obligated party for the debt's reporting and administrative purposes.

Using the most recent valuations, each member city's share is well below the 0.25% of market value threshold for purposes of publishing a public notice of the debt. However, the total principal amount would exceed the Circle Pines' 0.25% threshold and would require it to publish notice of its resolution determining to issue the debt. The Bonds cannot be issued until after a ten day period after the publication to allow for a petition asking to put the matter to referendum. Any such petition must be signed by voters equal to 10% of the vote cast at the last municipal election.

The Commission has already included funding within its capital budget for 2016 to provide funds to make the first year's debt payments. From a risk standpoint, the projected annual debt payments equates to 19.5% of the overall fee revenues collected in 2015. Even with the payments factored into the 2016 budget, the Commission plans to remit \$320,000, or 1.4 times the expected annual debt payment, in franchise fees back to the members after all capital and operating costs.

Using the most recent member share information, the table below shows each members share of the estimated debt principal and annual payments.

Members System Revenue Share (2015)		= Share of 2016 Debt	Estimated Share of Annual Debt Payments*
Blaine	53.857981%	\$ 1,112,167	\$ 120,987.27
Centerville	3.338439%	\$ 68,939	\$ 7,499.51
Circle Pines	4.787906%	\$ 98,870	\$ 10,755.61
Ham Lake	13.958125%	\$ 288,235	\$ 31,355.71
Lexington	1.796855%	\$ 37,105	\$ 4,036.48
Lino Lakes	16.502266%	\$ 340,772	\$ 37,070.90
Spring Lake Park	5.758428%	\$ 118,912	\$ 12,935.81
Totals:		\$ 2,065,000.00	\$ 224,641.29

\*\$2,065,000 G.O. Equipment Certificates at 1.91% w/ 10 yr term

## Other Considerations

**Legal and federal debt limits.** Even though the member cities of the Commission will utilize franchise fee revenues to offset any levy requirement, each city's capital notes will count toward their legal debt limit.

Another limitation to consider is the \$10 million threshold a city must stay under annually in order to designate its bonds as bank qualified debt. It is the request of the Commission that the City of Circle Pines allocate the full amount of the debt against this amount. Circle Pines will not require each member city to designate their capital notes for purposes of their own \$10 million thresholds.

**Call Feature.** For a 10 year Bond issue, the market is typically comfortable with a 7-8 year call feature whereupon the Bonds are able to be prepaid without penalty. It is expected that the financing will carry a call date of February 1, 2024. Each member city's capital notes may be defeased ahead of this call date.

**Timing.** Upon authorization by the member cities, the City of Circle Pines plans to include the equipment financing within its 2016A Bonds set to issue in late March. It is expected the City's financing will close in mid to late April.

The debt service estimates for City-issued General Obligation bonds to finance \$2 million capital equipment project and associated financing costs are attached. It is expected financing costs may be reduced due to favorable terms at the time of Circle Pines' bond sale. Any such savings will be reflected in a reduced principal amount and carried forward in the financing terms of each member city's capital notes.

We look forward to further discussions on these issues.

# City of Circle Pines, Minnesota

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\$2,065,000 General Obligation Bonds, Series 2016

Assumes Current Market BQ "AA" Rate plus 15bps

10 Years

## Sources & Uses

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Dated 03/15/2016 | Delivered 03/15/2016

### Sources Of Funds

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Par Amount of Bonds	\$2,065,000.00
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<b>Total Sources</b>	<b>\$2,065,000.00</b>
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### Uses Of Funds

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Total Underwriter's Discount (1.200%)	24,780.00
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Costs of Issuance	39,000.00
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Deposit to Project Construction Fund	2,000,000.00
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Rounding Amount	1,220.00
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<b>Total Uses</b>	<b>\$2,065,000.00</b>
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# City of Circle Pines, Minnesota

\$2,065,000 General Obligation Bonds, Series 2016

Assumes Current Market BQ "AA" Rate plus 15bps

10 Years

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/15/2016	-	-	-	-	-
02/01/2017	200,000.00	0.750%	25,438.00	225,438.00	225,438.00
08/01/2017	-	-	13,740.00	13,740.00	-
02/01/2018	195,000.00	0.900%	13,740.00	208,740.00	222,480.00
08/01/2018	-	-	12,862.50	12,862.50	-
02/01/2019	200,000.00	1.100%	12,862.50	212,862.50	225,725.00
08/01/2019	-	-	11,762.50	11,762.50	-
02/01/2020	200,000.00	1.200%	11,762.50	211,762.50	223,525.00
08/01/2020	-	-	10,562.50	10,562.50	-
02/01/2021	205,000.00	1.350%	10,562.50	215,562.50	226,125.00
08/01/2021	-	-	9,178.75	9,178.75	-
02/01/2022	205,000.00	1.500%	9,178.75	214,178.75	223,357.50
08/01/2022	-	-	7,641.25	7,641.25	-
02/01/2023	210,000.00	1.600%	7,641.25	217,641.25	225,282.50
08/01/2023	-	-	5,961.25	5,961.25	-
02/01/2024	215,000.00	1.700%	5,961.25	220,961.25	226,922.50
08/01/2024	-	-	4,133.75	4,133.75	-
02/01/2025	215,000.00	1.850%	4,133.75	219,133.75	223,267.50
08/01/2025	-	-	2,145.00	2,145.00	-
02/01/2026	220,000.00	1.950%	2,145.00	222,145.00	224,290.00
<b>Total</b>	<b>\$2,065,000.00</b>	<b>-</b>	<b>\$181,413.00</b>	<b>\$2,246,413.00</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$11,317.61
Average Life	5.481 Years
Average Coupon	1.6029266%
Net Interest Cost (NIC)	1.8218774%
True Interest Cost (TIC)	1.8297073%
Bond Yield for Arbitrage Purposes	1.5964595%
All Inclusive Cost (AIC)	2.2049559%

## IRS Form 8038

Net Interest Cost	1.6029266%
Weighted Average Maturity	5.481 Years



**RESOLUTION NO. 16-05**

**A RESOLUTION APPROVING AN ONE-YEAR EXTENSION OF THE PLANNED UNIT DEVELOPMENT, SPECIAL USE PERMIT AND SITE PLAN FOR THE UNITY HOSPITAL CAMPUS ADDITION, 525 OSBORNE ROAD NE, SPRING LAKE PARK**

**WHEREAS**, on February 2, 2015 approved Resolution 15-03, A Resolution Approving A Planned United Development, Special Use Permit and Site Plan for the Unity Hospital Campus Addition, 525 Osborne Road NE; and

**WHEREAS**, said expansion is a 23,310 square foot one-story medical office building and associated improvements; and

**WHEREAS**, the North Suburban Hospital District requested a one-year extension of the special use permit; and

**WHEREAS**, Section 153.202(F) of the Spring Lake Park City Code provides the City Council with authority to extend the term of a conditional (special) use permit.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby grants a one-year extension of the planned unit development, special use permit and site plan for the Unity Hospital Campus Addition, 525 Osborne Road NE, as approved by Resolution 15-03.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 16th day of February, 2016.

APPROVED BY:

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Cindy Hansen, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



North Suburban Hospital District  
425 Rice Creek Blvd  
Fridley, MN 55432

November 12, 2015

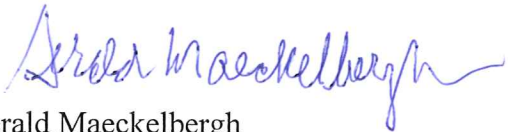
Dan Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81st Avenue N.E.,  
Spring Lake Park, MN 55432

Dear Mr. Buchholtz,

On behalf of the North Suburban Hospital District, please allow me to formally request a one year extension of the Special Use Permit approved on February 2, 2015 (City Resolution No. 15-03) for the property located at 525 Osborne Road NE.

