



**CITY COUNCIL REGULAR AGENDA**  
**TUESDAY, JANUARY 21, 2020**  
**CITY HALL at 7:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - January 6, 2020
  - [B.](#) Approval of Workshop Minutes - January 13, 2020
  - [C.](#) MNSPECT December 2019 Invoice
  - [D.](#) Resolution 20-03 Authorizing Year End Fund Transfer
  - [E.](#) Resolution 20-04 Authorizing 2019 Year End Fund Transfers and Closures
  - [F.](#) Award Quote to Municode for City Code Services and Agenda Management Software Solution
  - [G.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - B. Parks and Recreation Report
- 8. NEW BUSINESS**
  - [A.](#) Approval of Joint Powers Agreement with Anoka County for CSAH 8 (Osborne Road) Improvements
- 9. REPORTS**
  - [A.](#) Engineer's Report
  - B. Attorney's Report
  - C. Administrator Report
- 10. OTHER**
  - A. Closed Session to Discuss Potential Sale of City-owned Property at 525 Osborne Road NE
  - [B.](#) Correspondence
- 11. ADJOURN**

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

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

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

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on January 6, 2020 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: None

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Inspector Baker; Engineer Gravel; Attorney Thames; Parks and Recreation Director Okey; Administrator Buchholtz and Executive Assistant Gooden

Visitors: None

### 3. Pledge of Allegiance

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

### 5. Discussion From The Floor - None

### 6. Consent Agenda:

Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Work Session Minutes – December 16 ,2019
- B. Approval of Amendment 3 to Anoka County Connectivity Services Agreement
- C. Approve Attendance to Tour Conference for Jessica Abt
- D. Resolution 20-02 Accepting Monetary Donation
- E. Approve Right of Way Application – MCImetro Transmission Services Corp.
- F. Sign Permit
- G. Contractor's Licenses
- H. Correspondence

Councilmember Wendling expressed his appreciation for Resolution 20-02 for the donation to the Police Department.

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 have continued to flood, sweep and shovel the ice rinks; continuing to collect the garbage and recycling at the parks, and working on repairs to the maintenance equipment. He stated that the Department hung the Christmas lights at the city parks, Public

Works building and City Hall. He reported that the Department plowed six times and salted seven times in the month of December.

Mr. Randall reported the Department replaced the lights on the buildings at Lakeside Park, City Hall and the Water Treatment plants with LED lights. He stated that plans are being prepared for sewer grouting on the sewer at 81<sup>st</sup> Avenue and Monroe. He reported that there are some joints leaking but there is no sand coming into the sewer.

Mr. Randall reported all the water meters have been read for the quarter and 26 were not able to be read. He stated that the water department is working on making the repairs to the meters. He reported that he met with staff at RISE Inc. on Sunset Road regarding the plugged sewer lines coming from their business and the frequency of the water plant pump needing to be pulled because of debris in the sewer lines from their business.

Councilmember Goodboe-Bisschoff inquired if RISE could be fined for the sewer issues and the flushing of materials. Mr. Randall stated that he is not 100 percent certain that RISE is causing the problems however, since he has spoken to the staff, the problems with the sewer and pump have stopped.

#### 8. Code Enforcement Report

Building Inspector Baker reported that he attended the Council meetings on December 2 and December 16 and met with Nick Henly, City of Mounds View, to review the Joint Powers Agreement between the cities of Spring Lake Park and Mounds View.

Mr. Baker stated that a total of seven building, seven mechanical, six plumbing and two zoning for a total 23 permits issued compared to a total of 34 in 2019. He reported that Code Enforcement conducted 53 inspections in the month of December including 24 rental, nine nuisance and 22 fire inspections.

Mr. Baker reported that at the end of the year, the Code Enforcement Department has been working on finishing up on all the rental inspections and currently there are three needing an initial inspection and five reinspection.

Mr. Baker reported that the commercial Fire Inspection program is up and running. He reported that he has found a high amount of violations at most inspections, but the parties have been working hard to correct the issues. He stated that a self-inspection check list prior to the inspection has been successful and the majority of the properties have had the sprinkler systems, fire alarms and extinguisher serviced and tests prior to the initial inspection.

Mayor Nelson thanked Mr. Baker for his hard work over the past few months and for his professionalism.

#### 9. ORDINANCES AND/OR RESOLUTIONS

##### A. Ordinance 462 Amending Chapter 113 of the City Code Relating to Pawnbrokers

Administrator Buchholtz reported that with the City Council's adoption of the contract implementing the LEEDS system, staff prepared ordinance amendments to update the ordinance with the new system requirements.

Administrator Buchholtz stated that the ordinance replaces references to the old "automated pawn system (APS)" with an electronic reporting and criminal investigation system", which essentially removed a brand name and replaces it with a generic description so that if the system changes again, an ordinance amendment

will not be necessary. He stated that the ordinance amends outdated language from the ordinance and established an administrative penalty system for violations of the ordinance. He stated that while the City has had excellent compliance from the current licensee, this change will provide the City Council with additional tools for addressing code violations. He stated that the ordinance also updates language relating to the transaction records.

Mayor Nelson stated that he had reviewed the changes and was in favor of them.

Attorney Thames reported that he had reviewed the draft and provided an updated copy of the changes to the Council. He stated that proposed amendments are acceptable and recommended approval.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE ORDINANCE 462 AMENDING CHAPTER 113 OF THE CITY CODE RELATING TO PAWNBROKERS WITH AMENDMENTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 20-01 Authorizing Summary Publication of Ordinance 462, An Ordinance Amending Chapter 113 of the Spring Lake Park City Code Related to Pawnbrokers

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 20-01 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 462, AN ORDINANCE 113 OF THE SPRING LAKE PARK CITY CODE RELATED TO PAWNBROKERS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. 2020 Appointments

Mayor Nelson presented the 2020 appointments to the City Council. Mayor Nelson stated that there had not been many changes since the reorganization of appointments in July 2019 after former Mayor Hansen resigned.

MOTION MADE BY MAYOR NELSON TO APPROVE 2020 APPOINTMENTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Ratify LELS Local #7 Patrol Contracts

Administrator Buchholtz reported that on December 31, 2019, the LELS Local #7 – Patrol Union employees accepted the following offer negotiated by the Police-Patrol Negotiation Committee:

**1. Article 25 – Duration:** January 1, 2020 through December 31, 2021.

**2. Appendix A – Compensation**

2020 – 3%

2021 – 3%

\$500 market rate adjustment for each year of the contract

**3. Appendix B – Uniform Allowance**

\$870.00 for 2020  
\$890.00 for 2021

**4. Appendix B – Education**

Add language to Appendix B – Education:

“One department member shall be allowed to attend the POST accredited MPPOA Annual Conference and MPPOA Legislative Conference during work hours. The cost of registration and hotel shall be paid by LELS. Meals and transportation for the day or days of training shall be paid by the LELS. Meals and transportation for the day or days of training shall be paid by the City in accordance with its then reimbursement policy. For purposes of this provision, only hours in which the conference is in session shall be considered work hours. The Steward shall be responsible for notifying his/her superiors of such meetings and ensuring covers of his/her work duties during such meetings.”

**5. Add HCSP Language to Appendix C**

Employees will contribute 2% of gross pay to HCSP. 100% of service payment (sick hours paid pursuant to Article 17, Section 2; vacation hours, holiday hours, compensatory time) will be deposited into HCSP.

**6. Article 4, Section 7**

Add language to Article 4, Section 7:

“Notwithstanding the terms of Section 7, the Union Steward will not need to punch out when engaged in contract negotiations and discipline matters when representing union members if such meeting occurs during the Steward’s regularly scheduled shift. The Steward shall be responsible for notifying his/her superiors of such meetings and ensuring coverage of his/her work duties during such meetings. The Steward shall only be entitled to compensation for regularly scheduled work hours only, regardless if meeting extends beyond Stewards regularly scheduled shift.”

Administrator Buchholtz reported that the Negotiation Committee is recommending the City Council ratify the 2020/2021 union contract as outlined.

MOTION MADE BY COUNCILMEMBER DELFS TO RATIFY LELS LOCAL #7 PATROL CONTRACT.  
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Approve Arthur Street WTP Engineering Services

Administrator Buchholtz reported that the City solicited proposals for the Arthur Street Water Treatment (WTP) repairs from two firms: Stantec and Short Elliott Hendrickson (SEH). He stated the City evaluated the two proposals to ensure the firms had a good understanding of the project. He stated the outcome of the solicitations was as follows:

Stantec	\$88,604
SEH	\$66,400

Administrator Buchholtz reported that staff is recommending awarding the engineering work the Arthur Street Water Treatment plan repairs to SEH not to exceed the amount of \$66,400.00. He provided the Council with copies of the proposals from both firms.

Councilmember Wendling inquired if the City has worked with SEH in the past. Public Works Director Randall stated that the engineer from SEH designed the Arthur Street Water Plant during the previous employment with Boonestro and is familiar with the project.

Engineer Gravel reported that Stantec is comfortable with the proposal results and are comfortable with SEH performing the work. He stated that the proposal from Stantec had additional inspection hours factored into the quote.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE SHORT ELLIOTT HENDRICKSON (SEH) FOR ARTHUR STREET WTP ENGINEERING SERVICES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 12. Engineer's Report

Engineer Gravel reported that progress is being made on the JP Brooks Housing Project on Monroe Street. He stated that a Site Development Agreement is being prepared and the developer continues to work with the Watershed District approval.

#### 13. Attorney's Report

Attorney Thames reported that he has been working the on JP Brooks Housing Project Development Agreement.

#### 14. Reports

##### A. Beyond the Yellow Ribbon Report

Mayor Nelson reported that the Beyond the Yellow Ribbon organization will be working with the National Guard to distribute gas cards to those military families in need. He reported that he is working with several local gas stations for the donations. He stated that the volunteers who have helped the Beyond the Yellow Ribbon organization will be recognized at the next City Council meeting on February 3, 2020.

Mayor Nelson provided a recap of the Beyond the Yellow Ribbon events that took place in 2019. He reminded residents of all ages to volunteer with the Beyond the Yellow Ribbon Committee.

#### 15. Other

Councilmember Wendling reported that he will be having surgery on January 13, 2020, and hopes to make a quick recovery and asked for residents to keep him in their thoughts.

##### A. Administrator Reports

Administrator Buchholtz requested a City Council workshop meeting on Monday, January 13, 2020, at 5:30 PM to discuss the Anoka County improvements to (CSAH 8) Osborne Road, updates to the City's tobacco ordinance and to receive Administrator reports.

Administrator Buchholtz reported that a Letter of Intent to purchase 525 Osborne Road NE was received from Hampton Companies. He stated that a Purchase Agreement should be ready soon for City Council consideration.

Administrator Buchholtz reminded the City Council and residents that the next City Council meeting will be on Tuesday, January 21, 2020, due to observation of the Martin Luther King Jr. holiday.

16. Adjourn

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

The meeting was adjourned at 7:36 P.M.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special meeting (workshop) of the Spring Lake Park City Council was held on January 13, 2020 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 5:30 P.M.

### 1. Call to Order

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

### 2. Roll Call

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

Members Absent: Councilmember Wendling

Staff Present: Public Works Director Randall; Engineer Gravel; Administrator Buchholtz

Visitors: Joe MacPherson, Anoka County  
Jack Forslund, Anoka County  
Tim Lamkin, Bolton and Menk

### 3. Presentation on Anoka County CSAH 8 (Osborne Road) Improvements

Anoka County Engineer Joe MacPherson and consultant Tim Lamkin provided an overview of the Osborne Road Rehabilitation project. The project will rehabilitate the road surface of Osborne Road between Trunk Highway 47 and Trunk Highway 65, reducing the number of lanes on a majority of this segment from four lanes to three lanes (one through lane in each direction with a center left turn lane). Mr. MacPherson and Mr. Lamkin explained the pedestrian, bicycle and vehicle improvements this layout will provide.

Councilmembers expressed concern about the removal of the stop signs on Osborne Road at the intersections of Able Street and Monroe Street. Engineer MacPherson stated that the stop signs at those locations does not meet warrants and the lane reduction will reduce speeds on the roadway. He stated that the speed limit would remain at 35mph. Councilmembers questioned whether the new roadway configuration would accommodate more truck traffic if restrictions on truck traffic are placed on 81<sup>st</sup> Avenue NE. Mr. Lamkin stated that the roadway would accommodate the additional truck traffic.

Engineer MacPherson stated that the reconstruction of the bicycle trail on the north end of the project would be completed by Anoka County as part of this project at no cost to the City of Spring Lake Park. Mr. MacPherson stated that the City would be responsible for the long-term maintenance of the trail. He said that the only cost the City would be responsible for would be for any work to the traffic signal (e.g. emergency vehicle preemption) as the signal is not warranted. He stated that these provisions are outlined in the Joint Powers Agreement being proposed for the project.

CONSENSUS of the City Council was to forward the JPA to a future City Council meeting for formal action.

### 4. Tobacco Ordinance Amendments

Administrator Buchholtz presented proposed amendments to the City's tobacco ordinance to reflect the Federal change in the legal age of purchase from 18 to 21 years of age. Hearing no objections from the City Council, Administrator Buchholtz stated that he would send the proposed changes to the licensees for comment before

bringing the proposed ordinance to the City Council for adoption.

5. Adjourn

Mayor Nelson declared the meeting adjourned.

The meeting was adjourned at 7:15 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



# MNSPECT<sup>LLC</sup>

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

# Invoice

Phone # 952-442-7520 Fax # 952-442-7521

**Invoice #:** 8136  
**Invoice Date:** 1/8/2020  
**Due Date:** 1/28/2020

**Bill To:**

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

Description	Hours/Qty	Rate	Serviced	Amount
Residential Inspection/Permit Fee		1,409.94		1,409.94
Residential Plan Review		996.47		996.47
Residential Plumbing Permit Fees		262.50		262.50
Residential Mechanical Permit Fee		420.00		420.00
Commercial Inspection/Permit Fee		1,936.19		1,936.19
Commercial Plan Review Fee		1,537.89		1,537.89
Commercial Plumbing Permit Fee		237.03		237.03
Commercial Plumbing Plan Review Fee		220.11		220.11
Commercial Mechanical Permit Fee		305.66		305.66
Commercial Mechanical Plan Review Fee		283.83		283.83
Sprinkler/Alarm Inspection		55.61		55.61
Sprinkler/Alarm Plan Review		51.64		51.64
License/Lead Look-up Fee	6	5.00		30.00
Special Investigation Fees		418.06		418.06
Postage - General		7.70		7.70

<b>Total</b>	<b>\$8,172.63</b>
<b>Payments/Credits</b>	<b>-\$414.08</b>
<b>Balance Due</b>	<b>\$7,758.55</b>

Permit #		Date Out	Name	Address	Activity Category	Description	Other Description	Valuation	Surcharge	Permit Fee	Plan Review Fee	Special Investigation	Site Inspection	Copies	Inspection	License Fee	Permit Fee	Plan Review	Additional Plan Review	Special Invest.	Total per Line
2019-00411	SLP-2019-00379	10/09/19	CHET'S SHOES	8355 NE UNIVERSITY	COMMERCIAL	BLDG	COO			\$ 200.00							140.00	-	-	-	140.00
2019-00509	SLP-2019-00388	12/09/19	JAY KAY BUSINESS PROPERTIES LLC	1101 NE HIGHWAY 10	COMMERCIAL	BLDG	COO			\$ 200.00							140.00	-	-	-	140.00
2019-00500	SLP-2019-00381	12/30/19	KAYSUM ENTERPRISES LLC	8302 NE HIGHWAY 65	COMMERCIAL	BLDG	REMODEL	\$ 15,000.00	\$ 7.50	\$ 291.86	\$ 189.71						204.30	189.71			394.01
2019-00516	SLP-2019-00394	12/20/19	SPECIFIC CHIROPRACTIC P C	1312 NE 81ST AVE	COMMERCIAL	BLDG	REMODEL	\$ 40,000.00	\$ 20.00	\$ 628.08	\$ 408.25						439.66	408.25			847.91
2019-00513	SLP-2019-00393	12/19/19	HY-VEE CONTRUCTION	8155 NE HWY 65	COMMERCIAL	BLDG	SIGN	\$ 85,000.00	\$ 42.50	\$ 1,039.80	\$ 675.87						727.86	675.87			1,403.73
2019-00527	SLP-2019-00400	12/23/19	SECURE MINI STORAGE LTD PTNSHP	7807 NE HIGHWAY 65	COMMERCIAL	BLDG	SIGN	\$ 22,000.00	\$ 11.00	\$ 406.24	\$ 264.06						284.37	264.06			548.43
2019-00380	SLP-2019-00280	12/13/19	JEROME COWAN TRUSTEE	7703 NE CENTRAL AVE	COMMERCIAL	FIRE	FIRE	\$ 6,000.00	\$ 0.30	\$ 79.44	\$ 51.64						55.61	51.64			107.25
2019-00501	SLP-2019-00380	12/13/19	CITY OF SPRING LAKE PARK	8466 NE CENTRAL AVE	COMMERCIAL	MECH	MECH	\$ 13,998.00	\$ 7.00	\$ 275.52	\$ 179.09						192.86	179.09			371.95
2019-00518	SLP-2019-00398	12/23/19	JAY KAY BUSINESS PROPERTIES LLC	1101 NE HIGHWAY 10	COMMERCIAL	MECH	MECH	\$ 6,795.00	\$ 3.40	\$ 161.14	\$ 104.74	\$ 161.14					112.80	104.74	161.14		378.68
2019-00490	SLP-2019-00367	12/05/19	AFFORDABLE DAN HOLDINGS LLC	8299 NE UNIVERSITY AVE	COMMERCIAL	PLG	PLG	\$ 11,000.00	\$ 5.50	\$ 226.50	\$ 147.23						158.55	147.23			305.78
2019-00504	SLP-2019-00384	12/13/19	MCCLURE PROPERTIES LLC	8097 NE HIGHWAY 65	COMMERCIAL	PLG	PLG	\$ 4,000.00	\$ 2.00	\$ 112.12	\$ 72.88						78.48	72.88			151.36
2019-00502	SLP-2019-00383	12/13/19	TIMOTHY PROCAI	603 NE 82ND AVE	RESIDENTIAL	BLDG	BASEMENT FINISH	\$ 9,078.90	\$ 4.54	\$ 210.16	\$ 136.60						147.11	136.60			283.71
2019-00496	SLP-2019-00374	12/10/19	JOYCE NERDAHL	8388 NE LAKEWOOD DR	RESIDENTIAL	BLDG	MISC	\$ 96,585.88	\$ 48.29	\$ 1,145.40	\$ 744.51					10.00	801.78	744.51			1,556.29
2019-00517	SLP-2019-00395	12/17/19	MNSF T2 SPE LLC	8490 NE MONROE ST	RESIDENTIAL	BLDG	MISC	\$ 400.00	\$ 0.20	\$ 79.44						5.00	55.61				60.61
2019-00141	SLP-2019-00063	12/13/19	JAMES & NAOMI LANCTOT	466 NE MANOR DR	RESIDENTIAL	BLDG	RE-ROOF	\$ 8,000.00	\$ 4.00	\$ 177.48	\$ 115.36	\$ 177.48				5.00	124.24	115.36		177.48	422.08
2019-00373	SLP-2019-00385	12/05/19	JONATHAN GROENEWEG	825 NE 83RD AVE	RESIDENTIAL	ACCESSORY	RE-ROOF	\$ 1,100.00	\$ 0.55	\$ 79.44		\$ 79.44					55.61	-		79.44	135.05
2019-00510	SLP-2019-00389	12/09/19	JUSTIN TWEDT	7901 NE UNIVERSITY	RESIDENTIAL	ACCESSORY	RE-WINDOW	\$ 8,425.00	\$ 4.21	\$ 193.82						5.00	135.67	-			140.67
2019-00508	SLP-2019-00391	12/12/19	TRACY TUTHILL	7711 NE QUINCY ST	RESIDENTIAL	ACCESSORY	RE-WINDOW	\$ 4,307.00	\$ 2.15	\$ 128.46						5.00	89.92	-			94.92
2019-00503	SLP-2019-00382	12/04/19	DENNIS & CAROL COONEY	8297 NE TAYLOR ST	RESIDENTIAL	MECH	MECH		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00507	SLP-2019-00386	12/06/19	MICHELLE CLOUTIER	7848 NE TAYLOR	RESIDENTIAL	MECH	MECH		\$ 1.00	\$ 80.00							56.00	-			56.00
2019-00512	SLP-2019-00390	12/11/19	ROWENA & MICHAEL ALIPIO	8375 NE FILLMORE	RESIDENTIAL	MECH	MECH		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00519	SLP-2019-00396	12/17/19	MATTHEW GALL	7882 NE VAN BUREN ST	RESIDENTIAL	MECH	MECH		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00520	SLP-2019-00397	12/18/19	SARAH BAKKEN	767 NE 84TH	RESIDENTIAL	MECH	MECH		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00521	SLP-2019-00401	12/26/19	JOYCE NERDAHL	8388 NE LAKEWOOD DR	RESIDENTIAL	MECH	MECH		\$ 1.00	\$ 280.00							196.00	-			196.00
2019-00195	SLP-2019-00378	06/10/19	MERLE & GALE ELLING	686 NE ROSEDALE	RESIDENTIAL	PLG	PLG		\$ 1.00	\$ 75.00							52.50	-			52.50
2019-00505	SLP-2019-00387	12/06/19	SUSAN VORLICKY	849 NE 81ST AVE	RESIDENTIAL	PLG	PLG		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00514	SLP-2019-00392	12/12/19	AARON HEISEL	510 NE 78TH AVE	RESIDENTIAL	PLG	PLG		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00523	SLP-2019-00399	12/19/19	MICHAEL PALMQUIST	8493 NE SUNSET RD	RESIDENTIAL	PLG	PLG		\$ 1.00	\$ 60.00							42.00	-			42.00
2019-00522	SLP-2019-00402	12/26/19	JOYCE NERDAHL	8388 NE LAKEWOOD DR	RESIDENTIAL	PLG	PLG		\$ 1.00	\$ 120.00							84.00	-			84.00
			POSTAGE														-	-			7.70
2019-00484	SLP-2019-00370		PERMIT CANCELED - REFUND TO CITY	8301 NE SUNSET RD						\$ (591.54)							(414.08)	-			(414.08)
																	-	-			-
																	-	-			-
																	-	-			-
																	-	-			-
								\$326,289.78	\$174.14	\$6,018.36	\$3,089.94	\$418.06	\$0.00	\$0.00	\$0.00	\$30.00	\$4,212.85	\$3,089.94	\$0.00	\$418.06	\$7,758.55

Please remit payment to:

MNSPECT, LLC

**TOTAL DUE:**

**\$7,758.55**

**RESOLUTION NO. 20-03**

**RESOLUTION AUTHORIZING 2019 YEAR END FUND TRANSFER**

**WHEREAS**, the preliminary unaudited financial statements for year ended December 31, 2019 indicate that the City experienced a small surplus in the general fund; and

**WHEREAS**, surplus funds from general operations would typically remain in the general fund as cash carried forward, increasing the general fund's operating reserves unless otherwise designated by the City Council; and

**WHEREAS**, the remaining fund balance in the General Fund will exceed with the City's fund balance policy of maintaining between 35%-50% of the budgeted expenditures in reserves.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the Administrator, Clerk/Treasurer is hereby authorized to make the transfer specified below:

Fund 101 (General Fund)	(\$ 80,000.00)	
Fund 700 (Severance)		\$ 80,000.00

**BE IT FURTHER RESOLVED** that the effective date of the transfer is December 31, 2019.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 21st day of January, 2020.

