



## **CITY COUNCIL REGULAR AGENDA**

**MONDAY, DECEMBER 05, 2022**

**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**
  - A. State Representative Connie Bernardy
- 6. CONSENT AGENDA**
  - [A.](#) Approval of Minutes - November 14, 2022 City Council Work Session
  - [B.](#) Mayor's Proclamation - Honoring State Representative Connie Bernardy
  - [C.](#) Resolution 22-59, Authorizing Fund Closure of 2017 G.O. Equipment Certificate - SLP Fire Capital Project Fund
  - [D.](#) Resolution 22-60, Authorizing a Transfer from MSA Maintenance Fund to the Sealcoating Fund
  - [E.](#) Resolution 22-61, Authorizing Fund Closure of Storm Sewer Rehab Fund and Transferring Assets to Stormwater Utility Fund
  - [F.](#) Resolution 22-62, Establishing Precinct and Polling Locations for 2023 Election Year
  - [G.](#) Approval of Application for Exempt Permit - Rescued Pets are Wonderful - Kraus-Hartig VFW
  - [H.](#) Fourth Quarter Billing for 2023 Payable 2024 Property Tax Assessment
  - [I.](#) Business Licenses
  - [J.](#) Contractor's License
  - [K.](#) Sign Permits
- 7. DEPARTMENT REPORTS**
  - A. Public Works Report
  - [B.](#) Code Enforcement Report
- 8. PUBLIC HEARINGS**
  - [A.](#) Public Hearing - Truth in Taxation
  - [B.](#) Public Hearing - 2023 Fee Schedule
- 9. ORDINANCES AND/OR RESOLUTIONS**
  - [A.](#) Ordinance 484, Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to City Government

**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.

- [B.](#) Resolution 22-56, Authorizing Summary Publication of Ordinance 484, An Ordinance Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to Administration
- [C.](#) Ordinance 485, Adopting the 2023 Fee Schedule fo the City of Spring Lake Park
- [D.](#) Resolution 22-57, Authorizing Summary Publication of Ordinance 485, An Ordinance Adopting the 2023 Fee Schedule for the City of Spring Lake Park
- [E.](#) Resolution 22-58, Approving Variance from the Accessory Building Setback to Allow Construction of a Shed at 511 Ballantyne Lane NE

**10. NEW BUSINESS**

- [A.](#) Approval of 2023 Public Utilities Budget and Utility Rates
- [B.](#) Approval of 2023 Recycling Budget

**11. REPORTS**

- A. Attorney Report
- [B.](#) Engineer Report
- C. Administrator Report

**12. OTHER**

- [A.](#) Correspondence

**13. ADJOURN**

## **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 Work Session was held on November 14, 2022 at the City Hall, at 5:30 PM

### 1. CALL TO ORDER

Mayor Nelson called the meeting to order at 5:35 PM.

#### MEMBERS PRESENT

Mayor Robert Nelson

Councilmember Ken Wendling

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

#### STAFF PRESENT

Administrator Buchholtz

Police Chief Antoine

Public Works Director Randall

Building Official Jeff Baker

#### OTHERS PRESENT

Councilmember Elect April Moran

### 2. DISCUSSION ITEMS

#### A. Review Proposed 2023 Public Utilities Budget

Administrator Buchholtz reviewed the proposed 2023 Public Utilities budget. He stated that revenues and expenditures are projected to increase by 9.7% due to the incorporation of the treatment plan debt service rate into the water base rate schedule and the offsetting transfer from the Public Utility Enterprise Fund to the Building Maintenance Fund. He said that staff is not proposing a utility rate increase for 2023, the sixth consecutive year without a rate increase. He stated that the water treatment plant debt service budget shows a significant deficit that will be covered with existing fund balance. He noted that the Water Treatment Plant PFA note will be paid off in August 2023. He stated that the storm water utility rate will also remain flat in 2023.

Councilmembers discussed the proposed budget. CONSENSUS of the City Council was to forward the proposed 2023 Public Utilities Budget to the next City Council for potential action.

#### B. 2023 Equipment Certificate Discussion

Administrator Buchholtz reported that the 2018 Equipment Certificate is set to conclude at the end of 2022. He presented a list of projects for inclusion in the next Equipment Certificate, which were also included in the proposed 2023-2027 CIP.

Administrator Buchholtz stated that he would like the City Council to consider transitioning away from issuing Equipment Certificates and move to a "Pay As You Go" strategy. He stated that the portion of the tax levy currently allocated for debt service for the 2018 Equipment Certificate could be redirected to an Equipment Fund from which the proposed projects would be paid. He said this strategy would allow for approximately \$100,000 to be repurposed from interest payments and bond issuance expenses to fund capital improvements.

Councilmembers liked transitioning away from an Equipment Certificate to a "Pay As You Go" strategy. Councilmembers raised no objections to the proposed equipment list.

No further action was taken on the item.

#### C. City Hall Renovation Discussion

Administrator Buchholtz presented three potential layouts for public bathrooms in the proposed City Hall renovation plan. Councilmembers spent time discussing the pros and cons of unisex bathroom closets versus traditional men's and women's restrooms. Mayor Nelson expressed his opinion that bathroom closets should be identified for men and women and that the men's bathroom closets have urinals. Councilmembers Goodboe-Bisschoff and Dircks inquired about bathroom inclusivity, particularly for transgendered people. Administrator Buchholtz stated that the bathroom closet proposal was more inclusive than traditional mens and womens rooms.

Administrator Buchholtz stated that he would share the City Council's discussion with the architect for an alternative to present to the City Council in the future.

Administrator Buchholtz asked for ideas on how to engage the public on the need for the City Hall remodel. He suggested holding an open house and having City Council members identify and personally invite residents to the open house. Councilmembers agreed that a robust public engagement process was important to ensure community acceptance of the project.

Councilmember Wendling requested Buchholtz solicit a quote from consultant Jill Brown on a communications strategy. Administrator Buchholtz stated that he would obtain a quote for those services and present them to the City Council.

#### D. City Code Update

Administrator Buchholtz presented proposed code amendmnets to Chapters 1 and 3 of the City Code. Discussion ensued on the proposed code amendments, particularly amendments to Section 3.16.020 of the City Code relating to Enforcement. Administrator Buchholtz assured Councilmembers that the Police Department would handle state law complaints while Code

Enforcement staff would be limited to City Code enforcement, as is currently contemplated by City Council direction. Mayor Nelson asked if the ordinance would require staff to obtain a warrant if a property owner would not permit inspection of a property. Administrator Buchholtz responded affirmatively.

CONSENSUS of the City Council was to recommend approval of the proposed ordinance updates and to forward the proposed updates to a future City Council agenda for possible adoption.

E. Council Workshops - Purpose and Outcomes (*Delfs*)

Councilmember Delfs expressed concern that Councilmembers are not properly communicating the outcomes of City Council work session discussions to the public. He stated that he wants to see work sessions be a productive use of time, rather than having the same conversations over and over.

Councilmembers discussed the purpose of Council work sessions, noting the importance of accurately stating the City Council's consensus while retaining the right to disagree with the consensus of the majority.

**3. REPORT**

No reports.

**4. ADJOURN**

Mayor Nelson adjourned the work session at 7:38 P.M.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



## **MAYOR'S PROCLAMATION HONORING STATE REPRESENTATIVE CONNIE BERNARDY**

**WHEREAS**, Representative Connie Bernardy is retiring from the Minnesota House of Representatives after serving with distinction for sixteen years; and

**WHEREAS**, during her tenure in the Minnesota House of Representatives, Representative Bernardy has served on the Transportation Policy Committee, Education Finance, Transportation, Rules, Ways and Means, Elections, Taxes, State and Local Government and Veterans committees; and

**WHEREAS**, since 2019, Representative Bernardy has served as Chair of the House Higher Education Finance Policy Committee, where she has championed student access to higher education; and

**WHEREAS**, during her time in the Legislature, Representative Bernardy has been instrumental in advocating and obtaining funding for Highway 65 and Highway 47 safety improvements and for the new F-Line Bus Rapid Transit line connecting Spring Lake Park to Downtown Minneapolis, scheduled to begin in 2026; and

**WHEREAS**, when MnDOT denied a dual-right turn lane on westbound 81<sup>st</sup> Avenue at the intersection of Highway 65, Representative Bernardy sprung into action to advocate on the City's behalf, resulting in MnDOT reversing its decision and saving the Hy-Vee project in Spring Lake Park; and

**WHEREAS**, throughout her career, Representative Bernardy has been a friend and a trusted partner with the City.

**NOW, THEREFORE, BE IT RESOLVED** that I, Robert Nelson, Mayor of the City of Spring Lake Park, do hereby declare Monday, December 5, 2022 as

### **REPRESENTATIVE CONNIE BERNARDY DAY**

in the City of Spring Lake Park and, on behalf of all our residents, do hereby express our heartfelt appreciation for her tireless service to the residents of Spring Lake Park and the State of Minnesota and wish her the very best in all of her future endeavors.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Spring Lake Park to be affixed this fifth day of December, two thousand twenty two.

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Robert Nelson, Mayor

ATTEST:

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Daniel Buchholtz, City Clerk

**RESOLUTION NO. 22-59**

**RESOLUTION AUTHORIZING FUND CLOSURE OF 2017A GO EQUIPMENT  
CERTIFICATE – SLP FIRE CAPITAL PROJECT FUND**

**WHEREAS**, the City Council, on behalf of the cities of Blaine, Mounds View and Spring Lake Park, issued the 2017A GO Equipment Certificate to provide funds for a ladder truck and associated equipment; and

**WHEREAS**, with the last remaining funds being transmitted to the SBM Capital Fund with the City of Blaine, it is appropriate to close the fund.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby authorize the following:

1. Close Fund #431, 2017A GO Equipment Certificate-SLP Fire.

**BE IT FURTHER RESOLVED** that the effective date of the transfer is December 31, 2022.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of December, 2022.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

**RESOLUTION NO. 22-60**

**RESOLUTION AUTHORIZING A TRANSFER FROM MSA MAINTENANCE FUND  
TO THE SEALCOATING FUND**

**WHEREAS**, the City of Spring Lake Park undertook a crack fill and sealcoat project in 2022; and

**WHEREAS**, portions of the project were for State Aid streets; and

**WHEREAS**, it is appropriate to reimburse Fund 407, Sealcoating Fund, for these expenditures associated with State Aid streets with State Aid maintenance funds.

**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 402 (MSA Maintenance Fund)	(\$ 100,000)	
Fund 407 (Sealcoating Fund)		\$ 100,000

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 5<sup>th</sup> day of December, 2022.

APPROVED BY:

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

ATTEST:

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

**RESOLUTION NO. 22-61**

**RESOLUTION AUTHORIZING FUND CLOSURE OF STORM SEWER REHAB FUND  
AND TRANSFERRING ASSETS TO STORMWATER UTILITY FUND**

**WHEREAS**, the City Council created a Storm Water Utility enterprise fund to fund storm water maintenance and improvements; and

**WHEREAS**, these expenditures were previously accounted for in Fund 425, Storm Sewer Rehab; and

**WHEREAS**, with the establishment of the Storm Water Utility, it is appropriate to close this capital project fund and transfer all assets to the Storm Water Utility Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park that the City Council does hereby authorize the following:

1. Close Fund #425, Storm Sewer Rehab Capital Project Fund, and transfer balances and receivables to Fund #603, Stormwater Utility Enterprise Fund.

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 5th day of December, 2022.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

**RESOLUTION NO. 22-62**

**RESOLUTION ESTABLISHING PRECINCT AND POLLING LOCATIONS FOR 2023  
ELECTION YEAR**

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution each year polling places for each election precinct; and

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2023 are as follows:

P-1R	Emmanuel Christian Center, 7700 University Avenue NE
P-1A	Emmanuel Christian Center, 7700 University Avenue NE
P-2	Emmanuel Christian Center, 7700 University Avenue NE

BE IT FURTHER RESOLVED that the Spring Lake Park City Council directs the Administrator, Clerk/Treasurer to make all necessary notifications and preparations for elections held in 2023 as required by MN Statute, Rule and Administrative Policy of the City.

The foregoing resolution was moved for adoption by Councilmember.

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 5th day of December, 2022.

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, Administrator

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

I, Daniel R. Buchholtz, duly appointed and qualified City Administrator in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby certify that the foregoing is a true and correct copy of Resolution No. 22-62, A Resolution Establishing Precinct and Polling Locations for 2023 Election Year, adopted by the Spring Lake Park City Council at their regular meeting on the 5th day of December 2022.

Daniel R. Buchholtz, Administrator

(SEAL)

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

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Rescued Pets are Wonderful Previous Gambling Permit Number: X-  
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 20-124 6949  
Mailing Address: 11021 Jefferson St. NE  
City: Blaine State: MN Zip: 55434 County: Anoka County  
Name of Chief Executive Officer (CEO): Liz Giegler  
CEO Daytime Phone: 763-439-1336 CEO Email: rpawrescue@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): Ambur.Johnson0909@gmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): VFW Club Kraus-Hartig Post  
Physical Address (do not use P.O. box): 8100 Pleasant View Dr. NE  
Check one:  
☒ City: Spring Lake Park Zip: 55432 County: Anoka County  
☐ Township: Zip: County:

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

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

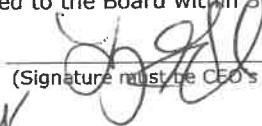
**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

<b>CITY APPROVAL</b> <b>for a gambling premises</b> <b>located within city limits</b>	<b>COUNTY APPROVAL</b> <b>for a gambling premises</b> <b>located in a township</b>
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____  Signature of City Personnel: _____  Title: _____ Date: _____	Print County Name: _____  Signature of County Personnel: _____  Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	
<b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)  Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 11/12/22  
(Signature must be CEO's signature; designee may not sign)  
 Print Name: Liz Eigler

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b>                      A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>Mail application with:</b></p> <ul style="list-style-type: none"> <li>_____ a copy of your proof of nonprofit status; and</li> <li>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</li> </ul> <p><b>To:</b> Minnesota Gambling Control Board                      1711 West County Road B, Suite 300 South                      Roseville, MN 55113</p> <p><b>Questions?</b>                      Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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## Checklist for Exempt Raffle

Organization Name: <i>Rescued Pets are wonderful</i>		Previous Gambling Permit #: <i>X-</i>	Date of Raffle Drawing: <i>February 18, 2023</i>
<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the <i>Lawful Gambling Manual</i> chapter on raffles; 3) the online class, "<i>Conduct of Raffles</i>"; and 4) the <i>phone number and email address</i> of your county's Compliance Specialist.</li> <li>After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle.</li> </ul>			
		• If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3. • If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3.	
<b>Yes</b>	<b>N/A</b>		<b>Yes</b> <b>Conduct</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule <b>7861.0310</b> .	<input checked="" type="checkbox"/> 9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted ( <b>NO CREDIT CARDS</b> ). ( <b>349.2127</b> ) ( <b>7861.0260</b> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. ( <b>349.173</b> )	<input checked="" type="checkbox"/> 10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. ( <b>349.173</b> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. ( <b>349.173</b> )	<input checked="" type="checkbox"/> 11. Persons are not required to be present at a raffle drawing to be eligible to win. ( <b>349.173</b> ) ( <b>7861.0310</b> )
<b>Yes</b>	<b>Prizes</b>		<input checked="" type="checkbox"/> 12. Raffle tickets are not sold to or won by persons under age 18. ( <b>349.181</b> ) ( <b>7861.0310</b> )
<input checked="" type="checkbox"/>		4. The organization is the sole owner of all the real or personal property to be awarded. ( <b>7861.0260</b> )	<input checked="" type="checkbox"/> 13. Purchasers are not required to buy anything other than the ticket. ( <b>349.173</b> ) ( <b>7861.0310</b> )
<input checked="" type="checkbox"/>		5. A merchandise certificate is used when a prize requiring registration or licensure ( <b>guns, cars, ATVs, etc.</b> ) is offered. ( <b>7861.0260</b> )	<b>Yes</b> <b>House Rules</b>
<input checked="" type="checkbox"/>		6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. ( <b>7861.0260</b> )	<input checked="" type="checkbox"/> 14. Clear and legible house rules in accordance with MN Rule <b>7861.0310</b> are prominently posted at the point of winner selection.
<input checked="" type="checkbox"/>		7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. ( <b>349.166</b> )	<b>Yes</b> <b>Post Raffle Conduct</b>
<input checked="" type="checkbox"/>		8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. ( <b>340A.707</b> )	<input checked="" type="checkbox"/> 15. An exempt permit financial report ( <b>LG220A</b> ) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. ( <b>349.166</b> )
			<input checked="" type="checkbox"/> 16. Gambling funds may only be spent for allowable expenses and lawful purposes. ( <b>349.12 3a &amp; 25</b> )
			<input checked="" type="checkbox"/> 17. Gambling records must be kept for 3½ years. ( <b>7861.0310</b> )
<b>CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)</b>			
<b>Noncompliant Activity:</b> I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.			
Signature: <i>[Signature]</i>		Date: <i>11/12/22</i>	Print Name: <i>Liz Giegler</i>
<b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.		Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.	

This form will be made available in alternative format (i.e., large print, braille) upon request.

An equal opportunity employer

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
<p><b>Allowable expenses</b> - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> <li>• gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);</li> <li>• advertising;</li> <li>• printing raffle tickets; or</li> <li>• any services or goods that are directly related to the conduct of your gambling.</li> </ul> <p><b>Charitable contributions</b> - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> <li>• to or by 501(c)(3) organization and 501(c)(4) festival organizations;</li> <li>• relieving the effects of poverty, homelessness, or disability;</li> <li>• problem gambling programs approved by the Minnesota Department of Human Services;</li> <li>• public or private nonprofit school;</li> <li>• scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);</li> <li>• church;</li> <li>• recognition of military service (open to public) or active military personnel in need;</li> <li>• activities and facilities benefiting youth under age 21;</li> <li>• citizen monitoring of surface water quality, with data submitted to Minnesota PCA;</li> <li>• unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);</li> <li>• wildlife management projects or activities that benefit the public-at-large, with DNR approval;</li> <li>• grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;</li> <li>• supplies and materials for DNR training and educational programs;</li> <li>• nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;</li> <li>• community arts organizations or programs;</li> <li>• humanitarian service recognizing volunteerism or philanthropy; and</li> <li>• acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Controlled contribution</b> - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.</li> <li>2. <b>Financial gain</b> - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.</li> <li>3. <b>Government</b> - An expenditure may not be made for: <ul style="list-style-type: none"> <li>• influencing the nomination or election of a candidate for public office;</li> <li>• promoting or defeating a ballot question; or</li> <li>• any activity intended to influence an election or a governmental decision-making process.</li> </ul> </li> <li>4. <b>Law enforcement</b> - A direct contribution may not be made to a law enforcement or prosecutorial agency.</li> <li>5. <b>Pension</b> - A contribution may not be made to a government pension or retirement fund, such as a fire relief association.</li> <li>6. <b>Conflict of interest</b> - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255.</li> <li>7. <b>Alcohol</b> - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.</li> <li>8. <b>Fundraising</b> - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.</li> <li>9. <b>Other organizations</b> - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.</li> <li>10. <b>Other contributions</b> - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.</li> </ol>

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 09 2004**

RESCUED PETS ARE WONDERFUL  
11021 JEFFERSON ST NE  
BLAINE, MN 55434

Employer Identification Number:  
20-1246949  
DLN:  
17053180018014  
Contact Person:  
EVELYN D GRIFFITHS ID# 31432  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
DECEMBER 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
JUNE 15, 2004  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
DECEMBER 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

-2-

RESCUED PETS ARE WONDERFUL

Sincerely,

A handwritten signature in cursive script, reading "Lois G. Lerner".