Please do not hesitate to contact me if you need any addition information or have questions associated with this special use permit extension request.

Sincerely,



Gerald Maeckelbergh  
Board Chair  
North Suburban Hospital District

Cc: Scott Lepak, General Counsel  
Mike Bultman, Consulting Engineer



**Central Park**  
**LIQUOR**



REVENUE BUDGET		2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET
36211	INTEREST EARNINGS (CD, Checking & Reserve)	18,500 Unaudited	18,500	Unaudited	18,500
37811	LIQUOR SALES	743,615	796,720	749,076	754,574
37812	BEER SALES	969,886	1,096,442	1,037,831	1,105,291
37813	WINE SALES	248,802	268,640	244,199	246,642
37814	POP/MIX/ICE SALES	44,483	48,300	44,258	44,500
37815	CIGARETTE SALES	58,260	60,790	60,581	61,188
37817	SMOKE SHOP SALES	38,536	41,400	38,071	38,100
37820	COMMISSIONS	533	700	637	650
37833	EVENT FEES	1,286	1,500	369	1,300
		2,123,901	2,332,992	2,175,022	2,270,745
37834	PARKING LOT COMMISSION			2,000	2,000
37840	CASH SHORT	(321)	(500)	(680)	(500)
37850	SALES TAX 9.375%	182,536	202,669	190,098	197,485
37851	SALES TAX 7.125%	5,024	6,167	4,889	5,885
37860	LOTTERY COMMISSION	3,829	4,000	3,330	3,500
<b>Total Projected Revenue</b>		2,314,969	2,545,328	2,374,659	2,479,115





# Central Park LIQUOR



## EXPENDITURE BUDGET

		2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET
1000	MANAGER	70,995	72,415	71,350	73,134
1010	SEVERANCE	0	0	0	0
1013	OVERTIME	2,610	2,000	2,160	2,000
1031	ASST. MANAGER	52,142	53,185	52,976	54,300
1037	STOCK CLERK PART TIME	111,252	112,670	120,349	115,487
1050	VACATION BUY BACK	0	0	1,362	5,392
1210	PERA	16,828	17,518	18,240	18,773
1220	FICA/MEDICARE	17,640	18,485	18,767	19,149
1300	HEALTH INSURANCE	22,910	23,000	21,493	15,069
1313	LIFE INSURANCE	103	103	98	102
1420	UNEMPLOYMENT BENEFITS	0	0	0	0
1510	WORKERS COMP CLAIMS	5,471	500	233	0
2000	OFFICE SUPPLIES	1,624	1,700	794	900
2030	PRINTED FORMS	475	500	669	500
2050	STORE EVENT EXPENSES	1,655	1,700	913	1,400
2100	OPERATING SUPPLIES	3,994	4,000	5,283	4,000
2110	CLEANING SUPPLIES	1,025	1,100	457	900
2130	RUG SERVICE	0	0	1,282	1,140
2160	PEST CONTROL	0	0	178	180
2170	MISC	684	900	1,137	900
2220	POSTAGE	391	395	356	350

2225	LANDSCAPING MATERIALS	141	145	2,659	0
2280	UNIFORMS	0	600	1,907	0
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
2510	LIQUOR PURCHASES	576,313	596,934	560,952	540,952
2520	BEER PURCHASES	701,320	711,233	809,251	817,919
2530	WINE PURCHASES	168,792	173,792	157,808	155,118
2560	CIGARETTE PURCHASES	47,354	47,405	53,860	53,800
2570	ICE PURCHASES	3,489	3,500	4,201	4,275
2580	SMOKE SHOP PURCHASES	14,859	17,359	18,719	16,527
2590	POP/MIX/JUICE PURCHASES	22,346	23,912	20,637	21,010
3010	AUDIT & ACCT SERVICE	13,750	5,500	5,388	5,400
3030	ENGINEERING FEES	0	0	0	0
3040	LEGAL FEES	0	300	48	0
3210	TELEPHONE/DSL/CELLS	5,133	5,400	2,779	4,548
3310	<b>MILEAGE EXPENSES/TRAVEL</b>	831	1,300	1,023	900
3410	EMPLOYMENT ADVERTISING	180	175	0	0
3420	ENTERPRISE ADVERTISING	26,517	25,000	27,962	19,500
3500	PRINTING & PUBLISHING	0	200	0	0
3600	INSURANCE LIABILITY & W COMP	15,267	20,600	19,455	19,460
3810	ELECTRIC UTILITIES	22,022	25,500	22,865	22,900
3820	UTILITY/WATER-SEWER	391	400	391	391
3830	GAS UTILITIES	1,361	1,400	1,125	1,200
3841	RUBBISH REMOVAL	2,565	2,500	2,919	700
4000	CONTRACTUAL SERVICES	3,277	3,600	3,307	9,360

4050	MAINTENANCE AGREEMENTS	2,034	2,300	3,274	2,455
4070	BLDG MAINTENANCE & REPAIR	9,077	9,200	9,838	9,000
4180	SECURITY MONITORING	1,466	1,500	1,560	1,380
4200	DEPRECIATION	43,994	32,000	Unaudited	46,500

		ACTUAL	BUDGET	ACTUAL	BUDGET
4300	CONFERENCES & SCHOOLS	1,680	2,000	1,523	1,400
4330	DUES & SUBSCRIPTIONS	2,060	2,100	2,220	2,008
4369	LICENSES	235	350	225	225
4370	SALES TAX/LIQUOR TAX	199,025	203,837	219,384	203,370
4380	BANK CHARGES	215	215	125	0
4390	CREDIT CARD CHARGES	27,188	32,000	31,201	27,289
5000	CAPITAL OUTLAY	7,610	50,434	2,000	12,470
6010	LEASE PAYMENT-PRINCIPLE	0	0	6,654	15,184
6110	LEASE PAYMENT-INTEREST	0	0	938	1,649
7000	TRANSFER TO GENERAL FUND	75,000	75,000	75,000	75,000
TOTAL PROJECTED EXPENDITURES		2,305,291	2,387,862	2,389,295	2,405,566



# Capital Improvement Plan Central Park Liquor

Revised 1/12/16

2016 2017 2018 2019 2020

<b>Exterior</b>					
Loading dock repair		9,000			
Paint Exterior			9,000		
Parking lot - patch, seal and stripe	7000				
Replace sidewalks and curbing					
Cigar Shop signage	1000				
Paint on wall					
<b>Interior</b>					
Lunchroom remodel			3,000		
Replace printers/fax/copier				1,000	
Register Counters/tops/pint shelves					6,000
Security System upgrade			25,000		
Anti Fatigue mats		1,800			
Replace office chairs					500
Relamp sales floor	500		500		500
Replace forklift (used)				10,000	
Replace Cooler Compressors		25,000			
Replace/Upgrade POS System				6 yrs	7 yrs
Chip Reader Credit Card Compliance	3970				

**Total** 12,470 35,800 28,500 20,000 7,000



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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:** LIQUOR STORE CONSULTING CONTRACT  
**DATE:** JANUARY 26, 2016

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With the competitive challenges facing the retail liquor industry, it is important to assess our municipal liquor store to determine its strengths and weaknesses and seek solutions to improve operations. Staff is requesting authority from the City Council to enter into a contract with Delaney Consulting to facilitate such an assessment of Central Park Liquor.