APPROVED BY:

\_\_\_\_\_  
Robert Nelson, Mayor

ATTEST:

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

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

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 20-03, A Resolution Authorizing 2019 Year End Fund Transfers, adopted by the Spring Lake Park City Council at their regular meeting on the 21th day of January, 2020.

(SEAL)

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

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

**RESOLUTION NO. 20-04**

**RESOLUTION AUTHORIZING 2019 YEAR END FUND TRANSFERS AND CLOSURES**

**WHEREAS**, the City issued an equipment certificate in 2013 to provide funds for the purchase of equipment and vehicles for fiscal years 2013-2017, inclusive; and

**WHEREAS**, surplus funds remain in both Fund 329 (2013A Equipment Certificate – Debt Service) and in Fund 429 (2013 Equipment Certificate); and

**WHEREAS**, the City issued an equipment certificate in 2018 for capital equipment purchases for fiscal years 2018-2022, inclusive; and

**WHEREAS**, it is appropriate to close the funds associated with the 2013 Equipment Certificate and transfer those excess funds to the funds associated with the 2018 Equipment Certificate.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the Administrator, Clerk/Treasurer is hereby authorized to make the transfer specified below:

Fund 329 (2013A Equipment Certificate – Debt Service)	(\$ 28,270.84)	
Fund 332 (2018A G.O. Equipment Certificate – Debt Service)		\$ 28,270.84
Fund 429 (2013A Equipment Certificate)	(\$ 32,974.10)	
Fund 432 (2018A G.O. Equipment Certificate)		\$ 32,974.10

**BE IT FURTHER RESOLVED** that Fund 329 and 429 shall be closed after implementation of the above specified transfer.

**BE IT FURTHER RESOLVED** that the effective date of the transfer is December 31, 2019.

The foregoing Resolution was moved for adoption by .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 21st day of January, 2020.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator



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

I, Daniel R. Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 20-04, A Resolution Authorizing 2019 Year End Fund Transfers and Closures, adopted by the Spring Lake Park City Council at their regular meeting on the 21st day of January, 2020.

(SEAL)

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

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



# Memorandum

---

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** January 16, 2020  
**Subject:** Meeting and Agenda Management System

City staff is seeking approval to enter into a contract with Municode to provide a web-based meeting and agenda management software to improve staff productivity in producing the City Council and Planning Commission packets. This is a necessary component for implementing our goal of transitioning toward paperless packets in 2020. The cost of this software solution is \$3,800/year, which has been included in the 2020 budget.

In addition, Municode also provides codification services. Staff would like to transition to the self-publishing option. After the transition cost, we believe that this option will save money for the City, save time for staff to draft ordinances as well as speed the publication of the ordinances on the website for the public to utilize.

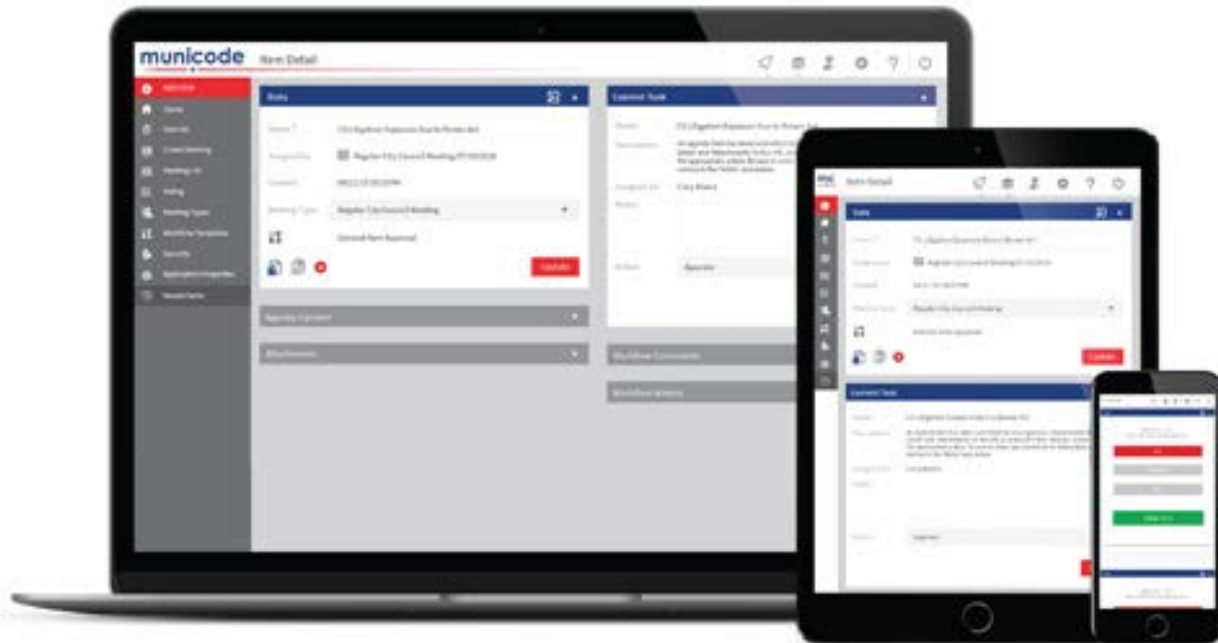
Staff has included the quotations for your review. For the self-publishing software, please refer to Option 2. Option 1 is for the full-service package.

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



# MEETING & AGENDA MANAGEMENT

Quote: The City of Spring Lake Park Minnesota



**municode**  
★  
CONNECTING YOU & YOUR COMMUNITY



**Gregg Huggins**

PO Box 2235 Tallahassee, FL 32316  
850-692-7068 [ghuggins@municode.com](mailto:ghuggins@municode.com)

## INTRODUCTION LETTER

January 6, 2020

Dear Selection Team:

Thank you for the opportunity to present the City of Spring Lake Park with our quote for online meeting and agenda management services. Our Municode Meetings solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, our solution is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

We are also working on an exciting product roadmap to seamlessly integrate Municode Meetings with our suite of online municipal solutions. The first of these integrations that is now complete is between our Municode Meetings solution and Municode Web. Meetings created in Municode Meetings auto-post to your Municode Web website calendar. This integration also includes unified search – your meeting agendas and minutes are searchable directly from the website.

We are also building a powerful integration that will enable you to mark ordinance agenda items as ‘approved’ within Municode Meetings and have them auto-scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances.

These are just a few of the innovative integrations and features on our product roadmap.

We are thrilled at the opportunity to partner with Spring Lake Park on such an important initiative.

Sincerely,



Brian Gilday

President, Website Division

# MEETING MANAGEMENT FEATURES

## Base Features

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Create Meeting Minutes
- ★ Public In-Meeting Display (presentation screen to display current agenda item and voting results)
- ★ Voting Support (verbal vote, vote by show of hands, or legislator-initiated voting via tablet/iPad/laptop)
- ★ Roll Call
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your YouTube meeting videos
- ★ Integration with Municode Web website (meetings/calendar/search integration)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

## Service and Support

### 🏆 **Guaranteed Uptime**

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

### 📞 **24x7 Customer support:**

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

### 🔒 **Security upgrades:**

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

### ❤️ **Site Monitoring and Site Recovery:**

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

## PROJECT COSTS

### Annual Subscription

**\$3,800 per year**

### One-time Project Setup

**no charge**

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

### Additional Options

- “Hands free” YouTube Video time stamping (up to 36 meetings) \$1,800 per year

## PAYMENT SCHEDULE

- Sign contract 50% of annual subscription fee
- Configure system – ready for training (annual subscription begins) 50% of annual subscription fee

### Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.
- Payment schedule will be adjusted accordingly based on selected optional features.

# SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between the City of Spring Lake Park Minnesota ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

**1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

**2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

**3. Scope of Services.** CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

**4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

**5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

**6. Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

**7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

**8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

**9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.



(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

**11. Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Minnesota without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By:           *Brian Gilday*          

Title: Brian Gilday - President, Website Division

Accepted by:

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

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

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

## SELF-PUBLISHING SOFTWARE OR FULL SERVICE SUPPLEMENTATION & ONLINE CODE HOSTING

### Spring Lake Park, Minnesota

January 8, 2020

*Quote valid for 90 days*



Self-Publishing Software

Supplementation & Online Code Hosting



### James Bonneville

Midwest Senior Regional Executive

Phone 651-262-6262 ext. 7009

Email [JBonneville@municode.com](mailto:JBonneville@municode.com)

PO Box 2235 Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the Self-Publishing Software Agreement, if selected*

# LETTER OF INTEREST

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January 8, 2020

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

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

Mr. Buchholtz:

Thank you for speaking with Midwest Senior Regional Executive James Bonneville and for your interest in our full-service supplementation and Self-Publishing Software Code maintenance options. With over 69 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States (including 72 in Minnesota) and host over 3,600 government Codes online. We are the only codifier to offer a Self-Publishing option for clients who prefer to publish, update, and maintain their Codes (and other selected publications) in-house.

This proposal outlines the scope of services and costs for the conversion of your Code to Municode's database for publication, maintenance and online hosting using either our traditional full-service supplementation services (with Municode as Total Code Administrator – **Option 1**) or our Self-Publishing Software service to publish the Code and future amendments online independently and in-house (**Option 2**). Both options begin with the conversion of the Code to Municode's database and are summarized below.

★ **Option 1: Municode as Total Code Administrator**

We will publish and maintain the Code as a Total Code Administrator. Following the republication of the Code, all newly enacted legislation can be submitted to Municode for supplementation by our team of legal editors and proofreaders. This option includes online publication in HTML format, giving you full access to the standard and premium features available on MunicodeNEXT. To see an example of a Minnesota Code administered in full by Municode, please visit the Blaine, MN Code.

[https://library.municode.com/mn/blaine/codes/code\\_of\\_ordinances](https://library.municode.com/mn/blaine/codes/code_of_ordinances)

★ **Option 2: Municode Self-Publishing Software**

Our Self-Publishing Software enables our clients to publish and maintain their Code of Ordinances and other desired publications independently and in-house. After the Code is converted to Municode's Self-Publishing database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. Although the Self-Publishing Software option does not include the online features available via MunicodeNEXT, the Code will still be fully transparent and searchable with this option. To see an example of an online Code that is maintained and published via our Self-Publishing Software option, please visit the Park City, UT Code: <https://parkcity.municipalcodeonline.com/#>

If you have any questions, please let us know. In addition to email, James can be reached at 651-262-6262 and our Vice President of Client Services Steffanie Rasmussen (800-262-2633 ext. 1148) also welcomes your call at any time. Thank you for the opportunity to submit this proposal!

Sincerely,



Dale M. Barstow  
Vice President of Sales  
Phone: 800-262-2633 ext. 1225

# OPTIONS 1 & 2: EXECUTIVE SUMMARY

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## Option 1: Municode as a Total Code Administrator:

Municode will convert and republish the Code in print and online, followed by full-service supplementation and online hosting via MunicodeNEXT, with full access to all Municode standard and premium online features.

- ★ **Conversion** into Municode database & republication..... **\$1,000<sup>1</sup>**
- ★ **Supplement Service** (single column per page rate) .....**\$19**  
Municode does not charge an extra fee for posting supplements online or printing your supplement pages, as these services are included in your supplement per page rate.
- ★ **Online hosting (No charge for the first year of service)** ..... **\$495<sup>2</sup>**  
If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for **only \$1,195, with the first year of service at no charge!**
- ★ **Timeline** ..... **within 3-4 months**

## Option 2: Self-Publishing Software Platform:

Convert your Code to our Self-Publishing platform and maintain the Code in house. Use our software to generate proposed ordinances and update the online Code automatically when approved! Add additional publications online for a small additional charge.

- ★ **Conversion to Municode's Self-Publishing Platform**..... **\$1,000<sup>3</sup>**
- ★ **Annual Online Software Licensing** .....**\$2,200**
- ★ **Online Code Hosting Fee for *additional* publications**.....**\$295 per publication**
- ★ **Timeline** ..... **4-6 weeks**

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<sup>1</sup> Please see page 3 for additional pricing details.

<sup>2</sup> Please see page 5 for additional pricing available on our MunicodeNEXT platform. See Attachment A for details of our MunicodeNEXT features and services.

<sup>3</sup> Please see page 6 for additional pricing details

# OPTION 1: REPUBLICATION QUOTATION SHEET

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## Municode as Total Code Administrator

- ★ Conversion of code to Municode database \$1,000<sup>4</sup>
- ★ Removal of supplement numbers
- ★ Updating of preliminary pages (title page, officials' page, and preface)
- ★ New page numbers
- ★ Creation of a consistent style
- ★ 5 printed copies of the new code with divider tabs
- ★ Inclusion of adopted legislation<sup>5</sup>, per page added or amended \$19
- ★ Current code can be posted online as a PDF during conversion & republication project

### Binder Options:

- 3-post expandable binder, \$70<sup>6</sup> each, with stamping qty \_\_\_\_\_ \$ \_\_\_\_\_
  - 3-ring vinyl binders, \$20 each, stamping not available qty \_\_\_\_\_ \$ \_\_\_\_\_
  - Additional Tabs, per set, \$35 each qty \_\_\_\_\_ \$ \_\_\_\_\_
- Binder Color:**       Semi-Bright Black     Dark Blue     Hunter Green     Burgundy
- Binder Stamping Color:**     Gold                       Silver

**Font Size Single Column:**       10-point       11-point       12-Point

### Format Elections (*Please check or circle desired elections below*)

**Font:**                      Times New Roman - Will be used as the font unless otherwise indicated.

Other choices include: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

**We will provide a Style Checklist and work with you to determine the desired font and format of the republished Code.**

---

<sup>4</sup> Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format.

<sup>5</sup> Legislation added to the project must be approved and received prior to the established project cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs must be returned within 45 days or additional update fees may apply.

<sup>6</sup> Price does not include shipping costs.

# OPTION 1: SUPPLEMENTATION QUOTATION SHEET

## Municode as Total Code Administrator

### Supplement Service Base Page Rate<sup>7</sup> Quotation Sheet

#### Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$19 per page

#### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you<sup>8</sup>
- ★ Updating electronic versions<sup>9</sup> and online code
- ★ Printing 5 copies

#### Base page rate above excludes:

- ★ Freight, pre-billed
  - ★ State sales tax
  - ★ Graphics<sup>10</sup> & tabular<sup>11</sup> matter, per graphic or table
  - ★ MyMunicode or online code
- Actual freight  
If applicable  
\$10  
Selections on page 5**

#### Electronic media options for Code of Ordinances (sent via download)<sup>12</sup>

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views            | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX)                  | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of the code        | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update  |

**Invoices for Supplements and Additional Services are submitted upon completion of project(s)**

<sup>7</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

<sup>8</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>9</sup> We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>10</sup> Includes printing all copies. Additional fees may apply if graphics are printed color.

<sup>11</sup> Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>12</sup> Delivery is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

# OPTION 1: ONLINE SERVICES QUOTATION SHEET

## Municode as Total Code Administrator

MunicodeNEXT features are only available with Total Code Administrator option. Please select from the Optional Services menu or choose our budget-friendly MyMunicode bundle for the best value. Please check the appropriate box (es) below to indicate your selection:

### STANDARD WEB HOSTING

- Online Code = MunicodeNEXT** Annually (first year of service at no charge!) **\$495**  
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

### OPTIONAL SERVICES

- CodeBank** annually **\$150**  
Permanent online collection of previous versions of the Code.
- OrdBank** annually (or per ordinance) **\$340**  
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. Applies to amendatory ordinances only. **(\$35)**
- OrdBank + OrdLink** annually (or per ordinance) **\$440**  
Provides hyperlinks from newly adopted amendatory legislation to Sections of Code that will be amended. **(\$60)**
- CodeBank Compare + eNotify**<sup>13</sup> annually **\$250**  
Compare any two versions of your online code (starting with the first Municode supplement). eNotify provides readers email updates each time the Code is updated.
- MuniPRO Service** annually **\$295**  
Search our database of over 3,600 online codes and ordinances. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**  
Customize MunicodeNEXT to match the look of your website.
- MuniDocs**<sup>14</sup> annually, upgraded self-loading capabilities **\$350**<sup>15</sup>  
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform! MuniDocs is not included in the MyMunicode bundle.

### My Municode Value Pricing

- MyMunicode** annually. (first year of service at no charge) **\$1,195**<sup>16</sup>  
Includes **MunicodeNEXT (Online Code)**, **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

### RECOMMENDED ADDITIONAL SERVICES (See pages 17 & 18 to review additional services available)

- MunicodeMEETINGS** Agenda Management Software, annually **\$3,800**  
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

<sup>13</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>14</sup> Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [ords@municode.com](mailto:ords@municode.com).

<sup>15</sup> Includes up to 25 GB storage. Quotes for additional storage available upon request.

<sup>16</sup> Total value if each item were to be purchased a la carte would be approximately \$1,530 per year with participation in our OrdBank service.

## OPTION 2: SELF-PUBLISHING QUOTATION SHEET

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### SOFTWARE LICENSE, Code of Ordinances, annually \$2,200<sup>17</sup>

The creation of the custom service/instance online enables users access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates & Legislative History Tool
- ★ PDF Ordinance/Resolution Storage<sup>18</sup>
- ★ Automatic PDF Generation for backup/printing
- ★ Online Training and Customer Service
- ★ Activation of any additional publication, as quoted below

### DATABASE CONVERSION & SOFTWARE SETUP (Includes 3 hours training) \$1,000<sup>19</sup>

The conversion of an existing code/document to the online Self-Publishing platform empowers users to have a current code and focus on present/future changes. Includes up to 1,500 pages of Code material, additional pages will be converted at 50¢ per page. If Code material is less than 1,500 pages, the remaining page count balance may be applied toward the conversion of any additional publication *during the first 3 months of the Agreement term*. All converted material will be posted online 4 to 6 weeks from our receipt of the applicable material in an editable electronic format.

### CODE UPDATE SERVICES, per ordinance/resolution page \$18

*During the initial Code conversion*, additional material such as ordinances, resolutions, or policies can be added into any *coded* publication upon request.

### SOFTWARE LICENSE, additional publications, each, annually \$295<sup>20</sup>

Additional publications can include Minutes, Policies & Procedures, Employee Handbooks, Manuals, Resolutions, Construction Standards, Design Standards, Plans and more!

### ADDITIONAL SERVICES AVAILABLE:

- ★ Conversion, per additional publication (if added after the first 3 months) \$1,000
- ★ Code Update Services, *after* initial Code conversion, per hour \$150<sup>21</sup>
- ★ Consultation Services, per hour \$100<sup>22</sup>
- ★ Additional Training, per hour \$150
- ★ Onsite Training Quote available upon request
- ★ Renumbering of Code, quote based on Code material Quote available upon request

### RECOMMENDED ADDITIONAL SERVICES (See pages 17 & 18 to review additional services available)

The perfect companion to our Self-Publishing software!

- MunicodeMEETINGS** Agenda Management Software, annually \$3,800  
**The perfect companion to our Self-Publishing software!**

Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

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<sup>17</sup> Includes 5 user licenses. Quotes for additional user licenses available upon request. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI).

<sup>18</sup> Data limitations may apply.

<sup>19</sup> Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion fee, annual licensing fee and any additional applicable fees are payable upon completion of data conversion to Municode's database. All material for conversion to Municode's database must be received within 30 days of receipt of signed Agreement. The conversion of complex or form-based graphics may be subject to an additional fee - client will be notified in advance should this occur.

<sup>20</sup> Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

<sup>21</sup> Excludes legal services. Should legal services be desired, please contact us for a price quote.

<sup>22</sup> Excludes legal services. Can include codification training, amendments to signature setup, graphic design/digital imaging services, meeting attendance or special projects. Should legal services be desired, please contact us for a price quote.



# SIGNATURE PAGE

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This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the City of Spring Lake Park, Minnesota.

**Please indicate your preferred option below:**

**OPTION 1: Municode as Total Code Administrator**

**OPTION 2: Municode Self-Publishing Software Service**

If choosing **Option 1** (Municode as Total Code Administrator) please sign on the bottom half of this page.

If choosing **Option 2** (Self-Publishing Software) please sign the separate Software as a Service (SaaS) Agreement provided as **Attachment B**.

***\*\*Please sign below only if choosing Option 1 (Municode as Total Code Administrator)\*\****

**If choosing Self-Publishing Software, please return a signed copy of the Software as a Service Agreement instead (Attachment B)**

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, if choosing Municode as a Total Code Administrator, the supplement and web hosting services shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: 

Title: Dale M. Barstow, Vice President of Sales

Date: January 8, 2020

Accepted by:

CITY OF SPRING LAKE PARK, MINNESOTA

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

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

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

# COMPANY PROFILE

## History, Mission, and Team

With over 69 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Rancho Mirage, California; Loveland, Colorado; Sarasota, Florida; Boise and Rexburg, Idaho; Carmel and Kewanna, Indiana; Stillwater, Minnesota; Charlottesville, Virginia; Hudson, New Hampshire; Asheville and Raleigh, North Carolina; Kaysville and Providence, Utah; Lake Oswego, Oregon; Fort Worth, Dallas and Edinburg, Texas.