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)  
Form 872-C

Letter 1045 (DO/CG)

**Kenneth A. Tolzmann, SAMA**  
Spring Lake Park City Assessor

November 28, 2022

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

Re: Fourth Quarter Billing for 2023 Payable 2024 Property Tax Assessment.

Dear Mr. Bucholtz,

The annual cost for Assessment Services in accordance with our contract is as follows:

1991 Residential improved parcels @ \$10.00 per parcel -----	\$19,910.00
323 Commercial/Ind/Apt parcels @ \$55.00 per parcel -----	17,765.00
44 Unimproved land parcels @ \$ 2.50 per parcel -----	110.00
91 Exempt parcels	nc

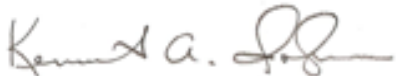
Total Cost for year 2023 assessment payable in 2024: \$37,785.00

Fourth Quarter Amt. Due 10/1/2022: \$ 9,446.25

The above figures are in accordance with our contract for services dated June 8, 2021.

If you have any questions, please give me a call at 651 605-5125.

Sincerely,



Kenneth A. Tolzmann, SAMA#1939  
Spring Lake Park City Assessor  
13921 45<sup>th</sup> Ave. N  
Plymouth, MN. 55446

**City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park MN 55432**

**Business License –Pawn Broker License  
December 5, 2022**

Dala 1, Inc.  
8407 Plaza Blvd NE  
**D23-1**

RS Properties dba The Sunset Grill  
8466 Hwy 65 NE  
**D23-2**

**City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park MN 55432**

**Business License –Pawn Broker License  
December 5, 2022**

Lincoln Pawn & Jewelry  
8480 Hwy 65 NE  
**PS-23-01**

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

## Contractor's License

December 5, 2022

### Blacktopping Contractor

ACS Asphalt Concrete Solutions

### General Contractor

Twin Cities Fence

### Mechanical Contractor

A ABC Appliance & Heating, LLC.

### Plumbing Contractor

A ABC Appliance & Heating, LLC.

### Sign Contractor

Vision Sign Company, LLC.

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

## Sign Permits

December 5, 2022

A-ABCO

7857 Hwy 65 NE

Little Bee's Child Care

1630 Hwy 10 NE



## CITY OF SPRING LAKE PARK

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

### Sign Permit Application

DATE: 11-4-22

NAME OF APPLICANT: Dave Albrecht

ADDRESS OF APPLICANT: 7041 11<sup>th</sup> Ave SW, Isanti, MN 55040

TELEPHONE NUMBER OF APPLICANT: (612) 710-1210

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected A-Alco 7857 MN-65, Spring Lake Park,

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

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

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

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

Name of person, firm or corporation erecting the structure: \_\_\_\_\_

*Structure is already there replacing digital board with new digital board of equal size*

Vision Sign Company, LLC  
Address: 7041 11<sup>th</sup> Ave SW, Isanti, MN 55040

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

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

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

[Signature]  
SIGNATURE OF APPLICANT

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

FEE: \$215.00

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

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

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

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

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 3825

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 474

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 66 x 2 = 132

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

Existing

Pylon  
 $177 \times 2 = 354$

Awning  
 $120$

$1148 - 30\%$   
 $132$  Proposed  
 $474$  Existing

$542$  Remaining

Proposed

$66 \times \$75 + 26 \times \overset{32.50}{(1.25)} = \$107.50 \times 2 = \$215$

# OPTION 1

17' 11" 1/2" No change to this cabinet, only replacing digital boards.



## PYLON REFURBISH

### A. ILLUMINATED D/F CABINET

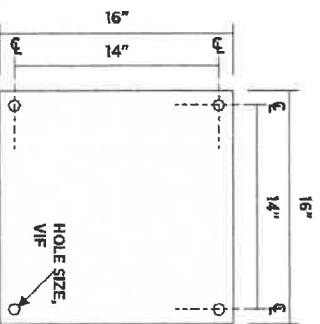
- FABRICATED ALUMINUM CABINET
- 3" FLAT FLEXIBLE FABRIC FACE RETAINER
- PAINTED BLACK
- WHITE LED ILLUMINATION
- FLEXIBLE FABRIC FACE
- 3M MATTE BLACK OPAQUE VINYL 220-22
- 3M RED TRANS. VINYL 230-33
- ALTERNATE: DIGITAL PRINTED FLEX FACE
- STEEL MATCH PLATE

### B. ELECTRONIC MESSAGE CENTER

- WATCHFIRE 16MM LED RGB
- CABINET: 6-5H X 11-1TL X 8"D
- VIEWING AREA: 6H X 11TL
- DOUBLE FACE
- 12 LINES/39.6 CHAR AT 4" TYPE
- 1,493 LBS
- 120V, 38 AMPS, (19 PER FACE)

### INSTALL:

- BOLT NEW D/F CABINET ONTO EXISTING STRUCTURE WITH MATCHPLATE.
- INSTALL NEW ELECTRONIC MESSAGE CENTER ONTO EXISTING SQ. TUBE VERTS. WITH NEW STEEL ANGLE CLIPS.



JOB NAME:

Address:

CLIENT ADDRESS:

JOB LOCATION:

SOUTH LAKE PARK, MN

DATE: 09.27.11

DESCRIPTION: 192" D/F REFURBISH

JOB #:

SALES: DAVE

DESIGNER: 27.00.01.00

REVISION	DATE:
01	
02	
03	
04	
05	
06	
07	
08	
09	

**VISION SIGN**  
COMPANY LLC

3149 162ND LN NW # 200  
ANDOVER, MN 55304  
612-710-1210

Customer Signature of Approval

Approval Date

No change on this  
 cabinet replacing  
 only existing  
 Digital board.

**OPTION 1**



EXISTING CONDITIONS



PROPOSED CONDITIONS

JOB NAME:

4-1833

CLIENT ADDRESS:

JOB LOCATION:

SPRING, MINNESOTA

DATE: 10/27/20

DESCRIPTION: 10' W 10' H SIGN

JOB #:

SALES: 10/27/20

DESIGNER: 10/27/20

REVISION DATE:

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**VISION SIGN**  
 COMPANY LLC

3149 162ND LN NW # 200  
 ANDOVER, MN 55304  
 612-710-1210

(Customer Signature or Approval)

X

Signature Here

Existing



Save on New & Recycled Parts  
**A-ABC**  
**RECYCLED**  
**AUTO PARTS**  
Parts for all Vehicle makes & models  
**763-784-8890**

WELCOME  
TO A-ABC





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

Sign Permit Application

DATE: 11/14/22  
NAME OF APPLICANT: Ryan Maxson  
ADDRESS OF APPLICANT: 2275 Main St. NE Fridley MN 55432  
TELEPHONE NUMBER OF APPLICANT: 651-287-1164

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

1630 County Rd. 10 #3

New Construction: ☒ Remodel: ☐ Word Change Only: ☐

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

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

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

Name of person, firm or corporation erecting the structure: Albrecht ~~Sign~~ Company

Address: 2275 Main St. NE Fridley, MN 55432

Is an Electrical Permit required? Yes

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

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

  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*  
FEE: \$302.50 RECEIPT NUMBER: 1

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

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

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: ~~505 FT~~ 2480 ~~FT~~

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~unknown~~ ~~229 FT~~

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: ~~70 sq ft~~ 182 ~~FT~~

(44 ~~FT~~ + 69 ~~FT~~ x 2 = 138 ~~FT~~)

All Being  
Removed

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

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

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

DRAWING:

~~Annings Existing~~  
~~96 ~~FT~~~~  
~~133 ~~FT~~~~

744 ~~FT~~ - 30%  
0 ~~FT~~ ~~229 ~~FT~~~~ - Existing  
182 ~~FT~~ Proposed

562 ~~FT~~ Remaining

Proposed  
44 ~~FT~~ Building  $\$75 + 4(1.25)^5 = \$80$   
69 ~~FT~~ x 2 Sign on post 138 ~~FT~~  $\$75 + 29(1.25)^{36.25} \times 2 = \$222.50$   
\$302.50

**Little Bee's**  
Child Care Center



**763-780-0187**



**ALBRECHT SIGN COMPANY**  
ENHANCE YOUR IMAGE

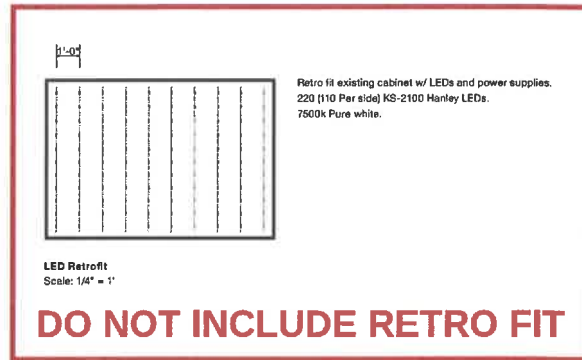
Signage Design Rev(4)  
November 7th, 2022

7775 MAIN STREET NE, FRIDLEY, MN 55432 | P 763.754.2692 | F 763.787.7916 | WWW.ALBRECHTSIGNCOMPANY.COM


Existing post



Rendering  
Scale: 1/4" = 1'



**Face View**  
Scale: 1/4" = 1'

Color:		CMYK	N/A	N/A	N/A	N/A	N/A	N/A	ST-100
Paint Finish:		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Pylon Retrofit
Vinyl:		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Quantity: 2 Square Ft: 70
Digital Print:		Clear - Luster	N/A	N/A	N/A	N/A	N/A	N/A	Single Face: <input type="checkbox"/> Illuminated: <input checked="" type="checkbox"/>
Other:		N/A	N/A	N/A	N/A	N/A	N/A	N/A	Double Face: <input checked="" type="checkbox"/> Non-Illuminated: <input type="checkbox"/>

**VERIFY CUT SIZE**



DESIGN | FABRICATION | INSTALLATION | SERVICE

7775 Main St. N.E.,  
Friday, MN 55432  
P: 783 764 2888 | F: 783 767 7216  
[www.AbrechtsGrCompany.com](http://www.AbrechtsGrCompany.com)

**Client:**  
Little Bee Childcare

**Client Address:**  
1630 County Rd 10 #3,  
Spring Lake Park, MN 55432

Start Date: 10/10/2022  
Last Revision Date: 11/7/2022  
Job Number: N/A  
Drawing Revision: 4  
Sales Representative: C.J  
Designer: 周

The screenshot shows the 'REVIEWS' section of a website. It has two tabs: 'Rev on' (active) and 'Update'. The 'Rev on' tab displays a table with the following columns: 'REVIEWS', 'REVIEWS', 'REVIEWS', and 'REVIEWS'. The table contains several rows of data, including dates like '01/01/2011', '02/01/2011', '03/01/2011', '04/01/2011', '05/01/2011', '06/01/2011', '07/01/2011', '08/01/2011', and '09/01/2011'. The 'Update' tab is also visible, showing a similar table structure.

Customer Signature of Approval

LED Module	Power Supply
Type	Type
Units	Units



This tag is intended to be utilized in accordance with the requirements of Article 606 of the National Electrical Code and for other applicable local codes. The emphasis upon grounding and bonding of this sign. The location of the equipment which shall emphasize that complies with Article 606.5(b)(7) of the National Electrical Code.

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provided are the sole property of Altecnic Sign Company Inc.,  
and may not be reproduced in part or whole without written  
permission from Altecnic Sign Company Inc. Photo renderings  
are not to scale. Colors in this drawing are for representation  
purposes only and may differ from finished product. Physical  
color samples can be provided upon request.



Entrance Elevation: Option 2  
Scale: 1/4" = 1'



DESIGN | FABRICATION | INSTALLATION | SERVICE

7775 Main St. N.E.  
Fridley, MN 55425  
P: 763.764.2888 | F: 763.767.7318  
www.albrechtsgn.com

Client:  
Little Bee's Childcare

Client Address:  
1630 County Rd 10 #3,  
Spring Lake Park, MN 55432

Start Date: 10/10/2022  
Last Revision Date: 11/7/2022  
Job Number: N/A  
Drawing Revision: 4  
Sales Representative: CJ  
Designer: RD

Revision	Update
01	
02	
03	
04	81-200 Option 1 Removed
05	
06	
07	
08	
09	

Customer Signature of Approval  
X

LED Module	Power Supply
Type	Type
Units	Units



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permission from Albrecht Signs Company, Inc. Photo renderings  
are not to scale. Colors in this drawing are for informational  
purposes only and may differ from actual product. Photos of  
actual samples can be provided upon request.



Face View  
Scale: 1/2" = 1'

3/4"



End View  
Scale: 1/2" = 1'

Extruded aluminum cabinet painted MP White.  
Full coverage digital print on clear applied to white PC face.  
LI w/ 7600k LEDs.  
Flush mount.

Color:	White	CMYK	N/A	N/A	N/A	N/A	N/A	N/A	BT-200: Option 2
Paint Finish:	MP White	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Face Lit Cabinet
Vinyl:	N/A	3751 - Luster	N/A	N/A	N/A	N/A	N/A	N/A	Quantity: 1 Square Ft: 43.8
Digital Print:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Single Face: <input checked="" type="checkbox"/> Illuminated: <input checked="" type="checkbox"/>
Other:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Double Face: <input type="checkbox"/> Non-Illuminated: <input type="checkbox"/>



DESIGN | FABRICATION | INSTALLATION | SERVICE

7775 Main St. N.E.  
Plymouth, MN 55432  
P: 763.764.9888 | F: 763.767.7316  
www.albrechtsigns.com

Client:  
Little Bean Childcare

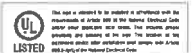
Client Address:  
1630 County Rd 10 E3,  
Spring Lake Park, MN 55432

Start Date: 10/16/2022  
Last Revision Date: 11/7/2022  
Job Number: N/A  
Drawing Revision: 4  
Sales Representative: C.J.  
Designer: RD

Revision	Update
01	
02	
03	
04	BT-200 Opt on 1 Removed
05	
06	
07	
08	
09	

Customer Signature of Approval  
X

LED Module	Power Supply
Type	Type
Units	Units



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this and do not claim to be the designer of the product.  
Product only and may differ from standard product. Payment  
order samples can be provided upon request.



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

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## REPORT

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**TO:** Spring Lake Park City Council  
**FROM:** Jeff Baker, Code Enforcement Director  
**RE:** Code Enforcement Monthly Report for November 2022  
**DATE:** November 30, 2022

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In November, a total of 17 building, 13 mechanical, 6 plumbing, 7 Zoning and 2 Fire Suppression for a total of 45 permits issued compared to a total of 45 in 2021. Code Enforcement conducted 130 inspections in the month of November including 55 building, 31 rental, 3 zoning, 29 nuisance and 12 fire inspections.

Ten Administrative Offense tickets were issued. Four were initially issued and then doubled.

The first round of letters for rental renewals went out on November 15<sup>th</sup>.

Take 5 carwash had a pre-construction meeting with Director Randall and I. They are very eager to begin demolition and being part of the Spring Lake Park community.

### Construction Update:

- 525 Osborne Rd – Suite Living Spring Lake Park have been issued their temporary certificate of occupancy. They still have some landscaping to be completed in the spring. Suite Living plans to open in early to mid-December.
- 8301 University Ave, former Northtown Auto Repair has been given their demolition permit. Expect to see the current building down in early December.

In November of 2022, I also attended the following appointments:

- City Council meeting on November 21<sup>st</sup>.
- Department Head Meeting November 8<sup>th</sup>.
- DOLI Conference November 17<sup>th</sup>.
- Take 5 car wash site visit November 22<sup>nd</sup>.
- Planning Commission Meeting November 28<sup>th</sup>.

This concludes the Code Enforcement Department monthly report for November 2022. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



## City of Spring Lake Park 2023 Truth in Taxation Hearing

### City Council

Bob Nelson, Mayor

Ken Wendling

Brad Delfs

Barbara Goodboe-Bisschoff

Lisa Dircks

December 5, 2022

### Purpose of TNT Hearing

- Required under M.S. 275.065
- Provide information on 2023 proposed budget and tax levy
- Provide opportunity for residents to share feedback on the proposed budget and tax levy
- This is not the time to discuss your estimated market value. That occurs during the Open Book Assessment process in April.