The business assessment would include the following:

- A high-level review of our municipal operation versus the marketplace in terms of product assortment/selection, merchandising and in-store environment, customer service and digital and traditional marketing.
- A detailed customer survey to gain insights from our current customer base and noncustomers.
- Interviews with key vendors to get a rounded view of the operation.
- A review of financial reports and store performance
- A SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis

In addition, staff also recommends adding on the following services:

- Mystery shops for the municipal store and three competitors.
- An in-store conditions deep-dive, including a staff assessment.
- An everyday pricing analysis of the top 50 SKU's versus up to five competitors
- A promotional pricing analysis of the top 100 SKU's versus up to five competitors

The outcome will be a current assessment of the City's liquor store operation with prioritized recommendation/roadmap on how to improve business performance into the future. This report would also allow the Liquor Commission to establish goals for liquor store management and overall store performance. We anticipate the report to be available within the next three months.

The price of these services is \$6,050, which would be funded through the liquor store enterprise fund. At the Liquor Commission's suggestion, we have reviewed the proposed 2016 operations budget for efficiencies to help offset the cost of the assessment.

A copy of the proposal is included with this memorandum. The Liquor Commission reviewed this request at its January 25 meeting and recommended approval.

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







Flora Delaney  
President  
Delaney Consulting  
5916 Bernard Place  
Edina, MN 55436  
612.730.7941  
flora@floradelaney.com

January 5, 2016

Dan Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

Dear Dan:

Thank you for reaching out to Delaney Consulting to help you improve business results by assessing your liquor store operations and surveying your customers. Through our agreement with the Minnesota Municipal Beverage Association, we are able to offer Spring Lake Park a reduced rate in both our assessment and any management or employee training you may be interested in receiving.

Please review the attached proposal. It contains different choices and itemized prices so that you can select that which will best meet your needs. Let us know which services you would like of if you have any questions or want to make changes. We are excited to help you make your liquor operations more profitable for the city.

All my best,

Flora Delaney



### **City of Spring Lake Park: Delaney Consulting Proposal**

Delaney Consulting will facilitate a business assessment, including a customer survey and mystery shops for the Central Park Liquor store in Spring Lake Park as outlined in the attached Exhibit A Statement of Work.

This is a mutual agreement which is nonbinding. Either party can terminate this agreement without cause. Both parties agree to handle any issues honestly, treat each other as good neighbors, and always with the intent of leaving the other party content with the outcome.

### **Exhibit A**

#### **Statement Of Work**

Delaney Consulting offers an experienced and objective approach to assessing municipal liquor operations that benefits three key constituencies:

- **Customers** – our recommendations will improve the customer experience, increasing loyalty
- **Store Teams** – our recommendations will increase the effectiveness of employees, improving performance and their own job satisfaction
- **City Leaders** – our recommendations will increase profitability, which is much needed for today's municipalities

Our methods drive change and accountability.

Our assessment starts with an objective view of the operation from the customer's point-of-view. We validate our own observations by including a diverse set of perspectives from vendors, staff and competition. We use our findings to help Municipalities prioritize their resources to focus on changes that will have the most payback.

The value of the assessment is that it provides a clear roadmap to help a Municipality focus on the highest leverage areas that improve business performance. Our experience suggests that while all operations can usually benefit from pursuing improvements in almost any area (marketing, selection, pricing, customer service, merchandising, etc), there are usually just a few *critical* areas that are foundational and most important to resolve initially to improve business performance.



### **Standard Assessment:**

- A) A high-level review of the Municipal operation versus the marketplace in terms of assortment and selection, merchandising and in-store environment, customer service, digital and traditional marketing.
- B) A detailed customer survey that gain insights from the current customer base, as well as noncustomers. Work includes all analytic support, data tabulation, and statistically meaningful result interpretation. Survey development, hosting and services are included in the total price.
- C) Interviews with key vendors to get a rounded view of the operations.
- D) A review of financial reports and performance to the degree that the municipality is able to respond to our initial data request.
- E) A SWOT analysis created in conjunction with the management team that leverages vendor insights as well as competitive surveys and analysis.
- F) This includes a 2-hour strategic meeting and a 1.5 hour final presentation.

**DELIVERABLE:** Current state assessment along with prioritized recommendations for high-impact improvements and next steps. Strategic plan for the operation with specific short-term and long-term tactics that support the plan.

**DELIVERABLE:** Full report of all customer survey results broken out by customer versus non-customer respondents, demographics, zip code, gender and other relevant data "slices." Data is the property of the Municipality.

### **Additional Services:**

- 1) **Mystery shops** for the municipal store and 3 competitors. City stores will be shopped during a variety of different times (busy, non-busy, fully staffed, low staff, etc) to get a fully rounded view of strengths and opportunities.

**DELIVERABLE:** A detailed report on the customer experience, including customer service, merchandising, selection, check out and store environment. Recommendations for prioritized actions to address issues.

- 2) **In-store conditions deep dive that includes a staff assessment.** An assessment of the work environment and daily operations to discover opportunities to improve effectiveness and business results. Work includes, working shoulder to shoulder with the store manager in the store, interviewing staff, surveying operational practices and conducting a back room survey, a stock review and a merchandising assessment.

**DELIVERABLE:** A detailed report on the in-store conditions and processes within the store. An assessment on operational efficiency,



inventory management and team capabilities. Recommendations for prioritized actions to address issues.

3) **An everyday pricing analysis of the top 50 SKU's versus up to 5 competitors.**

**DELIVERABLE:** A detailed assessment of pricing by category (Beer, Wine, Liquor) with recommendations for aligning to a pricing strategy that appeals to customers.

4) **A promotional pricing analysis of the top 100 SKU's versus up to 5 competitors.** This analysis takes several months to access ongoing promotional patterns unless there is an archive of past competitive promotions.

**DELIVERABLE:** A detailed assessment of promotional pricing, selection and frequency by category (Beer, Wine, Liquor) with recommendations for aligning to a promotional strategy that appeals to customers.

	Stand Alone Pricing	Price WITH a Standard Assessment
Standard Assessment	\$3,500	\$-----
Mystery Shops	\$1,000	\$ 750
In Store Conditions	\$1,000	\$ 600
Everyday Pricing	\$1,000	\$ 600
Promotional Pricing	\$1,000	\$ 600

### Costs

Final costs and arrangements will be edited in the final version of the Statement of Work. All costs are payable in equal installments each month for the duration of the work (typically 2-3 months depending on the complexity and survey responses.) Payments are due net 30.

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## MEMORANDUM

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**TO:** MAYOR HANSEN AND MEMBERS OF THE CITY COUNCIL  
**FROM:** PUBLIC WORKS NEGOTIATION COMMITTEE  
**SUBJECT:** RATIFICATION OF 2016/2017 SERGEANTS UNION CONTRACT  
**DATE:** FEBRUARY 9, 2016

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This is to inform you that on January 28, 2016, the I.U.O.E. Local 49 Public Works Union employees accepted the following offer negotiated by the Public Works Negotiation Committee:

1. Article XVI – Duration: January 1, 2016 through December 31, 2017
2. Article X – Wages  
  
2016 (effective 2/1/16) – 2.5%  
2017 (effective 1/1/17) – 3%
3. Article XI – Clothing Allowance  
  
\$475.00 for 2016  
\$475.00 for 2017
4. Memorandum of Understanding  
  
Approval of MOU on participation in the Central Pension Fund (*attached*)

The Negotiation Committee is recommending that the City Council ratify the 2016/2017 union contract as outlined.

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



**DRAFT**  
**MEMORANDUM OF UNDERSTANDING**  
**Central Pension Fund**

The purpose of this Memorandum of Understanding is to assist both Labor and Management in identifying and implementing the **Central Pension Fund (CPF)**.