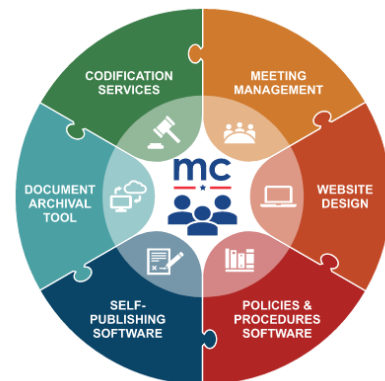


## Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



## OUR TEAM

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### **Eric Grant, President**

Eric Grant is President of Municipal Code Corporation (Municode). Eric joined the Municode team in 2007 after receiving his Juris Doctorate from the University of Virginia School of Law, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. As President of Municode, Eric has helped the company achieve increased levels of growth and has guided the team in several acquisitions both in Municode's traditional line of business and into new verticals.



### **Phillip Claiborne, Chief Information Officer/Chief Operating Officer**

Our IT team is led by our Chief Information Officer/Chief Operating Officer, Phillip Claiborne, whose staff of 17 web application developers and system administrators is dedicated to remaining the industry's leader for technological advances in our field. They maintain and routinely enhance our website, MunicodeNEXT to create new ways to make your Code as transparent and informative as possible.



### **Julie Lovelace, Vice President of Code Department**

Our Code Department is led by Julie Lovelace, Vice President of Codes. Julie has over 27 years of experience in local government law and ensures that our final legal products meet Municode's demanding standards. With the combined expertise of Julie and her team of seasoned codification attorneys, our Code Department has successfully completed well over 4,300 intricate codification, recodification and Legal Review projects.



### **Tassy Spinks, Vice President of Supplement Department**

Our full-service Supplement team is led by Vice President of Supplements, Tassy Spinks, whose 14 professional legal editorial teams work diligently to ensure that our clients receive the timeliest and most accurate supplements possible, with the highest quality of printed publications originating directly from the printing facility located in our Tallahassee headquarters.



### **Dale Barstow, Vice President of Sales**

Dale Barstow is the Vice President of the Municode Sales department. Dale started working at Municode in 1971 and has extensive experience working with Municipal and County Government. He is a graduate of Embry-Riddle Aeronautical University. He serves as past President of the Municipal Clerks Education Foundation of the International Institute of Municipal Clerks. Mr. Barstow is an Honorary Municipal Clerk in the States of: Florida, Texas, North Carolina, and Missouri.



### **Steffanie Rasmussen, Vice President of Client Services**

Steffanie Rasmussen, Municode's Vice President of Client Services, directly oversees our customer service staff. Steffanie earned her M.S. in Industrial & Organizational Psychology from Kansas State University and a B.S. in Business Psychology and a certificate in Performance Management from Florida State University. Steffanie joined the Municode team in 2010 and she specializes in nurturing new contracts to fruition, from pre-contract negotiations to web publication and ongoing supplementation customer service support.



### **Kimball Clark, Regional Sales Executive**

A graduate of Weber State University, Kimball has over 20 years of experience in graphic design and has played a major role in the creation of SaaS (Software as a Service) cloud-based management tools for various industries. During the last 5 years, Kimball has focused his technical skills primarily on self-publishing services for local government clients, with an emphasis on the publication and in-house maintenance of Codes of Ordinances.

# OPTION 1: REPUBLICATION SCOPE OF SERVICES

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With Municode as your Total Code Administrator, the scope of services begins with the conversion of your Code into Municode's database for publication both in print and online.

We will work with you to confirm the desired formatting and style of the Code. We will update the preliminary pages, index and Table of Contents; add any uncodified newly adopted legislation per the per page supplement rate quoted; update history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables into the Code. Proofs will then be provided for your review. Following the approval of the proofs, the Code will be shipped and will be posted online on our website, MunicodeNEXT, and linked from your website. Supplementation will begin anew after the republished Code have been shipped and posted online.

We will handle 100% of the publishing of your Code. The republication process includes editing, page composition, proofreading, indexing, and delivering the information as printed and/or electronic copy. When we republish your Code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the Code is reprinted, and supplements start anew with Supplement No. 1.

## **The process includes:**

- ★ Conversion to our database;
- ★ Inclusion of adopted legislation can be added at per page supplement rate;
- ★ Removal and replacement of supplement numbers;
- ★ Updating of preliminary pages (title page, officials' page, and preface);
- ★ New page numbers, headers and footers;
- ★ Incorporation of maps, diagrams, charts and tables;
- ★ Preparation of Table of Contents;
- ★ Proofs provided for your review;
- ★ Posting your newly republished Code on MunicodeNEXT;
- ★ Providing printed copies as well as any electronic copies requested in the format of your choice (WORD, PDF, FOLIO), as elected on the quotation sheet.

## **The process does not include:**

- ★ Reorganizing the structure of your Code;
- ★ Legal Review by an attorney (quote available upon request);
- ★ Substantive editing or changes to the text.

The anticipated time frame for the completion of the Republication project is within 3 to 4 months, excepting any delays occasioned by the municipality. The completed Code will be housed in attractive, heavy duty 3-post leatherette binders and printed on acid-free recycled paper certified by the SFI (Sustainable Forest Initiative). Our printed Code volumes are designed to easily withstand the tests of time and frequent usage and will serve you well for decades to come.

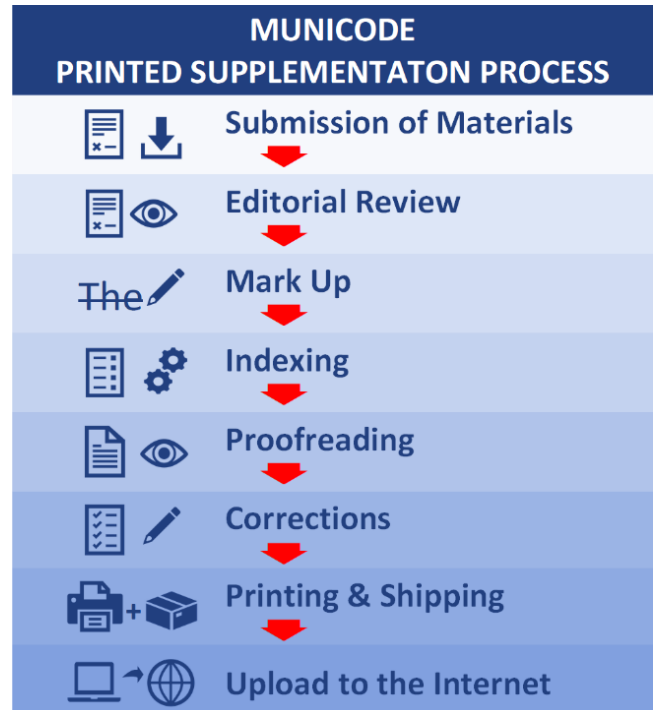
# OPTION 1: SUPPLEMENTATION SCOPE OF SERVICES

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with h "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

**A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%**, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.
3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.



5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs (when elected) and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.

## Online Code Hosting Services (MunicodeNEXT) – Municode as Total Code Administrator

Our Code hosting platform, MunicodeNEXT, includes both standard and premium features, as described in **Attachment A**. These features provide a wide variety of additional capabilities for the research and navigation of your Code, as well as for preserving its history. Regardless of the option you choose, your Code can be published online via MunicodeNEXT. However, MunicodeNEXT online features are only available with Municode as Total Code Administrator, as they require that the Code be posted in compatible HTML format following conversion and republication.

With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,600 Codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to evolve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.1.

### MunicodeNEXT Premium Feature Summary

- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A “modified,” “removed” or “added” badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdLink** will create highlights within your online code to help users identify what ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniDocs** will enable you to send us your Minutes, Agendas, Policies, Procedures, etc. and have us upload the material right alongside your code for quick and easy access.
- ★ **MuniPRO** allows you to search over 3,600 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

## OPTION 2: SELF-PUBLISHING SCOPE OF SERVICES

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Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and “in-house”, using your staff in lieu of Municode’s team of Legal Editors and Legal Proofreaders to edit and update the Code.

Self-Publishing Software puts the maintenance of the Code directly into our client’s hands and is equipped with all of the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

### We Convert Your Code, You Publish

The self-publishing process begins with converting your recently updated and current Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist in updating the online Code at any future point in time, as indicated on the **Price Quotation Sheet**. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request. What if you don’t have an official Code, but still wish to utilize this service to record and update your legislation?

If your municipality does not have an official Code, we offer either full legal Codification services (which is conducted by a Municode attorney, includes a thorough Legal review of all code material and ensures conformity to State Law) or the economic alternative of Publication services, during which we simply organize and publish your Code material in preparation for the Self-Publishing Software platform. During the Publication process, relevant language is extracted from your existing ordinances and placed into a model table of contents, resulting in a model Code that is based on your unique ordinance history, and that is organized, flexible and adaptable. Any changes deemed necessary by your counsel can then be made in-house utilizing the Self-Publishing Software’s standard ordinance creating process.

During the Code conversion process, you can elect to keep your current Code numbering system or consult with Municode staff to create a logical and inclusive code numbering system that will allow for the continued growth and expansion of the Code. After your material is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

### Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

### Sign, Seal & Update by Email Approval

After the automatically-generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.



# SELF-PUBLISHING SOFTWARE FEATURES

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## Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.



## Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include: ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.



## Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.



## Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.



## Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!



## Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code



## PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.



## Desktop, Mobile Friendly

All of our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.



## Branding, Theming

Each municipality can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your code. We also include an array of analytics that will show you how your citizens use your books including commonly accessed resources.



## Host Additional Searchable Publications

Some cities and towns use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.



## Online Training and Customer Service

Municode provides support and codification training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish develop themselves professionally and become favored by municipal governments throughout the country.



## Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.



## Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! Customers can easily upload all supporting documentation and images such the original legislation, ordinances, zoning maps, documents, etc.



## Print-friendly

Download online code as PDF File, enabling print or backup

# ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

## Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



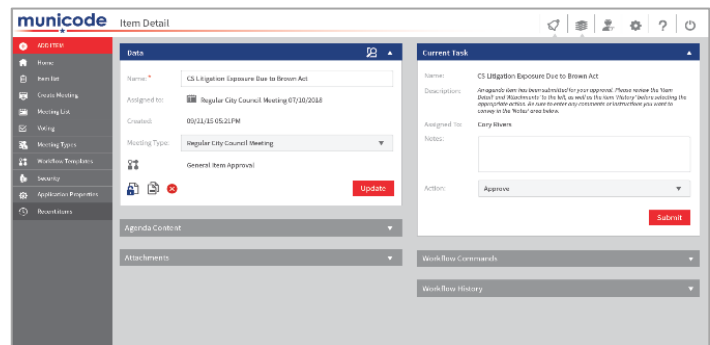
[Request MunicodeWEB Demo/Proposal](#)

## Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our “single click publishing” will provide you with automatic agenda and packet creations.



[Request MunicodeMEETINGS Demo/Proposal \(see pricing pages 5 and 6\)](#)

## Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

[Request Point and Pay Demo/Proposal](#)

## MCCi Services:

### Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

### Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



### Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



**JustFOIA** helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

[Request MCCi Demo/Proposal](#)

## Internet-based Document Editing and Presentation System

**enCodePlus** is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



[Request enCodePlus Demo/Proposal](#)



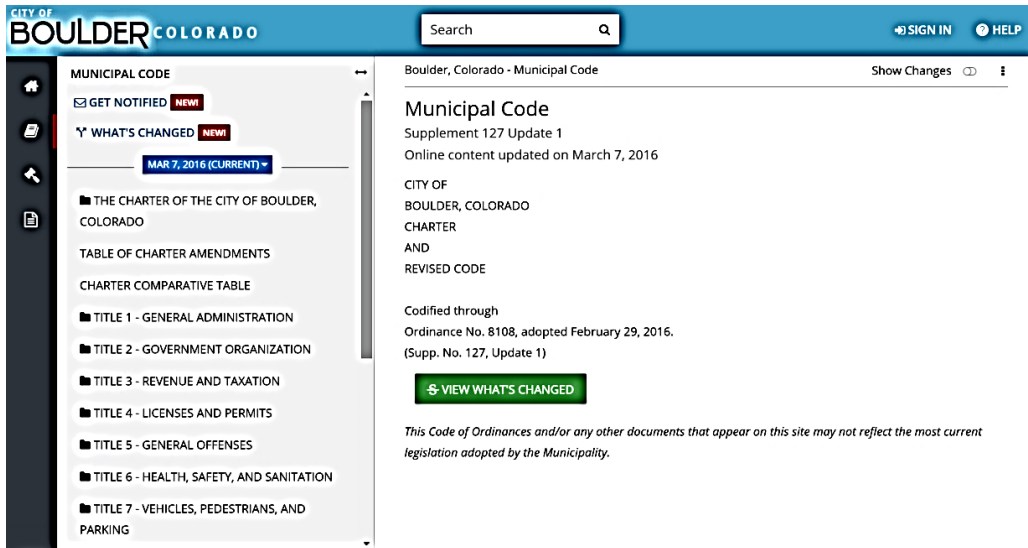
## **ATTACHMENT A**

### **MunicodeNEXT Standard & Premium Features**

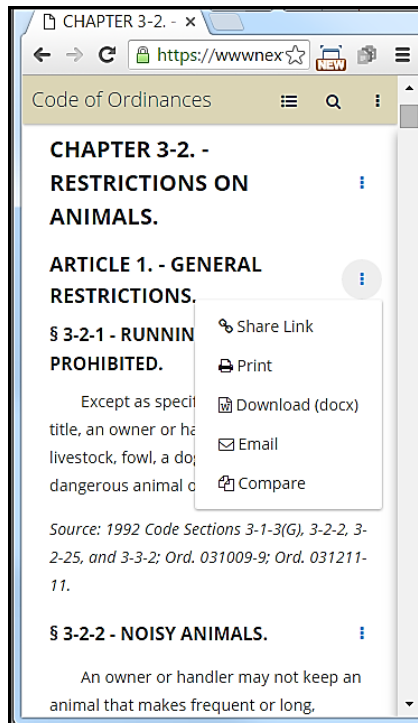
**(MunicodeNEXT features not available with Self-Publishing Software)**

# STANDARD FEATURES OF MunicodeNEXT

**Responsive Design** – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

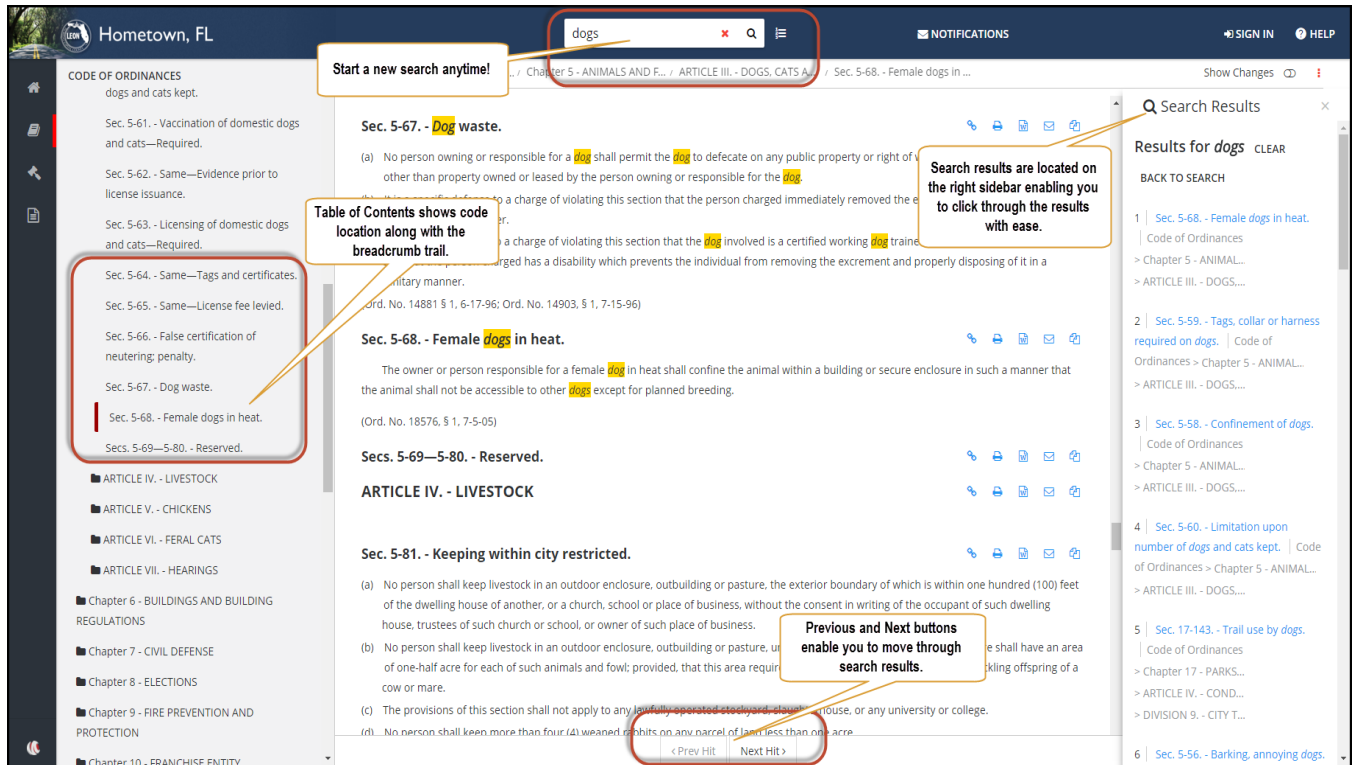


**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



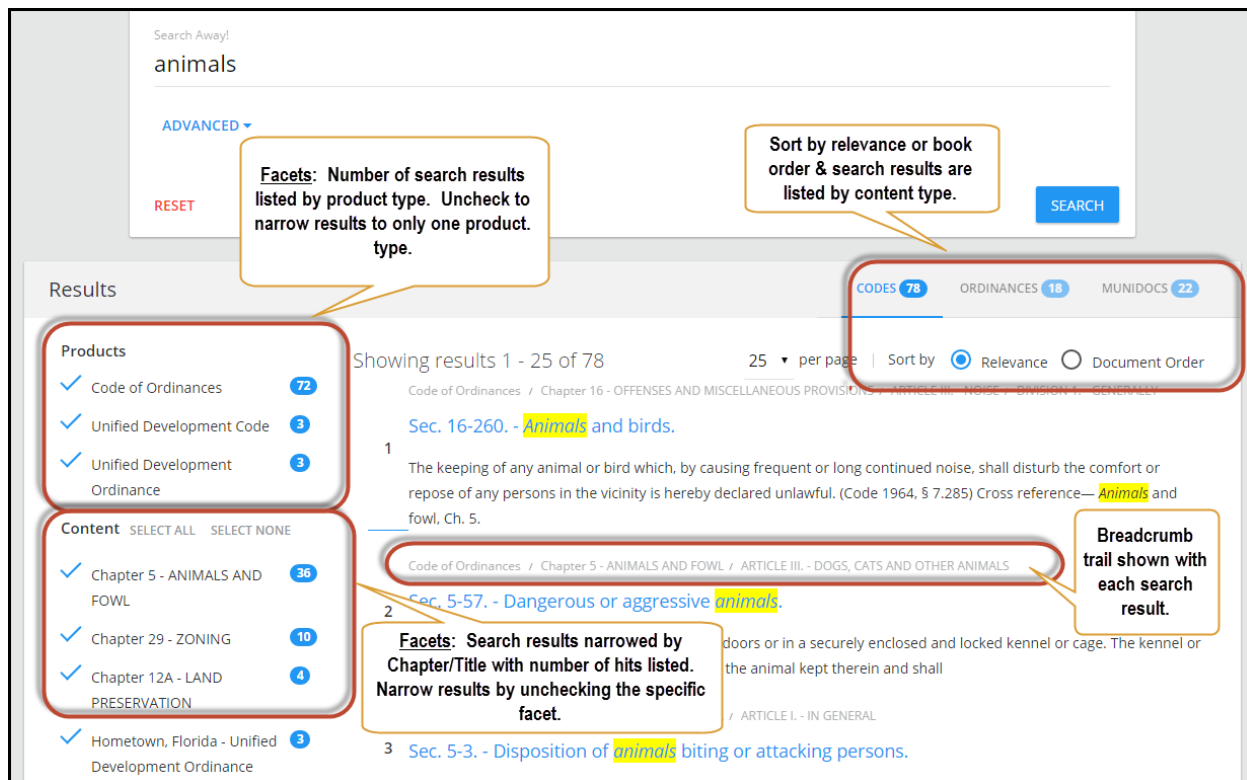
**Print/Save/Email** – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

**Searching** – Municode leverages a powerful open source search platform that also power sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



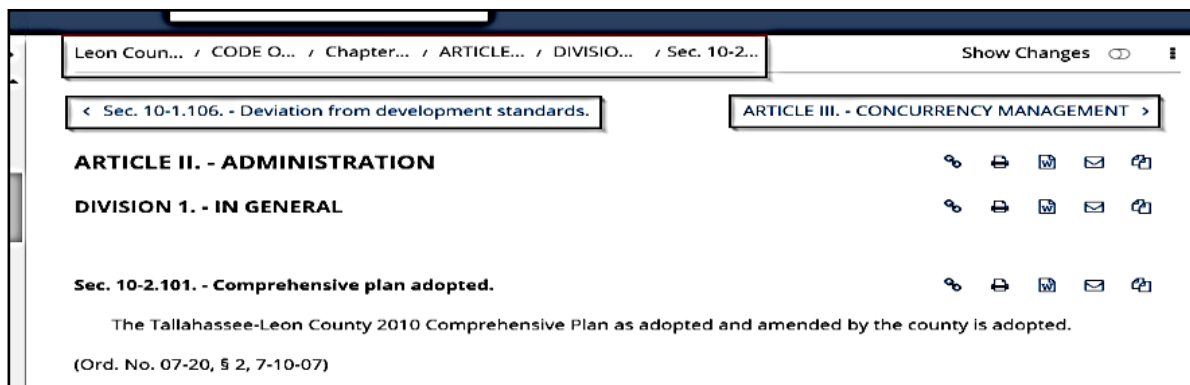
### Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser’s bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.