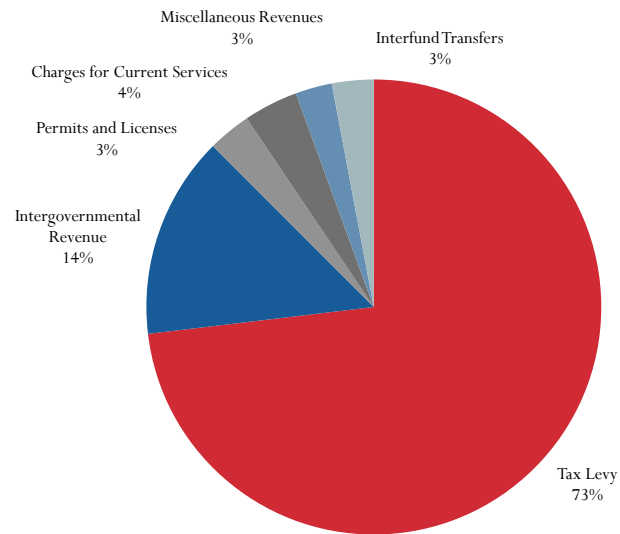
## 2023 Budget Process

- June 2022                      Department Heads Draft Departmental Budgets
- July 2022                      Department Heads Present Budgets to Administrator
- August 8, 2022              Administrator Presents Proposed Budget to City Council
- September 6, 2022        Council Approves Preliminary Budget/Tax Levy
- December 5, 2022        TNT Hearing
- December 19, 2022      Council Approves Final Budget/Tax Levy

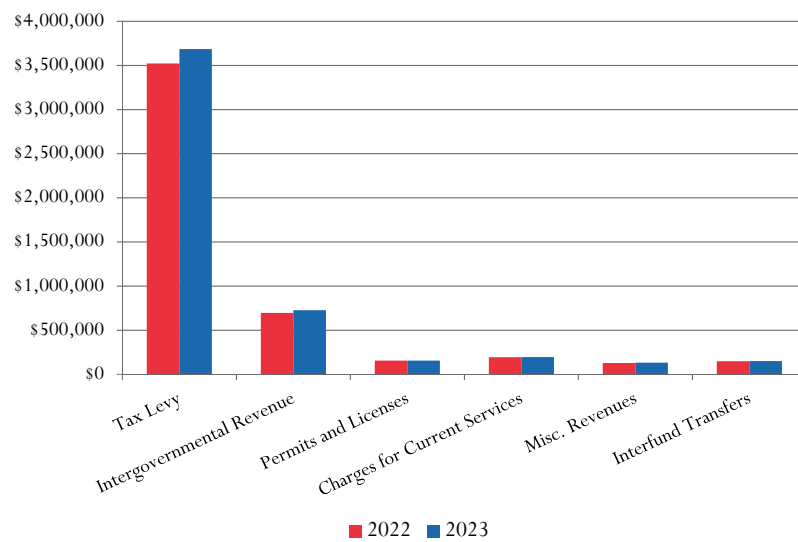
## Why Does My Property Tax Bill Vary From Year to Year

- Market Value Changes
- Budgets and Levies of Various Jurisdictions
- Special Assessments
- Change in Property Class
- Voter Approved Referendums
- Changes in Federal and State Mandates
- Changes in Aid and Revenue from State/Federal Government
- State Legislative Changes

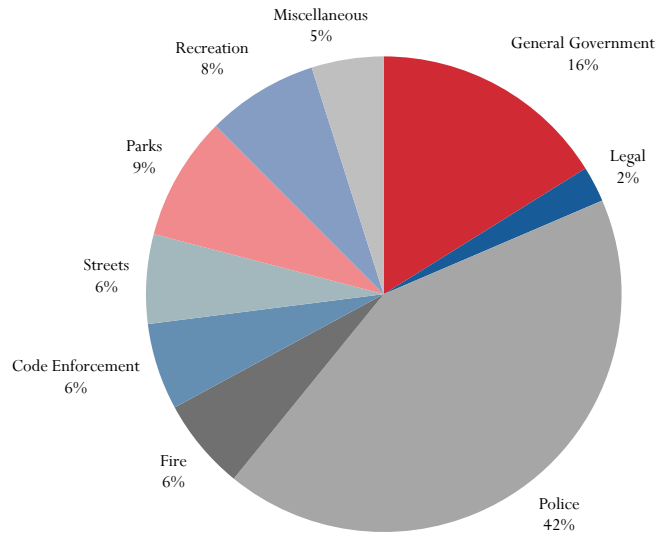
## 2023 General Fund Revenues



## Revenue Comparison

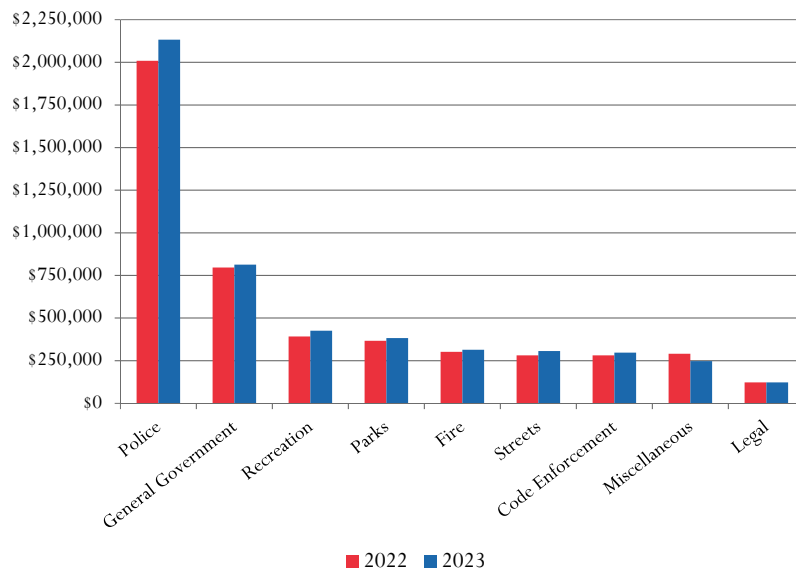


## 2023 General Fund Expenditures



**Notes:** General Government includes City Council, Administration, Assessor, Audit, I.T., Engineering, Planning and Zoning and Government Buildings.

## Expenditure Comparison



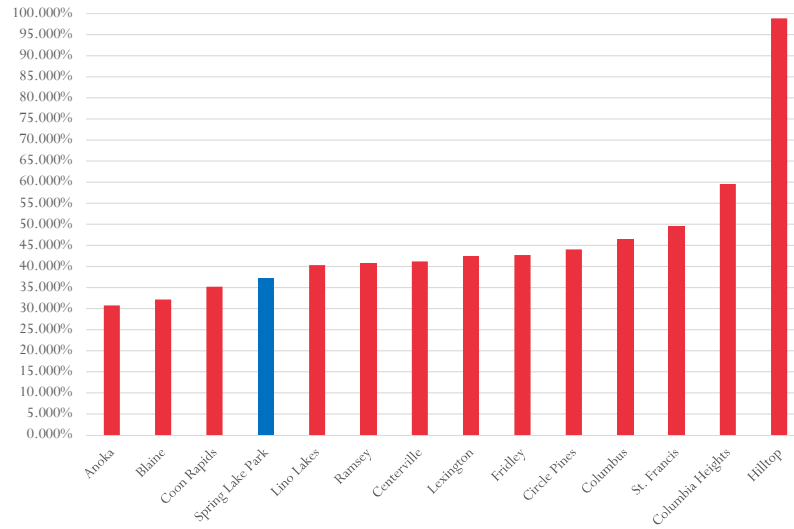
## 2023 Budget Highlights

- Proposed 2023 Levy is \$3,965,047, an increase of 4.99%
  - General Government levy increase is 10.4%
  - Debt service levy decreased by 68.8%
- General Fund revenues are anticipated to increase by 4.17%
- Overall General Fund spending is set to increase by 4.17%
- City's tax rate will decrease from 47.885% in 2022 to 37.253% in 2023

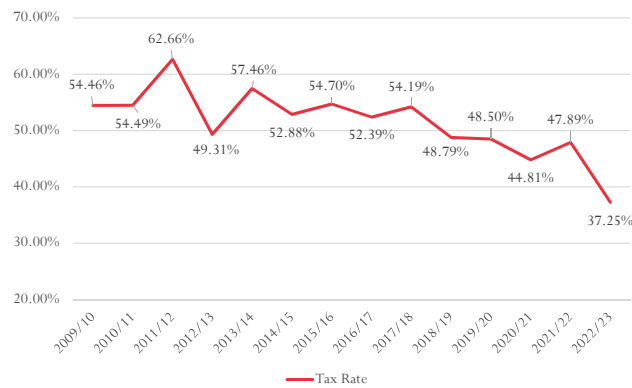
## 2023 Budget Highlights

- City is self-financing capital equipment needs, allowing money previously allocated for bond issuance costs and interest payments to fund equipment needs instead.
- No change in staffing levels
- Budget addresses inflationary increases such as salaries, benefits, fuel, increases in temporary salary ranges, printing and publication costs, and workers compensation insurance
- Budget sets aside funds for Ash tree removals due to the Emerald Ash Borer epidemic.

### Proposed 2023 Tax Rates for Select Anoka County Cities



### Spring Lake Park Historical Tax Rate



## Revenue Detail

Revenue by Category	2022 Budget	2023 Budget	% Chg.
Property Taxes	\$ 3,520,702.00	\$ 3,685,047.00	4.67%
Intergovernmental Revenue (LGA, PERA Aid, Court Fines)	\$ 694,424.00	\$ 725,157.00	4.43%
Permits and Licenses (Liquor, Sign, Bldg, Rental, etc)	\$ 155,462.00	\$ 154,422.00	(0.67%)
Charges for Current Services (Zoning Fees, Gambling Tax, Alarm Calls, Rental Housing)	\$ 192,220.00	\$ 194,324.00	1.09%
Miscellaneous Revenues (Ins. Dividends, Admin Fines, Liaison Officer Contract)	\$ 128,034.00	\$ 131,615.00	2.80%
Interfund Transfers (Liquor, Public Utilities, Recycling)	\$ 147,230.00	\$ 149,342.00	1.43%
<b>TOTAL</b>	<b>\$ 4,838,072.00</b>	<b>\$ 5,039,907.00</b>	<b>4.17%</b>

## Expenditure Detail

Expenditure by Department	2022 Budget	2023 Budget	% Chg.
General Government	\$ 795,850.00	\$ 812,612.00	2.11%
Police Department	\$ 2,008,390.00	\$ 2,132,741.00	6.19%
Fire Protection	\$ 301,535.00	\$ 314,095.00	4.17%
Code Enforcement	\$ 281,204.00	\$ 296,962.00	5.60%
Streets	\$ 280,503.00	\$ 306,364.00	9.22%
Recreation	\$ 391,831.00	\$ 425,389.00	8.56%
Parks	\$ 365,762.00	\$ 381,944.00	4.42%
Legal	\$ 122,500.00	\$ 122,500.00	0.00%
Miscellaneous	\$ 290,500.00	\$ 247,300.00	(14.87%)
<b>TOTAL</b>	<b>\$ 4,838,075.00</b>	<b>\$ 5,039,907.00</b>	<b>4.17%</b>

## What Do You Get for Your Spring Lake Park Tax Dollar?



A \$284,000 home generates \$1,057.90 in annual City property taxes: This comes to \$88.16 per month for 2023.

### What do you receive for \$88.16/month?

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> 24 hour Police Protection     | <input checked="" type="checkbox"/> Code Enforcement      | <input checked="" type="checkbox"/> City Governance      |
| <input checked="" type="checkbox"/> 24 hour Fire Protection       | <input checked="" type="checkbox"/> Zoning Service        | <input checked="" type="checkbox"/> Building Inspections |
| <input checked="" type="checkbox"/> Criminal Prosecution          | <input checked="" type="checkbox"/> Recreation Programs   | <input checked="" type="checkbox"/> Elections            |
| <input checked="" type="checkbox"/> Snow/Ice Removal              | <input checked="" type="checkbox"/> Well Groomed Parks    | <input checked="" type="checkbox"/> Animal Control       |
| <input checked="" type="checkbox"/> Tree Trimming                 | <input checked="" type="checkbox"/> Staffed Skating Rinks | <input checked="" type="checkbox"/> And More...          |
| <input checked="" type="checkbox"/> Paved/Maintained City Streets | <input checked="" type="checkbox"/> Trails and Sidewalks  |  |

## 2023 Property Tax Levy

Revenue by Category	2021 Budget	2022 Budget	% Chg.
General Operations	\$3,520,702.00	\$3,885,625.00	10.36%
Debt Service	\$ 256,542.00	\$ 80,000.00	(68.82%)
<b>TOTAL</b>	<b>\$3,777,244.00</b>	<b>\$3,965,625.00</b>	<b>4.99%</b>

Questions?



*Thank You For Attending!*



# Memorandum

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

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

**Date:** November 30, 2022

**Subject:** 2023 Fee Schedule

Staff is presenting the 2023 Fee Schedule for adoption by the City Council.

Staff is proposing several minor changes to the fee schedule.

- **Section 9.** The application fee for a Conditional Use Permit (CUP) in the R-1 Zoning District has increased from \$100.00 to \$150.00.
- **Section 9.** Established Interim Use Permit (IUP) fees for R-1 District (\$150.00 plus \$300.00 escrow) and all other districts (\$500.00 plus \$1,500.00 escrow); the same as CUP application fees
- **Section 9.** Increased variance application fee for R-1 districts from \$150.00 to \$200.00. Escrow fee remains the same.
- **Section 9.** Increase the Park Dedication Fee from \$2,275 to \$2,472 per unit to match the 8.7% increase in the Construction Cost Index.
- **Section 10.** Updated Credit Card Transaction Fees to match actual processing costs. The City will likely be changing providers when the new accounting software comes online and the online services are implemented. This change saves the City from making an amendment mid-year.
- **Section 13.** Added the edible cannabinoid products license fee to the fee schedule.
- **Section 15.** Increased water availability charge from \$1,350 to \$1,467 per unit to match the 8.7% increase in the Construction Cost Index.
- **Section 15.** Increased SAC administrative fee from \$300 to \$326 per unit to match the 8.7% increase in the Construction Cost Index.
- **Section 15.** Increased recycling fee from \$12.96/quarter to \$13.60/quarter to reflect increased costs for new 5-year recycling contract.

The remaining fees from 2022 will continue into 2023.

A public hearing on the proposed 2023 fee schedule has been properly noticed for 7:00pm (or as soon thereafter) on Monday, December 5, 2022 to obtain public input. After the public hearing, staff asks the City Council to approve the proposed fee schedule ordinance.

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

# CITY OF SPRING LAKE PARK

## ~~2022~~2023 FEE SCHEDULE

### 1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$31.00
\$501 to \$2,000	\$31.00 for the first \$500 plus \$4 for each additional \$100 in value or fraction thereof
\$2,001 to \$25,000	\$79.44 for the first \$2,000 plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

### 2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

### 3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$75.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

#### 4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

#### 5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

## 6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

## 7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction -- new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy -- Escrow	\$500.00 -- Residential \$1,000.00 -- Commercial	§12.12
Demolition --Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		

Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

## 8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$60.00	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$60.00/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$60.00	§12.04
No Show Fee	\$60.00	§12.04

Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

## 9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	<del>\$100.00</del> <u>\$150.00</u> plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
<u>Interim Use Permit (IUP): R-1 District</u>	<u>\$150.00 plus \$300.00 Escrow</u>	<u>§16.58</u>
<u>Interim Use Permit (IUP): All other districts</u>	<u>\$500.00 plus \$1,500.00 Escrow</u>	<u>§16.58</u>
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	<del>\$2,275.00</del> <u>\$2,472.00</u> per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	<del>\$150.00</del> <u>\$200.00</u> plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

## 10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$ .25 per sheet (8½ x 11; b/w) \$ .50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	<del>\$0.35 + 3.00% of utility bill balance</del> <u>Actual cost</u> <del>\$1.50 per Transaction</del> <u>Actual cost</u> <del>\$3.00 or 2.65% of transaction, whichever is greater</del> <u>Actual cost</u>	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

## 11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 <sup>st</sup> – 3 <sup>rd</sup> No Charge; 4 <sup>th</sup> + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 <sup>st</sup> – 2 <sup>nd</sup> No Charge 3 <sup>rd</sup> - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

## 12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 <sup>st</sup> offense \$100.00 - 2 <sup>nd</sup> offense \$200.00 - 3 <sup>rd</sup> offense \$300.00 - 4 <sup>th</sup> and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 <sup>st</sup> offense, \$75.00 for 2 <sup>nd</sup> offense \$100.00 for 3 <sup>rd</sup> + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tabs Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

### 13. Licenses (All licenses subject to a 10% late fee where applicable.)

#### A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
<u>Edible Cannabinoid Products</u>	<u>\$500.00/year</u>	<u>§11.48</u>

Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 <sup>st</sup> Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
<b>Pawn Shops</b>		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
<b>Peddlers / Transient Merchants</b>		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
<b>Therapeutic Massage</b>		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

## B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr & Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010

Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

### C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$10.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$100.00/yr	
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 <sup>st</sup> offense - \$50.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 <sup>nd</sup> offense - \$100.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 <sup>rd</sup> offense - \$150.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 <sup>th</sup> and subsequent offense - \$300.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

### D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 <sup>nd</sup> inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 <sup>st</sup> year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

### E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

## 14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
Field/Court Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 per Hour (taxable)	
Athletic Field Use by Youth Sports Teams	<del>\$10.12.00</del> per rostered player per sports season (taxable)	

## 15. WATER, SEWER, STREET AND OTHER FEES

### A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	<del>\$1,350.00</del> <u>\$1,467.00</u> /Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	5/8" meter - \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 <sup>st</sup> est. – \$25.00, 2 <sup>nd</sup> est. - \$50.00, 3 <sup>rd</sup> and subsequent est. - \$75.00	<u>§5.04</u>
Disconnect Tag Fee	\$25.00	<u>§5.04</u>

**B. Sewer**

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	<del>\$300.00</del> <u>\$326.00</u> /Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

**C. Street**

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

**D. Miscellaneous**

Item	Fee	Reference
Municipal Street Light	\$17.20/year per water connection	§9.32.010
Recycling Fee	<del>\$13.60</del> <u>\$12.96</u> /quarter per residential unit	§5.08
Storm Water Utility Fee	\$6.00/quarter per REF	§5.16



# Memorandum

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

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

**Date:** November 30, 2022

**Subject:** City Code Review – Chapters 1 & 3

The Spring Lake Park City Code is in need of updates due to a variety of reasons, including changes in State Law, changes in procedures, and out of date language. Staff has reviewed Chapters 1 and 3 of the City Code and is presenting the proposed changes to the City Council for its review.

- Section 1.04.010 is updated to express how we now reference the City Code throughout the book as a result of last year's codification.
- Section 1.04.020 is updated to add clarification of and/or conjunction to add flexibility in interpretation of the Code.
- Updated definition of PERSON in the definition section (Section 1.04.050)
- Section 1.04.200 is updated to bring language into conformance with State Law.
- Updated Section 3.04.010 to further define special meetings and add language relating to emergency meetings, update language regarding the minutes as the official record of the city, update order of business on the City Council agenda to match current practice, and updated committees and appointments to match current assignments.
- Section 3.04.030 is updated the change reference to Public Examiner to Office of the State Auditor.
- Repealed Section 3.08.030 of the City Code related to the International Code Board of Appeals. The City Council never established the Board. The City has not had an appeal of a determination made by the Building Official since this language was adopted. Staff proposes referring any appeals to the State's Board of Appeals instead.
- Updated Section 3.12.030 to match current practice as the Emergency Management Director is currently co-held by the Police Chief and the Fire Chief.
- Repealed Section 3.16.010 regarding voter registration as this topic is addressed under M.S. § 201 and M.R. Ch. 8200.
- Updated Section 3.16.020 to match current practice and align process with State Law.
- Repealed Section 3.16.040 regarding Employment Background Checks and replaced with updated language to authorize background information for employment and applicants for City licenses.
- Updated Section 3.16.050 to permit flexibility for the Recreation Department to choose to include credit card processing fees as part of the recreation program fee or as a separate convenience fee.