- 1) The CPF is a supplemental Pension Fund authorized by Minnesota Statutes, §356.24, subdivision 1(10).
- 2) The parties agree that the agreed upon amount that would otherwise be paid in salary or wages will be contributed instead to the CPF as pre-tax employer contributions. Contributions from the City will not be funded from any source other than this wage reduction. **Deductions will be made by multiplying \$.50 by 2080 Hours and deducted in 24 equal installments, similar to Health Insurance.**
- 3) The Employer shall pay this contribution directly to the I.U.O.E. Central Pension Fund at 4115 Chesapeake Street NW, Washington, D.C. 20016.
- 4) For purposes of determining future wage rates, the Employer shall first restore the amount of the wage reduction, which is currently the CPF contribution rate of **\$.50** per hour, then apply the applicable wage multiplier, then reduce the revised wage by the CPF contribution rate.
- 5) For purposes of calculating overtime compensation the Employer shall first restore the amount of the wage reduction (**\$.50**) then apply the applicable 1.5 wage multiplier required under the Fair Labor Standards Act and the collective bargaining agreement, then pay the resulting amount for overtime worked.
- 6) A contribution of \$2.40 per straight time hour worked prevents any employee's annual CPF contributions from exceeding \$5,000.00 in a year and therefore complies with limitations set forth under Minnesota Statute § 356.24, subd. 1(10) as amended.
- 7) The parties agree that the Public Employees Retirement Association interprets employer contributions to the CPF as being included in determining "salary" for the purposes of the public pension.
- 8) The CPF Plan of Benefits and the Agreement and Declaration of Trust will serve as the governing documents.
- 9) Effective **3-01-16** the contribution rate equals **\$.50** per straight time hour worked or all compensated hours.
- 10) **Changes to the contribution rate may be made by the members, by majority vote, at the end of each Contract term.** The Union and the employer will work together to implement member approved changes as soon as is practicable.
- 11) **The IUOE 49 business agent shall assist Employer, upon request, in obtaining information and documentation from CPF to assist in completing Employer's annual audit and for any other reason, including but not limited, to GASB Statement Nos. 67 and 68.**

**For the City of Spring Lake Park:**

**For IUOE, Local 49:**

Sign & Date

Sign & Date

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

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

A. Employee Lump Sum Contributions

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

Employees eligible for retirement under the Rule of 90 will contribute ~~\$75.00~~~~50.00~~ per pay period.

All other employees will contribute ~~\$50.00~~~~35.00~~ per pay period.

B.. Severance Pay Out

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

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

C. Banked Sick Leave

For employees having banked sick leave as of the date of this policy, the City will contribute the following from their banked sick leave account to their Post Retirement Health Care Savings Plan:

- 1) One day per year of service, less their first 5 years of service. This conversion and deposit of banked sick leave will occur as soon as possible for employees who have currently reached their maximum 90 day accrual of regular sick leave. For employees who have banked sick leave but do not currently have 90 days of regular sick leave, the conversion and deposit will occur upon reaching 90 days of regular sick pay. It is understood that this is a one-time conversion based on banked sick leave accounts existing on the date of this Memorandum.
- 2) The City will convert into cash, 1 day per year from the employee's banked sick leave account and deposit it to their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular sick leave.

Effective: January 1, 2008; Amended: February 16, 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:** APPOINTMENTS  
**DATE:** FEBRUARY 10, 2016

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There is currently one opening on the Planning Commission and one opening on the Park and Recreation Commission. Staff advertised the Commission openings and received the following applications.

Planning Commission (3 year term; term expires 12/31/18)

- Hans Hansen

Parks and Recreation Commission (unexpired portion of 3 year term; term expires 12/31/17)

- Maryann Graba
- Anna Apitz

As there are more individuals than open positions for the Park and Recreation Commission, the City Council will follow the appointment procedure outlined in Section 30.01(E) of the City Code. The Mayor and City Council will be allowed to make nominations, as well as accept nominations from the floor. Each member of the City Council, Mayor included, will rank their top candidate a 5, their second ranked candidate a 4, their third ranked candidate a 3, and so on, until all candidates have been ranked. Staff will collect the ballots and record the totals on the board. The highest scoring candidate will be appointed. Any ties, when significant, will be broken by lot.

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





APPLICATION  
BOARD/COMMISSION MEMBER

(Rec'd 1/8/16)

These questions are designed to obtain information about your experience and interest in civic activities. You may return your application by mail, email or fax. Mail to: Administrator, Clerk/Treasurer's Office, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432; E-Mail to: [jgooden@slpmn.org](mailto:jgooden@slpmn.org); or Fax to (763) 792-7257. Your application will remain on file for six months. If you have questions, please call the Administrator, Clerk/Treasurer's Office at (763) 784-6491. Thank you for your interest!

Name: Hans W. Hansen ☒ Adult (18+) ☐ Student (under 18)  
Address: [REDACTED] SLP Zip: 55432  
Home #: [REDACTED] Cell #: [REDACTED]  
Email: [REDACTED] Work #: [REDACTED]

Length of residence in Spring Lake Park (in years) \_\_\_\_\_ May we call you at work? ☐ Yes ☐ No

I am interested in serving on the following commission:  
(If you have an interest in more than one commission, you may rank your choices)

- ☒ Planning and Zoning Commission  
☐ Parks and Recreation Commission

Community, Civic or Volunteer Experience: I have volunteered and served as a board member for the University of St. Thomas Alumni Assn., the Trendale Girls Basketball Boosters, the Risk Management Assn. (both state and national organizations), Messiah Lutheran Church, Uptown Neighborhood Involvement Program.  
Interests and Hobbies: Sports, history, teaching, helping, mentoring, biking & walking, and movies.

Occupation and Work Experience (you may attach a resume if desired): I have been in commercial lending and credit risk management for over 25 years. I currently serve as Senior Analyst / AVP for North Star Bank in Roseville, MN.

Please complete other side of application

**Educational Background/Training:**

I have a B.A. in accounting from Gustavus Adolphus College and M.B.A. in finance from the University of St. Thomas, and adult education and counseling course work from Concordia - St. Paul.

What skills or personal qualities do you possess that would make you valuable as a board or commission member?

I enjoy working together to achieve a common goal. I have strong analytical skills, good writing and verbal communication skills, and a strong desire to make Spring Lake Park strong and vibrant.

Why are you interested in volunteering?

It is important to seek out opportunities to grow. I enjoy living and interacting with my neighbors, and seek to use my talents to serve the community. I also believe that planning will be critical to the vibrancy of Spring Lake Park.

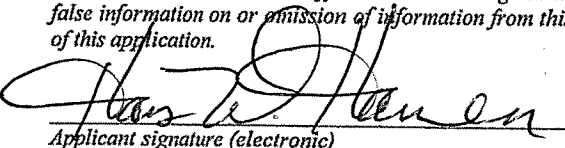
**Conflicts of Interest**

No commissioner shall: (1) Enter into any contract with the city unless otherwise authorized by law. (2) Use their position to secure any special privilege or exemption for themselves or others. (3) Use their office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.

**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

**DATA PRIVACY NOTICE:** Minnesota law requires that you be informed of the purposes and intended uses of the information you are providing on this application. Pursuant to Minnesota Statutes Section 13.601, your name, city of residence, employment history, volunteer work, awards and honors are public data and is available to anyone who requests the information. The data that you give us about yourself is also needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to evaluate your application. Should you be appointed to serve on a board or commission, pursuant to Minnesota Statutes Section 13.601, your residential address and either a telephone number or electronic mail address (or both) where you can be reached also become public information.