**Search enhancements provided with our latest website upgrade include (see screenshot above):**

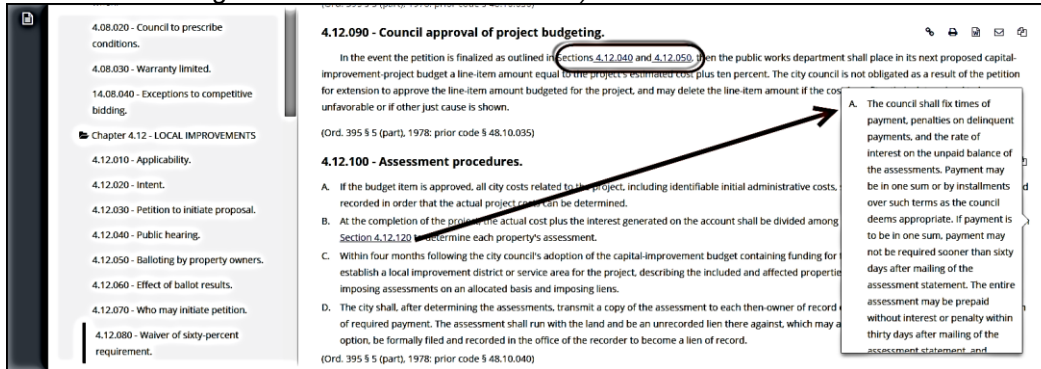
**Browsing** – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.



(Cross-reference linking and mouseover shown below)



**Translation** – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

**Social Media Sharing** – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

**Static Linking** – Copy links of any section, chapter or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

**In-line Images & PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

**Website Accessibility** – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

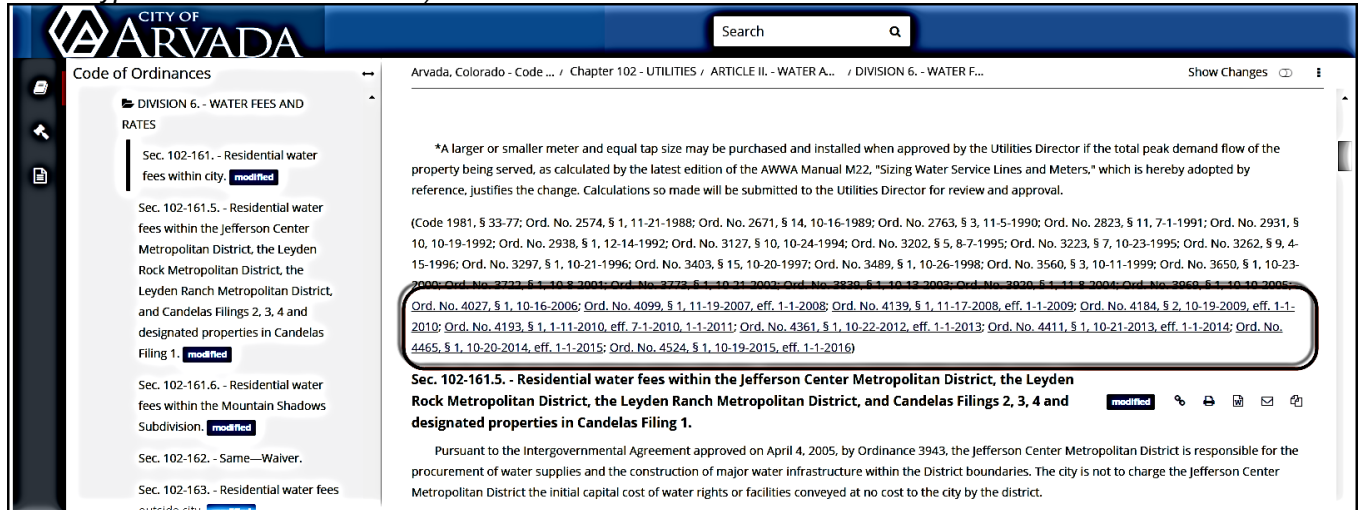
**Support** – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

# PREMIUM FEATURES OF MunicodeNEXT

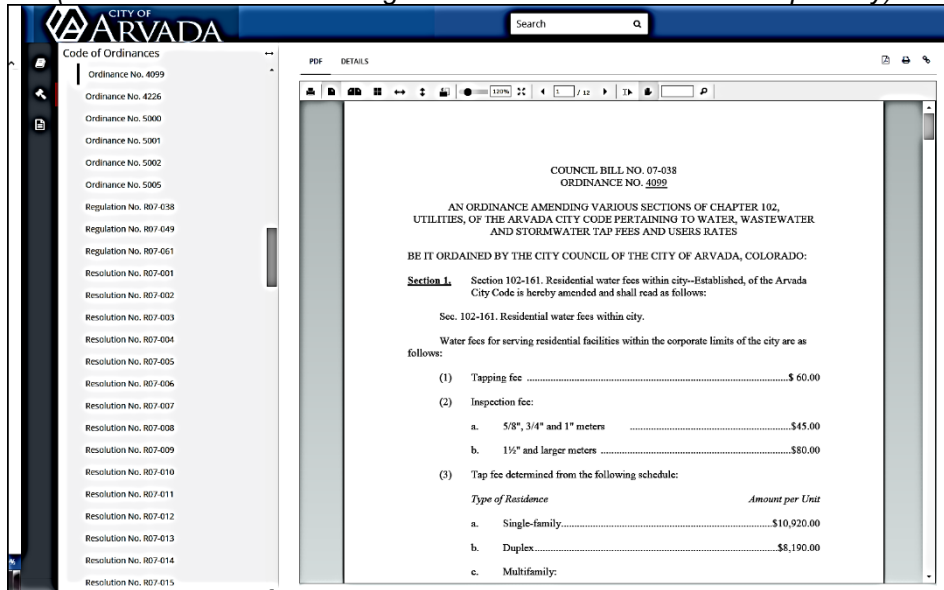
**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

**OrdBank.** With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

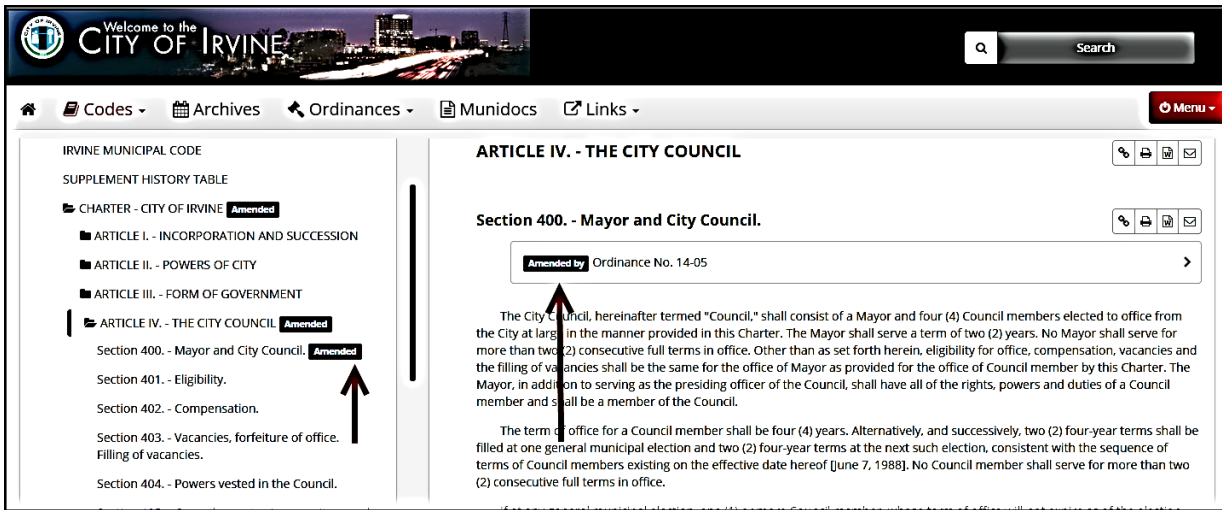
*Hyperlinked ordinance in text)*



*(One-Click access to the original ordinance in the OrdBank Repository)*

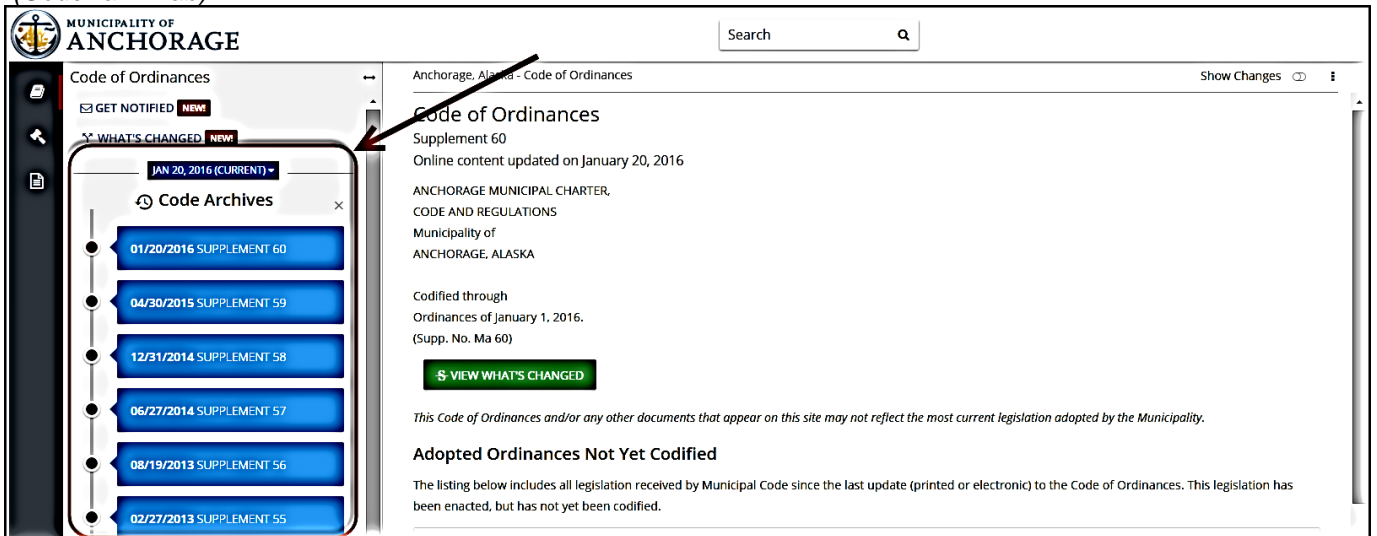


**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



**CodeBank.** Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

*(CodeBank Tab)*



**CodeBank Compare.** Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

**eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

**Get Notified**

Filling out this form will allow you to receive an email notification every time select publications are updated.

**Note** If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email  
Enter email

Profession  
Select One

Codes

- Unified Development Code
- Unified Development Ordinance
- Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

*(Changes are shown in your Text Changes Tab and in your Table of Contents)*

MUNICIPALITY OF ANCHORAGE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: election of chair and vice-chair.

2.30.020 - Presiding officer.

2.30.030 - Meetings. **modified**

2.30.040 - Appearance requests and audience participation.

2.30.050 - Introduction of ordinances: action on ordinances.

2.30.055 - Conduct of public hearing.

2.30.060 - Public hearings and action on proposed resolutions.

2.30.070 - Voting.

Search

ANCHORAGE, Alaska - Code of Ord... / TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCE...

Show Changes

K. Executive sessions.

1. The assembly may recess to meet in executive session to discuss the following subjects if the express nature of the subject is stated in the motion calling for the session:
  - a. Pending a specific legal matter, including pending litigation;
  - b. Labor negotiations with municipal employees;
  - c. Matters that the immediate knowledge disclosed of which would clearly affect have adversely an adverse effect upon the finances of the municipality; or
  - d. Matters which tend to defame or injure prejudice the reputation and character of persons any person, provided the person may request a public discussion.
2. No official action may be taken in executive sessions except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation. Although the public may be excluded, the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:
  - a. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims arising from the matter are otherwise barred;

Matters which by law, municipal charter, or ordinance are required to be confidential or

Matters involving consideration of government records that by law are not subject to public disclosure.

P CHANGED SECTIONS

ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS

SUPPLEMENT HISTORY TABLE

TITLE 2 - LEGISLATIVE BRAN...  
Chapter 2.30 - RULES OF PROCEDUB...  
2.30.030 - Meetings.

TITLE 2 - LEGISLATIVE BRAN...  
Chapter 2.50 - INITIATIVES, REFEREN...  
2.50.090 - Effect of vote.

TITLE 3 - ADMINISTRATION /  
Chapter 3.20 - EXECUTIVE ORGANIZA...  
3.20.010 - Executive and administrative order.

*(Show changes button and a custom banner are shown below)*

City of Bonita Springs Florida

Code of Ordinances

Bonita Springs, Florida - Code of Ordinances

Code of Ordinances Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015. (Supp. No. 2)

VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

GET NOTIFIED NEW

WHAT'S CHANGED NEW

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE modified

CHARTER

ARTICLE I. - [IN GENERAL]

ARTICLE II. - [EFFECTIVE DATE]

Search

Show Changes

**MuniDocs.** MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

The screenshot shows the MuniDocs interface for the 'Ahoskie > Minutes' folder. A file upload dialog box is open, displaying the following information:

- Supported file types: .doc, .docx, .pdf
- Max file size: 10 MB
- Success message: "Success! All files uploaded." with a "RESET" button.
- Table of uploaded files:

Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

The background interface includes a folder tree on the left, a table with columns 'Name' and 'Sort Date', and buttons for 'UPLOAD FILES' and 'NEW FOLDER'. A 'BACK TO DASHBOARD' link and '© 2017 Municode' are visible at the bottom left.

**MuniPRO.** MuniPRO Searching allows you to search the over 3,600 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



## **ATTACHMENT B**

### **Self-Publishing Software**

### **Software as a Service (SaaS) Agreement**

# Municode Self-Publishing Software Agreement

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## Spring Lake Park, MN

**THIS LETTER OF ENGAGEMENT** (“Agreement”) is entered between the City of Spring Lake Park, Minnesota (“CLIENT”) and Municipal Code Corporation, DBA “Municode” (“CONSULTANT”). For the purpose of this Agreement, “USER” is defined as an employee, consultant, third-party contractor or agent to whom “CLIENT” has granted access to use the services provided under this Agreement. Municode’s proposal of January 8, 2020 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

**Term.** This Agreement commences on the date it is executed and shall continue until full performance by both parties, or until earlier terminated by one party under the terms of this Agreement. The initial term of this Agreement is for a period of (3) three years from the date of the initial online publication. This Agreement shall automatically renew on an annual basis, unless either party gives the other notice of non-renewal within thirty (30) days of the scheduled renewal period.

**Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in **Exhibit A**. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the invoice for services rendered, unless otherwise indicated in **Exhibit A**, with the one-time database conversion fee (if applicable), the first recurring annual Software License fee, and any other applicable fees set forth in Exhibit A due within thirty (30) days of completion of data conversion to Municode’s database. Thereafter CONSULTANT shall invoice the CLIENT annually for the Software License Fee based upon the anniversary date of the initial online publication, and the anniversary date(s) of any additional publications added during the existing Agreement term.

1. **Consumer Price Index.** Following the initial Agreement term, CONSULTANT may increase fees by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI).
2. **Scope of Services.** CONSULTANT’s services under this Agreement shall consist of services as detailed in **Exhibit A**. The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.
3. **Use of Services.**
  - a. **CONSULTANT Responsibilities.** CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT’S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT’S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.
  - b. **CLIENT Responsibilities.** CLIENT shall (i) be responsible for USER’S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or use, and (iv) use the services only in accordance with all applicable laws and government regulations.



CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.

- c. Usage Limitations. Services may be subject to other limitations, such as, for example, limits on disk storage space, on the number of calls CLIENT is permitted to make against CONSULTANT application programming interface, and, for services that enable CLIENT to provide public websites, on the number of page views by visitors to those websites.
4. **Integration.** This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.
5. **Warranty.** CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).
6. **Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legality of any material initially or subsequently published.
7. **Termination.** This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).
8. **Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
9. **Ownership of Product.**
  - a. Reservation of Rights. Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.
  - b. Ownership of CLIENT Data. As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and to all of the CLIENT Data.
  - c. Suggestions. We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.
10. **Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.
11. **Right to Purchase.** This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.

12. **Assignment.** Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.
13. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota without resort to any jurisdiction's conflicts of law, rules or doctrines.
14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:

City of Spring Lake Park, Minnesota  
ATTN: Daniel Buchholtz, City Administrator  
1301 81st Ave. NE  
Spring Lake Park, MN 55432  
[dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org)

To CONSULTANT:

Municipal Code Corporation  
ATTN: Steffanie Rasmussen, Vice President of Client Services  
PO Box 2235  
Tallahassee, FL 32316  
[info@municode.com](mailto:info@municode.com)

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**CONSULTANT Signature:** \_\_\_\_\_

Name and Title: W. Eric Grant, President

DATED: \_\_\_\_\_

**CLIENT Signature:** \_\_\_\_\_

Name and Title: \_\_\_\_\_ (please print)

DATED: \_\_\_\_\_



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

## Contractor's Licenses

January 21, 2020

### Mechanical Contractor

KB Service Co.

### Plumbing Contractor

KB Service Co.

### 2020-2021 Garbage Haulers

Ace Solid Waste

Aspen Waste Systems of MN, Inc.

Curbside Waste, Inc.

Randy's Sanitation, Inc.

Republic Services

Walters Recycling & Refuse

Waste Management of MN, Inc.



## Police Report

December 2019

Submitted for Council Meeting – January 21, 2020

The Spring Lake Park Police Department responded to six hundred and thirty-five calls for service for the month of December 2019. This is compared to responding to five hundred and seventy-five calls for service in December 2018.

Our School Resource Officer, Officer Fiske reports handling fifteen calls for service for the month of December 2019, along with having twenty student contact, seven escorts and twelve follow up investigations into school related incidents. Officer Fiske conducted a presentation in a Self Defense Class regarding "Date Rape Drugs" and other issues related to dating/relationships. Officer Fiske also attended six basketball games due to concerns of large crowds attending. For further details, see Officer Fiske's attached report.

Investigator Bennek reports handling twenty-one cases for the month of December 2019. Seventeen of these cases were felony in nature, two of these cases were gross misdemeanor in nature and two of these cases were misdemeanor in nature. Investigator Bennek also continues to monitor ongoing forfeiture cases bringing them to a conclusion as soon as possible. Investigator Bennek has been kept busy this month working cases involving multiple agency investigations regarding business burglaries, hoax bomb threat and a shooting at a local business. Progress is being made on all of these cases but they all are currently under investigation and will be brought to a conclusion as soon as possible. For further details, see Investigator Bennek's attached report.

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

The month of December has been a busy month for myself as well. Besides handling the day to day operations of the police department, I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department.

This will conclude my report for the month of December 2019.



Investigator  
Tony Bennek

# Spring Lake Park Police Department Investigations Monthly Report

**December 2019**

## **Total Case Load**

### **Case Load by Level of Offense: 21**

<b>Felony</b>	<b>17</b>
<b>Gross Misdemeanor</b>	<b>2</b>
<b>Misdemeanor</b>	<b>2</b>

### **Case Dispositions:**

<b>County Attorney</b>	<b>5</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>4</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>8</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>2</b>
<b>Closed/Inactive</b>	<b>2</b>

### **Forfeitures:**

<b>Active Forfeitures</b>	<b>6</b>
<b>Forfeitures Closed</b>	<b>1</b>

[Type the document title]

<b>Incidents by School Location</b>	<b>Reports (ICRs)</b>	<b>Student Contacts*</b>	<b>Escorts/Other</b>	<b>Follow Up Inv.</b>
Spring Lake Park High School	13	20	6	6
Discovery Days (pre-school)				
Lighthouse School			1	
Park Terrace Elementary School	1			6
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	1			
Totals:	15	20	7	12

<b>Breakdown of Reports (ICRs)</b>	
Theft reports (cellphones, iPods, bikes, etc...)	2
Students charged with Assault or Disorderly Conduct	
Students charged with other crimes	
Non-students Charged	1
Warrant Arrests	
Miscellaneous reports	12







# Memorandum

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

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

**Date:** January 15, 2020

**Subject:** JPA with Anoka County for CSAH 8 (Osborne Road) Improvements

In 2015, Anoka County conducted a corridor study of County State Aid Highway (CSAH) 8 (Osborne Road) between Minnesota Trunk Highway 47 and Minnesota Trunk Highway 65 in an effort to improve safety and drivability of the roadway. Based on this study, Anoka County was awarded federal grant funds in 2017 to rehabilitate this section of Osborne Road. The funds are available to be spent this summer.

The roadway modifications include narrowing the roadway to one lane each direction, adding a center-turn lane, adding a right turn lane at Emmanuel Christian Center, improving pedestrian accommodations and adding shoulders to provide space for bus stop locations, emergency vehicles and bicyclists. The areas between Trunk Highway 47 and 5<sup>th</sup> Street and between Trunk Highway 65 and Tyler Street will remain a four-lane section to provide appropriate vehicle stacking at the intersection of these two busy highways.

Anoka County is projecting a 29% reduction in crashes once these improvements are implemented. Other project benefits include shorter pedestrian crossing distances, additional space for bicycles, protected left turns, a buffer zone between moving vehicles and pedestrians, and less impervious surface.

With the exception of emergency vehicle preemption equipment on the existing stoplight at Unity Hospital, there will be no cost to the City for these improvements. This includes the cost of replacing the bicycle trail along the north side of Osborne Road. The City will be responsible for the cost of the long-term maintenance of the trail.

Staff recommends approval of the attached JPA with Anoka County to facilitate construction of the improvements.

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



**JOINT POWERS AGREEMENT  
FOR THE REHABILITATION OF CSAH 8 (OSBORNE ROAD NE)  
FROM TH 47 (UNIVERSITY AVENUE) TO TH 65  
IN THE CITIES OF SPRING LAKE PARK AND FRIDLEY, MN  
(SP 002-608-012)**

THIS AGREEMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2019 by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432, hereinafter referred to as "City."

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to rehabilitate CSAH 8 (Osborne Road NE) from TH 47 (University Avenue NE) to TH 65; and,

WHEREAS, said parties mutually agree that CSAH 8 (Osborne Road NE) from TH 47 (University Avenue NE) to TH 65 is in need of rehabilitation; and,

WHEREAS, the County has prepared preliminary design plans for the rehabilitation of CSAH 8 (Osborne Road NE) from TH 47 (University Avenue NE) to TH 65 in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CSAH 8 (Osborne Road NE) from TH 47 (University Avenue NE) to TH 65 and,

WHEREAS, the parties agree that it is in their best interest that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of rehabilitating the bituminous surfacing, drainage system, bituminous trail, and traffic control systems as well as other utility improvements on CSAH 8 from TH 47 (University Avenue NE) to TH 65 as described in the preliminary design plans. The County project number for the reconstruction is SP 002-608-012 and the City project number is SAP ###-###-###. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of said project is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project.