- Updated Section 3.20.010 to bring the City Code into conformance with current practice of hiring an outside person to serve as the Hearing Officer for administrative penalty appeals. Under current code, hearing officer responsibilities are delegated to the Administrator, Clerk/Treasurer. The current arrangement creates an inherent conflict of interest as the Administrative Offense process is under the direction of the Administrator, Clerk/Treasurer.
- Repeals Section 3.20.020(A) as this is addressed with the appointment of an outside person to serve as the hearing officer.
- Repeal Section 3.24 as they are no longer necessary.
- Repeal Section 11.52 as this was now included in Section 3.16.040 of the City Code.
- Add Section 3.08.030 to add Planning Commission to the Commissions. The proposed code references existing language in SLPC 16.60.010. When we complete the Zoning Code review, we will move the Planning Commission out of Chapter 16 and move it to Chapter 3.

The City Council discussed this at its November 14 work session and recommended approval at the December 5 meeting.

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

**SPRING LAKE PARK  
ORDINANCE 484**

**AN ORDINANCE AMENDING SPRING LAKE PARK CITY CODE CHAPTER 1  
RELATING TO GENERAL PROVISIONS AND CHAPTER 3 RELATING TO  
ADMINISTRATION**

**NOW THEREFORE**, be it ordained by the Council of the Spring Lake Park, in the State of Minnesota, as follows:

**SECTION 1:**        **AMENDMENT** “1.04.010 Title Of Code” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

**1.04.010 Title Of Code**

- A. All ordinances of a permanent and general nature of the city, as revised, codified, rearranged, renumbered, and consolidated into component codes, titles, chapters, and sections, shall be known and designated as Spring Lake Park Code or "SLPC" as an acronym~~the “city code,”~~ for which designation “code of ordinances,” “codified ordinances,” or “code” may be substituted. Code title, chapter, and section headings do not constitute any part of the law as contained in the code.
- B. All references to codes, titles, chapters, and sections are to the components of the code unless otherwise specified. Any component code may be referred to and cited by its name, such as the “Traffic Code.” Sections may be referred to and cited by the designation “SLPC§” followed by the number, such as “SLPC 1.01.010~~§ 10.01.~~” Headings and captions used in this code other than the title, chapter, and section numbers are employed for reference purposes only and shall not be deemed a part of the text of any section.

**SECTION 2:**        **AMENDMENT** “1.04.020 Rules Of Interpretation” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

**A M E N D M E N T**

**1.04.020 Rules Of Interpretation**

- A. *Generally.* Unless otherwise provided herein, or by law or implication required, the same rules of construction, definition, and application shall govern the interpretation of this code as those governing the interpretation of state law.

B. *Specific rules of interpretation.* The construction of all ordinances of this city shall be by the following rules, unless that construction is plainly repugnant to the intent of the legislative body or of the context of the same ordinance.

1. *Acts by assistants.* When a statute, code provision, or ordinance requires an act to be done which, by law, an agent or deputy as well may do as the principal, that requisition shall be satisfied by the performance of the act by an authorized agent or deputy.
2. *Gender; singular and plural; tenses.* Words denoting the masculine gender shall be deemed to include the feminine and neuter genders; words in the singular shall include the plural, and words in the plural shall include the singular; the use of a verb in the present tense shall include the future, if applicable.
3. *General term.* A general term following specific enumeration of terms is not to be limited to the class enumerated unless expressly so limited.
4. AND or OR. Either conjunction shall include the other as if written "and/or," whenever the context requires.

**SECTION 3:            AMENDMENT** “1.04.050 Definitions - General Provisions”  
of the Spring Lake Park Municipal Code is hereby *amended* as follows:

#### A M E N D M E N T

##### 1.04.050 Definitions - General Provisions

- A. *General rule.* Words and phrases shall be taken in their plain, or ordinary and usual sense. However, technical words and phrases having a peculiar and appropriate meaning in law shall be understood according to their technical import.
- B. *Definitions.* For the purpose of this code, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- CITY.** The area within the corporate boundaries of the City of Spring Lake Park, Minnesota, as presently established or as amended by ordinance, annexation, or other legal actions at a future time. The term **CITY** when used in this code may also be used to refer to the City Council and its authorized representatives.
- CODE, THIS CODE, or THIS CODE OF ORDINANCES.** This city code as modified by amendment, revision, and adoption of new titles, chapters, or sections.
- COUNTY.** Anoka County and Ramsey County, Minnesota, in which the city is located.
- MAY.** The act referred to is permissive.
- MONTH.** A calendar month.
- OATH.** An affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in those cases the words **SWEAR** and **SWORN** shall be equivalent to the words **AFFIRM** and **AFFIRMED**. All terms shall mean a pledge taken by the person and administered by an individual authorized by state law.

**OFFICER, OFFICE, EMPLOYEE, COMMISSION, or DEPARTMENT.** An officer, office, employee, commission, or department of this city unless the context clearly requires otherwise.

**PERSON.** Extends to and includes an individual, person, persons, firm, organization, club, corporation, co-partnership, trustee, lessee, or receiver. Whenever used in any clause prescribing and imposing a penalty, the terms **PERSON** or **WHOEVER** as applied to any unincorporated entity shall mean the partners or members thereof, and as applied to corporations, the officers or agents thereof.

**PRECEDING or FOLLOWING.** Next before or next after, respectively.

**SHALL.** The act referred to is mandatory.

**SIGNATURE or SUBSCRIPTION.** Includes a mark when the person cannot write.

**STATE.** The State of Minnesota.

**SUBCHAPTER.** A division of a chapter, designated in this code by a heading in the chapter analysis and a capitalized heading in the body of the chapter, setting apart a group of sections related by the subject matter of the heading. Not all chapters have SUBCHAPTERS.

**WRITTEN.** Any representation of words, letters, or figures, whether by printing or otherwise.

**YEAR.** A calendar year, unless otherwise expressed.

**SECTION 4:            AMENDMENT “1.04.200 General Penalty” of the Spring Lake Park Municipal Code is hereby *amended* as follows:**

#### AMENDMENT

##### 1.04.200 General Penalty

- A. Any person, firm, or corporation who violates any provision of this code for which another penalty is not specifically provided shall, upon conviction, be guilty of a misdemeanor. The penalty which may be imposed for any crime which is a misdemeanor under this code, including Minnesota Statutes specifically adopted by reference, shall be a sentence of not more than 90 days or a fine of not more than \$1,000, or both.
- B. Any person, firm, or corporation who violates any provision of this code, including Minnesota Statutes specifically adopted by reference, which is designated to be a petty misdemeanor shall, upon conviction, be guilty of a petty misdemeanor. The penalty which may be imposed for any petty offense which is a petty misdemeanor shall be a sentence of a fine of not more than \$300.
- C. Pursuant to M.S. § 631.48, as it may be amended from time to time, in either the case of a misdemeanor ~~or a petty misdemeanor~~, the costs of prosecution may be added. A separate offense shall be deemed committed upon each day during which a violation occurs or continues.
- D. The failure of any officer or employee of the city to perform any official duty imposed

by this code shall not subject the officer or employee to the penalty imposed for a violation.

**SECTION 5:**        **AMENDMENT** “3.04.010 City Council” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

## AMENDMENT

### 3.04.010 City Council

- A. *Initial Meeting; Organization.* At the first regular Council meeting of January of each year, the Council shall:
1. Designate the depositories of city funds;
  2. Designate the official newspaper;
  3. Choose an Acting Mayor from the Councilmembers, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the office of Mayor, until a successor has been appointed and qualifies;
  4. Appoint officers and employees and members of boards, commissions, and committees as may be necessary; and
  5. The following appointment procedure will be used when there are multiple positions available with more candidates than positions:
    - a. Nominations will be accepted by the Mayor from any Councilmember;
    - b. Nominations will optionally be presented by the Mayor;
    - c. Nominations from the floor will be accepted;
    - d. Any written nominations will be honored;
    - e. Brief supporting statements will be allowed if desired;
    - f. The ~~Council Secretary~~ Administrator, Clerk/Treasurer will prepare the following chart on the board:

Councilmember Voting	Candidate A	Candidate B	Candidate C	Candidate D	Candidate (as needed)
Mayor					
Councilmember A					
Councilmember B					
Councilmember C					
Councilmember D					

- g. Each Councilmember and the Mayor will be asked to rank, on paper, his or her choice for the appointment. If there are three positions open, the first choice would get five points; if there are two positions open, the first choice would get four points; and if there is only one position open, the first choice would get three points. Everyone would then give his or her second choice one less point, third choice one less point, fourth choice one less point, and fifth choice one less point. If, for example, there are five candidates and two openings, everyone must give one candidate a four, one a three, one a two, and one a one;
- h. The Administrator, Clerk/Treasurer will collect the ballots and record the totals on the board; and
- i. The accumulation of the five votes will determine the appointee. Ties, when they are significant, will be broken by lot.

**B. Regular And Special Meetings.**

1. *Regular meetings.* Regular meetings of the City Council shall be held on the first and third Monday of each calendar month at 7:00 p.m. Any regular meeting falling upon a holiday shall be held on the next following business day at the same time and place. All meetings, including special and adjourned Council meetings, shall be held in the Community Center, 1301 81st Avenue NE, unless specially called for another location.
2. *Special meetings.* The Mayor or any two members of the Council may call a special meeting of the Council upon at least 24 hours written notice to each member of the Council. This notice shall be delivered personally to each member or shall be left at his or her usual place of residence with some responsible person. Pursuant to M.S. Ch. 13D, as it may be amended from time to time, written notice of any special meeting shall be posted giving the date, time, place and purpose of the meeting at least three days before the meeting. Written notice shall be mailed at least three days before the meeting to anyone who has filed a written request for notice of special meetings. In calculating the three days, if the last day falls on a Saturday, Sunday or legal

holiday, the next regular business day shall be counted as the third day.~~Similar notice shall be given to the official publications of the city and posted at the Community Center.~~

3. Emergency meetings. Notice of emergency meetings shall be given as required by M.S. Ch. 13D, as it may be amended from time to time. An emergency meeting is a meeting defined by M.S. Ch. 13D, as it may be amended from time to time.
4. *Public meetings.* All Council meetings, including special and adjourned Council meetings and meetings of Council committees, shall be conducted in accordance with the Minnesota Open Meeting Law, M.S. Ch. 13D, as it may be amended from time to time~~open to the public.~~

C. *Presiding Officer.*

1. *Who presides.* The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the Administrator, Clerk/Treasurer shall call the meeting to order and shall preside until the Councilmembers present at the meeting choose one of their number to act temporarily as presiding officer.
2. *Procedure.* The presiding officer shall preserve order, enforce the rules of procedure herein prescribed, and determine, subject to the final decision of the Council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the Council shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
3. *Appeal.* Any member may appeal to the Council from a ruling of the presiding officer. The appeal shall be sustained if it is approved by a majority of the members present, including the presiding officer.
4. *Rights of presiding officer.* The presiding officer may make motions or speak on any question except that on demand of any Councilmember, he or she shall vacate the chair and designate a Councilmember to preside temporarily.
5. *Variations from Robert's Rules of Order, Newly Revised.*
  - a. Motions will not need a second.
  - b. Any motion may be debated; debate may be limited by a successful motion to limit.

D. *Minutes.*

1. *Who keeps.* Minutes of each Council meeting shall be kept by the City Administrator, Clerk/Treasurer or, in his or her absence, by the Deputy City Clerk. In the absence of both, the presiding officer shall appoint a secretary pro tem. Ordinances, resolutions, and claims need not be recorded in full in the minutes if they appear in other permanent records of the Administrator, Clerk/Treasurer and can be accurately identified from the description given in the minutes.
2. *Approval.* The minutes of each meeting shall be reduced to typewritten form, shall be signed by the Administrator, Clerk/Treasurer, and copies thereof shall be delivered to each Councilmember as soon as practicable after the meeting. At the next regular Council meeting following that delivery, approval of the minutes shall be considered by the Council. The minutes need not be read

aloud, but the presiding officer shall call for any additions or corrections. If there is no objection to a proposed addition or correction, it may be made without a vote of the Council. If there is an objection, the Council shall vote upon the addition or correction. If there are no additions or corrections, the minutes shall stand approved.

3. *Official record.* The minutes of the City Council, once approved as provided in Paragraph ~~D.2B~~, shall constitute the official record of the city. Following official approval of the minutes, any audio or video recordings~~tapes or videos~~ of the meeting may be disposed of per the General Records Retention Schedule as adopted by the City Council~~erased at the discretion of the Administrator, Clerk/Treasurer.~~

E. *Order Of Business; Agenda.*

1. *Order of business established.* Each meeting of the Council shall convene at the time and place appointed therefor. Council business shall be conducted in the following order:
  - a. Call to order;
  - b. Roll call;
  - c. Pledge of Allegiance;
  - d. Consent Agenda (includes routine, non-controversial items e.g. minutes, claims, disbursement/budget to date, licenses, and the like);
  - e. Public hearings;
  - f. Discussion from the floor ~~(citizens only);~~
  - g. Presentations (proclamations and resolutions received from/given to the city, City Council, staff, and the like);
  - h. ~~Police report; public works report; code enforcement report; liquor store report; parks and recreation report~~Department reports (police, public works, code enforcement, recreation);
  - i. ~~Items relating to police; public works; code enforcement; liquor store or parks and recreation report;~~
  - j. ~~Public hearings (if needed);~~
  - k. ~~Petitions, requests, and communications;~~
  - l. Ordinances and resolutions;
  - m. Unfinished business;
  - n. New business;
  - o. Engineering report;
  - p. Attorney's report;
  - q. Reports;
  - r. ~~Other~~Miscellaneous; and
  - s. Adjournment.
2. *Varying order.* The order of business may be varied by the presiding officer, but all public hearings shall be held at the time specified in the notice of hearing.
3. *Agenda.* An agenda of business for each regular meeting shall be prepared and filed in the office of the Administrator, Clerk/Treasurer, not later than three

days before the meeting. The agenda shall be prepared in accordance with the order of business, and copies thereof shall be delivered to each Councilmember and to the official newspaper and others who may request it as far in advance of the meeting as time for preparation will permit. If any member of the Council who is present objects, an item of business shall not be added to the agenda for the meeting.

**F. *Quorum And Voting***

1. *Quorum.* At all Council meetings a majority of all the Councilmembers shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time.
2. *Voting.* The votes of the members on any question may be taken in any manner which signifies the intention of the individual members, and the votes of the members on any action taken shall be recorded in the minutes. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. If any member is present but does not vote, the minutes as to his or her name shall be marked "present -- not voting."
3. *Votes required.* A majority vote of all members of the Council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a majority vote of a quorum shall prevail in all other cases.
4. *Roll call vote.* When a roll call is requested by the presiding officer, it will be called in the following order:
  - a. Non-presiding Councilmembers in order of seniority (most senior first, newest last); and
  - b. Presiding officer.

**G. *Ordinances, Resolutions, Motions, And Petitions.***

1. *Readings.* Every ordinance shall be presented in writing. An ordinance or resolution need not be read in full unless a member of the Council requests such a reading.
2. *Signing and affidavit of publication.* Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the Administrator, Clerk/Treasurer, and filed by him or her in the ordinance or resolution book. Affidavits of publication of every ordinance shall be attached and filed with the ordinance.
3. *Motions and petitions.* Every motion shall be stated in full before it is submitted to a vote by the presiding officer and shall be recorded in the minutes. Every petition addressed to the Council shall be in writing and shall be read in full upon presentation to the Council unless the Council dispenses with the reading. Each petition shall be recorded in the minutes by title and filed with the minutes of the Administrator, Clerk/Treasurer.

**Cross-reference:**

Ordinances which amend or supplement code, see SLPC 1.04.160

Repeal or modification of ordinance, see SLPC 1.04.150

**H. *Committees And Appointments.***

1. *Committees and appointments designated.* The following committees shall be appointed by the Council at the first regular Council meeting in January of each year. (“\*” indicates Mayoral appointment with Council approval.)

- a. Agent of Record;
- b. Attorney;
- c. Auditor;
- d. Engineer;
- e. Weed Inspector;
- f. \*Assistant Weed Inspector;
- g. Animal Control;
- h. Park and Playground Commission;
- i. Anoka County Joint Law Enforcement;
- j. ~~Liquor Commission;~~ Anoka County Fire Protection Council;
- k. ~~Variance Committee;~~
- l. Negotiations -- Police Patrol;
- m. ~~Negotiations -- Liquor;~~
- n. Negotiations — Police Sergeants;
- o. Negotiations -- Public Works;
- p. Administrator, Clerk/Treasurer;
- q. Police Chief;
- r. ~~Police Sergeant;~~
- s. Parks and Recreation Director;
- t. Public Works Director;
- u. ~~Director of Liquor Operations;~~
- v. Assessor;
- w. Building Official;
- x. Plumbing Inspector;
- y. Fire Marshal;
- z. Planning ~~and Zoning~~ Commission;
- aa. \*Emergency Management Director;
- ab. ~~\*Environmental Quality Commission;~~
- ac. North Metro Mayor's Association Board;
- ad. North Metro Cable Communications Commission; and
- ae. North Metro Cable Commission Operating Committee.

2. *Referral and reports.* Any matter brought before the Council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee appointed by him or her for a written report and recommendation before it is considered by the Council as a whole.

I. *Suspension Of Rules.*

- 1. These rules, except as they relate to quorum and voting, may be suspended by a three-fourths vote of the Council.
- 2. By unanimous consent, the Council may in an individual circumstance waive Robert’s Rules of Order.

**SECTION 6:**            **AMENDMENT** “3.04.030 City Officials” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

3.04.030 City Officials

- A. *Administrator, Clerk/Treasurer.* The offices of Clerk and Treasurer shall be combined into the office of Clerk/Treasurer. The office of Administrator shall be added and the new job title shall be Administrator, Clerk/Treasurer. The Administrator, Clerk/Treasurer shall be appointed by the City Council for an indefinite term.
- B. *Audit.* City financial affairs shall be audited by the ~~Public Examiner~~Office of the State Auditor or a public accountant in accordance with minimum auditing procedures prescribed by the Office of the State Auditor~~Public Examiner~~. The Council shall, at the first meeting each year, designate the Office of the State Auditor~~Public Examiner~~ or a public accountant to make the audit for the ensuing year.

**SECTION 7:**            **REPEAL** “3.08.030 International Code Board Of Appeals” of the Spring Lake Park Municipal Code is hereby *repealed* as follows:

REPEAL

~~3.08.030 International Code Board Of Appeals~~ (*Repealed*)

- A. *Establishment.* There is hereby established an International Code Board of Appeals (the Board) pursuant to Minn. Rules part 1300.0230.
- B. *Membership; Qualifications.* The Board shall consist of a minimum of three and a maximum of five members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the city. Members must live within the city limits of the city of Spring Lake Park. The Building Official shall be an ex-officio member of the Board but shall have no vote on any matter before the Board. Members shall be appointed by the Mayor with approval of the Council. Members shall be appointed for a term of three years and shall serve until a successor has been appointed. Regular terms shall commence on January 1. Initial terms shall be shortened or lengthened and thereby staggered so that there will be continuity of representation on the Board. Vacancies shall be filled by the Mayor with approval of the Council to fill any portion of an unexpired term. Members may be appointed to serve successive terms. Members shall serve without compensation.
- C. *Organization.* At the first meeting of each calendar year, the Board shall elect from its members a chair and a vice chair, each to serve throughout the year and until a successor is chosen. The Board shall follow the rules of the state and the city, provided that it may establish additional procedures and policies so long as they are not

inconsistent with any provision of state or local law. The city shall provide a secretary who shall attend all meetings of the Board, take minutes, and keep the records of the Board.