I have read and understand the data privacy information given above and authorize investigation of all statements contained in this application as may be necessary to arrive at an appointment decision. I certify that all answers given here are true, and I understand that any false information or omission of information from this application will be cause for rejection of this application.

  
Applicant signature (electronic)

1/5/16  
Date



## APPLICATION BOARD/COMMISSION MEMBER

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Name: Maryann M. Graba ☒ Adult (18+) ☐ Student (under 18)

Address: [REDACTED] Zip: 55432

Home #: [REDACTED] Cell #: [REDACTED]

Email: [REDACTED] Work #: [REDACTED]

Length of residence in Spring Lake Park (in years) 22 May we call you at work? ☒ Yes ☐ No

I am interested in serving on the following commission:

(If you have an interest in more than one commission, you may rank your choices)

☐ Planning and Zoning Commission

☒ Parks and Recreation Commission

Community, Civic or Volunteer Experience: I have applied to be an election Judge. Participated in Tower Days as a craft vendor - and volunteered at Bill's for Tower Days. Took part in and supported SLP's school sports and activities, organized Touch downer parties and selling tickets. Handed out brochures for political candidates, like

Interests and Hobbies: Allee Johnson

I like Needle point - Jewelry - card making - Travel - and cooking. Have went on numerous Trips with SLP parks & Recreation. I love organizing Trips - parties - Benefits and working with various vendors, as you will see by my resume.

Occupation and Work Experience (you may attach a resume if desired):

See resume

Please complete other side of application

Educational Background/Training: See resume

What skills or personal qualities do you possess that would make you valuable as a board or commission member? See resume

Why are you interested in volunteering? To be involved and do what I love to do, and give back.

**Conflicts of Interest**

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Applicant signature (electronic)

Jan 28, 2016  
Date

**MARYANN M. GRABA**

**Spring Lake Park, MN. 55432**

**OBJECTIVE:**

To work in a friendly and energetic community organization that can use the variety of skills I can contribute. My experience and knowledge would be very valuable in many ways. I am versatile in many positions such as Commissions, Customer Service, events and so on. I adapt easily too many endeavors, which would make me a great asset to any organization.

**SKILLS:**

Know Microsoft office, Word, and Excel on IBM and MAC.

Also know SAP, Access, Great Plains, Blue Mountain and other related systems

Learning and can speak some German      Excellent Interpersonal Skills      Problem Solving

Meet Deadlines      Supervise Others      Detail-oriented      Versatile      Self-motivated and Flexible

Good at Multi-tasking      Good Manual Dexterity      Know 10 key      Data Entry – Alpha/Numeric

Always Willing to Learn New Things

**EXPERIENCE:**

I am currently making, repairing and refurbishing old jewelry for the elderly, I have participated at Spring lake Park Tower Days setting up helping in, and tearing down our booth. Care giver for my Mom and Aunt. Helped at concession stand at my nephews swim meets. Have applied to be a election judge,

**MONDI PACKAGEING MINNEAPOLIS** 3 and ½ years

Fridley, MN

Logistics and Admin

Maintain inventory for 5 warehouses through out the US, and handle logistics and tracking of heavy freight incoming and out bound, process all orders for outbound freight. Process daily updates, Track shipments from overseas to US to the warehouses, and handled returns for rejected material. Handled all incoming calls for customer service and direct accordingly. Process all incoming and out going mail (Fed-x, UPS, USPS, Priority) Process releases and invoices for billing, take care of time cards, responsible for and maintain petty cash box. Planned and organized company events and parties, and also interfaced with all vendors, caterers, and florists etc., as needed.

**Stereotaxis, Inc.** 5 years

Maple Grove, MN

Quality Assurance / Technology Specialist:

**I was acting QA/QC Manager for two years.**

Set up work systems and files, created and wrote procedures, forms, and work sheets needed for all areas. Set up other department areas, trained and performed the Inventory, Documentation, Inspection, Calibration, and Shipping / Receiving functions, Attended and participated in FMEA, ISO, Documentation, Change Control, and Safety team meetings. Worked to prepare the quality system for ISO Certification.

Was the Head Safety Officer making sure we comply with OSHA, fire codes, and training.

Provided back up for Admin to do purchasing and create Purchase Orders for all purchase requisitions, answer phones, make travel arrangements, and purchase office supplies and equipment. Set up and take down company booth at trade shows, and arranged all travel for shows. Contacted and Interfaced with vendors about parts and equipment. Troubleshoot in production when a product line was down, to help find the problem.

Attended and participated in Animal and Human studies for both GLP and GMP, and worked with the doctors.

**Minco Manufacturing.**

2 years

Fridley, MN

**QA Technician / Lead Supervisor:**

Supervised Personal and areas for Final, In-Process, Receiving Inspection, and Material Receiving, also performed these functions as needed.

Trained, qualified, and certified QA/QC inspectors and Receiving personal, maintained all training records and made sure training needs for each employee for building 2 were met. Wrote procedures as needed for all of building 2, this includes manufacturing.

Set-up and maintained all systems for QA and helped to implement ISO in building 2.

Performed internal ISO audits for all 3 Minco buildings

Interfaced with vendors. Was on planning committees for all company parties and other family events. Also interfaced with all types of vendors and made all reservations for company trips.

**Novel Biomedical Inc.**

2 years

Plymouth, MN

**Technology Specialist Technician:**

Researched documentation, data, and designed, built and tested prototypes and fixtures. To assist in the engineering, prototyping, designing and building of Catheters, Guide wires, Biopsy tools, and Ancillary products for R & D.

Wrote procedures for product assembly and inspection, according to ISO and FDA Standards. Trained manufacturing personnel for transition of new product from R&D to production. Worked with all types of packaging materials, seal testing, and testing for sterilization. Worked closely with Doctors and other medical staff. Participated in animal and human studies. Worked closely with Doctors and other medical staff. Would trouble shoot when a product line was down, to find the cause of the problem.

Interfaced with vendors and operated various types of machines and equipment.

Maintained Calibration and helped with receiving inspection.

**Carl Zeiss,**

1 and ½ years

Brooklyn Park, MN

**Administrative Assistant:**

Provided training for new employees, how to fill out their service and expense reports, and company Policies. Provided orientation on information for foreign travel when employees were sent abroad (do's and don'ts), also orientated personnel from Germany to the US. Assured all service, Expense Reports, and time cards were completed properly for payroll. Made all reservations for travel, Domestic &



International), air, hotels, cars etc. and interfaced with the INS. Sorted and delivered incoming mail and prepared outgoing mail. Handled all incoming calls to the service department. Kept all files updated. Ordered all office supplies and equipment needed for the service department. Planned and Organized meetings & banquets and Organize company family picnics, planned activities for the children.

### **SCIMED Life Systems.**

9 years

Maple Grove, MN

#### **Senior Engineering Technician:**

Researched related documentation and data. Made prints, drawings and designed, built, and tested prototypes, fixtures, tubing, gages, syringes, etc.

Worked with Regulatory Affairs on providing documentation and data for IDE and 510K submissions. Wrote procedures for assembly, inspection, and testing, according to FDA and ISO standards. Created travelers, BOM's, DHR's, etc.

Organized transition of new product to production, and trained production personal.

Troubleshoot in production when a product line was down, to help find the problem.

Worked with all types of packaging materials, seal testing, and tested package integrity and sterilization. Participated in FMEA and 510K submission meetings, also Brain Storming sessions for new product. Observed human procedures with released product to find ways to improve them and accommodate the usability for the Doctors and their suggestions.