It is agreed that the Exhibit "A" Layout dated November 22, 2019 has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes

made hereafter to the design as presented in the Exhibit “A” Layout will require approval by the parties as an amendment to this JPA. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

## II. METHOD

The County shall cause the construction of Anoka County Project SP 002-608-012, City project number SP/SAP/CP ###-###-###, in conformance with proposed engineering plans and specifications.

### IMPROVEMENTS:

It is agreed by the parties that in 2020, the existing 4-lane undivided roadway will be converted to a three-lane section with a two-way left-turn lane, shoulders, and enhanced pedestrian crossings. Other improvements include but are not limited to: enhanced pedestrian crossings with a center median refuge area and pedestrian actuated crossing signals, replacement of the existing bituminous multiuse trail surface, and a mill and overlay of CSAH 8 to the extent shown in “Exhibit A”. The costs of these improvements have been estimated for this agreement and will be finalized after bids have been received. These costs will be shared by the County, the City of Spring Lake Park, and the City of Fridley.

### INTERSECTIONS:

As agreed by the parties, improvements to the following intersections have been incorporated in the Exhibit “A” Layout design:

CSAH 8 (Osborne Road) / Mercy Unity Hospital Main Entrance: Modify existing traffic control signal system to accommodate 3-lane section

CSAH 8 (Osborne Road) / Monroe Street: Remove all-way stop-control and revise to side-street stop-control

CSAH 8 (Osborne Road) / Able Street: Remove all-way stop-control and revise to side-street stop-control

### RIGHT OF WAY:

The parties agree that the County will acquire all necessary right-of-way and easements for the Project. Acquisition of any additional right-of-way and/or easements needed for improvements to the City street intersections beyond what is defined in the Exhibit “A” Layout will be the responsibility of the City. It is agreed by the parties that all necessary right of way and easements will be in legal possession of the County prior to acceptance of bids for the project. Any City owned property or easements required for the construction will be conveyed to the County at no cost.

### TRAFFIC SIGNALS:

The existing traffic control signal system at the Mercy-Unity Hospital main entrance will remain in place. Costs associated with revising the signal system to accommodate the bituminous pavement rehabilitation or 3-lane roadway layout will be the County’s responsibility.

BITUMINOUS TRAIL:

The parties agree that the bituminous trail surfacing along the north side of the roadway warrants replacement. The County has agreed to cover the costs associated with the replacement of the existing bituminous trail surfacing.

TRAFFIC CONTROL:

The parties understand and agree that CSAH 8 is currently proposed to be open to thru-traffic during construction except for miscellaneous short-term closures and will always be open to emergency vehicles and local traffic. The parties agree and understand the cost share for traffic control for the city shall be a prorated share based on the city project cost divided by the total project cost.

DRIVEWAYS:

The parties agree that all driveways affected (excluding those identified for removal) by the Project will be reconstructed in kind at 100% project cost with the cost of any upgrades requested by the City, including concrete aprons, to be the sole responsibility of the City.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. The total cost of the design as well as the construction cost above standard median cost will be at the expense of the requesting City or split between the requesting Cities. All construction documents must be submitted to the County by February 28, 2020. Maintenance of any landscaping/streetscaping will be the sole responsibility of the city.

UTILITIES:

The parties agree that the Exhibit "A" Layout does not include specific proposed utility locations, as those will be determined during later stages of the design process. The City will be responsible for the design of any sanitary sewer and water main improvements and/or relocations due to road reconstruction, which will be incorporated into the project bid documents.

The cost of the design of these features shall be the responsibility of the City. In areas where relocations are solely due to the road reconstruction federal funds shall be applied. The City's design of the sanitary sewer and water main utilities are to include signed plans, specifications, and estimated quantities and cost. All construction documents must be submitted to the County by February 28, 2020.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing the permits required by the Coon Creek Watershed District, city permits, as well as any other permits that may be required. The County also requests that the City inform the County of any ordinances or city regulations that affect construction at the time of the signing of this JPA (e.g. setbacks, tree clearing ordinances, or any other city ordinances).

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the "actual construction costs" and shall be so referred to herein. "Estimated construction costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$2,055,216.91. Federal funds available for the Project are capped at \$893,700. The federal funds shall be split based on the ratio of eligible cost incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit B.

The total estimated construction cost to the City is \$0.00 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$0.00

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$0.00. The estimated cost to the City for construction engineering is \$0.00. In summary, the total City share of this project is \$0.00 (includes construction and construction engineering costs).

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at \$0.00. Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

#### IV. TERM / TERMINATION

This Agreement shall become effective immediately upon execution and will remain in effect until the Project and all restoration activities are completed, *with exception* of the ownership and maintenance provisions within this Agreement which shall continue indefinitely.

#### V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

#### VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

#### VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts and shall be made upon request by either party. Prior to city payment to the County, Anoka County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the city in their application for MSA funding.

VIII. MAINTENANCE

- A. Maintenance of the completed watermain, sanitary sewer, storm sewer (except catch basins and catch basin leads), and detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City.
- B. Maintenance of the bituminous trail on the north/ side of CSAH 8 shall be the responsibility of the City of Spring Lake Park. The City shall be responsible for general routine maintenance, such as sweeping, clearing, plowing, trash removal and other incidental items. The City shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- C. Maintenance of crosswalk pavement markings shall be the responsibility of the City and the County. The County will be responsible for the maintenance of the crosswalk pavement marking for the crossings at the signalized intersections. The City will be responsible for all crosswalk pavement markings for any trail/sidewalk crossings at all city streets.
- D. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City. The City will be responsible for long-term maintenance and replacement of the complete street light system including items such as: poles, fixtures, luminaires, and control cabinets.
- E. The County shall maintain the said traffic signal controllers, traffic signal and pedestrian indications, loop detectors and associated wiring of the said traffic control signals at the sole obligation of the County.
- F. Painting of the traffic signal shall be the sole obligation of the County. Any variation of painting color standards will be billed to the City.
- G. Timing of the completed traffic control signal shall be determined by the County.
- H. Only the County shall have access to the controller cabinets.
- I. The traffic control signals shall be the property of the County.
- J. The Cities of Spring Lake Park and Fridley shall be responsible for maintenance of the luminaries, luminaire relamping, and luminaire painting.
- K. All maintenance of the EVP System shall be completed by the County. The Cities of Spring Lake Park and Fridley shall be billed by the County on a quarterly basis for all incurred costs.
- L. EVP Emitter Units may be installed on and used only by Emergency Vehicles responding to an emergency as defined in Minnesota Statutes §169.011, Subdivision 3, and §169.03. The City shall provide a list to the County Engineer, or the County's duly appointed representative, of all such vehicles with emitter units on an annual basis.
- M. Malfunctions of the EVP System shall be immediately reported to the County.
- N. All timing of said EVP System shall be determined by the County.

- O. In the event said EVP System or components are, in the opinion of the County, being misused, or the conditions set forth are violated, and such misuse or violation continues after receipt by the City, written notice thereof from the County, the County shall remove the EVP System. Upon removal of the EVP System pursuant to this paragraph, the field wiring, cabinet wiring, detector receiver, infrared detector heads and indicator lamps and all other components shall become the property of the County.

X. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Administrator of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432, on behalf of the City.

XI. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

XIII. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.



IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**COUNTY OF ANOKA**

**CITY OF SPRING LAKE PARK**

By: \_\_\_\_\_  
Rhonda Sivarajah  
County Administrator

By: \_\_\_\_\_  
Bob Nelson  
Mayor

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

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

By: \_\_\_\_\_  
Daniel Buchholtz  
City Administrator

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

**RECOMMENDED FOR APPROVAL:**

By: \_\_\_\_\_  
Joseph MacPherson, P.E.  
County Engineer

By: \_\_\_\_\_  
Phil Gravel  
City Engineer

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

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

**APPROVED AS TO FORM AND EXECUTION:**

By: \_\_\_\_\_  
Christine Carney  
Assistant County Attorney

By: \_\_\_\_\_  
John Thames  
City Attorney

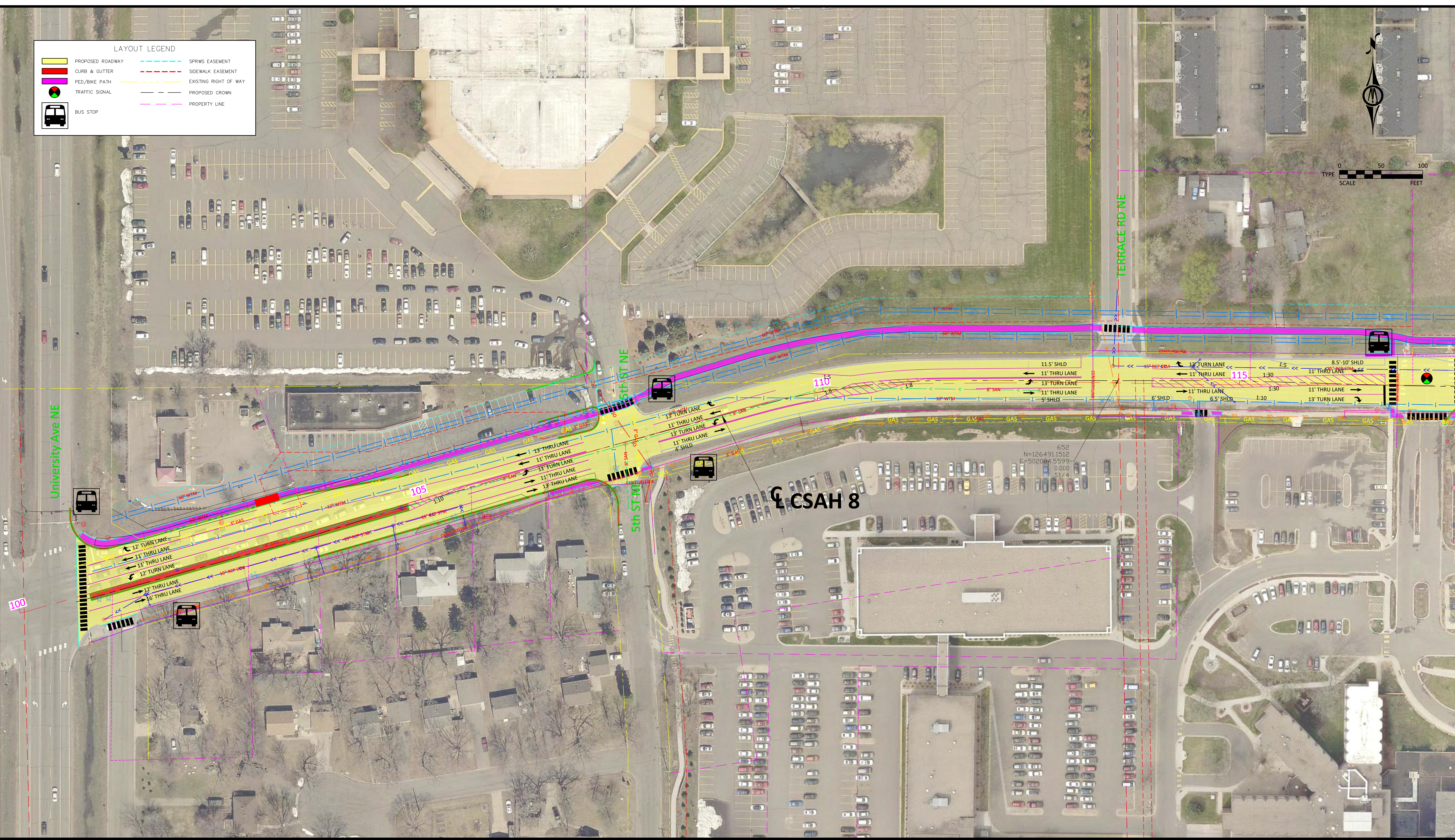
Dated: \_\_\_\_\_

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

**EXHIBIT "A"**

*Layout*

LAYOUT LEGEND			
	PROPOSED ROADWAY		SPRWS EASEMENT
	CURB & GUTTER		SIDEWALK EASEMENT
	PEDESTAL PATH		EXISTING RIGHT OF WAY
	TRAFFIC SIGNAL		PROPOSED CROWN
	BUS STOP		PROPERTY LINE



MATCHLINE 117+60

**DRAFT**  
10/16/2019



**CSAH 8 (OSBORNE RD NE) RECONSTRUCTION LAYOUT**

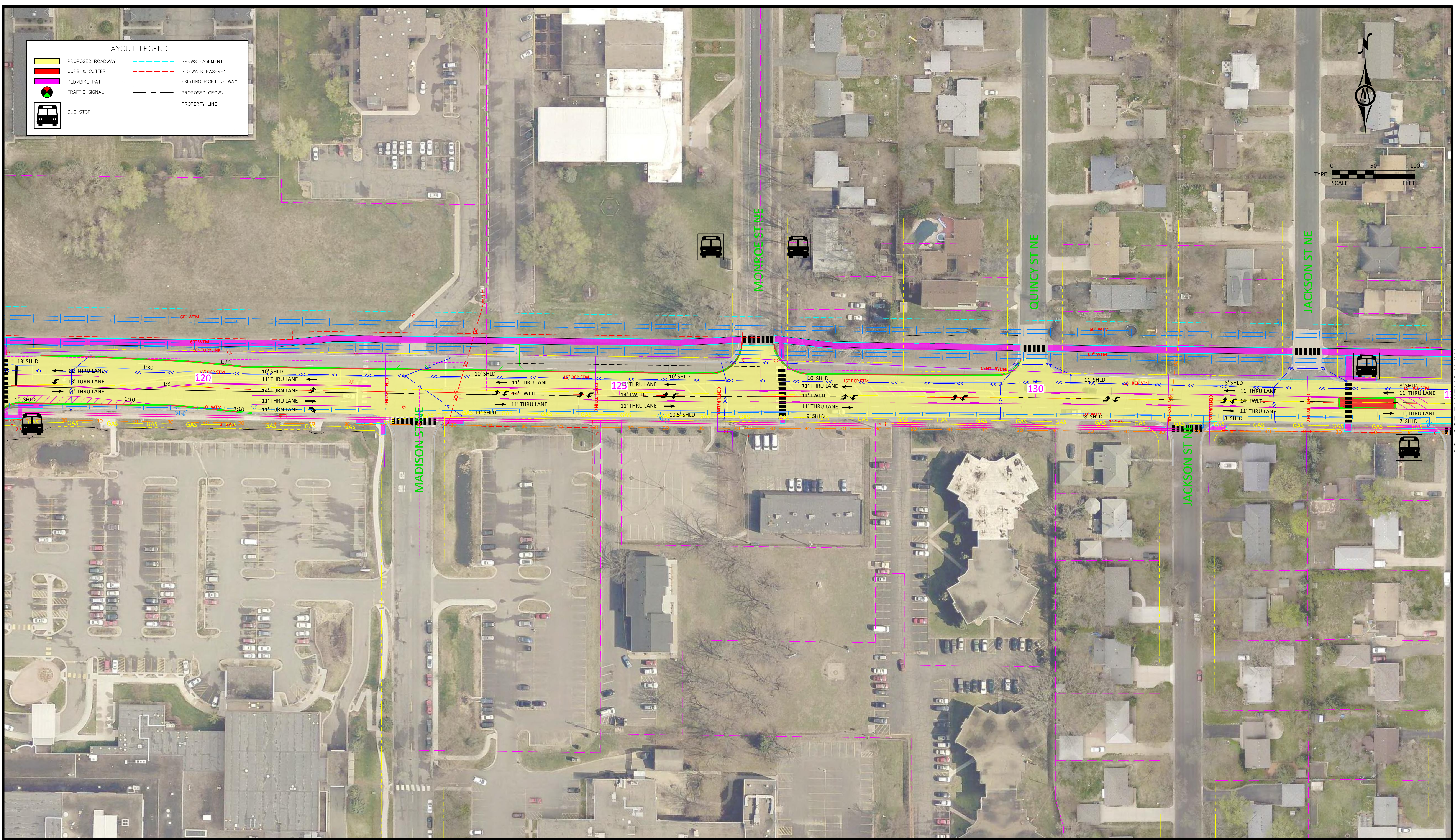


LAYOUT LEGEND	
	PROPOSED ROADWAY
	CURB & GUTTER
	PEDESTRIAN/BIKE PATH
	TRAFFIC SIGNAL
	BUS STOP
	SPRWS EASEMENT
	SIDEWALK EASEMENT
	EXISTING RIGHT OF WAY
	PROPOSED CROWN
	PROPERTY LINE



MATCHLINE 117+60

MATCHLINE 135+00



**DRAFT**  
10/16/2019



**CSAH 8 (OSBORNE RD NE) RECONSTRUCTION LAYOUT**

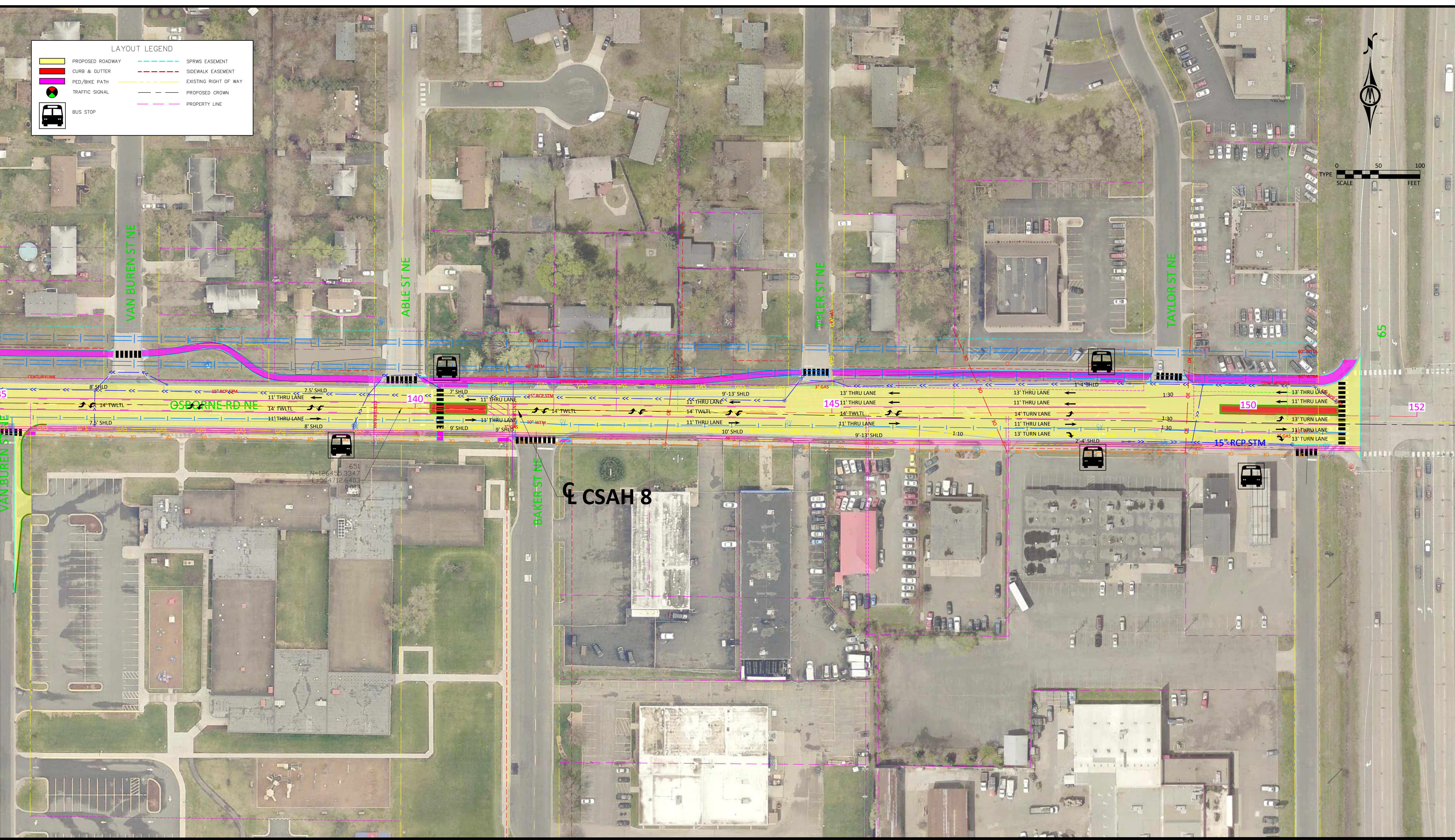


LAYOUT LEGEND

	PROPOSED ROADWAY		SPRWS EASEMENT
	CURB & GUTTER		SIDEWALK EASEMENT
	PEDESTRIAN/BIKE PATH		EXISTING RIGHT OF WAY
	TRAFFIC SIGNAL		PROPOSED CROWN
	BUS STOP		PROPERTY LINE



MATCHLINE 135+00



**DRAFT**  
10/16/2019



**CSAH 8 (OSBORNE RD NE) RECONSTRUCTION LAYOUT**





**EXHIBIT "B"**

*Cost Distribution Spreadsheet*

**EXHIBIT "C"**

**FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY**

<u>ITEMS</u>	<u>COUNTY SHARE</u>	<u>CITY SHARE</u>
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median and Center Island Construction	100%	0%
Concrete Median	100%	0*1
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%,	0%
Unless existing trail not placed at edge of R/W		
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter*2	based on state aid letter*2
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new (communities larger than 5,000) w/ State Aid approved SJR	½ the cost of its legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, replacement (communities larger than 5,000) w/ State Aid approved SJR	the cost of its legs of the intersection	the cost of its legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	*3	*3
Right-of-Way	100%*4	0%
Street Lights	0%	100%
Noise Walls	100%, if not previously notified*5	100%, if previously notified*5

- \*1 The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.
- \*2 In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.
- \*3 Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.
- \*4 In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.
- \*5 Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. Maintenance shall be the responsibility of the agency paying for the initial installation. When the County is the responsible agency, it shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, the requesting agency will pay the additional cost above the cost of standard noise wall.



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 1.21.20 Meeting**  
File No.: R-18GEN

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

**2020 MS4 Permit (193802936).**

MS4 deadlines: Annual Report and Public Meeting due by June 31<sup>st</sup>. Pond, structural BMP, and outfall inspections by July 31<sup>st</sup>. Annual Training due by December Also need program analysis by Dec. 31<sup>st</sup>.