- D. *Meetings.* The Board shall hold an annual meeting in January each year, at which it shall select officers and review its obligations under this section. Otherwise the Board shall meet upon receipt of an appeal, or upon the call of the chair or any three members of the Board. Written notice of all meetings shall be given to the members by the secretary, setting forth the purpose of the meeting. All meetings shall be properly noticed and open to the public unless otherwise provided by state law. A majority of all members of the Board shall constitute a quorum to conduct business, but less than a quorum may adjourn from time to time.

E. *Powers And Duties.*

1. The Board shall fulfill duties imposed upon it by, and in accordance with, Minn. Rules, part 1300.0230.
2. The Board shall hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the building code. A decision on appeal shall be limited to:
  - a. Whether the true intent of the international code or the rules legally adopted hereunder has been incorrectly interpreted;
  - b. Whether the provisions of the building code do not fully apply; or
  - c. Whether an equally good or better form of construction is proposed.The Board shall have no authority to waive requirements of the international code.
3. The Board shall come to a decision within five working days of the completion of the hearing on an appeal. The Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the Building Official and to the State Building Official within five working days of the decision. The decision and findings of the Board shall be submitted to the State Building Official by first class mail, accompanied by a letter stating that if the State Building Official has concerns about the decision of the Board, the State Building Official is requested to so notify the local building official within ten days of the date of the letter to the State Building Official and to inform the local building official of how the State Building Official's concerns will be addressed.
4. The Board shall study and review new types of materials and methods of construction and the suitability of alternate materials and methods of construction as such issues arise in the context of an appeal.

F. *Appeals.*

1. *Limitation.* An application for appeal shall be based on a claim that the true intent of the international code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of the international code do not fully apply, or an equally good or better form of construction is proposed. An application shall explain how the appeal meets this limitation. The Board shall make an initial determination whether the appeal meets this limitation. An application which does not make such a claim shall not be heard by the Board.

2. *Filing.* Appeals to the Board shall be made by filing a written appeal with the Building Official within 30 days of the date of the order, decision, or determination being appealed, containing the following information.
  - a. A heading in the words: “Appeal to the International Code Board of Appeals.”
  - b. A caption reading: “Appeal of \_\_\_\_\_,” giving the name and year of the international code, the section, and names of all appellants participating in the appeal.
  - c. A brief statement setting forth the legal interest of each of the appellants in the property involved in the appeal.
  - d. A brief statement in ordinary and concise language of the specific order, decision or determination appealed from, the basis for the appeal as required by Paragraph A, and any material facts claimed to support the contentions of the appellant.
  - e. A brief statement in ordinary and concise language, of the relief sought and the reasons why it is claimed the protested order, decision or determination should be reversed, modified or otherwise set aside.
  - f. The signatures of all parties named as appellants and their official mailing addresses.
3. *Fee.* At the same time as an appeal is filed, the appellant shall pay a fee for the processing of the appeal in the amount established by the City Council by resolution from time to time.
4. *Scheduling of hearing.* The Building Official shall schedule a hearing within ten working days from the date of receipt of a properly completed application for appeal. If a hearing is not held within this time, the applicant may appeal directly to the State Building Code Appeals Board. The hearing may be continued as the Board deems necessary to gather the information needed to make a decision on the appeal but shall not be unnecessarily delayed. The appellant(s) and the Board may mutually agree in writing to postpone any deadlines provided by this paragraph.
5. *Notice of hearing.* Upon the filing of an appeal and the scheduling of a hearing, the Building Official shall give notice of the date, time and place of the hearing to the appellant and the Board. Written notice of the date, time and place of the hearing shall be given to the appellant at least five working days prior to the date of the hearing, either by causing a copy of such notice to be delivered to the appellant personally or by mailing a copy thereof by first class mail, postage prepaid, addressed to the appellant at the address shown on the appeal. If notice is sent by mail, three calendar days shall be added to the five working day notice requirement.
6. *Record of proceedings.* A record of the entire proceedings shall be made by tape recording or audio-video recording.
7. *Form of decision.* The Board shall render its decision and findings in writing, and serve its decision and findings as provided in Paragraph E,3.

*G. Final Interpretive Authority.*

1. Under state law, the State Building Official has final interpretive authority for

- all codes adopted as part of the building code except for the following.
- a. International Fire Code which is enforced by the state Fire Marshal and locally appealed through the Spring Lake Park, Blaine, Mounds View Fire Department.
  - b. International Properly Maintenance Code which is enforced by the local municipality.
  - c. Plumbing Code which is enforced by the Commissioner of Health.
  - d. Electrical Code which is enforced by the State Board of Electricity.
2. All requests for final interpretation must come from a local or state level building code board of appeals. The procedures for final interpretations by the State Building Official are as established in M.S. § 16B.63. In addition, if any person is aggrieved by the final decision of the local board of appeals and the decision is not rectified by the State Building Official following submission of the decision to the State Building Official, the person aggrieved may appeal to the Commissioner of Administration within 180 days of the decision, as provided by M.S. § 16B.67.

**SECTION 8:**        **AMENDMENT** “3.12.030 Establishment Of Emergency Management Organization” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### 3.12.030 Establishment Of Emergency Management Organization

There is hereby created within the city government an emergency management organization which shall be under the supervision and control of the City Emergency Management Director, called the “Director.” The Director shall be appointed by the Mayor with approval of the City Council for an indefinite term and may be removed by ~~him or her~~ the Council at any time. The Director shall serve with a salary as established by the City Council and shall be paid his or her necessary expenses. The Director shall have direct responsibility for the organization, administration, and operation of the emergency preparedness organization, subject to the direction and control of the ~~Mayor~~ Council. The emergency management organization shall conform to and be consistent with, where applicable, all state and federal requirements, including the National Incident Management System framework found at 44 CFR part 201, as may be amended from time to time.

**SECTION 9:**        **REPEAL** “3.16.010 Voter Registration” of the Spring Lake Park Municipal Code is hereby *repealed* as follows:

#### REPEAL

~~3.16.010 Voter Registration~~ (Repealed)

- ~~A. *System Established.* A permanent system of registration of voters is hereby established. M.S. Ch. 201, as it may be amended from time to time, is hereby expressly adopted.~~
- ~~B. *Voting; Registration Required.* No person shall be permitted to vote, hereafter, unless registered in accordance with the provisions of M.S. Ch. 201, as it may be amended from time to time.~~

**SECTION 10:            AMENDMENT** “3.16.020 Issuance Of Citations” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

AMENDMENT

3.16.020 ~~Issuance Of Citations~~Enforcement

- ~~A. *Employees Authorized To Issue Citations.* The following city employees and independent contractors performing services for the city may issue citations in lieu of arrest or continued detention for violation of this code:~~Any Licensed Peace Officer of the city's Police Department, or the County Sheriff, or any Deputy Sheriff shall have the authority to enforce any provision of this code.
- ~~B. *As permitted by M.S. § 626.862, as it may be amended from time to time, the Administrator, Clerk/Treasurer shall have the authority to administer and enforce this code. In addition, under that statutory authority, certain individuals designated within the code or by the Administrator, Clerk/Treasurer or City Council shall have the authority to administer and enforce the provisions specified. All and any person or persons designated may issue a citation in lieu of arrest or continued detention to enforce any provision of the code.*~~As permitted by M.S. § 626.862, as it may be amended from time to time, the Administrator, Clerk/Treasurer shall have the authority to administer and enforce this code. In addition, under that statutory authority, certain individuals designated within the code or by the Administrator, Clerk/Treasurer or City Council shall have the authority to administer and enforce the provisions specified. All and any person or persons designated may issue a citation in lieu of arrest or continued detention to enforce any provision of the code.
- ~~C. *The Administrator, Clerk/Treasurer and any other city official or employee designated by this code who has the responsibility to perform a duty under this code may with the permission of a licensee of a business or owner of any property or resident of a dwelling, or other person in control of any premises, inspect or otherwise enter any property to enforce compliance with this code.*~~The Administrator, Clerk/Treasurer and any other city official or employee designated by this code who has the responsibility to perform a duty under this code may with the permission of a licensee of a business or owner of any property or resident of a dwelling, or other person in control of any premises, inspect or otherwise enter any property to enforce compliance with this code.
- ~~D. *If the licensee, owner, resident, or other person in control of a premises objects to the inspection of or entrance to the property, the Administrator, Clerk/Treasurer, Peace Officer or any employee or official charged with the duty of enforcing the provisions of this code may, upon a showing that probable cause exists for the issuance of a valid search warrant from a court of competent jurisdiction, petition and obtain a search warrant before conducting the inspection or otherwise entering the property. This warrant shall be only to determine whether the provisions of this code enacted to protect the health, safety and welfare of the people are being complied with and to enforce these provisions only, and no criminal charges shall be made as a result of the warrant. No warrant shall be issued unless there is probable cause to issue the warrant. Probable cause occurs if the search is reasonable. Probable cause does not depend on*~~If the licensee, owner, resident, or other person in control of a premises objects to the inspection of or entrance to the property, the Administrator, Clerk/Treasurer, Peace Officer or any employee or official charged with the duty of enforcing the provisions of this code may, upon a showing that probable cause exists for the issuance of a valid search warrant from a court of competent jurisdiction, petition and obtain a search warrant before conducting the inspection or otherwise entering the property. This warrant shall be only to determine whether the provisions of this code enacted to protect the health, safety and welfare of the people are being complied with and to enforce these provisions only, and no criminal charges shall be made as a result of the warrant. No warrant shall be issued unless there is probable cause to issue the warrant. Probable cause occurs if the search is reasonable. Probable cause does not depend on

specific knowledge of the condition of a particular property.

- E. Every licensee, owner, resident or other person in control of property within the city shall permit at reasonable times inspections of or entrance to the property by the Administrator, Clerk/Treasurer or any other authorized city officer or employee only to determine whether the provisions of this code enacted to protect the health, safety and welfare of the people are being complied with and to enforce these provisions. Unreasonable refusal to permit the inspection of or entrance onto the property shall be grounds for termination of any and all permits, licenses or city service to the property. Mailed notice shall be given to the licensee, owner, resident or other person in control of the property, stating the grounds for termination, and the licensee, owner, resident or other person in control of the property shall be given an opportunity to appear before the Administrator, Clerk/Treasurer to object to the termination before it occurs, subject to appeal of the Administrator, Clerk/Treasurer's decision to the City Council at a regularly scheduled or special meeting.
- F. Nothing in this section shall be construed to limit the authority of the city to enter private property in urgent emergency situations where there is imminent danger in order to protect the public health, safety and welfare.

- ~~1. Full-time peace officers;~~
- ~~2. Building Inspector;~~
- ~~3. Fire Inspector; and~~
- ~~4. Animal Warden.~~

**Cross-reference:**

Administrative Offenses, see SLPC 3.20.

**SECTION 11:**            **REPEAL** “3.16.040 Employment Background Checks” of the Spring Lake Park Municipal Code is hereby *repealed* as follows:

**REPEAL**

~~3.16.040 Employment Background Checks (Repealed)~~

- ~~A. *Purpose.* The City Council finds it to be in the best interest of the public, and further finds that public safety and welfare concerns require that certain prospective employees and volunteers must be screened for criminal history prior to any possibility of employment or volunteer position with the city. The purpose and intent of this paragraph is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of employment background checks for the positions described in Paragraph B.~~
- ~~B. *Criminal History Background Investigations.*~~
- ~~1. The Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for all~~

regular part-time and full-time city employment, and for other positions involving work with children or vulnerable adults, unless the city's hiring authority concludes that a background investigation is not needed.

2. In conducting the criminal history background investigation, in order to screen employment applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official, or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the hiring authority, including the City Council, the City Administrator or other city staff involved in the hiring process.

C. *Procedure; Consent.* Before the investigation is undertaken, the applicant must authorize the Police Department, by written consent, to undertake the investigation. The written consent must fully comply with the provisions of M.S. Ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in M.S. § 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought, and the conviction is for a felony, gross misdemeanor or misdemeanor with a jail sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

1. The grounds and reasons for the denial;
2. The applicant complaint and grievance procedure set forth in M.S. § 364.06;
3. The earliest date the applicant may reapply for employment;
4. That all competent evidence of rehabilitation will be considered upon reapplication.

**SECTION 12:            ADOPTION “3.16.040 Background Information” of the**  
Spring Lake Park Municipal Code is hereby *added* as follows:

## ADOPTION

### 3.16.040 Background Information(*Added*)

#### A. Applicants for City employment.

1. Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of employment background checks for the positions described in Paragraph A,2 below.
2. Criminal history employment background investigations.
  - a. Pursuant to M.S. § 364.021 as it may be amended from time to time, with the exception of the applicants for employment listed in M.S. §

364.09, the city shall not inquire into or consider the criminal record or history of an applicant for public employment until the applicant has been selected for an interview by the city or, if there is not an interview, before a conditional offer of employment is made to the applicant.

b. The City Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following positions within the city, unless the city's hiring authority concludes that a background investigation is not needed:

- (1) Employment positions. All regular part-time or full-time employees of the City and other positions that work with children or vulnerable adults.
- (2) In conducting the criminal history background investigation in order to screen employment applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his/her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the hiring authority, including the City Council, the Administrator, Clerk/Treasurer or other city staff involved in the hiring process.

c. Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of M.S. Ch. 13, as it may be amended from time to time, regarding the collection, maintenance and use of the information. Except for positions set forth in M.S. § 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor for which a jail sentence may have been imposed. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in M.S. § 364.06, as it may be amended from time to time.
- (3) The earliest date the applicant may reapply for employment.
- (4) That all competent evidence of rehabilitation will be considered upon reapplication.

B. Applicants for City licenses.

1. Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of licensing background checks.
2. Criminal history license background investigations. The Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants and their employees for the following licenses or permits within the city:
  - a. Any applicants under Title 11 of this Code.
3. In conducting the criminal history background investigation in order to screen license or permit applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his/her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the licensing authority, including the City Council, the Administrator, Clerk/Treasurer or other City staff involved in the license approval process.
4. Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of M.S. Ch. 13, as it may be amended from time to time, regarding the collection, maintenance and use of the information. Except for the positions set forth in M.S. § 364.09, as it may be amended from time to time, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor for which a jail sentence may have been imposed. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:
  - a. The grounds and reasons for the denial.
  - b. The applicant complaint and grievance procedure set forth in M.S. § 364.06.
  - c. The earliest date the applicant may reapply for the license.
  - d. That all competent evidence of rehabilitation will be considered upon reapplication.

**SECTION 13:**            **AMENDMENT** “3.16.050 Acceptance Of Credit Card Payments” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

#### AMENDMENT

#### 3.16.050 Acceptance Of Credit Card Payments

- A. *Purpose.* The City Council finds it necessary for the convenience of its citizens to implement a program to accept credit card payments for various accounts due the city, such as but not limited to, utility payments, applications fees, permits fees, parks and recreation services, and administrative fines.
- B. *Implementation.* The City Council may enter into an agreement with a suitable vendor(s) for a software program to accept credit card payments and a suitable merchant(s) to process the payments. The Mayor and City Administrator are authorized to execute such documents and agreements as necessary to implement the program.
- C. *Fees.*
1. The city will incur certain fees for the use of credit cards and is authorized by state law to pass on to the customer a reasonable fee for the use of credit cards.
  2. The City Council is hereby authorized to establish service fees to be charged to the user for the use of credit cards to make payments for various accounts due the city for permits, fines and/or other administrative activities. These fees shall be included in the city's fee schedule and reviewed on an annual basis.
  3. Fees for the payment of recreation program charges ~~may~~shall be included in the program fees, with no additional service charge to the registrant.

**SECTION 14:**        **AMENDMENT** “3.20.010 General Provisions” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### 3.20.010 General Provisions

A. *Definitions; Violations.*

1. *Definitions.* For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ADMINISTRATIVE OFFENSE.** A violation of any section of this code when one performs an act prohibited, or fails to act when that failure is thereby prohibited; and subject to the penalties set forth in this code and the adopted schedule.

**CITY.** The City of Spring Lake Park.

**CITY CODES.** The City of Spring Lake Park code of ordinances.

2. *Violations.* Any person violating a section of this code, for which no other specific penalty is provided, shall be subject to the scheduled penalty, as a petty misdemeanor. Any person that continues to violate the same section of this code after initial offense and/or payment of penalty may be subject to an additional penalty fee as ~~often~~low as every 14 days such initial offense exists

and double penalty fee every 60 days such initial offense exists.

- B. *Notice.* Any member of the Police Department or any other person employed by the city with authority to enforce this code shall, upon determining that there has been a violation, notify the violator, or person responsible for the violation, or in the case of a vehicular violation attach to the vehicle notice of the violation; that notice setting forth the nature, date, time of the violation, the name of the official issuing the notice, and the amount of the scheduled initial penalty, and where applicable, any charges relating thereto.
- C. *Payment.* Once notice is given, the person responsible for the violation shall, within seven days of the time of issuance of the notice, pay full satisfaction of the stated violation schedule to the City Administrator, Clerk/Treasurer. The penalty may be paid in person or by mail and payment shall be admission of the violation. A late charge shall be imposed for each seven days the administrative ticket remains unpaid.
- D. *Hearing Officer.* The Administrator, Clerk/Treasurer shall appoint a qualified person to serve as the Hearing Officer. ~~, or his or her designee, is authorized to hear or determine a cause of controversy under this chapter.~~ The Hearing Officer is not a judicial officer but is a public officer as defined by M.S. § 609.415, as it may be amended from time to time, and is subject to Minnesota Statutes relating to public officers.
- E. *Hearing.* Any person aggrieved by this chapter may request, within seven days of the time of issuance of the notice, to be heard by the Hearing Officer, who shall hear and determine the grievance. The Hearing Officer shall have the authority to dismiss the violation for cause, or reduce or waive the penalty upon terms and conditions as can be agreed upon by the parties; however, reasons for dispositions of this type shall be stated in writing by the Hearing Officer. If the violation is sustained by the Hearing Officer, the violator shall pay satisfaction of the penalty or shall sign an agreement to pay upon terms and conditions as set forth by the Hearing Officer.
- F. *Failure To Pay.*
1. If a violator fails to pay the penalty imposed by this chapter, or as agreed upon following hearing before the Hearing Officer, the matter may be processed as a code violation through the Anoka or Ramsey County Court system.
  2. Alternatively, for property violations, pursuant to M.S. §§ 429.101 and 514.67 and any other applicable law, as they may be amended from time to time, a lien in the amount of the penalty and any accrued late charges may be assessed against the property on which the code offense occurred and collected in the same manner as taxes. Any such assessment shall not preclude the city from issuing additional citations for a continuing code offense, nor shall it preclude the city from making additional assessments against the same property resulting from a continuing or new code offense.
  3. The city may suspend or revoke a license or permit or other approval issued for a property associated with the code offense if the penalty and accrued late charges are not paid in a timely manner.
- G. *Disposition Of Penalties.* All penalties collected shall be paid over to the Administrator, Clerk/Treasurer. The Administrator, Clerk/Treasurer may receive negotiable instruments in payment of penalties as conditional payment and shall not be held accountable therefor. Receipt shall be issued for cash payments.