#### **Lab Coordinator in addition to Technician position:**

Organized meetings and distributed memos regarding new policies and lab information, and provided training. Wrote job descriptions, and responsibilities for lab coordinator and lab policies. Orientated new employees. Responsible for security practice in the lab and office areas. Assigned tasks to each technician to maintain safety and general order to the lab. Maintained inventory on all lab equipment, and purchased equipment as needed. Ordered all lab equipment, tools and supplies, interfaced with vendors. Maintained the cost of all equipment for budget. Processed time cards, and company mail.

### **Education**

**Columbia Heights High School** – Graduated

**Anoka Tech** – Precisionment Inspection Certificate

**North Hennepin Tech** –, Math, and Self Improvement courses (Working Smarter Not Harder).

**North Hennepin Community College** – Working on AA Degree, also took Problem Solving, Math, and some Time Management.

### **ADDITIONAL INFORMATION**

Was head of safety committee, and company planning committees for meetings, parties, and orientation of new employees.

I have volunteered in the church kitchen and helped to prepare food for adult and children activities, and worked on the decorating committee.

Received Technician award for "Outstanding Technician",

I received an award and gift, for a cost saving idea that the company implemented.





## APPLICATION BOARD/COMMISSION MEMBER

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Name: Anna Apitz ☒ Adult (18+) ☐ Student (under 18)

Address: [REDACTED] Zip: 55432

Home #: [REDACTED] Cell #: [REDACTED]

Email: [REDACTED] Work #: [REDACTED]

Length of residence in Spring Lake Park (in years) 8 May we call you at work? ☒ Yes ☐ No

**I am interested in serving on the following commission:**

(If you have an interest in more than one commission, you may rank your choices)

☐ Planning and Zoning Commission

☒ Parks and Recreation Commission

Community, Civic or Volunteer Experience: I have volunteered at many Spring Lake Park school district events and also  
at many running events such as the Minneapolis Marathon and the American Red Cross Heart Walk.

Interests and Hobbies: I love to camp, hike, walk, and play with my children at the park.

Occupation and Work Experience (you may attach a resume if desired): I work for US Bank in our Financial  
Intelligence Unit verifying new clients before we enter into a contract with them.

*Please complete other side of application*

**Educational Background/Training:** I have a MBA with a specialization in Finance.

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**What skills or personal qualities do you possess that would make you valuable as a board or commission member?** I enjoy working with a diverse team to promote the greater good of a project to be able to see a situation from many different views to be able to impliment the best solution.

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**Why are you interested in volunteering?** I would like to volunteer to support my community, express input and help to make our park and recreation program stronger and more beneficial to our community for our citizens and future citizens yet to come.

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**Conflicts of Interest**

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Anna Apitz

*Applicant signature (electronic)*

1/29/16

*Date*



City of Spring Lake Park

## Engineer's Project Status Report

To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 2.17.16 Meeting**  
File No.: R-18GEN

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

### **2015 Sanitary Sewer Lining Project (193803135).**

This project includes lining and wye grouting in the northeast corner of the city. *The Contractor, Visu-Sewer, has completed the final lining. Terry has reviewed the inspection televising tapes and determined which service wyes need to be grouted.*

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

The contractor, Valley Paving Inc., has punch-list work including seeding items and structure adjustments remaining. Final work will be completed in 2016.

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

Construction is substantially complete. Punch-list inspection will be completed in the spring.

### **MS4 Permit (193802936).**

Ongoing implementation items. *Will work on closing out existing site permits and identifying private stormwater ponds that need maintenance.*

### **Lift Station No. 1 Equipment (pumps, generator, and control panel) (193802805).**

Equipment suppliers continue work on their items. Generator has been delivered. *Lift station pumps will be delivered in the next few weeks.*

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

Weather permitting; the contractor may begin construction this winter. *Currently working with Contractor on dewatering permit issues and shop drawing review.*

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

*Working on bid documents.*

### **2016 Street Seal Coat Project (193803424).**

*Working on bid documents.*

### **Other issues/projects.**

*Attended February 9<sup>th</sup> open house regarding Osborne Road.*

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

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.





February 9, 2016

Mr. Dan Buchholtz, Administrator  
City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

**Re: Municipal State Aid Account**

Dear Dan:

This letter is to provide you with an update on the city's Municipal State Aid account. Specifically, we'd like to update you on the two items below. Related documents are attached.

**2016 Annual Distribution.** In January the Office of State Aid announced the 2016 Maintenance and Construction Allotments for the MSAS cities as approved by the Commissioner of Transportation. The City of Spring Lake Park received the following allocations:

- Construction allocation of \$176,127 (compared to \$168,062 in 2015 year and \$149,943 in 2014).
- Maintenance allocation of \$58,709 (compared to \$56,021 in 2015 and \$49,981 in 2014).

The total combined construction and maintenance allocation for 2016 is \$234,836. The 2016 total increased \$10,753 over the 2015 amount. The 2015 total was \$24,159 more than 2014 and the 2014 total was \$6,593 more than 2013. Do the allocation has been increasing steadily over the past 3 years.

We have submitted reimbursement requests to State Aid for previous State Aid eligible projects (including the 2014-2015 Street Improvement project). The current total pending reimbursement amount in the State Aid system is about \$1,151,500. This means that for the next 6 or 7 years the city will receive the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

**2015 Annual Certification of Mileage.** We completed the paperwork associated with the annual certification of mileage a few weeks ago and submitted it to the Office of State Aid. There were no mileage changes from the previous year.

Regards,  
**Stantec**

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

Phil Gravel, City Engineer

cc. Terry Randall, Public Works Director

# MUNICIPALITY OF SPRING LAKE PARK

PREPARED BY THE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
OFFICE OF TRANSPORTATION PLANNING & MANAGEMENT  
IN COOPERATION WITH  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION



2015  
DATE DATA - 2014



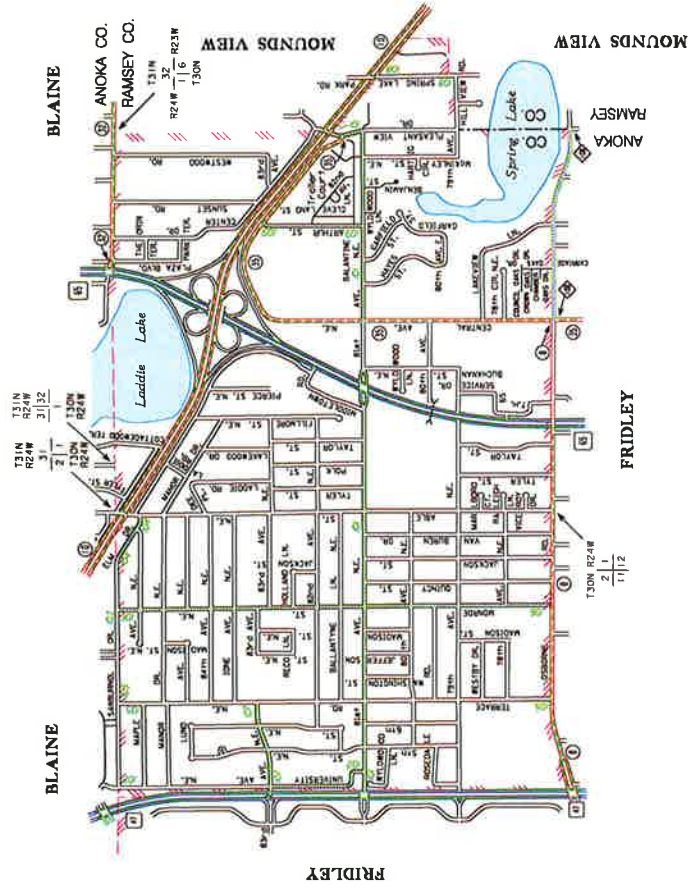
## LEGEND

- INTERSTATE TRUNK HIGHWAY.....
- U.S. TRUNK HIGHWAY.....
- STATE TRUNK HIGHWAY.....
- COUNTY STATE AID HIGHWAY.....
- COUNTY ROAD.....
- CORPORATE LIMITS.....
- PUBLIC ROAD.....
- PRIVATE ROAD.....