**2019 Sanitary Sewer Lining Project (193804547).**

This project includes sewer lining in the area near TH65 and Osborne Rd. Lining installation has been completed. *Lateral grout work is being completed this month. Terry Randall is monitoring this project.*

**Arthur Street Water Treatment Plant Evaluation (193801776 Task 300):**

Engineering plans and specifications for a comprehensive project to repair damage from a chlorine leak and to complete ongoing maintenance were ordered in January. The work will be completed in coordination with the League of Minnesota Cities Insurance Trust (LMCIT). *Final plans are expected in March.*

**Garfield Pond Improvements Project (193804750):** City Council approved award of the Construction contract on November 18, 2019. A Preconstruction Conference has been held. Construction Contracts have been signed. *Construction has been delayed/postponed until mid-February due to RCWD issues.*

**81<sup>st</sup> Avenue Signing Plan (193804889).**

*A draft copy of a possible road signing plan to prohibit trucks on the west end of 81<sup>st</sup> Avenue is being prepared. The draft plan will be used for discussions with MnDOT.*

**Stormwater Utility Plan (193804944).**

The city is considering a stormwater utility charge. *A report and draft ordinance are being prepared.*

**2020 Sewer Lining Plan (19380\_\_\_\_).**

Information on possible 2020 sewer lining project will be presented in February.

**2020 Street Seal Coat and Crack Repair Plan (19380\_\_\_\_).**

Information on possible 2020 street seal coat and crack repair project will be presented in February.

**Hy-Vee Project:** Site, 81<sup>st</sup> Avenue/Highway 65, and CSAH 35 work is substantially complete.

**Public Storage Project.** Terry Randall has been monitoring construction. An onsite meeting with the owner and the contractor was held on September 4<sup>th</sup> to review remaining site construction and discuss drainage issues. *Need revised drainage plans and as-built drawings of the utilities.*

**JP Brooks Housing Project (on Monroe):** *A site Development Agreement is being prepared. The developer continues to with the Coon Creek Watershed District regarding CCWD approval.*

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



# **CORRESPONDENCE**



# HISTORY 21



Volume 50 No.1 January-February 2020  
[AnokaCountyHistory.org](http://AnokaCountyHistory.org)

*History 21 (in honor of the 21 cities in Anoka County) is published by the Anoka County Historical Society six times yearly as a member benefit. The ACHS is a 501(c)(3) nonprofit organization. Contributions are tax-deductible within the allowable limits of the law.*

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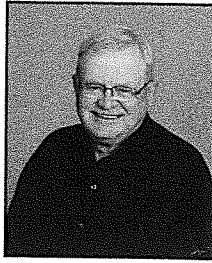
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Volunteer sneak peak at 2020
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*Front Cover:* Donald Weber and Henry Flascher, standing outside in the snow. There is a dog in the photo as well as a carriage that would have been pulled by horses. Donald Weber is the young child, less than 2 years old. Henry is holding a rifle over his head. Donald Weber is from Centerville, Minnesota.  
Object ID: 2016.1726.001

## From the President

Have you ever thought about writing your life story? That was my 2019 New Year's Resolution. My grandparents and great-grandparents had recorded in writing the hardships they encountered homesteading in Minnesota. This background knowledge of my ancestry encouraged me to also strive to make my life and community better.



Last winter I spent six-weeks on an emotional roller coaster writing my life story. I thought I was writing it for my family, but the reward was all mine. It made me realize how many times in my life God, family and friends had been there for me. The inner peace of having shared my story, including Viet Nam, has helped me become content with my life.

Writing my history was important to me because I wanted my grandchildren to have what I was given. I encourage everyone to write a letter recording the history of your life.

*Dennis D. Berg*  
Dennis Berg, ACHS President



## From the Director

If you count the one I was born in, I'm now closing out my fifth decade in this world. Right smack in the middle of an optimistic timeline, teetering on too young to be old and too old to be young. It's the no mans land of age where neither group really wants to claim ownership of you. I love the new ideas and technology, but find myself waxing poetic about memories and my childhood. I am energized by the teenagers and calmed by the elderly. I

drift between wanting to conquer the world and just wanting to go home for a good nap in the chair. I remember the Challenger explosion but not the Kennedy assassination. 9-11 changed my life.

I've committed to being a better steward of my personal experiences in 2020, to practice more what I preach about journaling and documenting. I know that by writing the story as I live, it will create a more full and accurate picture for when I die. I'll create my own history, and I invite you to think of the present as the past of the future.

*Rebecca Ebnet-Desens*

Rebecca Ebnet-Desens, Executive Director

Cross Ranches, Babo Fossil, Bradley, Alan Lake, Hilltop, Lexington, Line Lakes, Linwood, Newfahan, Oak Grove, Ramsey, Spring Lake Park, St. Francis

Andover, Anoka, Bethel, Blaine, Coon Rapids, Croft Pines, Columbia Heights, Columbia





## *Play it again, um, Nate...*

Nate Otto, owner and operator of Rum River Player Piano Restorations and self-proclaimed local Player Piano Nut, put on a toe-tapping show that morphed into an impromptu singalong during our members-only party held at ACHS on December 3. You missed it? You're in luck! Nate has agreed to make an encore appearance for our annual meeting, planned for March 29. Think you saw it all the first time? We have brainstormed some surprises for you including a theatrical interpretation of a silent movie—complete, of course, with a musical score from a player piano.

Simply stated, a player piano is an acoustic piano that contains a pneumatic mechanism, powered by suction, which plays perforated music rolls.

"The seed for my interest in player pianos was planted in the late 1950's by my grandfather who purchased a 1918 Packard Player Piano from a fellow churchgoer," said Nate. "He put masking tape on all of the bellows to help shore up some of the leaks in the then 30-year-old instrument so he could use it to make music for neighborhood dance parties."

The three uncles took turns pumping this piano in the family basement of their North Minneapolis home while the adults danced and sang to songs like "Dardanella" and "When I Take my Vacation in Heaven". Eventually, Nate's grandfather removed the pumping pedals and installed a vacuum cleaner motor to keep the aging player system limping along. In the mid 1980's, the family hoisted the piano out of the basement and brought it to an uncle's cabin in Richmond, MN, where Nate encountered the instrument and played songs from the "Lion King" and "Charlie Brown", still with the suction motor groaning in the background. It eventually fell out of service entirely, despite the masking tape.

About 10 years ago, when Nate had a job as a mechanic, he decided it was time to get the piano playing again. He found a "How-To" book, bought supplies and advice from a Player Piano shop in Minneapolis, and after 250 hours, a few mistakes, and a lot of learning later, he had the piano playing again *WITH* the foot pedals.

"For the first time I got to pump the piano just as my uncles did when they were

young,” said Nate.

The shop in Minneapolis noticed Nate’s knack for the restoration work and hired him on part time for about seven years. When the shop closed its doors in 2018 upon the owner’s retirement, Nate opened his own restoration practice in Anoka. The first year went well and he’s now entering his second year with many projects filling the calendar.

The “population density” of the player piano throughout the decades followed a typical “boom and a bust” schedule, reaching their height of popularity between 1908 and 1929. Prior to that, several companies manufactured piano playing devices called “push-up” players, so named because they could be rolled up to the existing family piano, and when pumped, the machine used its 65 fingers to play songs on 65 note rolls. These machines were cumbersome, however, and as soon as piano builders integrated the player system into the cabinet of the piano as one unit, the pushup players fell to the wayside.

The new inner-player units had all the features of a regular piano, plus levers in front of the keyboard to control tempo, loudness of the bass and treble sections, and sustain pedal control. They also played the full 88-note scale. However, various roll manufacturers were producing music rolls in at least five different sizes. The absence of a standardized format created a barrier to the growth of the overall industry. In 1908, a decision was made at a Buffalo NY Convention of Manufacturers that all makes of player pianos would play a 9-holes-to-the-inch 88 note format. This consensus helped avoid a Battle of the Formats, which has afflicted every type of music media to follow the piano roll.

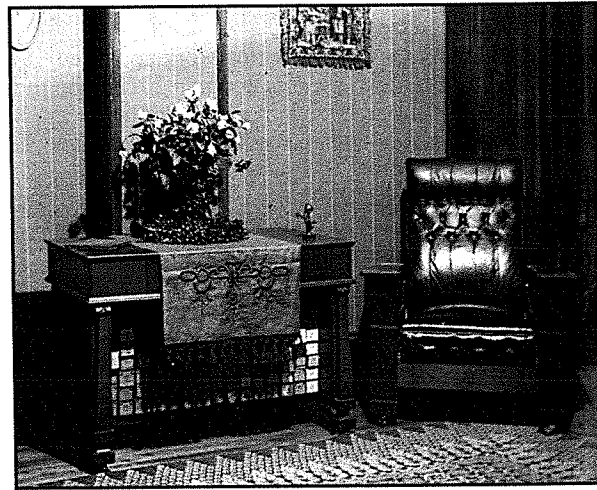
Now, with the familiarity of a given song and some musical mindfulness, almost anyone could sit down at the player piano and recreate the performance of the original roll artist. However, the foot-pumped player piano was not entirely automatic—the music coded in the roll was only a foundation. The player pianist needed to interpret those holes and create lifelike music using the playback controls on the machine as well as pumping force.

“Anyone who thinks a player piano is a soulless machine that pounds out tunes has the wrong impression of a proper player piano,” said Nate. “They say the piano roll just remembers the notes of a song, if you want to make true music the rest is up to you.”

From 1900 to 1931, over 2.5 million player pianos were manufactured and sold in the United States. From 1910 to 1925, 85% of pianos made in the States were player pianos. Sales of player pianos peaked in 1923 with over 347,000 players made in the US that year alone—valued at over \$104 million. (1.5 billion in today’s dollars). In that time there were almost a thousand different models of pianos from hundreds of makers, and nearly 100 different player system manufacturers. There were factories in many of the



*This photo of a pushup player was taken at the Downs residence on 5th Avenue in Anoka in 1910. ID: 2005.1361.016*



*Player piano roll storage in the Downs' home.  
ID: 2005.1361.086*

large river towns of the US and larger metropolitan areas like New York, Ohio, and Illinois. Minnesota had three piano companies: Raudenbush and PS Wick, both in Saint Paul, and Schimmel in Faribault. To supply the music for all these machines, over 50 established roll manufacturers existed. One of the most popular piano roll arrangers, J Lawrence Cook, produced around 10,000 titles alone. One source estimates there are nearly one million total piano roll arrangements, representing the dawn of the commoditization of mass produced, pre-recorded music.

During the 1910's and 20's, these home players were not the only automatic musical instruments filling the air with popular music of the day. There were also what are called reproducing players, which generally fit into grand pianos and had coding in the piano roll to control dynamics, as well as the ability to rewind and replay rolls automatically. Since they were fit with an electric motor, they did not require foot pumping. Reproducing pianos were touted for their sophisticated, expressive abilities and therefore were marketed and sold to the wealthy, generally with classical music being preferred on these instruments.

In the 10's and 20's the public demanded its automatic music on the go! Many amusement parks, billiard halls, bowling alleys, clubs, dance halls, hotels, and restaurants had coin-operated pianos to entertain their guests. These machines had an electric pump and required no foot pumping. Their cabinets often featured elaborate art glass, which housed not only a piano, but often also drums, xylophone, wood block, triangle, and in some cases one or two ranks of organ pipes. Some of these units weren't even fitted with a keyboard because no one would be dropping nickels in the slot if there was someone sitting down playing the piano! These machines were built just as much to entertain as they were for profit.

The most likely place to find a nickelodeon in the twenties was undoubtedly the Speakeasy, followed closely by the houses of ill-repute. Nickelodeons offered lively music to stimulate the clientele - perfect for a trade dependent on a quick turnaround time!

Player pianos could also be found in movie houses. Silent films were all but silent, and the Los Angeles Film Music company produced player piano rolls arranged specifically for accompanying silent films. The instruments playing these rolls, called Photoplayers, were much more than just a piano—they usually had two spoolboxes, so the operator could play one roll while the other could rewind, keeping the theme of the music in line with what was showing on screen. Most models also featured organ pipes. Using cords, buttons, and pedals, the operator could play sound effects such as a car horn, siren, train whistle, crash cymbal, or baby cry, even a dog bark effect to match the action on the screen.

But with the advent of sound films in 1927, photoplayers quickly became obsolete. With that, electrical recording in the phonograph industry had drastically improved and phonographs were outselling player pianos - not only because of improved sound quality, but this technology was more inexpensive to produce than what was involved in manufacturing a player piano. A handful of inventive player manufacturers built pianos with a record player built into the piano cabinet, and sold records and piano rolls designed to be played together as a sort of duet, but by this time player pianos were quickly falling out of favor. Electrical recording and amplification was also improving for radios. These technological advances combined with the stock market crash of 1929 brought the close of the Golden Age of player pianos. There was a small revival of player piano production in the 1960's and 70's, but production numbers and build quality never quite came close to the Golden Age.

"Since I started my business over a year ago, I have added over 100 customers to my card file, all with pianos, mostly in the Metro area," said Nate. "I am thankful there are people out there also afflicted with the Player Piano bug, and that have an interest in keeping these players alive."

These instruments of living history represent not only the Golden Age of pianos 100 years ago, but retain the power to allow us to experience what its like to make captivating music just as the original owners did when the piano was new.



*To me, sitting down and pumping a hundred-year-old player piano is the closest I'll ever come to actual time travel. Being able to play a piano roll just as it would have been played when manufactured long ago is a powerful experience. And, since player pianos allow the operator to control the dynamics of the music, I get to be involved in the artistry of the song as the piano reads the roll. This makes for a very immersive experience!*

*I grew up with a player piano that was owned by my grandparents. They purchased several rolls with popular Disney songs of my childhood to share with me. Hearing songs from The Lion King and Charlie Brown planted the seed for my interest in mechanical music at a young age. Now, as an adult, my*

*interest in these interests is multi-faceted. As a full-time restorer, I have the privilege of bringing heirloom pianos back to life for families that will pass their treasured instruments to their younger generations, just like my grandparents did with me.*

*I also get an inside look at how these pianos were designed and manufactured, uncovering secrets that haven't seen the light of day since the piano left the factory - each piano that comes through my shop is unique in this way, and I get to become part of that pianos story and journey.*

*And as a steward of my own piano roll and piano collection, I have had a first hand look and listen to the evolution of popular music and pianos from the Edwardian era and beyond the 1960's. I have really enjoyed being able to dive into the past through old songs and their lyrics, discovering music that is certainly old but very new to me.*

***Nate Otto, Rum River Restoration***

???

Vol. 1, No. 1

NFC Engineering

Feb, 1965

## Keenan New President

Joseph J. Keenan, Sales Manager, has been named President of N.F.C. Engineering Company. James T. Knutson, former President, will now hold the position of Executive Vice-President in an advisory capacity. This change in management became effective January 1, 1965.

Keenan, 40, was born in Marquette, Minnesota. Joe is a graduate of Marquette High School and Gustavus Adolphus College. He went on with graduate study at the University of Nebraska and is one year from his Master's Degree in business administration.



injection molding, where molten plastic is forced into a carefully made mold the shape of the desired product; the plastic then cools and sets in the desired shape.

Cornelius passed away in 1962 at the age of 46, but his family remained closely involved with the company for several years. Cornelius' wife, Iva, served as board chair following her husband's death and their son, David, also served on the board, as well as heading the engineering department. By that same year in 1962, the company manufactured more than 7 million separate items, and employed about 125 people.

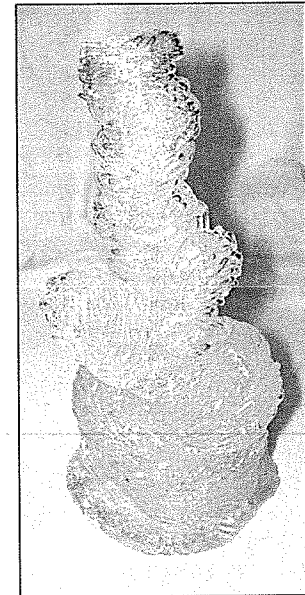
In 1965, West Bend Company of Wisconsin purchased the company and it became West Bend Thermo-Serv, Inc. Due to confusion over the names, the company changed to be simply "Thermo-Serv" in June of 1970, though they continued to be part of the larger West Bend Company. As reported in the employee newsletter at the time, "We are now proud to use our trade name as our company name."

ACHS has a fairly complete collection of this publication thanks to Madeline Betlach, a long-time employee of the company. The first issue of the newsletter was published with "???" in place of title. Employees chose "The Plastic Press" in a naming contest, a title that didn't change until at least 1987. Although the contents shift over the years, reports on long-time employees, information on the company bowling, softball, and golf leagues, and updates about new products or changes at the company are common throughout.

Another interesting piece in the collection is a small figure made of strings of clear plastic. The injection molding process created excess strings of plastic and the employees would use the strings to create small paperweights and other items. Although not presenting the same tidy appearance as the company's official products, this unique item seems to match the tone of the employee newsletters, indicating that Thermo-Serv was a place where employees enjoyed working.

The Thermo-Serv brand is still produced, though the company sold sometime after 1987 and the Anoka factory closed. We have been unable to locate a good source indicating the date of this final sale—please contact ACHS if you remember when this happened. The brand is currently manufactured in Dallas, TX.

Our current lobby exhibit features artifacts from several local county businesses, one of which is Thermo-Serv, makers of the iconic plastic drinkware. Begun in 1952 as NFC Engineering Company, they originally made parts for the defense industry. Manufacturing with plastic was a growing area and founder Nelson F. Cornelius turned his eye to this new market. The company's "first proprietary product" was the "THERMO-SERV 32 ounce insulated beverage server," 1956-57. This and later products were created using a process called



# Archiving TIPS tricks

## PRESERVING YOUR PAPER RECORDS

Now is a great time to think about your family papers and ways you could improve their lifespan!

Family papers: this category can include a variety of materials (usually unpublished), such letters, diaries, certificates (achievement, birth, marriage, death), documentation of important life events (buying a new house, moving, career achievements), military records, or anything else that might tell about the life of a family member or ancestor.

### Step 1: Where are your documents?

Just as we recommended for photographs, start by making a list to identify where your paper documents live and about how many there are. This gets the information out of your head and helps you avoid overlooking something. The list might look like this:

- 1 folder, filing cabinet
- 2 banker's boxes, attic
- 3 diaries, office bookshelf

### Step 2: What condition are the documents in?

The target preservation conditions to aim for are the same as those for photographs:

- **Temperature:** *Steady* temperature, ideally 65°-70°F.
- **Relative Humidity:** *Steady* relative humidity, ideally 35%-55%.
- **Water and Sunlight:** Exposure to either of these things is damaging. Make sure to keep your family papers somewhere relatively dark (such as inside a box), and away from places that might be exposed to water.

### Step 3: What should I do next?

- **Identify:** Figure out what kinds of documents you have; a quick once-over of everything might help before you dig into the details. Do some things belong together (such as several documents related to a wedding), or do some need to be in chronological order (such as a series of letters)? Work with family members as needed to identify people and places referenced in the documents, and make sure to write that information down.
- **Weed:** Consider removing unneeded duplicates, or papers that can't be preserved any longer (too crumbled or too faded).
- **Store:** Paper documents should be stored in acid-free folders. Related documents can be grouped together in the same folder as long as all are in stable condition. Folders are then labeled to indicate what is in them, possibly with date ranges and an identifying number if desired. With the archival folders being the immediate thing surrounding documents, they are better preserved even in regular boxes. Invest in archival, acid-free boxes if you can.  
NOTE: Make sure the folders are held flat or upright even if the box is not full, to prevent documents from curving or bending.
- **Ask:** Feel free to contact us at the History Center. We are happy to help!

## Political Devil Doll

By Chuck Zielin, ACHS Volunteer

Our Anoka County Historical Society on Third Avenue North in Anoka, houses many rarely-seen treasures. These gems are readily available to the interested public. If curiosity captures you, come on in and let us help you make a discovery! An example of a fun event is the curious find of an 1880's political token. Where did it come from? What was its purpose? How was it used, and did it have any significance? The following is what we found out about this token.

In 1879, at the age of 28, Edward L. Curial, a jeweler here in Anoka, was a political activist. Viewing the upcoming national election for the presidency between James Garfield and General Hancock, he set about designing, building and patenting a political token in the form of a watch fob (a fob being a small item attached to a pocket watch chain that dangled/hung in plain sight between the pocketed watch and the secured end of the chain.) It was a simple way for an individual to make a statement.

Curial's statement was quite interesting. Each fob came in three forms; nonmechanical, mechanical hand, and mechanical hand and tail. Pressing a foot upward activated the mechanical movement(s) raising the arm with its fingers spread. Was the candidate saluting or thumbing his nose at the other candidate? On the third model, with the tail coming up, did it represent the devil or, in combination with the hand influence, say the other candidate was the devil? Either way, it was a humorous message.

To see if his fob had market appeal, Curial secured a New York manufacturer to product 500 items. He then hired street vendors across the nation to sell them. The response was electric – they went like “hot cakes” and the vendors called for more inventory. Curial then asked his New York manufacturer to begin mass production of his creation. Unfortunately, the company was on strike and unable to fulfill the order in time for the election. In the next bi-year election another individual used a similar idea and Curial lost his market edge and did not produce new models using his patent rights.

Curial lived out the rest of his life in Anoka with his wife and two children. He became very active in the temperance movement, being a founding member of the Anoka Temperance Club in the year of 1888. At various times he was nominated for County Assessor, judge of Probate Court, the 6<sup>th</sup> Congressional seat (1890) and the newly-formed 7<sup>th</sup> District Congressional Seat (1908.) He always came in second.

When Anoka County took advantage of the new “county option” law in 1915, Curial was very active in having the county board vote to make Anoka County a dry county. Remarkably, this occurred four years before the 18<sup>th</sup> Amendment (Prohibition Act) was passed in 1919, demonstrating the power of the Prohibition Party at that time in Anoka County. Curial died in 1930 and is buried with his wife in Anoka.

Before his death, Curial also patented a small, plate-sized children's pull toy in 1905 (Patent No. 252,526). When you pulled the two strings, in opposite directions, the sphere would rotate. One could also describe it as whirling or spinning discs driven by twisted cords.



# Exhibit Hall



While we work constantly to add new and interesting items to the exhibit hall so each visit to ACHS is different, every few years we plan to reimagine the displays.