- H. *Powers And Duties Of Administrator, Clerk/Treasurer.* In addition to all other duties set forth in the code, the Administrator, Clerk/Treasurer may delegate and supervise the work of city employees implementing and administering this chapter. The Administrator, Clerk/Treasurer shall make and have custody of all records necessary and shall keep proper accounts of the proceeds received.
- I. *Penalty Schedule Adopted.* Penalties shall be imposed for violation of the scheduled administrative offenses according to a schedule duly established and adopted, from time to time, by ~~ordinance~~~~resolution of the City Council~~.

**SECTION 15:            AMENDMENT** “3.20.020 Implementation; Policies And Procedures” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

#### AMENDMENT

##### 3.20.020 Implementation; Policies And Procedures

~~A. *Hearing Officers; Appointment And Duties.*~~

- ~~1. The Administrator, Clerk/Treasurer shall act as a Hearing Officer or shall appoint at least four additional Hearing Officers as follows:~~
  - ~~a. Police Chief;~~
  - ~~b. Sergeant;~~
  - ~~c. Public Works Director; and~~
  - ~~d. Building Official.~~
- ~~2. These individuals shall be responsible as primary Hearing Officers for the following general subject matter offenses:~~
  - ~~a. Police Chief and Sergeant:~~
    - ~~(1) Traffic and parking;~~
    - ~~(2) Animals;~~
    - ~~(3) Snowmobiles;~~
    - ~~(4) Trespass;~~
    - ~~(5) Beer and alcohol in parks;~~
    - ~~(6) Fireworks;~~
    - ~~(7) Public nuisance; and~~
    - ~~(8) Water ban violations.~~
  - ~~b. Building Official:~~
    - ~~(1) Housing Code;~~
    - ~~(2) Construction; and~~
    - ~~(3) Building and Fire Code.~~
  - ~~c. Public Works Director:~~
    - ~~(1) Sewer and water;~~
    - ~~(2) Garbage and rubbish;~~
    - ~~(3) Signs;~~
    - ~~(4) Water ban violations;~~

- ~~(5) Streets and driveways; and~~
- ~~(6) Wetlands.~~
- ~~d. Administrator, Clerk/Treasurer:~~
  - ~~(1) Zoning;~~
  - ~~(2) Housing Code;~~
  - ~~(3) Subdivision regulations; and~~
  - ~~(4) Regulated business activity.~~
- ~~3. The Administrator, Clerk/Treasurer may conduct hearings on all offenses when primary Hearing Officers are unavailable.~~
- ~~4. The Hearing Officers shall meet from time to time as needed as a committee chaired by the Administrator, Clerk/Treasurer to discuss their duties as Hearing Officers and review individual cases to ensure equitability and consistency in their findings from time to time as needed.~~
- ~~5. In the absence of all of the appointed Hearing Officers, the Administrator, Clerk/Treasurer may appoint a temporary Hearing Officer.~~
- B. *Payments; Receipt.* Only those municipal personnel authorized by the Administrator, Clerk/Treasurer to receipt monies may receive payment of penalties and provide receipt to the person responsible for the violation.
- C. *Records Management.* Each municipal department having authority to enforce SLPC 3.20.010 Paragraph A shall maintain the office copy of administrative offenses issued by members of the respective department until a hearing is conducted or penalty payment received. At that time the department shall turn over to the Hearing Officer or employee receiving payment the office copy. That copy shall be dated and stamped “paid” or shall include a notation regarding the determination of the hearing before it is turned over to the Administrator, Clerk/Treasurer’s office attached to the violator’s copy for filing and retention pursuant to the city’s records retention schedule as approved by the state.

**SECTION 16:            REPEAL “3.24 TAXATION” of the Spring Lake Park**  
Municipal Code is hereby *repealed* as follows:

## R E P E A L

### 3.24.010 Watershed Management Tax District

- A. *Purpose.* The purpose of this section is to establish a watershed management tax district and to authorize the city to levy a special tax on all taxable property within the watershed district or a sub-watershed district to pay for the capital costs and maintenance of the water management facilities within those districts pursuant to M.S. § 103B.245, as it may be amended from time to time.
- B. *District Established.* There is hereby established a watershed management tax district (“district”) within the portion of the city that encompasses the Stoney Brook Creek Watershed. The land to be included in the special tax district is described and shown in

the Watershed Management Tax District Exhibit, available for public inspection at the City Clerk's office during regular city business hours.

- C. *Authority To Tax.* The City Council is authorized to annually levy a tax on all taxable property within the district to recover the cost of capital improvements and maintenance of the water management facilities authorized by the capital improvements program, in accordance with M.S. § 103B.245, as it may be amended from time to time.

### 3.24.020 Collection Of Assessments For Ramsey County

A. *Purpose; Authority Of County Officers.*

1. *Reason for section.* The city deems it necessary to enact this section because the legislature of the state did, in 1969, enact Chapter 1095 whereby amendment was made to M.S. § 429.061(3), providing that the remaining balance of an assessment, if paid in advance of the regular scheduled procedure for payment, shall be paid to the municipal treasurer.
2. *Purpose.* This section is made for the purpose of authorizing county officers to collect remaining balances of assessments for improvements in order to afford property owners and other members of the public the convenience of making that payment in the same place and in the manner that they pay general taxes and installments of assessments.

- B. *Authority To Establish Payment Procedure.* Whenever any property owner or other person desires to pay the remaining unpaid installments of any assessment for improvement, the assessment roll of which has been certified to the Ramsey County Auditor for collection with general taxes, the Ramsey County Treasurer and the Ramsey County Auditor are hereby authorized to establish whatever procedure is necessary to make possible the payment of that balance to those county officials in lieu of paying same to the municipal treasurer as provided in M.S. § 429.061(3), 1967, as it may be amended from time to time. Those county officials are hereby designated as agents for the city to collect such assessments and the mechanics thereof shall be set up by the County Auditor, County Treasurer, and the City Administrator, Clerk/Treasurer so that the intent and purpose of this section is accomplished.

### ~~3.24 TAXATION~~ (Repealed)

#### ~~3.24.010 Watershed Management Tax District~~ (Repealed)

#### ~~3.24.020 Collection Of Assessments For Ramsey County~~ (Repealed)

**SECTION 17:            REPEAL “11.52 LICENSE BACKGROUND CHECKS” of the Spring Lake Park Municipal Code is hereby *repealed* as follows:**

**REPEAL**

#### 11.52.010 Purpose

The purpose and intent of this chapter is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non- criminal purposes of licensing background checks.

#### 11.52.020 Criminal History License Background Investigations

- A. The Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for the following licenses within the city:
1. Peddlers, solicitors and transient merchants;
  2. Tobacco or edible cannabinoid products;
  3. Intoxicating liquor;
  4. Wine and 3.2% malt;
  5. Liquor pawnbrokers;
  6. Second hand goods;
  7. Dealer vehicles for hire;
  8. Sauna;
  9. Massage services;
  10. Sexually oriented business;
  11. Lawful gambling premises;
  12. Permit bingo hall;
  13. Kennel license; and
  14. Used car dealership.
- B. *Conducting the criminal history background investigation.* In order to screen license applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the licensing authority, including the City Council, the City Administrator or other city staff involved in the license approval process.
- C. Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of M.S. Ch. 13, as it may be amended from time to time, regarding the collection, maintenance and use of the information. Except for the positions set forth in M.S. § 364.09, as it may be amended from time to time, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:
1. The ground and reasons for the denial;

2. The applicant compliant and grievance procedure set forth in M.S. § 364.06, as it may be amended from time to time;
3. The earliest date the applicant may reapply for the license; and
4. That all competent evidence of rehabilitation will be considered upon reapplication.

#### 11.52.030 Investigation Fee

Upon application, the potential licensee must pay an investigation fee which shall be set from time to time by Council resolution to cover the cost of the investigation.

#### ~~11.52 LICENSE BACKGROUND CHECKS~~ (Repealed)

##### ~~11.52.010 Purpose~~ (Repealed)

##### ~~11.52.020 Criminal History License Background Investigations~~ (Repealed)

##### ~~11.52.030 Investigation Fee~~ (Repealed)

**SECTION 18:            AMENDMENT** “3.08.020 Parks And Recreation Commission” of the Spring Lake Park Municipal Code is hereby *amended* as follows:

### AMENDMENT

#### 3.08.020 Parks And Recreation Commission

- A. *Establishment.* There is hereby established a Parks and Recreation Commission for the purpose of advising the Council on the operation of public recreation, parks, and playgrounds. The Parks and Recreation Commission is referred to herein as the “Commission.”
- B. *Composition.* There is hereby established a Parks and Recreation Commission for the purpose of advising the Council on the operation of public recreation, parks, and playgrounds. The Parks and Recreation Commission is referred to herein as the “Commission.”
- C. *Terms.* Appointment shall be made at the first regular January meeting of the City Council. Members shall be appointed for three-year terms, beginning January 1 and ending December 31 of the third year following. Initial appointment shall be as follows: three members appointed for terms of one year; three members appointed for terms of two years; and three members appointed for terms of three years. Members may serve for more than one term by reappointment by the Council.
- D. *Vacancies.* Commission members may resign voluntarily. Three consecutive, unexcused absences from duly called Commission meetings shall constitute automatic resignation from office. Replacements for vacancies shall be appointed by the City Council.

~~E. Compensation. Members of the Commission shall serve without compensation.~~

F. *Organization*

1. *Officers.* The Commission shall annually, at its first quarterly~~the February~~ meeting, elect one member to serve as chairperson, one member to serve as vice chairperson, and one member to serve as secretary.
2. *Responsibilities.*
  - a. The chairperson is responsible for the agenda, presiding at meetings, and making all reports and recommendations of the Commission to the City Council.
  - b. The vice chairperson is responsible for the chairperson's responsibilities when the chairperson is absent.
  - c. The secretary is responsible for the minutes of all meetings.
  - d. The Parks and Recreation Director and Council Commissioner are non-voting members.

G. *Procedures.* The proceedings of the Commission shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

H. *Presiding Chairperson.*

1. *Who presides.* The chairperson shall preside at all meetings of the Commission. In the absence of the chairperson, the vice chairperson shall preside. In the absence of both, the secretary shall call the meeting to order and shall preside until the Commission members present at the meeting have chosen one of their number to act temporarily as presiding chairperson.
2. *Rights of the presiding chairperson.* The presiding chairperson may make motions, or speak on any question, except that on demand of any Commission member, he or she shall vacate the chair and designate a Commission member to preside temporarily.

I. *Meetings.*

1. *Regular meetings.* The Commission shall hold a meeting at least quarterly~~at least one regular meeting each month~~ which shall be on the first Tuesday of January, April, July and October~~each month~~ at 6:00~~7:00~~ p.m. All meetings, including special meetings, shall be held at City Hall~~in the Community Center~~, 1301 81st Avenue NE, unless specially called for at another location.
2. *Special meetings.* The chairperson, Parks and Recreation Director, or Council Commissioner may call a special meeting upon at least ~~one~~three day's notice to each member of the Commission. Notice of a special meeting shall be posted at City Hall~~the Community Center~~ and shall be made in accordance with M.S. Ch. 13D.
3. *Public meetings.* All Commission meetings, including special meetings and meetings of Commission committees, shall be open to the public.

J. *Minutes And Reports.* The Commission shall keep a public record of all motions, resolutions, findings, minutes, and reports which shall be reduced in writing and a copy forwarded to the City Council. The Parks and Recreation Department shall maintain all records and minutes of the Commission.

K. *Order Of Business.*

1. *Order established.* Each meeting of the Commission shall convene at the time

and place appointed therefor. Commission business shall be conducted in the following order:

- a. Call to order;
- b. Roll call;
- c. Approval of minutes;
- d. Discussion from the floor;
- e. Commission member reports;
- f. Unfinished business;
- g. New business;
- h. Director's report;
- i. Council Commissioner's report;
- j. Other; and
- k. Adjournment.

2. *Varying order.* The order of business may be varied by the presiding chairperson.

3. *Agenda.* The agenda shall be prepared in accordance with the order of business. Copies thereof shall be given to each Commission member and posted in the Community Center as far in advance of the meeting as time for preparation will permit.

L. *Budget And Finance.* The Director shall furnish written budget-to-date reports to the Commission at ~~quarterly~~ monthly intervals for the purpose of budgeting, accounting, and reporting. The fiscal year of the Commission and the fund shall be from January 1 to December 31 of each year. The Commission must present, no later than August 1 of each year, an estimate in such detail as the Council shall require for its financial needs for the Parks and Recreation Department for the ensuing year.

M. *Duties And Functions.* The duties and functions of the Commission shall be as follows:

1. Serve in an advisory capacity to the City Council;
2. Maintain an interest in and an understanding of the functions and operations of the Parks and Recreation Department;
3. Endeavor to secure a full understanding of the city's needs and desires for parks and recreation facilities and be sensitive to the acceptance within the community of the current programs;
4. Convey to the Council its understanding of the community's sentiment regarding recreation and parks and submit recommendations to the Council on parks and recreation programs and policies;
5. Review conditions and adequacy of park property;
6. Provide hearings for groups or individuals regarding parks and recreation matters;
7. Keep informed and consider all financial aspects pertaining to parks and recreation;
8. Consider proper names for city park property;
9. Propose regulations for control of city park property to the Council;
10. Advise and assist architectural engineers on preparation of specific plans prior to their presentation to the Council for formal approval;

11. Represent the city at community functions where appropriate and approved by the Council;
12. Represent the city at meetings with other communities, county, or state boards of similar nature where appropriate and approved by the Council; and
13. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the Council.

**SECTION 19:**        **ADOPTION** “3.08.030 Planning Commission” of the Spring Lake Park Municipal Code is hereby *added* as follows:

### ADOPTION

3.08.030 Planning Commission(*Added*)

See SLPC 16.60.010.

PASSED AND ADOPTED BY THE SPRING LAKE PARK COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Councilmember Wendling	_____	_____	_____	_____
Councilmember Delfs	_____	_____	_____	_____
Councilmember Goodboe-Bisschoff	_____	_____	_____	_____
Councilmember Dircks	_____	_____	_____	_____
Mayor Nelson	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Robert Nelson, Mayor, Spring Lake Park

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator,  
Clerk/Treasurer, Spring Lake Park

## **CITY OF SPRING LAKE PARK**

### **RESOLUTION NO. 22-56**

#### **A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 484, AN ORDINANCE AMENDING SPRING LAKE PARK CITY CODE CHAPTER 1 RELATING TO GENERAL PROVISIONS AND CHAPTER 3 RELATING TO ADMINISTRATION**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 483 will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 484 is approved for publication:

“On December 5, 2022, the Spring Lake Park City Council approved Ordinance No. 484, entitled ‘An Ordinance Amending Spring Lake Park City Code Chapter 1 Relating to General Provisions and Chapter 3 Relating to Administration.

The following is a summary of Ordinance No. 484, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN, or for review on the City’s website, [www.slpmn.org](http://www.slpmn.org).

The Ordinance updates the general provisions of the code relating to the title of the code, rules of interpretation, definitions and general penalties. The Ordinance updates the administration chapter of the code to update the Code to match current practice and existing State Law regarding Council meetings and their operation. The Ordinance repeals language establishing an International Code Board of Appeals, updates language for emergency management and response, and repeals language associated with Voter Registration that is duplicative of State Law. The Ordinance establishes a new procedure for enforcement of the City Code and updates background check language to match State Law. The Ordinance amends who hears appeals to Administrative Offense citations issued in accordance with City Code. The Ordinance repeals the Taxation chapter of the Code as it is out of date and/or duplicative of State Law. The Ordinance updates language regarding the Parks and Recreation Commission and the Planning Commission.

The Ordinance takes effect after its final passage by the City Council and publication in the City’s newspaper of record.”

The foregoing Resolution was moved for adoption by Councilmember

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of December, 2022.

APPROVED BY:

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator

**ORDINANCE NO. 485**

**AN ORDINANCE ADOPTING THE FEE SCHEDULE FOR THE  
CITY OF SPRING LAKE PARK**

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

**Section 1.**     Adoption of Fee Schedule. The 2023 City Fee Schedule, as attached to this ordinance, is hereby adopted.

**Section 2.**     Effective Date of Ordinance. This ordinance shall be effective January 1, 2023 after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this 5th day of December, 2022.

APPROVED BY:

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

ATTEST:

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

# CITY OF SPRING LAKE PARK

## ~~2022~~2023 FEE SCHEDULE

### 1. PERMIT FEE - VALUATION TABLE

Valuation	Permit Fee
\$1 to \$500	\$31.00
\$501 to \$2,000	\$31.00 for the first \$500 plus \$4 for each additional \$100 in value or fraction thereof
\$2,001 to \$25,000	\$79.44 for the first \$2,000 plus \$16.34 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$445.38 for the first \$25,000 plus \$12.18 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$731.80 for the first \$50,000 plus \$8.80 for each additional \$1,000 or fraction thereof
\$101,001 to \$500,000	\$1,128.64 for the first \$100,000 plus \$7.24 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,671.86 for the first \$500,000 plus \$6.20 for each additional \$1,000 or fraction thereof.
\$1,000,001 and up	\$6,368.06 for the first \$1,000,000 plus \$5.16 for each additional \$1,000 or fraction thereof.

Pursuant to MN Rules Chapter 1300.0160, subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

### 2. ELECTRICAL

As established in the Minnesota State Board of Electricians, March 1, 1972 Edition of Laws and Regulations Licensing Electricians and Inspections of Electrical Installations as Amended.