## MUNICIPAL STATE AID STREET SYSTEM

## LEGEND

- MUNICIPAL COUNTY STATE AID STREET.....
- MUNICIPAL STATE AID STREET.....
- COUNTY STATE AID HIGHWAY.....
- COUNTY ROAD.....
- TRUNK HIGHWAY.....



SPRING LAKE PARK, ANOKA & RAMSEY COUNTIES  
SPRING LAKE PARK, ANOKA & RAMSEY COUNTIES





**Minnesota Department of Transportation**

**Financial Mgt., State Aid Finance**  
395 John Ireland Blvd., Mail Stop 215  
St. Paul, MN 55155

Office Tel: 651-366-4850  
Fax: 651-366-4909

January 28, 2016

**MUNICIPALITY OF SPRING LAKE PARK**

Phil Gravel

2335 West TH 36 Suite 703  
St Paul, MN 55113

**RE: NOTICE OF ANNUAL DISTRIBUTION**

Dear Phil Gravel:

The following allotments will be credited to the accounts listed below in compliance with the 2016 Commissioner's Order, and will be released in accordance with the current rules.

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ALLOCATION AMOUNT</u>
90	MUNI CONST	\$176,127.00
94	MUNI MAINT	\$58,709.00

If you have any questions please contact Cindy Degener at 651-366-4850 of the State aid Finance Office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charles A. Zelle'.

Charles A. Zelle  
Commissioner of Transportation

cc: City Clerk



# 2015 ANNUAL CERTIFICATION OF MILEAGE

SEE INSTRUCTIONS INCLUDED ON WEB SITE  
RECORD REVISIONS ON BACK OF FORM  
SUBMIT TO YOUR DSAE BY JANUARY 15, 2016

	Municipal Mileage as of Dec. 31, 2014				Revisions During Current Year (+ or -)				Municipal Mileage as of Dec. 31, 2015			
	Non- Existing I	Unimproved II	Improved III	Total IV	Non- Existing V	Unimproved VI	Improved VII	Total VIII	Non- Existing IX	Unimproved X	Improved XI	Total XII
MILEAGE NOT CONSIDERED IN THE COMPUTATION OF BASIC MILEAGE												
1. Trunk Highways			3.05	3.05							3.05	3.05
2. Trunk Highways Turnbacks (Designated as MSAS - mileage above 20%)												
3. County State Aid Highways (Exclude mileage designated as MSAS)			2.62	2.62							2.62	2.62
4. County State Aid Highway Turnbacks (Designated as MSAS - mileage above 20%)												
5. Total Mileage of Line 1 Thru 4	Previous =			5.67	Adjustment =				Current =			5.67
BASIC MILEAGE: MILEAGE CONSIDERED IN THE COMPUTATION OF ALLOWABLE MILEAGE												
6. Municipal State Aid Streets (Exclude Trunk and County Highway Turnbacks and Mileage Partly Outside the City Limits in a non MSAS city)			5.53	5.53							5.53	5.53
7. County Road Turnbacks (Designated as MSAS)			0.29	0.29							0.29	0.29
8. County Roads (Exclude mileage designated as MSAS)			0.32	0.32							0.32	0.32
9. Other Local Roads And Streets - not designated (Include T.H. & CSAH frontage roads)			21.73	21.73							21.73	21.73
10. Total Improved Basic Mileage (lines 6 + 7 + 8 + 9)	Previous =			27.87	Adjustment =				Current =			27.87
11. Percentage Limitation Allowed by Statute	<div> <div></div> <div>x</div> <div>0.20</div> </div>											
12. MAXIMUM MILEAGE ALLOWED FOR M.S.A.S. DESIGNATIONS (Col XI, Line 10 Times Line 11).	<div> <div></div> <div></div> <div>5.57</div> </div>											
13. Total Municipal State Aid Street Designated (Column XII, Line 2 + 4 + 6 + 7).	<div> <div></div> <div></div> <div>5.82</div> </div>											
14. Total Miles of T.H. & County Turnbacks designated as MSAS Above 20% (Col. XII Line 2 + 4 + 7).	<div> <div></div> <div></div> <div>(-) 0.29</div> </div>											
15. Mileage designated MSAS - not including T.H. and County Turnback mileage (Line 13 minus Line 14).	<div> <div></div> <div></div> <div>(-) 5.53</div> </div>											
16. MSAS Mileage Partly Outside the City Limits in a non MSAS city	<div> <div></div> <div></div> <div>(-) </div> </div>											
17. Municipal State Aid Street Mileage Over/Under Maximum Allowed. (Line 12 minus line 15 minus Line 16).	<div> <div></div> <div></div> <div>0.04</div> </div>											

I hereby certify that the total Improved Mileage (Col.XI, Line 5 + 10) in the Municipality of Spring Lake Park as of December 31, 2015 is 33.54 Miles.

Signed: Phil Gravel Title: City Engineer Date: 1/4/2016

N:\MSAS\CERTIFICATION OF MILEAGE\CERT FORMS (BLANK) WITH FORMULAS\2015 CERTIFICATION OF MILEAGE FORM.XLS

(Shaded Fields contain formulas. These fields get filled automatically as data is entered.)



# **CORRESPONDENCE**





**McGOUGH**  
Construction

2737 Fairview Avenue North, St. Paul, MN 55113  
t 651.633.5050 f 651.633.5673

BUILDING FOR THE NEXT GENERATION

[www.mcgough.com](http://www.mcgough.com)

January 19<sup>th</sup>, 2016

Mr. Barry Brainard  
City of Spring Lake Park  
1301 Eighty First Avenue Northeast  
Spring Lake Park, MN 55432-2188

Subject: Substance Church New Facilities Project  
8299 Central Ave NE  
Spring Lake Park, MN 55432

To Whom It May Concern,

McGough Construction recently completed the Substance Church New Facilities Project in Spring lake Park, Minnesota and the owner is pleased to be moving in on schedule. Barry Brainard was on-time for all scheduled inspections and his input was very valuable to the completion of the project. The walk thru he suggested with the local fire departments and church facilities was a great idea to help everyone understand the layout of such a complex site and help build community relations. I would like to thank Mr. Brainard for his attention to detail, professionalism and time commitment to the project. McGough Construction looks forward to working with Barry and the City of Spring Lake Park on projects in the future.

Sincerely,

Tom Johnson  
Field Superintendent  
McGough Construction





# North Metro Mayors

## North Metro Mayors Association 2016 Legislative Action Plan

### Transportation System Improvements

#### Transportation Funding

- Work with the Minnesota Department of Transportation, legislative leadership and transportation committees, Governor's administration, Metropolitan Council, Minnesota Transportation Alliance and key congressional members and staff to secure increased transportation funding as recommended by the Governor's Transportation Finance Advisory Committee.