Welcome to 2020 and with a new decade comes a new look to the hall!

The Veterans Voice project will take shape in the military gallery, replacing “Getting it Done: Anoka County’s Answer to WWII”. By Riverfest on July 11, you can expect to witness the experience of military families during their deployments beginning in the Gulf War. From the moment a service member brings home the news, through their train up and deployment, and into the never-ending reintegration period, we hope to represent the story of our county residents.

Sooner rather than later, we will introduce the first phase of our diversity exhibit in the school house. People around us in the county all move through life differently, some with hidden challenges and others with visible disabilities. What does it mean to run errands while navigating the bus as a blind person? How does living with dyslexia or colorblindness change your interaction with the world? What can we do for each other to support and encourage our neighbors?

Last but not least, look for the Halloween Centennial to take over the “We Are 100” exhibit space in partnership with Anoka Halloween. Come enjoy the story of Anoka’s favorite holiday told in mugs, buttons, shirts, and other collectibles as well as sparkling crowns, costumes, and photographs.

Have a story to tell? Use the “Tell Your Story” button on our website [AnokaCountyHistory.org](http://AnokaCountyHistory.org) to tell us a little bit and we’ll get back to you for all the details!







With the rolling over of the calendar to 2020, I am looking ahead to what in the world is on the calendar for the upcoming year. In seeing the long list of things we do at ACHS, I am struck again by what a gift our volunteers are. We wouldn't be able to do even a fraction of our mission without your help. It's a help that comes in many different forms. For some it is researching and writing 600 words about a fun piece of local history for the newspaper. For others it is coming in every week to help Archivist Audra with whatever collection project we are working on that week. Still others advocate for us and share that smile with new friends at the Anoka County Fair, Nowthen Threshing Show or Lager Festival. We need the person sitting at the computer entering collection items into the computer, the person willing to hang out at the Farmhouse talking to people, and the person helping park cars at a large event.

Before things get crazy and those calendars start filling up, I'm calling out and making a blank invitation to all our volunteer hands, as well as your friends and relatives to help out this year. Maybe it's taking ownership of a regular project at the history center, maybe it's playing at one of our events over the summer/fall, or maybe it's even becoming a ghost tour guide. Sooooo, what events, festivals, projects and exhibits need our amazing volunteers' hands and brains, and when are they? Check out our upcoming year and save the date now!

Sara Given  
Volunteer Coordinator  
Sara@AnokaCountyHistory.org

# SAVE THE DATE

Snip me out and save the date to make sure you don't miss any of the fun.

All Year	Be part of rotating team researching and writing articles for local paper.
March 29	Annual Meeting refreshment table
July 11	Riverfest: refreshment table, tent on Jackson St., exhibit hall greeters, game leaders
July 21—26	Anoka County Fair—multiple days & shifts available
August 14-16	Nowthen Threshing Show—multiple days & shifts available
September 19	Ale & Lager Festival—parking attendants, check in table, ice-runners, game leaders
September/October	Ghost Tour Guides
All Year	Projects around the Anoka County History Center— get matched to your perfect project.

THE BEST GIFT  
IS YOU!

**General Donations**

Jim & Molly Bauer  
 Sherry Boyce  
 Mary Chamberlain  
 DAR Anoka Chapter  
 Chuck & Mary  
 Drury  
 Betty Erickson  
 Roland & Carol  
 Freeburg  
 Mike Gamache  
 Bruce & Karen  
 Gengnagel  
 Karen Hand  
 Judy Hanna  
 Mary Hunt  
 James Johnson  
 Karen & Don  
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 Stephen & Marilyn  
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 Dorothy Peterson  
 Lynne & Terry  
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 Catherine Vesley  
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**Annual Appeal**

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**Artifact Donors**

Linda Cameron  
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 District  
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 Elizabeth Parker  
 Anthony Peloquin  
 St. Francis Area  
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**ACHS New Members**

James Goodrich  
 Hammerheart Brewing  
 Richard West

**ACHS Sustaining Members**

Northeast Bank  
 Rita Warpeha  
 Robyn West  
 Roof Medics, LLC  
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 Terry Overacker  
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**ACHS Business Members**

Anoka Dental  
 Anoka Knights of  
 Columbus Council  
 2018  
 The BIG White House  
 City of Coon Rapids  
 Coon Rapids Historical  
 Commission  
 Fifth Avenue Dental  
 Hammerheart Brewing  
 Hawaii Nail Spa  
 Nowthen Historical  
 Power Association  
 Peterson Shoes  
 Pierce Refrigeration  
 Plants & Things  
 Rum River Restoration  
 Ticknor Hill Bed &  
 Breakfast  
 Tomco Company

**Visit the History Center! Open 5 days a week, FREE:**

Tuesday 10 a.m.—8 p.m.

Wednesday-Friday 10 a.m.—5 p.m.

Saturday 10 a.m.—4 p.m.

**ACHS Board Meetings**

Second Thursday of each month. 6 p.m. at the Anoka History Center

Open to membership and the public.

**Anoka County Genealogical Society Meeting**

Meetings held at the Anoka County History Center.

Email questions or suggestions to [acgsmn@yahoo.com](mailto:acgsmn@yahoo.com)**ACHS Board Application Deadline****WHEN:** Thursday, January 30

Members in good standing are encouraged to submit their name to the ballot for one of the open positions in this year's election:

- Three At large seats (no residency requirement)
- Commissioner district 3 (residency required)
- Commissioner district 4 (residency required)

**ACHS Annual Meeting****WHEN:** Sunday, March 29**TIME:** 2-4 p.m.**WHERE:** Anoka County History Center**WHAT:** Player piano concert by Nate Otto, a brief business meeting, and annual report (shenanigans promised!)

For more information on our programs, check out the Events section on the ACHS Facebook page.


**ACHS Remembers**


To those members, volunteers, friends, and neighbors who are no longer with us —you will be missed.

DeWayne Johnson  
1943–2019

William Sorenson  
1927-2019

Sharon Woizeschke  
1938-2019



Anoka County  
Historical Society  
2135 Third Avenue North  
Anoka, MN 55303  
(763) 421-0600  
[AnokaCountyHistory.org](http://AnokaCountyHistory.org)

**RETURN SERVICE REQUESTED**

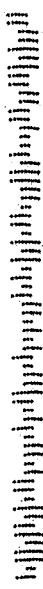
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505 Nicollet Mall  
P.O. Box 59038  
Minneapolis, MN 55459-0038

January 10, 2020

Dear Community Leader:

On October 28, 2019, CenterPoint Energy filed a request with the Minnesota Public Utilities Commission (MPUC) for an increase in natural gas rates of \$62.0 million or approximately 6.8 percent per year. On December 5, 2019, the MPUC accepted our filing as complete and approved an interim (temporary) rate increase of \$52.7 million or about 5.8 percent more than current rates. This interim rate increase for CenterPoint Energy customers takes effect January 1, 2020, and continues until the MPUC issues a final order and the company implements new rates in 2021.

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

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

Sincerely,

**CenterPoint Energy**

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

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

MPUC Docket No. G-008/GR-19-524  
CenterPoint Energy Minnesota Gas

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION – STATE OF MINNESOTA

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

NOTICE OF APPLICATION FOR RATE  
INCREASE  
MPUC Docket No. G-008/GR-19-524

**NEW INTERIM RATES EFFECTIVE JANUARY 1, 2020**

CenterPoint Energy Minnesota Gas has asked the Minnesota Public Utilities Commission (MPUC) to approve a rate increase for natural gas distribution service. The requested increase is for 6.8 percent or about \$62.0 million per year. If approved the requested increase would add about \$4.79 to a typical residential customer's monthly bill.

State law allows CenterPoint Energy Minnesota Gas to collect a temporary, higher rate on an interim basis while the MPUC considers the request. The interim rate increase is about 5.8 percent more than your current rate, or \$52.7 million. The temporary increase shows on your bill as "Interim Rate Adjustment."

The MPUC will likely decide on the requested rate increase by early 2021. If final rates are lower than interim rates, we will refund customers the difference with interest. If final rates are higher than interim rates, we will not charge customers the difference.

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

We continue to make significant investments to maintain the safety and integrity of our natural gas distribution system to benefit our customers and communities. These ongoing investments include infrastructure projects to replace or upgrade existing pipelines in order to prevent leaks, ensure safe and reliable service, and comply with federal pipeline regulations. We are requesting this rate increase for increased operating, maintenance and distribution expenses, and to allow an opportunity for a higher rate of return on our investments.

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

Customers' bills contain three parts: Basic Charge, Delivery Charge and Cost of Gas. The proposed Basic Charges and Delivery Charges cover the cost of delivering natural gas service to our customers and is about 50 percent of the bill, while the Cost of Gas itself is the other 50 percent of the bill. The Cost of Gas is billed directly to customers without mark-up. This rate increase does not affect the Cost of Gas. The proposed rate changes will affect individual monthly bills differently depending on natural gas use and customer type. Bills will also vary because the wholesale cost of natural gas changes each month.

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

Rate Type (usage in therms)	Average monthl y usage in therms	Average monthly bill: current rates	Average monthly bill: interim rates	Average monthly bill: proposed
Residential	75	\$55	\$59	\$60
Commercial/Industrial				
- up to 1,499/year	69	\$57	\$61	\$63
- 1,500 to 4,999/year	249	\$164	\$172	\$174
- 5,000 or more/year	1,519	\$891	\$929	\$919
Small Volume Dual Fuel				
- up to 119,999/year	3,896	\$1,709	\$1,783	\$1,752
- 120,000 or more/year	13,901	\$5,861	\$6,092	\$6,092
Large Volume Dual Fuel	38,836	\$15,298	\$15,796	\$15,968
Large General Firm Sales Service	53,808	\$24,796	\$25,644	\$25,804

#### **What is the process for reviewing the request by CenterPoint Energy Minnesota Gas?**

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

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

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

**Current and proposed rate schedules for CenterPoint Energy Minnesota Gas are available at:**

##### **CenterPoint Energy**

505 Nicollet Mall

Minneapolis MN 55402

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

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

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

85 7th Place East, Suite 500

St. Paul MN 55101

Phone: 651-539-1534

Web: <https://www.edockets.state.mn.us/Efiling/search.jsp> Select 19 in the year field, type 524 in the number field, select Search, and the list of documents will appear on the next page.



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

**Minnesota Public Utilities Commission**

121 7th Place East, Suite 350

St. Paul MN 55101

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

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

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

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION

Katie J. Sieben	Chair
Dan Lipschultz	Commissioner
Valerie Means	Commissioner
Matthew Schuenger	Commissioner
John A. Tuma	Commissioner

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

ISSUE DATE: December 18, 2019

DOCKET NO. G-008/GR-19-524

NOTICE OF AND ORDER FOR  
HEARING

**PROCEDURAL HISTORY**

On October 28, 2019, CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Minnesota Gas (CenterPoint or the Company) filed a general rate case seeking an annual rate increase of approximately \$62.302 million, or 6.8%, together with a proposed interim-rate schedule.

On October 31, 2019, the Commission issued a notice requesting comment on whether the Commission should accept the filing as substantially complete and whether it should refer the case to the Office of Administrative Hearings for contested-case proceedings.

On November 7, 2019, the Minnesota Department of Commerce, Division of Energy Resources (the Department), filed comments concluding that CenterPoint's application complies with the filing requirements and recommending that the Commission refer the case for contested-case proceedings.

On December 5, 2019, the Commission met to consider this matter. By separate order, the Commission has accepted the filing and suspended the proposed rate change, and has set interim rates.<sup>1</sup> In this order, the Commission refers the general rate case to the Office of Administrative Hearings for contested-case proceedings.

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

## FINDINGS AND CONCLUSIONS

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

The Commission has jurisdiction over the proposed rate changes of public utilities under Minn. Stat. § 216B.16. If the Commission is unable to resolve all significant issues regarding the reasonableness of the proposed rates based on the filing alone, the Commission is to refer the matter to the Office of Administrative Hearings for contested-case proceedings.<sup>2</sup>

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

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

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

1. Whether the test year revenue increase sought by the Company is reasonable or will result in unreasonable or excessive earnings;
2. Whether the Company's proposed capital structure and return-on-equity are reasonable;
3. Whether the rate design proposed by the Company is reasonable;
4. Whether the base cost of gas proposed in Docket No. G-008/MR-19-525 needs to be updated;
5. Prudence of all costs related to the 2018 and 2019 Metro Beltline Replacement Project construction services contract with Minnesota Limited and determine which costs are eligible for recovery;
6. Whether it is appropriate to use the proposed hypothetical capital structure or whether an alternative capital structure or other ratepayer protection mechanisms should be adopted;
7. Reasons for the significant changes of the following costs since the last rate case:
  - a. 100% reduction in Gas Storage Maps & Recs (FERC Account 8150);
  - b. 150% reduction in Compressor Station Expense (FERC Account 8180);
  - c. 92% reduction in Ops Fuel (FERC Account 8421);
  - d. \$1.6 million (107%) increase in Oper Superv & Engine (FERC Account 8701);
  - e. \$2.1 million increase in Mains & Services (FERC Account 8740);
  - f. \$1.6 million increase in Customer Install Expense (FERC Account 8790);
  - g. Sales Expense 63% decrease;
  - h. Administrative & General Expense \$5.96 million (20.0%) increase;

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<sup>2</sup> Minn. Stat. § 216B.16, subd. 2.

- i. Maintenance Expense \$3.93 million (15.7%) increase; and
- j. 100% reduction in Gas Storage Maps & Recs (FERC Account 8150);
8. What interest rate should be applied to any prospective interim rate refunds;
9. Prudence of all original and subsequent costs related to the construction of the Shakopee regulator station;
10. Accuracy and adequacy of CenterPoint energy's billing system and the prudence of costs associated with the operation of the customer billing system; and
11. Appropriateness of CenterPoint Energy's application of customer bill payments to regulated and non-regulated services that appear on the same customer bill.

The Commission will also direct CenterPoint to file supplemental direct testimony on certain safety-related issues, as described in the ordering paragraphs. Although this information is likely to be discussed in the contested-case proceeding, the Commission prefers to receive the filing and be able to review the information earlier in the process.

### **III. Procedural Outline**

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

The Administrative Law Judge (ALJ) assigned to this case is Eric Lipman. His address is as follows: Office of Administrative Hearings, 600 North Robert Street, St. Paul, Minnesota. His mailing address is P.O. Box 64620, St. Paul, Minnesota 55164-0620. He can be reached through his legal assistant, Andrew Hart, at 651-361-7900 or [andrew.hart@state.mn.us](mailto:andrew.hart@state.mn.us).

#### **B. Hearing Procedure**

- *Controlling Statutes and Rules*

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

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

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

- *Right to Counsel and to Present Evidence*

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

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

- *Discovery and Informal Disposition*

Any questions regarding discovery under Minn. R. 1400.6700–1400.6800 or informal disposition under Minn. R. 1400.5900 should be directed to Jorge Alonso at (651) 201-2258, [jorge.alonso@state.mn.us](mailto:jorge.alonso@state.mn.us), or Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147.

- *Protecting Not-Public Data*

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

- *Accommodations for Disabilities; Interpreter Services*

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

- *Scheduling Issues*

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

- *Notice of Appearance*

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

- *Sanctions for Non-Compliance*

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

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

The current parties to this case are the Company and the Department. Other persons wishing to become formal parties shall promptly file petitions to intervene with the ALJ. They shall serve copies of such petitions on all current parties and on the Commission.<sup>3</sup>

### **D. Prehearing Conference**

A prehearing conference will be held on Tuesday, January 14, 2020, at 10:00 a.m., in the Large Hearing Room at the offices of the Public Utilities Commission, 121 Seventh Place East, Suite 350, St. Paul, Minnesota 55101-2147.

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

### **E. Time Constraints**

The Commission is required to act on substantially complete rate case filings within ten months, although this ten-month period can be extended under certain circumstances. In this proceeding, the ten-month period will be extended by 90 days under Minn. Stat. § 216B.16, subd. 2(f). Additionally, CenterPoint has agreed to waive its right to a decision within the statutory timeline and the Commission will extend the ten-month period an additional two months.<sup>4</sup>

The Commission therefore asks the Office of Administrative Hearings to conduct contested-case proceedings in light of these time constraints and requests that the ALJ submit his final report on or before October 12, 2020, to permit adequate consideration of the case by the Commission.

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

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

## **V. Ex Parte Communications**

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

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<sup>3</sup> Minn. R. 1400.6200.

<sup>4</sup> See Order Accepting Filing, Suspending Rates, and Extending Timeline, entered in this docket on this date.

## VI. Notices Required; Delegation of Authority

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

### ORDER

1. The Commission hereby refers this case to the Office of Administrative Hearings for contested-case proceedings, as set forth above.
2. This Order will be served on the Company, which shall mail copies of the Order to all municipalities, counties, and local governing bodies in its Minnesota service area.
3. Public Hearings shall be held in this matter at locations within the service area of the Company.
4. The Company shall give the following notices of the evidentiary and public hearings:
  - a. Individual written notice to each customer, which may be in the form of a bill insert, and shall be served at least ten days before the first day of hearings;
  - b. Written notice to the governing bodies of all municipalities, counties, and local governing bodies in the area affected and to all parties in the Company's last two rate cases. These notices shall be mailed at least ten days before the first day of hearings.
  - c. Display advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area. These advertisements shall appear at least ten days before the first day of hearings. They shall include the heading **RATE INCREASE NOTICE**, which shall appear in bold face type no smaller than 30 points.
  - d. The Company shall submit proposed notices for Commission approval prior to publication or service.
5. Within 30 days, the Company shall file supplemental direct testimony on the adequacy of the Company's supervision of contractors and construction oversight practices to ensure the work they do is done correctly and whether it is prudent from a cost recovery standpoint for CenterPoint to use the contractors they have selected. This testimony must include the safety-related terms, conditions, and performance guarantees that are included in the Company's construction contracts with affiliated and non-affiliated vendors, and may include information on any performance-related outage payments to customers.

6. The Commission delegates to the Executive Secretary the authority to approve notices, bill inserts, and bill format for the duration of this proceeding.
7. This order shall become effective immediately.

BY ORDER OF THE COMMISSION

Daniel P. Wolf  
Executive Secretary



This document can be made available in alternative formats (e.g., large print or audio) by calling 651.296.0406 (voice). Persons with hearing or speech impairment may call using their preferred Telecommunications Relay Service or email [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us) for assistance.



STATE OF MINNESOTA  
OFFICE OF ADMINISTRATIVE HEARINGS

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

**NOTICE OF APPEARANCE**

**PLEASE TAKE NOTICE that:**

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

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

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

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

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

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

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

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

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

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

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

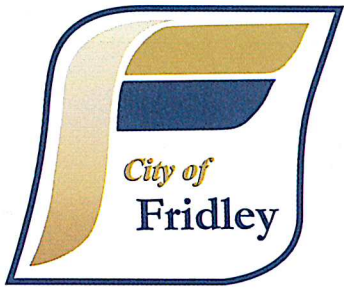
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

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

<sup>1</sup> In order to opt in to electronic notice, this form must be emailed to [OAH.efiling.support@state.mn.us](mailto:OAH.efiling.support@state.mn.us). If the party does not wish to opt in to electronic notice, this form may be filed with the Office of Administrative Hearings via facsimile, U.S. Mail, or personal service. See Minn. Stat. § 14.58, Minn. R. 1400.5550, subps. 2-5.



# Fridley

COMMUNITY CONNECTION

Parks and Recreation  
Brochure Enclosed

JAN/FEB 2020  
NO. 222

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

7071 University Avenue NE  
Fridley, MN 55432  
phone: (763) 571-3450  
FridleyMN.gov  
email: info@FridleyMN.gov

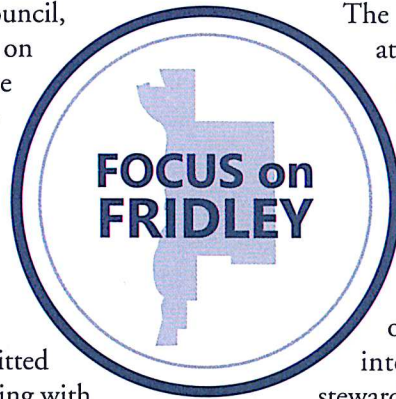
Mayor – Scott Lund  
Councilmember-at-Large – David Ostwald  
Councilmember 1st Ward – Tom Tillberry  
Councilmember 2nd Ward – Steve Eggert  
Councilmember 3rd Ward – Ann Bolkcom  
City Manager – Wally Wysopal

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## Focus on Fridley: Public Safety and Environmental Stewardship

In our previous newsletter, we introduced City Council's new Focus on Fridley initiative in which they identified five key focus areas for the council, city staff, and the community to focus on moving forward. We will cover one of the focus areas in each of the 2020 newsletters and provide greater detail into what the area means and how we can all strive to achieve our focus goal. In this article we will talk about the focus area: Public Safety and Environmental Stewardship.



Our Public Safety Department is committed to serving residents and visitors by partnering with them to provide professional and impartial services while promoting a sense of peace and safety in our community. When discussing the future of public safety in our community, Ward 1 Councilmember Tom Tillberry stated, "In Fridley, the safety of our residents, businesses and visitors are of utmost importance, and we want to open up the lines of communication to make it easier for our residents to receive important public safety information and connect with our Public Safety Department." The department's mission will be fulfilled through leadership, safety education and incident response in the community.

To emphasize the focus on public safety in Fridley, the newly created FridleyPublicSafety.org and City of Fridley Public Safety Facebook page will become the go-to spots to receive information about safety, prevention and response to public safety situations such as house fires, medicals, flooding, storms, and more. We will also

communicate incident data and recaps from community events our firefighters and officers are involved in. The Public Safety Department will be looking at new opportunities to engage with the public to get to know residents on a more personal basis and to hear their feedback about public safety in the Fridley community.

Public health through environmental stewardship is another important facet of our community's safety. The city council intends to guide us on environmental stewardship and ensure residents are informed and engaged in plans to protect the quality of our natural resources. This includes outreach on topics such as clean air and water, invasive species, energy reduction and general natural resource management. The Environmental Quality and Energy Commission (EQEC) will continue to provide an advisory role in ongoing sustainability efforts. Starting in 2020 we will share community meeting highlights and milestones with residents via our social media platforms, Fridley 4U e-newsletter, and the city newsletter.