### 3. RESIDENTIAL PERMIT FEES

Item	Fee
Maintenance Permit Fees (re-roof, re-side, re-door/garage door, re-window, if replacing existing opening)	Valuation based permit
Plumbing Permit Fees:	
Per Fixture Fee	\$75.00 plus \$9.00 per fixture after five (5) fixtures (includes each of any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher and/or refrigerator connections, water heater, whole-house humidifier, water softener, lawn irrigation system, shower, tub, sump pump, future rough-in fixture and water supply pipe replacement)
Lawn Irrigation System	\$60.00
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

Fire Suppression	Valuation based permit
Mechanical Permit Fees	
AC (only); Furnace (only); Air Exchanger; Sheet Metal/Duct Work; Gas Appliance (inc. Fireplace Insert) Gas, oil piping; Steam, hot water heating	\$40.00/unit; minimum fee \$75.00
Fire Place Masonry	Valuation based; building permit required
Fixture Maintenance (replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done)	\$60.00

#### 4. COMMERCIAL PERMIT FEES

Item	Fee
Plumbing	Valuation based; minimum fee \$95.00
Mechanical	Valuation based; minimum fee \$95.00
Gas line minimum (unless included with other mechanical work)	\$95.00
Irrigation system	Valuation based; minimum fee \$95.00
Fire Sprinkler Systems	Valuation based; building permit required
Fire Alarm Systems	Valuation based

#### 5. MISCELLANEOUS PERMIT FEES

Item	Fee	Reference
Billboards	\$250 per billboard side	§16.24.020
Temporary Signs	\$35.00 per side per 14 day period Maximum of 3 permits or six weeks per year	§16.24.020
Permanent Signs	\$75.00 for the first 40 square feet plus \$1.25 for each additional square feet thereafter	§16.24.020
Fire Alarm Systems	\$100.00	§9.08
Tank Installation (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Tank Removal (fuel, oil, gas, etc.)	Valuation based; no surcharge	§9.16
Temporary Structures (Tents < 200 sq. ft.)	\$50.00	§12.12
Moving Principal Structure	\$175.00 per building (plus \$1.00 surcharge)	§12.24
Moving Accessory Structure (400 sq. ft. or less)	\$25.00	§12.24
Moving Accessory Structure (< than 400 sq. ft.)	\$50.00 per building (plus \$1.00 surcharge)	§12.24

## 6. SURCHARGES

Building Surcharge: Unless otherwise stated, where the fee for the permit is based upon valuation, the surcharge is as follows:

Valuation of Work	Surcharge Computation
\$1,000,000 or less	.0005 x valuation
\$1,000,000 to \$2,000,000	\$500 + .0004 x (Value - \$1,000,000)
\$2,000,000 to \$3,000,000	\$900 + .0003 x (Value - \$2,000,000)
\$3,000,000 to \$4,000,000	\$1,200 + .0002 x (Value - \$3,000,000)
\$4,000,000 to \$5,000,000	\$1,400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1,500 + .00005 x (Value - \$5,000,000)
For fixed-fee permits	\$1.00 per permit (or .0005 of the permit fee if fee exceeds \$1,000).

## 7. BUILDING PERMIT RELATED FEES (COMMERCIAL AND RESIDENTIAL)

Item	Fee	Reference
Contractor Licenses	\$65.00 per Year State License	§12.08
Contractor's License Verification Fee	\$5.00 per Permit	§12.08
Investigation Fee	Equivalent to permit fee (when work commences without an approved permit)	§12.04
Plan Review Fee	65% of permit fee for residential and commercial projects	§12.04
Master Plan	When submittal documents for similar plans are approved, plan review fees shall not exceed 25% of normal building permit fee established and charged for same structure. Original structure plan review fee is 65% of permit fee	§12.04
Review of State Approved Plans	25% of the Plan Review required by the adopted fee schedule (for orientation to the plans)	§12.04
Plumbing Plan Review	State Fee Schedule	§12.04
Residential Site Inspection (required for all new construction -- new homes, detached garages, accessory structures)	\$60.00	§12.04
Commercial Site Inspection (required for all new construction -- new buildings and accessory structures)	\$90.00	§12.04
Fire Inspection Fee	\$75.00/hr.	§9.16
Certificate of Occupancy fee	\$200.00 Commercial/Industrial Business \$150.00 Residential	§12.12
Temporary Certificate of Occupancy -- Escrow	\$500.00 -- Residential \$1,000.00 -- Commercial	§12.12
Demolition --Commercial	Based on valuation; minimum \$250.00	§16.60
Demolition -- Residential	Based on valuation; minimum \$150.00	§16.60
Exterior Structures:		

Driveway	\$60.00	§12.52.040
Retaining Wall (under 4' in height)	\$60.00	§16.28.030
Retaining Wall (over 4' in height)	Based on valuation	§12.04
Fence (under 7' in height)	\$60.00	§16.28.030
Fence (over 7' in height)	Based on valuation	§12.04
Shed (under 200 square feet)	\$60.00	§16.20.070
Shed (over 200 square feet)	Based on valuation	§12.04
Seasonal Swimming Pools (over 24" and 5,000 gallons, installed entirely above grade and located in the same place in yard year after year)	\$80.00 (one time fee)	§12.04
Permanent and In-ground Swimming Pools	Based on valuation	§12.04
Pre-moved in single family dwelling	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Pre-moved in accessory structure	\$175.00 plus travel time and mileage from City Hall (as calculated by Google Maps)	§12.04
Connection fee – moved in structure (does not include foundation/interior remodel)	\$200.00	§12.04
Connection fee – plumbing	\$50.00	§12.04
Connection fee – mechanical	\$50.00	§12.04
Manufactured home installation (does not include foundation/interior remodel)	\$200.00 plus connection fees (if applicable)	§12.04
Site work for manufactured, prefab or moved in home (foundation, basement, etc)	Based on valuation	§12.04

## 8. OTHER INSPECTIONS AND FEES

Re-inspection Fee	\$60.00	§12.04
Inspections outside of normal business hours (will include travel time both ways – 2 hour min.)	\$60.00/hour	§12.04
Inspections for which no fee is indicated; Miscellaneous and Special Services (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Additional Plan Review required by changes, additions, or revisions to approved plans (1/2 hour minimum)	Building Official - \$95.00/hour	§12.04
Special Investigation Fee (work started without a permit)	100% of the permit fee	§12.04
Duplicate permit card fee	\$25.00 – short card (8½ x 7) \$50.00 – long card (8½ x 14)	§12.04
Lead Certification (for eligible construction) (contractor Lead Certification verification)	\$5.00	§12.04
Permit Renewal (within 6 months of expiration)	50% of fee	§12.04
Permit Renewal (> 6 months after expiration)	Valuation of remaining work; new permit required	§12.04
Pre-Final inspection (new home/structure)	\$60.00	§12.04
No Show Fee	\$60.00	§12.04

Refunds		
Plan Review (if plan review has not begun)	100%	§12.04
Plan Review (if plan review has started	50%	§12.04
Plan review (if plan review has been completed)	0%	§12.04
Permit fee (if work not started) within 6 months of permit issuance	80%	§12.04
Permit fee (if work has started)	0%	§12.04
Maintenance permits	0%	§12.04

## 9. ZONING / DEVELOPMENT

Item	Fee	Reference
Comprehensive Plan Amendment	\$750.00/amendment plus \$1,000.00 escrow	
Conditional Use Permit (CUP): R-1 District	<del>\$100.00</del> <u>\$150.00</u> plus \$300.00 Escrow	§16.56
Conditional Use Permit (CUP) All other Districts	\$500.00 plus \$1,500.00 Escrow	§16.56
Conditional Use Permit (CUP) Amendment	Same as CUP Fee	§16.56
Site Plan/Concept Plan Review Fee	\$400.00 plus \$1,000.00 Escrow	§16.20.060
<u>Interim Use Permit (IUP): R-1 District</u>	<u>\$150.00 plus \$300.00 Escrow</u>	<u>§16.58</u>
<u>Interim Use Permit (IUP): All other districts</u>	<u>\$500.00 plus \$1,500.00 Escrow</u>	<u>§16.58</u>
Park Dedication Fee – Commercial/Industrial	3% fair market of improved/unimproved land value or monetary fund by discretion of City.	§14.12.050
Park Dedication Fee - Residential	<del>\$2,275.00</del> <u>\$2,472.00</u> per unit	§14.12.050
Planned Unit Development (PUD)	\$750.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Amendment	\$375.00 plus \$1,500.00 Escrow	§16.48
Planned Unit Development (PUD) Refund Policy	All but \$40.00 of the permit fee can be refunded within 100 days of application if no work done.	§16.48
Rezoning / Text Amendment	\$500.00 plus \$1,000.00 Escrow	§16.60.050
Minor Subdivision & Lot Combination Fee	\$200.00 plus \$500.00 Escrow	§14.28
Major Subdivision – Preliminary Plat	\$400.00 plus \$5,000.00 Escrow	§14.08
Major Subdivision – Final Plat	\$400.00 plus \$1,000.00 Escrow	§14.08
Variance: R-1 District	<del>\$150.00</del> <u>\$200.00</u> plus \$300.00 Escrow	§16.60.040
Variance: All Other Districts	\$500.00 plus \$1,500.00 Escrow	§16.60.040
Street or Easement Vacation	\$250.00 per property	§16.20.160
Zoning Letter	\$100.00	

Applicants are responsible for all costs incurred associated with the filing, review and processing of development applications. Such fees are to be paid in escrow up front or upon receipt of statement from the City of Spring Lake Park. Fees may include but are not limited to costs for consultants retained by the City, consultant planning services, attorney, and engineer fees. A deposit may also be required to cover costs of public notices, materials and staff time spent in the review, research or preparation of materials associated with this application. The applicant shall be responsible for all reasonable incurred costs in excess of the initial deposit amount. Payment of park dedication fees is required with subdivision applications. Application fees are not refundable.

## 10. MISCELLANEOUS FEES

Item	Fee	Reference
Copy of City Code & Comp. Plan	\$150.00	
Annual Financial Report	\$25.00	
Adopted Annual Budget	\$25.00	
Copy of any Code Chapter	\$10.00	
Copy of Zoning Code	\$50.00	
Capital Improvement Plan	\$10.00	
Assessment Search Fee	\$25.00	
Administrative Fee for Certification to Tax Roll	\$125.00/parcel	
Photocopies per Page	\$ .25 per sheet (8½ x 11; b/w) \$ .50 per sheet (11 x 17; b/w) \$1.00 per sheet (8½ x 11; color) \$2.00 per sheet (11 x 17; color) \$4.00 per sheet (large plan sheet)	
Certified Copies	\$5.00 plus photocopy fee	
Non-Resident Notary Fee	\$2.00	
Video/DVD Copy Fee	\$20.00	
Filing Fee for Public Office	\$15.00 (no sales tax)	M.S. 205.13
Insufficient Funds (NSF) checks/Credit Card Chargebacks	\$35.00	
Mailed City Council Agendas	\$60.00/year	
Mailed Planning Commission Agendas	\$30.00/year	
Mailed City Council Minutes	\$150.00/year	
Mailed Planning Commission Minutes	\$75.00/year	
Mailed City Council Meeting Packets	\$250.00/year	
Mailed Planning Commission Meeting Packets	\$200.00/year	
Residential Address Labels	\$100.00	
Map Copies	Small - \$1.00 Large - \$15.00 Zoning (Ledger) - \$5.00	
City Mowing	Cost plus \$75.00/mo. Administration fee	
Credit Card Transaction Fees Utility E-Billing with Online Payment (USTI) E-checks (ACH) All other Transactions	<del>\$0.35 + 3.00% of utility bill balance</del> <u>Actual cost</u> <del>\$1.50 per Transaction</del> <u>Actual cost</u> <del>\$3.00 or 2.65% of transaction, whichever is greater</del> <u>Actual cost</u>	
Scanning Fee	\$100.00 per building permit/zoning application if full size plans are not provided in electronic format	

## 11. Police Administration

Item	Fee	Reference
Excess Alarm Fee – Police Calls/year	1 <sup>st</sup> – 3 <sup>rd</sup> No Charge; 4 <sup>th</sup> + - \$75.00 for each	§9.08
Excess Alarm Fee – Fire Calls/year	1 <sup>st</sup> – 2 <sup>nd</sup> No Charge 3 <sup>rd</sup> - \$75.00 Each after doubles the previous charge	§9.08
Finger Printing – Residents Only	\$25.00/set	
Digital Photos	\$30.00 plus costs	
Digital Recordings	\$30.00	
Electronic copies to Digital Media	\$50.00 per disc	
Police Records Check/Clearance Letters/Certified Copies	\$5.00	

## 12. Administrative Offenses (Chapter 34)

Item	Fee	Reference
Abandoned, Wrecked or Inoperable Vehicle	\$50.00	§9.04
Animals	\$75.00	§9.12
Dog running at large	\$75.00	§9.12.010
Dog/Cat Must be Vaccinated	\$75.00	§9.12.010
Dog/Cat Must be Licensed	\$75.00	§9.12.010
ATV Violation	\$50.00	§7.04.030
Blocking Driveways	\$50.00	§7.08.020
Building Code Violations	\$100.00	§12.04
Critical Water Deficiency Declaration Ordinance or Emergency Conservation Regulations Violation	warning letter - 1 <sup>st</sup> offense \$100.00 - 2 <sup>nd</sup> offense \$200.00 - 3 <sup>rd</sup> offense \$300.00 - 4 <sup>th</sup> and subsequent offense	§5.04.050/ §5.04.010
Deposit Debris onto Roadway	\$50.00 for 1 <sup>st</sup> offense, \$75.00 for 2 <sup>nd</sup> offense \$100.00 for 3 <sup>rd</sup> + offense	§9.04.010
Expired License Plates – Motorized Vehicle	\$50.00	§16.20.120
Fire Code Violations	\$100.00	§9.16
Fire Hydrant	\$50.00	§9.16
Fire Lane	\$50.00	§9.16
Fire Prevention Violations	\$50.00	§9.16
Fireworks Violations	\$100.00	§9.20.020
Flammable Products	\$100.00	§9.16
Garage Sale Violations	\$50.00	§11.04.02
General Municipal Water and Water Violations	\$50.00	§1.04.200
Handicap Parking Violation	\$200.00	§7.04.010
Housing Code Violations	\$100.00	§12

Illegal Garbage Dumping	\$100.00	§9.20.020
Inoperable Vehicles Parked on Street	\$50.00	§9.04.010
Intoxicating Beverages in Parks and Other Public Areas	\$50.00	§11.08.010
Junk or Debris	\$50.00	§9.20.020
Keys in Ignition	\$50.00	§7.01
License and Permit Violations	\$100.00	§1.04.200
License Plat/Tabs Missing – Motorized Vehicle	\$50.00	§16.20.120
Load Limit Violation	\$100.00	§7.04.020
Loud Parties/Noise (City Noise Codes)	\$50.00	§9.20.020
Missing Address Numbers	\$50.00	§12.20
Other Illegal Parking	\$50.00	§7.08
Outdoor Storage of Wood	\$50.00	§9.20.020
Park Hours Violation	\$50.00	§9.28.010
Parking at Park After Park Hours	\$50.00	§9.28.010
Public Nuisances	\$50.00	§9.20.020
Regulated Business Activity	\$100.00	§1.04.200
Rental Code Violations	\$50.00/Unit	§12.16
Seasonal Parking Violation	\$50.00	§7.08.020
Sign Code Violations	\$100.00	§16.24
Snowmobile Violation	\$50.00	§7.04.040
Bicycle Violation	\$25.00	§7.04.050
Subdivision Regulation	\$100.00	§14
Trespass	\$100.00	§11.04.010
Trucks Parking on Restricted Route	\$50.00	§7.08.020
Road Restriction Violation	\$100.00	§7.04.020
Waste Disposal Violations	\$50.00	§5.08
Weeds and Grass	\$50.00	§9.20.030
Zoning Code Violations	\$100.00	§16

### 13. Licenses (All licenses subject to a 10% late fee where applicable.)

#### A. General Business Licenses

Item	Fee	Reference
Administrative Application Fee	\$50.00	
Amusement Devices and Centers	\$15.00 per location plus \$15.00 per machine	§11.24
Automobile Sales, New and Used	\$300.00/year	§11.20
Amusement Rides, Carnivals, Circuses	\$130.00 for first day plus \$20.00 for each additional day	§9.36
Boxing and Wrestling Processing Fee	Regulated by the State of Minnesota	
Cigarette and Tobacco License Fee	\$150.00/year	§11.12
Dance	\$100.00/year	
<u>Edible Cannabinoid Products</u>	<u>\$500.00/year</u>	<u>§11.48</u>

Food Sales & Service Application Fee	\$100.00/Application	§11.32
Garbage and Rubbish Hauler	\$50.00/1 <sup>st</sup> Truck & \$15.00 additional	§5.08
Criminal Investigation Fee – General Business Licenses (first time applicants)	\$50.00	§11.48
Sexually Oriented Business License Fee	\$10,000.00/yr	§11.44.040
Sexually Oriented Business Initial Investigation Fee	\$1,500.00	§11.44.050
Special Event Permit	\$100.00/event	§9.36.050
Special services fee escrow	125% of estimated cost for required City services/resources	§9.36.080
<b>Pawn Shops</b>		
Non-Refundable Application Fee (includes cost of investigation)	New - \$500.00 Renewal - \$100.00	§11.16
New Manager Investigation Fee	\$150.00	§11.16
Annual License	\$6,250.00	§11.16
Billable Transaction Fee	\$2,192.00/year	§11.16
Performance Bond	\$5,000.00	§11.16
<b>Peddlers / Transient Merchants</b>		
Permits	Transient - \$100.00 SUP + \$150.00 Escrow Peddlers - \$60.00/day, \$200.00/month, \$500.00/year	§11.04
Investigation fee	\$10.00 investigation fee for each new peddler	§11.04
I.D. Card	\$5.00/person	§11.04
Criminal Investigation Fee – Peddler/ Transient Merchant Licenses (first time applicants)	\$50.00	§11.48
<b>Therapeutic Massage</b>		
Partnership/Corporation License	\$350.00 + \$200.00 - Background Check	§11.40
Technician License	\$100.00 + \$100.00 - Background Check	§11.40

## B. Liquor Licenses

Item	Fee	Reference
On-Sale Intoxicating	Class A - \$6,200.00/yr & Class B - \$9,300.00/yr	§11.08.010
On-Sale Wine	\$500.00/yr	§11.08.010
On-Sale Malt Liquor/3.2 Beer	\$300.00/yr	§11.08.010
Off-Sale Intoxicating	\$310.00/yr	§11.08.010
Off-Sale 3.2% Malt Liquor	\$100.00/yr	§11.08.010
Brewer Tap Room	\$400.00/yr	§11.08.010
On-Sale Brewer Pub License	\$400.00/yr	§11.08.010
Off-Sale Brewer Pub License	\$100.00/yr	§11.08.010
Cocktail Room License	\$400.00/yr	§11.08.010
Culinary Class Ltd. On-Sale Malt Liquor/Wine	\$300.00/yr	§11.08.010
Consumption and Display – City Fee	\$250.00/yr	§11.08.010
Club	\$300.00/yr	§11.08.010
Sunday On Sale	\$200.00/yr	§11.08.010