#### North Metro Highway Construction Projects

- Assist Champlin to secure funding to reconstruct Trunk Highway 169 from Hayden Lake Road to the Anoka/Champlin bridge over the Mississippi River.
- Assist Coon Rapids and Anoka to secure funding to construct third lanes on Trunk Highway 10 between Hanson Boulevard and 7<sup>th</sup> Avenue in Anoka.
- Assist Ramsey and Anoka to secure funding to construct all recommended Trunk Highway 10 Access Planning Study improvements.
- Work with Maple Grove and surrounding communities, the Minnesota Department of Transportation and the Metropolitan Council to resolve area transportation system improvement issues, including completion of Trunk Highway 610.
- Work with Brooklyn Center, the Minnesota Department of Transportation and the Metropolitan Council to resolve Trunk Highway 252 transportation system safety and congestion issues.
- Assist the North Metro I-35W Corridor Coalition in securing funding for implementation of recommendations of the Managed Lane Study between Minneapolis and Forest Lake.

#### North Metro Intersection Improvement Projects

- Work with Blaine to support efforts to provide significant capacity enhancements to Trunk Highway 65 including upgrading major intersections along the Trunk Highway 65 corridor.

#### Transportation Advocacy

- Work to secure funding to rename Old Highway 10/ Ramsey County Road 10 roadway through Mounds View to Northtown Boulevard and install new signage.
- Work to secure funding for Mounds View soundwall along Trunk Highway 10 at I-35W.
- Work to secure funding for New Brighton soundwall along I-35W.
- Support efforts to build a Trunk Highway 65 coalition.
- Support efforts to build a Trunk Highway 10 coalition.
- Work to secure wayfinding signage on recent road improvements to assist motorists in navigating to Osseo.
- Obtain street/roadway improvements at Highway 169 and County Road 81 within the Osseo boundary that reflect the character of Osseo.
- Work to improve bike/pedestrian access between Osseo and neighboring communities.
- Work with Blaine and the National Sports Center to resolve traffic issues related to 105th Avenue in Blaine.

#### Rail Crossings and Rail Safety

- Support funding for modernization and separation of rail-vehicle traffic as a critical matter of public safety and congestion relief in the North Metro.

## Fiscal Policy

- Work with the NMMA legislative delegation, League of Minnesota Cities, Metro Cities, Anoka County, Ramsey County and other stakeholders to be sure the collective North Metro voice is heard and ensure that the Local Government Aid and Metro Area Fiscal Disparities programs remain intact.
- Advocate for NMMA perspectives in debates over comprehensive tax reform proposals.
- Support opportunities for member cities' economic development and TIF initiatives.
- Continue to join with other county and city organizations opposing legislation providing for a future reverse referendum if a county or city increases its property tax levy.
- Support legislation creating early voting opportunities that create administrative and financial efficiencies for local governments.
- Oppose the delay of the effective date for the extension of the general sales tax exemption for joint powers entities and special taxing districts.

## Who We Are

The North Metro Mayors Association was created in 1987 to serve as the non-profit champion organization to encourage private and public investments in the northern suburbs.

Within our territory, which is defined by legislative districts, member cities represent more than 466,000 residents in Andover, Anoka, Blaine, Brooklyn Center, Brooklyn Park, Champlin, Circle Pines, Coon Rapids, Lexington, New Brighton, New Hope, Maple Grove, Mounds View, Osseo, Ramsey and Spring Lake Park.

Community Partners, which include multiple chambers of commerce, schools and businesses of all sizes, help demonstrate our united front in sustaining and growing the North Metro.

## Governance

- Work with the League of Minnesota Cities, Metro Cities and other local government partners in a collaborative manner to advance key local governmental legislative objectives.
- Support legislation for staggered terms for Metropolitan Council members.
- Conduct legislative candidate forums in NMMA member city districts to inform candidates on NMMA issues and to assist voters in determining their choices.
- Host NMMA legislative delegation meetings early in each legislative session and as needed while working with the delegation to advance NMMA legislative goals and objectives.
- Engage NMMA Community Partners in legislative efforts to more effectively carry the NMMA message to elected officials and the governor's administration.

## Water

- Support efforts of the NMMA Water Work Group to establish policy positions on water issues.
- Engage NMMA stakeholders to endorse and promote regional water supply facilities.
- Monitor the Minnesota Pollution Control Agency and potential regulation changes which would make it more difficult for cities to develop dump sites.
- Support funding to assist cities in fighting invasive plant species in North Metro lakes and rivers.

## Spring Lake Park Contacts

### Mayor

Cindy Hansen

Phone: (763) 482-2834

[chansen@slpmn.org](mailto:chansen@slpmn.org)

### City Administrator

Daniel Buchholtz

Phone: (763) 784-6491

[dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org)

## NMMA Contacts

### Jill Brown

Executive Director

(612) 889-2611

[jillcbrown@msn.com](mailto:jillcbrown@msn.com)

### Becca Pryse

Government Relations

(612) 490-2651

[beccap@ewald.com](mailto:beccap@ewald.com)

### Bob Benke

Government Relations

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[bobbenke@comcast.net](mailto:bobbenke@comcast.net)

### Troy Olsen

Government Relations

(763) 381-7894

[troyo@ewald.com](mailto:troyo@ewald.com)



## District Services Center

### SPRING LAKE PARK SCHOOLS

*High expectations, high achievement for all. No excuses.*

February 2, 2016

Dear Daniel,

It is hard to believe we have already made it through January, and spring break is just around the corner. With snow arriving as I write this, I cannot wait for a nice spring day.

As we anticipate spring, you may be aware of the bond referendum election that our school board plans to schedule for Tuesday, April 26. I am reaching out to you personally to provide a brief snapshot of the proposed bond referendum to be sure you are informed, and so that you are able to respond to questions you may get from others. In addition, I also want to invite you to a special presentation we are providing for community leaders to learn more about this bond referendum.

My hope is you are able to participate in this *Bond Information Community Leaders Meeting on Monday, February 22 at 6:30-7:30 p.m.*, planned for the District Services Center, 1415 81<sup>st</sup> Avenue NE, Spring Lake Park. Please RSVP to Karen Stifter by email ([kstifter@district16.org](mailto:kstifter@district16.org)). As we work to educate our community about this important election, we want to provide necessary information so leaders throughout our community, such as you, are knowledgeable about the proposal. Again, I hope you can make it!

In the meantime, I want to provide you with a brief snapshot of the bond. So, here it is in a nutshell...

Enrollment has increased significantly over the past 10 years and is projected to continue to increase in future years. While we have been able to effectively manage this growth over time, there is now a need to build more classrooms to accommodate the increasing enrollment and avoid overcrowding. This was a decision reached following extensive study over multiple years, involving community leaders, parents, staff, and students. As a result, we will be asking voters to approve a bond referendum that will help us to accomplish three priorities:

- Avoid current and projected overcrowding by building a new preK-4 elementary school and adding classroom space at SLPHS;
- Meet the growing interest and demand for preschool and early childhood programming by building early learning classrooms, planned for the District Services Center and the new preK-4 elementary school; and
- Expand and enhance K-12 STEM (science, technology, engineering, and math) programming, and Career and Technical Education at the secondary level, by renovating learning spaces in each of our schools, better preparing students for life and career

Our school district has been well managed by our school board and administration, and great things are happening in each of our schools and we work each day to make them even better. We have not had to make budget reductions in recent years and do not anticipate having to do so in the foreseeable future. Yet, we do need community support to provide necessary space for our students. A successful bond will provide the space necessary for teachers and staff to continue their efforts to improve student achievement and the flexibility to meet the diverse needs and interests of our students, personalizing learning for each of our students.

Your support of this bond proposal would be appreciated, and would help greatly as we do our best to educate our community. I would welcome a conversation should you have any questions. I can be reached at [jronne@district16.org](mailto:jronne@district16.org) or 763.600.5020.

Thanks for your time. I hope to see you in a few weeks!

Sincerely,

Jeff Ronneberg, Ed.D.  
Superintendent