The ability to gain strides and create success in this focus area is on all of our shoulders. If you have public safety concerns or would like to get more involved with the city's environmental initiatives, please email info@FridleyMN.gov or call 763-571-3450. We also invite you to provide us your thoughts on public safety and environmental stewardship by visiting www.Polco.us/Fridley and take a short survey.

## Stay Connected!

- Like Us on Facebook: search City of Fridley
- Follow Us on Twitter: @CityofFridley
- Watch City Programming: Search Fridley Municipal TV
- Sign up for email notifications on FridleyMN.gov

## New Event:

### Candlelight Hike at Springbrook Nature Center

Friday, February 14 - 6:30-8:30 p.m.

Bring yourself, a friend, or your whole family on an evening stroll through the trails of Springbrook Nature Center! We will guide your way with the cozy glow of lanterns and candlelight on the trails, and let you warm your hands over a bonfire.

If snow conditions allow, bring your own snowshoes!

The cost is \$5 per person and pre-registration required. Register online at FridleyParksandRec.PerfectMind.com, call 763-572-3588, or stop by in person at the Nature Center. Additional \$5 for snowshoe rental available from the Nature Center (while supplies last).



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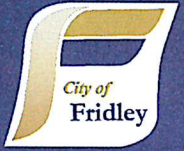
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City Administrator  
City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park MN 55432-2188



# WeCount Fridley, Minnesota | 2020 Census

## Census Day - April 1, 2020

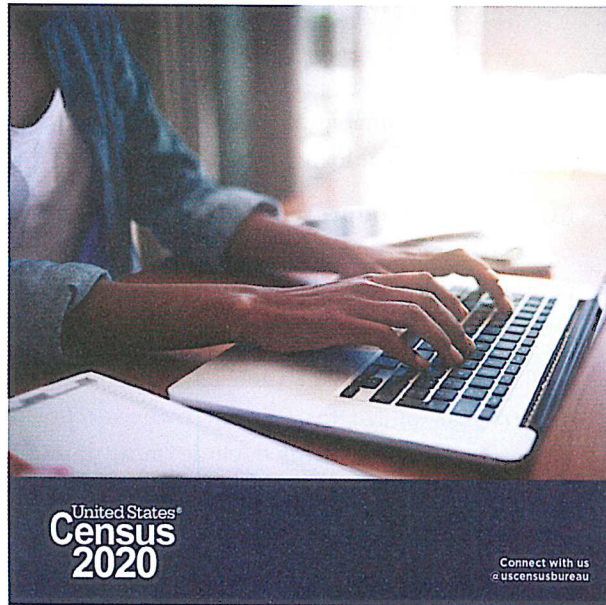


### 2020 Census Employment Opportunities

The U.S. Census Bureau is hiring hundreds of people across Minnesota for a variety of positions to help with the 2020 Census. There is a critical need for workers, including bilingual speakers. To be eligible, you must be 18 years old and have a valid Social Security number. *Note: The previous requirement of being a U.S. Citizen has been removed.*

It is a great way to earn some extra income while helping our Fridley community receive accurate levels of federal funding and government representation. These temporary, flexible, part-time positions are available in every county and pay between \$14 and \$20 per hour.

Census jobs are great for college students, semi-retired and retired individuals, stay-at-home parents, and anyone looking to make some extra income. Census workers will be working out of their own neighborhoods and local communities. Hiring for Census workers will continue until the end of February.



To learn more or apply, visit [2020census.gov/jobs](https://2020census.gov/jobs) or [2020census.gov/es/jobs](https://2020census.gov/es/jobs) (Español).

To learn more about how the 2020 Census impacts our community, visit [FridleyMN.gov/2020Census](https://FridleyMN.gov/2020Census).

### Fridley Public Safety hosts Rental Housing Training

In November, the Fridley Public Safety Department held an eight-hour educational course for owners and managers of rental properties in Fridley. The course allowed attendees to fulfill the certification required by the City to have all licensees or managers of rental property complete an education course related to crime-free rental housing. Upon completion of the course, they received a certificate.

Thirty people participated in the course. Sessions included information from a variety of resources:

- Fire Safety – Fridley Public Safety
- Mediation and Restorative Services – Anoka County
- Applicant Screening – Fridley Public Safety
- Crime Prevention – Fridley Public Safety
- Human Trafficking – BCA
- Environmental Planning – City of Fridley Community Development
- Leases, Evictions, and Legal Issues
- Enforcement of City Code
- Inspections and Licensing

We thank all the property managers who attended for their support in making Fridley a safe, vibrant, friendly and stable home for families and businesses.

Hiring Timeline	What to Expect
Sept. 2019 - Feb. 2020	Recruit for Census Workers
Jan. - April 2020	Make job offers and conduct background checks
March - April 2020	Census Worker Training
March - July 2020	Conduct Census Work

### MARKETING & COMMUNICATIONS

Video productions:  
**10** Community Connections  
**1** Community Development Journal

Social Media posts:  
**457** - Facebook  
**224** - Twitter  
**21** - LinkedIn  
**22** - Instagram

Number of impressions:  
**1,313,036** - Facebook  
**105,348** - Twitter

Website:  
**395,182** pageviews

### COMMUNITY DEVELOPMENT

- **1,533** rental inspections completed
- **4,681** violations found and repaired
- **903** rental properties licensed
- **7** recycling events and paper shredding events, plus two pop-up events
  - **1,772** participants
- **247** public trees protected against emerald ash borer
- **48** tons of organics recycled
- **48** new subscribers to renewable energy programs in first half of 2019

### PUBLIC SAFETY

- **24,509** calls for service (through 11/1)
- **8,074** traffic stops (through 11/1)
- **2,271** fire calls
- **1,152** fire inspections

### PUBLIC WORKS

**1,800** hydrants were flushed and inspected (including private hydrants) as part of the annual spring flushing program

Utility Division jetted and cleaned **358,998** linear feet of sanitary mains (67.9 miles), which equates to roughly 2/3 of our sanitary program

**18 percent** increase in curbside recycling tonnage between 2018-2019 (first half data only)

Awarded a **\$251,000** grant for information and infiltration mitigation improvements

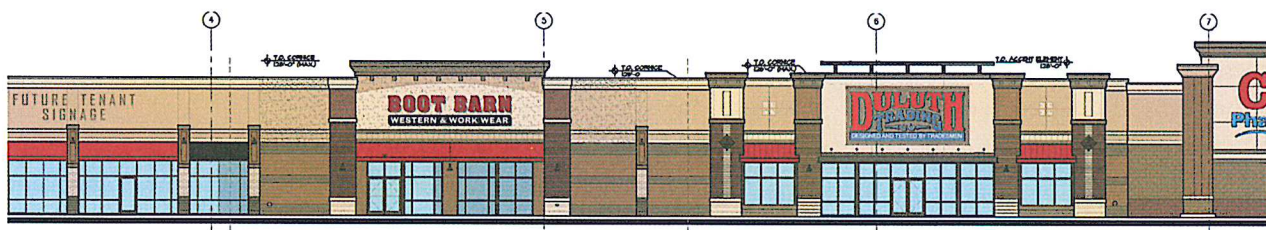
# 2020 Street Rehabilitation Project

The Springbrook neighborhood has been designated for street rehabilitation this upcoming construction season. The area is a mix between residential and commercial properties and is bounded by East River Road to the west, the railroad to the east, Ironton Street to the north and 79th Way to the south. Streets proposed for reconstruction include 79th Way, Ashton Avenue, Ely Street, Hugo Street, Ironton Street, Liberty Street, Longfellow Street, and Ruth Street. The total project length is approximately two miles.

At the November 25 public hearing, the Fridley City Council approved the resolution ordering final plans, specifications and calling for bids for the project. Public bids and award of the project is anticipated for March 2020 and construction could begin as early as May 2020. The project will include asphalt reclaiming, asphalt paving, concrete curb repairs,

watermain replacement in select street segments, aging fire hydrant replacements, storm sewer improvements, and miscellaneous utility maintenance. Surface water quality improvements being considered include reducing the overall impervious area in the neighborhood by 4,000 square feet. This will be accomplished by removing the cul-de-sac at the intersection of Ironton Street and Ashton Avenue. New rain gardens are anticipated to be constructed in the removed cul-de-sac area and in Ruth Circle Park. Costs for this project will be paid using Minnesota State Aid System funding, utility enterprise funds and special assessments.

If you are a property owner within the project area, keep up-to-date by visiting the project webpage at [FridleyMN.gov/2020Street](http://FridleyMN.gov/2020Street) or contact the City of Fridley Engineering Division at 763-572-3554 if you would like additional information.



## New Things in Town: Development Updates

### Midas – Caribou Coffee

The Midas building at 8094 University has recently been sold to Java Companies. The existing building will receive a facelift and will be reduced in size to make way for a multi-tenant commercial building. Redevelopment of this site will also include construction of a new free-standing Caribou Coffee “cabin-like” building, similar to the photo below. It will have no in store seating, but customers can walk up to a window to order or go through the drive-thru.



### Boot Barn added to Fridley Market

Boot Barn will be the newest tenant at Fridley Market at 250 57th Avenue. The store will be in the main building, next to Duluth Trading Co. Boot Barn is the largest western and workwear retailer in the nation. They carry the broadest selection of full-grain leather boots, comfortable and durable jeans and clothing, workwear, including flame-resistant boots and clothing, and western-inspired fashion. Boot Barn is expected to open the early part of 2020 and is excited to bring the western lifestyle to Fridley.

### Forgotten Star Brewery Now Open



Fridley’s first brewery opened its doors on November 16, 2019, at 38 Northern Stacks Drive. Visit [www.forgottenstarbrewing.com](http://www.forgottenstarbrewing.com) for more information on hours and product availability.

### Lennar Townhomes

Construction of the first two model buildings in the Lennar Townhome development have started south of the Civic Campus. Two styles of townhomes will be constructed: the Colonial and the Carriage. It is expected that models for both styles will be open in time for the Spring Parade of Homes.

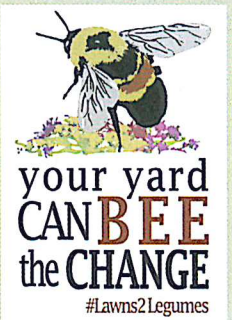
### Train Station Village

Construction is underway at the Fridley Station Village on the corner of 61st Avenue and Main Street. The first phase of the project includes constructing the new Northstar Transit parking lot. Once that is complete, the second phase will include construction of the 95-unit market rate building. The third phase is the 107-unit senior building, which will be constructed along the railroad tracks. The fourth and final phase will be the construction of the mixed income building, which is expected to start fall 2020.



## Lawns to Legumes

Have you heard of Lawns to Legumes? This new program by the Minnesota Board of Water and Soil Resources will be providing residents (both renters and homeowners) cost-share grants to install pollinator-friendly native plants, trees, shrubs and bee lawns. Pollinator friendly lawns turn your yard into an important part of the urban ecosystem, provide great wildlife watching opportunities, and often require less work than other types of lawns. Learn more about this program at [bwsr.state.mn.us/Lawns-Legumes](http://bwsr.state.mn.us/Lawns-Legumes).



Additionally, Anoka Conservation District, in partnership with the cities of Fridley, Coon Rapids, Anoka and Andover are applying for a demonstration grant to create a pollinator corridor along the Mississippi and Rum Rivers.

If you live west of the BNSF railroad, you may be eligible for technical assistance and funding to install a pollinator patch or bee lawn, including site design, plant purchasing, or installation you may be eligible for additional technical assistance and funding. To receive more information about the demonstration grant, visit [Bit.Ly/Anoka-Lawns-Legumes](http://Bit.Ly/Anoka-Lawns-Legumes).

## Fridley Community Calendar

### January

- 1 City offices closed for New Year’s Day
- 2 Housing & Redevelopment Authority Meeting
- 6 Charter Commission Meeting
- 6 City Council Meeting
- 6 Parks & Recreation Commission Meeting
- 14 Environmental Quality & Energy Commission Meeting
- 15 Planning Commission Meeting
- 20 City offices closed for Martin Luther King Jr. Day
- 27 City Council Meeting

### February

- 3 Charter Commission Meeting
- 3 Parks & Recreation Commission Meeting
- 6 Housing & Redevelopment Authority Meeting
- 10 City Council Meeting
- 11 Environmental Quality & Energy Commission Meeting
- 17 City offices closed for Presidents’ Day
- 19 Planning Commission Meeting
- 24 City Council Meeting

**NOTE:** City Council and Commission meetings start at 7:00 p.m. Meetings are held at the Fridley Civic Campus, 7071 University Avenue NE. The public is welcome.

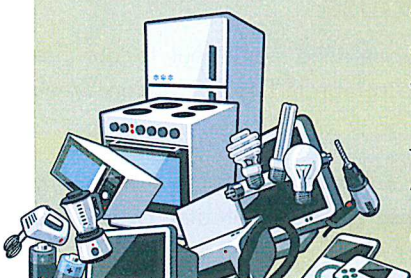
Hearing impaired persons who need an interpreter or other persons with disabilities who require auxiliary aids and would like to attend a meeting, should contact Roberta Collins at 763-572-3500 at least one week in advance.

## 2020 Recycling Drop-Off Dates

Join us for our 2020 Recycling Drop-offs and Paper Shredding Events at Green Lights Recycling (1525 99th Ln NE in Blaine) for free and reduced cost disposal of electronics, appliances, mattresses, carpet and more.

- January 11, 8 am-12 pm
- March 14, 8 am-12 pm
- May 9, 8 am-12 pm
- July 11, 8 am-12 pm
- September 12, 8 am-12 pm
- November 14, 8 am-12 pm

View accepted items and pricing at [FridleyMN.gov/Dropoff](http://FridleyMN.gov/Dropoff) or call 763-572-3594. Receive \$15 off your total with Fridley residency, as well as disposal of one appliance and one mattress for free.



# Utility Billing Changes – What Residents Need to Know

As a resident of the City of Fridley, you receive a quarterly utility bill that combines four key services: water, sanitary sewer, storm sewer and recycling.

The changes in your bill from one quarter to the next can sometimes be a bit difficult to understand. Some changes are due to the time of year, as seasonal consumptions can vary significantly. For example, during the warmer months, you may have extra water usage to maintain your lawn or fill a pool. Other changes are due to a fixed or variable rate change determined by the City. In addition, charges like sanitary sewer for residential and small multi-family are calculated once a year and carried forward for the next three quarters.

## Utility Rate Changes

**Water Utility Fund:** Based on the current revenue and expenditure projections, and to maintain the equitable treatment of the various user classifications, usage rates for residential users will increase by 3 percent. Also, based on the reduction in water consumption over time, a 5 percent increase was determined for the quarterly fixed charge for residential users from \$20.00 in 2019 to \$21.00 in 2020. Additionally, the State of Minnesota recently increased the drinking water service connection fee by \$0.84 per quarter (increase from \$6.36 in 2019 to \$9.72 in 2020 annually).

**Sanitary Sewer Utility Fund:** Generally, Sanitary Sewer Utility Fund revenues are dependent upon water consumption or use. With the continued decline in water usage, and the approximately 11.3 percent increase in the Municipal Wastewater Charge (MWC) imposed by the Metropolitan Council over the past two years, the Sanitary Sewer Utility Rates continue to change accordingly. At present, the MWC accounts for about 76 percent of all Sanitary Sewer Utility Fund expenditures proposed for 2020.

Based on these and other changes, the quarterly usage rates for all user classifications will increase by 3 percent from \$5.95 in 2019 to \$6.13 in 2020. Additionally, the quarterly fixed charge will increase by 2 percent for residential and smaller multiple family users.

**Storm Water Utility Fund:** Over the past three years, the City expended approximately \$3,105,000 on storm water system improvements, and plans about another \$4,528,000 in capital investment over the next five years, including \$1,513,000 in 2020. Given this level of investment, the increase in the per acre/per

quarter Storm Water Utility Fee is 3 percent, going from \$28.71 in 2019 to \$29.57 in 2020, resulting in a Residential Equivalency Factor (REF) (i.e., one-third of the per acre rate) of \$9.85 per quarter. The REF would increase about \$0.29 per quarter compared to the previous year.

**Recycling Fund:** The City's recycling fund is used to cover the cost of the City's residential recycling program. Currently, the City has a contract with Republic Services Inc. to provide city-wide curbside recycling. Due to prevailing market trends and the increase in the cost of recycling, the quarterly recycling fee will increase from \$9.02 in 2019 to \$9.83 in 2020 (9 percent). This is an increase of \$0.81 per dwelling unit, per quarter for residential units of 12 users or less.

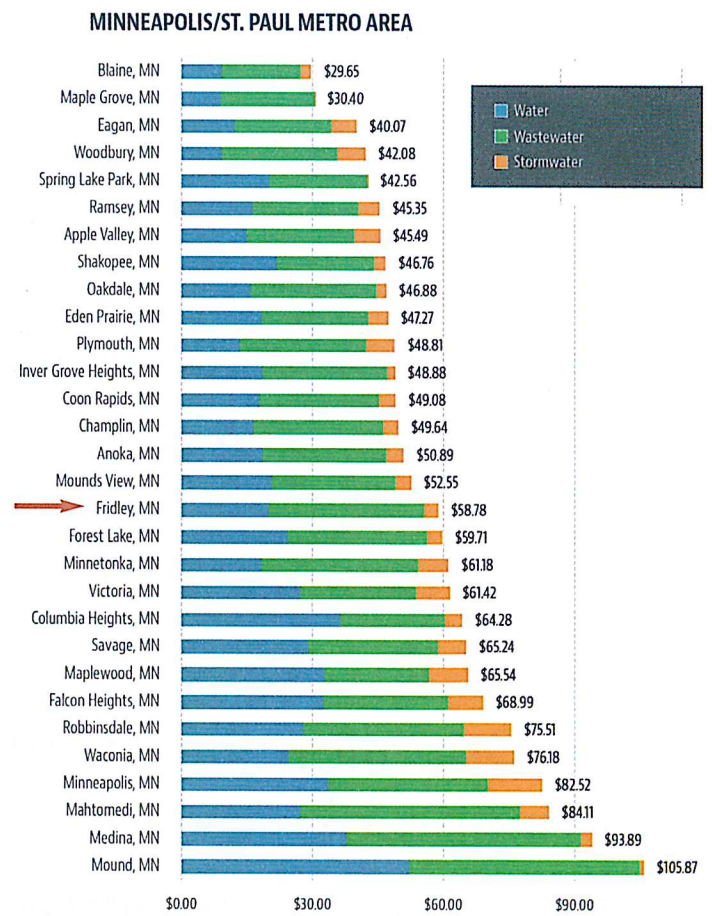
## What does this mean to your utility bill?

The total impact of these proposed changes will result in an increase of \$4.41 per quarter or 2.95 percent to a residential customer using 18,000 gallons of water a quarter.

Residential - 18,000 Gallons Used					
	2019	2020	Increase (\$)	Increase (%)	
<b>Water Utility</b>					
Fixed Charge	\$ 20.00	\$ 21.00			
Usage	\$ 46.32	\$ 47.72			
Subtotal	\$ 66.32	\$ 68.72	\$ 2.40	3.62%	
<b>Sanitary Sewer Utility</b>					
Fixed Charge	\$ 50.00	\$ 51.00			
Usage	\$ 23.80	\$ 24.52			
Subtotal	\$ 73.80	\$ 75.52	\$ 1.72	2.33%	
<b>Storm Water Utility</b>					
Fixed Charge	\$ 9.56	\$ 9.85	\$ 0.29	2.33%	
<b>Recycling Utility</b>					
Fixed Charge	\$ 9.02	\$ 9.83	\$ 0.81	8.98%	
<b>Total</b>	<b>\$ 158.70</b>	<b>\$ 163.92</b>	<b>\$ 5.22</b>	<b>3.29%</b>	

Average residential quarterly utility bill

## How does Fridley compare with other cities?

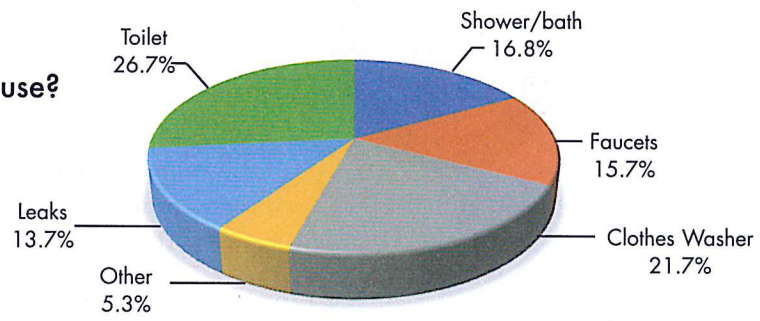


## Typical Household Water Use and Ways to Reduce Water Consumption

According to the American Water Works Association, about half of household water use is for flushing and laundry. The pie chart below illustrates average household water consumption.

No one likes rate increases, but they are sometimes a necessity. The City believes in a Fridley that is safe, friendly, and vibrant and provides stable homes for families and businesses. If you have any questions on your Fridley utility bill, you can reach us at 763-573-3529.

Please consider enrolling in our automatic payment plan. A cut out form is included below.



Source: American Water Works Association Research Foundation, "Residential End Uses of Water," 1999

## Attention Utility Customers!

You can have your Fridley utility bill paid automatically with our free Direct Payment Program!

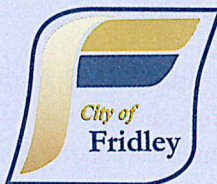
- Save money (no stamps, no processing fees)
- Save time (no checks to write)
- No late fees, no worries!

**Direct Payment** is a free service and enrollment is as easy as 1, 2, 3!

1. Simply complete the form to the right.
2. Attach a voided check or savings withdrawal slip.
3. Return it to us with your current City of Fridley utility payment or mail anytime.

Once you are enrolled, your utility bill will state \*\*\* Bank Draft\*\*\*. It's that simple!

Bills are paid automatically from your checking or savings account on the due date. You can withdraw anytime by contacting us at least 10 days prior to your due date.



## Utility Bill Direct Payment Program Form

Mail completed forms to:

City of Fridley, Attn: Utility Billing  
7071 University Ave NE, Fridley MN 55432

Questions? Call us! 763-572-3529

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

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

Utility Account #: \_\_\_\_\_ Daytime Phone#: \_\_\_\_\_

Financial Institution: \_\_\_\_\_  Checking  Savings

By signing below I am authorizing the City of Fridley Utility Department to automatically withdraw my utility payment from my checking / savings account.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach voided check or savings withdrawal slip here.