Two A.M. Closing Permit	\$100.00/yr	§11.08.010
Liquor Licensing Investigation Fee	\$500.00 (in state) Actual cost not to exceed \$10,000 (out of state)	M.S. 340A.412
Temporary 3.2% Liquor License Fee	\$25.00/Event	§11.08.010
Temporary Intoxicating Liquor License Fee	\$50.00/Event	§11.08.010

### C. Animal Licenses

Item	Fee	Reference
Spayed or neutered – Cats and Dogs	\$6.00/yr	§9.12
Unsprayed or Unneutered – Cats and Dogs	\$10.00/yr	§9.12
Duplicate tags	\$2.00 per	§9.12
Dangerous Dog Registration	\$100.00/yr	
Kennel – Residential	\$50.00/yr	§9.12
Kennel – Commercial	\$100.00/yr	§9.12
Criminal Background Check – Kennel License (first time applicant)	\$50.00	§11.48
Impound Fee	1 <sup>st</sup> offense - \$50.00 plus Animal Hospital fees as outlined in Animal Control agreement 2 <sup>nd</sup> offense - \$100.00 plus Animal Hospital fees as outlined in Animal Control agreement 3 <sup>rd</sup> offense - \$150.00 plus Animal Hospital fees as outlined in Animal Control agreement 4 <sup>th</sup> and subsequent offense - \$300.00 plus Animal Hospital Fees as outlined in Animal Control agreement	§9.12

### D. Rental Housing Licenses

Item	Fee	Reference
Single Family	\$250.00	§12.16
Duplex	\$325.00	§12.16
Apartment	\$500.00 per Building plus \$50.00 per Unit	§12.16
Reinspection Fee	\$150.00 after the 2 <sup>nd</sup> inspection	§12.16
Revoked Rental Housing License Reinstatement Fee	Five (5) times the annual licensing fee	§12.16
Excessive Consumption Fee: rental/non-rental	\$50.00 per incident	§12.16
Conversion Fee	\$1,000.00 includes 1 <sup>st</sup> year registration fee	§12.16
Late Conversion Fee	\$1,500.00	§12.16

### E. Vacant Property Licenses

Item	Fee	Reference
Residential Unit	\$200.00	§12.28
Monitoring Fee	\$20.00 per visit	§12.28

## 14. SPRING LAKE PARK ATHLETIC FIELDS

Item	Fee	Reference
Picnic Shelter Reservation Fees:		
Under 50 People - Resident	\$25.00 (taxable) plus \$100.00 deposit	
Under 50 People – Non-Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People - Resident	\$50.00 (taxable) plus \$100.00 deposit	
Over 50 People – Non-Resident	\$100.00 (taxable) plus \$100.00 deposit	
Field/Court Reservation Fee	\$50.00 (taxable) plus \$100.00 deposit	
Special Event (Multiple Facilities)	\$100.00 (taxable) plus \$100.00 deposit	
Triangle Park (Special Event) - Resident	\$25.00 (taxable) plus \$100.00 Deposit	
Triangle Park (Special Event) – Non-Resident	\$50.00 (taxable) plus \$100.00 Deposit	
Athletic Field/Rink Lighting Fee	\$40.00 per Hour (taxable)	
Athletic Field Use by Youth Sports Teams	<del>\$10.12.00</del> per rostered player per sports season (taxable)	

## 15. WATER, SEWER, STREET AND OTHER FEES

### A. Water

Item	Fee	Reference
Water Availability Charge (WAC)	<del>\$1,350.00</del> <u>\$1,467.00</u> /Unit (City determines # of units)	§5.04
Water Connection/Disconnect and/or Demo Inspection Fee	Residential - \$50.00 Commercial – \$75.00	§5.04
Water Connection Inspection Fee – New Residential Connection	\$50.00 (plus WAC)	§5.04
Water Connection Inspection Fee – New Commercial Connection	\$75.00 (plus WAC)	§5.04
Connection and Reconnection Fee	\$125.00/Hour (\$187.50/Hour after Business Hours)	§5.04
Water Meter Installation Fee	5/8" meter - \$50.00 3/4" – 1" meter - \$75.00 Over 1" meter - \$100.00	§5.04
Water Meters and Parts	Cost plus 2%	§5.04
Water General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04
Estimated Water Meter Reading	1 <sup>st</sup> est. – \$25.00, 2 <sup>nd</sup> est. - \$50.00, 3 <sup>rd</sup> and subsequent est. - \$75.00	<u>§5.04</u>
Disconnect Tag Fee	\$25.00	<u>§5.04</u>

**B. Sewer**

Item	Fee	Reference
Sewer Access Charge (SAC)	\$2,485.00/Unit (M.C. determines no. of units)	§5.04
SAC Administrative Fee	<del>\$300.00</del> <u>\$326.00</u> /Unit (based on M.C. unit count)	§5.04
Sewer Connection/Disconnection and/or Demo Inspection Fee	\$50.00 – Residential \$75.00 - Commercial	§5.04
Sewer Hook-up Fee – New Only	\$145.00 (plus SAC)	§5.04
Sewer General Repair/Inspection	\$75.00	§5.04
Call out Fee	Regular Business Hours N/C – After Business Hours O.T. Fees apply (minimum \$100.00)	§5.04

**C. Street**

Item	Fee	Reference
Load Limits Permit Fee	\$25.00/entry/truck	§7.04.020
Street Opening Permit	\$150.00 permit fee plus \$1,000 Security Fee	
Right of Way Permit (ROW) - Excavation Permit	\$150.00	§12.48
ROW - Obstruction Permit	\$50.00	§12.48
ROW - Permit Extension	\$25.00	§12.48
ROW Security Fee	Subject to the Discretion of the Public Works Director	§12.48
Small Cell Wireless Fees	Maximum fee allowed under Statute	M.S. 237.163(6)

**D. Miscellaneous**

Item	Fee	Reference
Municipal Street Light	\$17.20/year per water connection	§9.32.010
Recycling Fee	<del>\$13.60</del> <u>\$12.96</u> /quarter per residential unit	§5.08
Storm Water Utility Fee	\$6.00/quarter per REF	§5.16

**CITY OF SPRING LAKE PARK**

**RESOLUTION NO. 22-57**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 485,  
AN ORDINANCE ADOPTING THE 2023 FEE SCHEDULE FOR THE CITY OF  
SPRING LAKE PARK**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 478 will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the following summary of Ordinance No. 485 is approved for publication:

“On December 5, 2022, the Spring Lake Park City Council approved Ordinance No. 485, entitled ‘An Ordinance Adopting the 2023 Fee Schedule for the City of Spring Lake Park.’

The following is a summary of Ordinance No. 485, a copy of which is available in its entirety for review during regular office hours at the City of Spring Lake Park, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN, or for review on the City’s website, [www.slpmn.org](http://www.slpmn.org).

The Ordinance establishes the 2023 official fee schedule for the City of Spring Lake Park.

The Ordinance takes effect on January 1, 2023 after its final passage by the City Council and publication in the City’s newspaper of record.”

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of December, 2022.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

# Memorandum

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** November 22, 2022  
**Subject:** Variance Request – 511 Ballantyne Lane

## Background

Charles Davis has submitted a variance request to permit a shed to be placed closer than 8 feet to the garage. The shed is already constructed. The applicant is seeking an after-the-fact variance.



The applicant is seeking a variance from the 8 foot setback requirement for detached buildings to the principal building, as set forth in Spring Lake Park Code (“SLPC”) 16.20.070.

The property is a lot located on the 500 block of Ballantyne Lane NE, east of Terrace Road. The property is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential – allowed uses include single-family homes. Property records show that the house on the property was constructed in 1954.

The City’s current yard setback standards for the R-1 zoning district is as follows:

Dwelling, single family – front yard	35 feet
Dwelling, single family – rear yard	40 feet
Dwelling, single family – side yard	10 feet
Accessory uses, rear yard	5 feet
Accessory uses, side yard	5 feet

SLPC 16.20.070(D) reads as follows:

“A detached accessory building shall not be located in any required front or side yard setback. A detached accessory building shall not be closer than eight feet to the principal building, except as otherwise provided in this title.”

Appendix D sets the maximum percentage of lot coverage of all structures in the R-1 district at 35%. The applicant's property is approximately 10,349 square feet, which would accommodate a maximum structure lot coverage of 3,622 square feet. With the shed addition, the total square footage of all structures on the property is 2,764.20 or 26.7% of the total lot size.

The 2020 State Building Code requires additional construction requirements if a building is constructed less than five feet from another building. The Building Code requires both the interior and exterior sides of the wall be rated as a 1-hour fire wall.

*Previous applications:*

- None.

### **Variance**

Section §16.60.040 of the City of Spring Lake Park's zoning code outlines the criteria for considering variances:

“The City Council may grant a variance from the strict application of this title and impose conditions and safeguards on the variance so granted only in instances where their strict enforcement would cause practical difficulties in complying with the official control because of circumstances unique to the individual property under consideration, and may grant a variance only when it is demonstrated that such actions will be in harmony with the general purposes and intent of this title and when the variances are consistent with the Comprehensive Plan. “Practical difficulties” as used in connection with granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by an official control, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties also includes, but is not limited to, direct sunlight for solar energy systems. A variance shall not be granted to allow a use that is not allowed in the zoning district involved.”

### **Recommendation**

The Planning Commission recommends approval of the variance. The Commission's analysis of the application shows that the proposed shed placement will have no impact on the essential character of the neighborhood and the property is being put to use in a reasonable manner.

If the City Council wishes to recommend approval of the variances, it would be with the following conditions:

1. Applicant must apply for a building permit for the shed to ensure that construction complies with Section 705.5 of the Building Code. as required.

The City Council could recommend denial of the variance, finding that there are alternative locations for the placement of the shed and there are no unique features to the property that would require the variance.

If you have any questions regarding this application, please do not hesitate to contact me at 763-784-6491.

**RESOLUTION NO. 22-58**

**A RESOLUTION APPROVING A VARIANCE FROM THE ACCESSORY BUILDING  
SETBACK TO ALLOW THE CONSTRUCTION OF A SHED AT  
511 BALLANTYNE LANE NE**

**WHEREAS**, Charles Davis (“Applicant”) has made application for a variance from SLPC 16.20.070, prohibiting a detached accessory building from being closer than eight feet to the principal building to accommodate the placement of a shed on his property; and

**WHEREAS**, the property, 511 Ballantyne Lane NE, is legally described as follows:

Lot 19, Beaufeaux’s Addition, subject to easement of record; and

**WHEREAS**, mailed and published notice of a public hearing to consider the proposed variance was given; and

**WHEREAS**, a public hearing to consider the proposed variance was held on November 28, 2022; and

**WHEREAS**, the request was made for a variance to permit a shed to be located three feet away from the existing garage; and

**WHEREAS**, the Planning Commission has considered the application against the practical difficulties test as outlined in Section 16.60.040 of the Spring Lake Park Zoning Code; and

**WHEREAS**, the Planning Commission has recommended approval subject to reasonable conditions, based on the following findings of fact:

1. The proposed setback encroachment will not alter the character of the neighborhood.
2. The property is being put to a reasonable use as the construction of the shed will provide additional interior storage to the property owner; and

**WHEREAS**, the Spring Lake Park City Council has reviewed the application and hereby accepts the findings and recommendations of the Spring Lake Park Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves the request of Charles Davis, 511 Ballantyne Lane NE, for a variance to permit the construction of a shed three feet from the existing garage, subject to the following conditions:

1. Applicant must apply for a building permit for the shed to ensure that construction complies with Section 705.5 of the Minnesota State Building Code.

The foregoing Resolution was moved for adoption by Councilmember .

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

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 5th day of December, 2022.

APPROVED BY:

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Robert Nelson, Mayor

ATTEST:

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Daniel R. Buchholtz, City Administrator

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park Planning Commission was held on November 28, 2022 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

Chair Hansen called the meeting to order at 7:00 PM.

### 2. ROLL CALL

#### MEMBERS PRESENT

Chair Hans Hansen  
Commissioner Jeff Bernhagen  
Commissioner Rick Cobbs  
Commissioner Eric Julien

#### MEMBERS ABSENT

Commissioner Sharon Weighous  
Councilmember Kelsey Hollihan

#### STAFF PRESENT

Building Official Jeff Baker

#### OTHERS PRESENT

Brad Delfs, City Councilmember

### 3. PLEDGE OF ALLEGIANCE

### 4. APPROVAL OF MINUTES

#### A. Approval of Minutes – September 26, 2022

Commissioner Cobbs requested that the minutes be amended for Agenda Item 6 to change the second sentence to will have something to preview at future meetings.

Motion made by Commissioner Bernhagen, seconded by Commissioner Julien to approve the minutes from the September 26, 2022 Planning Commission meeting as amended.

Voting Aye: Commissioner Bernhagen, Commissioner Cobbs, Commissioner Julien, Chair Hansen. Motion carried.

## 5. PUBLIC HEARING

### A. Public Hearing – Variance Request for 511 Ballantyne Lane NE

Building Official Baker stated that the City received an application from Charles Davis, 511 Ballantyne Lane NE, for a variance to permit a shed to be placed closer than eight feet to the garage. He said the applicant is seeking an after-the-fact variance.

Building Official Baker said that the applicant is seeking a variance from the eight-foot setback requirement for a detached building to the principal building, as set forth in Spring Lake Park Code 16.20.070. He stated that the property is located on the 500 block of Ballantyne Lane NE and is guided for low density residential in the 2040 Comprehensive Plan. The property is zoned R-1, Single Family Residential. He stated that the property records show that the house on the property was constructed in 1954.

Building Official Baker reported Section 16.20.070 (D) of the Spring Lake Park City Code states:

“A detached accessory building shall not be located in any required front or side yard setback. A detached accessory building shall not be closer than eight feet to the principal building, except as otherwise provided in this title.”

Building Official Baker noted that Appendix D sets the maximum percentage of lot coverage of all structures in the R-1 district at 35%. The applicant's property is approximately 10,349 square feet, which would accommodate a maximum structure lot coverage of 3,622 square feet. With the shed addition, the total square footage of all structures on the property is 2,764.20 or 26.7% of the total lot size.

The 2020 State Building Code requires additional construction requirements if a building is constructed less than five feet from another building. The Building Code requires both the interior and exterior sides of the wall be rated as a 1-hour fire wall.

Building Official Baker reported that staff recommends approval of the variance.

Chairperson Hansen opened the public hearing at 7:07 PM.

Hearing no discussion from the floor, Chairperson Hansen closed the public hearing at 7:07 PM.

Commissioner Cobbs he has no problem with the variance, but he inquired how Mr. Davis would comply with the Building Code requiring both the interior and exterior sides of the wall be rated as a 1-hour fire wall. The Planning Commission discussed the placement of the shed.

Commissioner Bernhagen inquired of Building Official Baker what would the City do if Mr. Davis does not comply with the fire wall requirement. Official Baker said that the applicant would either be given a citation or enforcement action could be taken.

Motion made by Commissioner Julien, seconded by Commissioner Cobbs, to approve the variance with the condition that applicant apply for a building permit for the shed to ensure that construction complies with Section 705.5 of the Building Code.

Voting Aye: Commissioner Bernhagen, Commissioner Cobbs, Commissioner Julien, Chair Hansen. Motion carried.

## **6. OTHER**

No other business was presented.

## **7. ADJOURN**

Motion made by Commissioner Bernhagen, seconded by Commissioner Julien to adjourn.

Voting Aye: Commissioner Bernhagen, Commissioner Cobbs, Commissioner Julien, Chair Hansen. Motion carried.

Meeting adjourned at 7:12 PM.



# Memorandum

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

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

**Date:** November , 2022

**Subject:** Review Proposed 2023 Public Utilities Budget

Staff has included the proposed 2023 Public Utilities Budget for City Council action.

## Water, Water Treatment and Sanitary Sewer

Revenues are anticipated at \$1,781,727, which is an increase of \$157,948 or 9.7%. Expenditures are also anticipated at \$1,781,727, resulting in a balanced budget. The significant increase in revenue is due primarily to the incorporation of the Treatment Plant Debt Service rate into the Water Conservation Rate scale and the offsetting transfer to the Building Maintenance Fund.

Cost drivers include increases in wages and benefits, printing & publishing, property/casualty insurance premiums, electric utilities, and transfers out.

The budget transfers \$131,784 to the Public Utilities Renewal and Replacement fund. This transfer, along with the revenues from our cell phone tower leases, pays for system improvements such as our annual sanitary sewer lining program and various treatment plant improvements. The budget transfers \$55,342 to the General Fund to help offset general government expenses that support the public utility operation. The budget transfers \$160,000 to the Building Maintenance Fund, offsetting expenditures related to the renovation of City Hall.

Staff is not proposing a utility rate increase for water and sanitary sewer for 2023. This will be the sixth consecutive year with no rate increase.

The City's water and sanitary sewer rates compare favorably with cities across the Twin Cities metropolitan area. I have included a chart with results from the 2022 North Central Utility Rate Survey. As you can see, of those who responded, we have the third lowest utility rates in the Twin Cities metropolitan area.

### Water Treatment Plant Debt Service

The Water Treatment Plant Fund (602) proposed budget shows a deficit of nearly \$251,907. This is due to the elimination of the Treatment Plant Rate. The City Council asked that this rate be incorporated with the water rates to offset costs associated with the proposed City Hall renovation. There is sufficient fund balance in the Water Treatment Plant Debt Service Fund to absorb this deficit. The Water Treatment Plant PFA note will be paid off in August 2023.

### Storm Water

Staff is anticipating \$98,900 in revenue from the utility, primarily collected from storm water utility fees. The storm water utility rate is proposed to remain at \$2.00/month per residential equivalency factor (REF). A single-family home is 1 REF. Commercial, Industrial and Multi-family properties will have their REF calculated in accordance with the following REF's multiplied by the acreage of the parcel:

Medium Density Residential (3-10 units/acre)	5.6 REF/acre
High Density Residential (10+ units/acre)	5.6 REF/acre
Senior Handicapped Residential	5.6 REF/acre
Commercial	7.3 REF/acre
Commercial/Industrial	6.3 REF/acre
Public/Semi Public	0.3 REF/acre

Expenditures are anticipated at \$98,900, with the largest portions spent for repairs and maintenance of the system (\$18,000), Capital Outlay (\$50,000), and Engineering Fees (\$8,000). The budget also absorbs 10% of the salary expense for the Public Works Director, offsetting expense from the General Fund. Over time, staff anticipates some additional Public Works Department salary expense will be charged to this Fund.

### Recommendation

Staff recommends approval of the 2023 Public Utilities Budget. If you have any questions, please do not hesitate to contact me at 763-784-6491.

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF REVENUES FOR 2023 BUDGET  
PUBLIC UTILITIES OPERATING FUND**

		Page R-1		
		2021 Actual	2022 Budget	2023 Budget
<b>34950</b>	<b>MISC REVENUE, REFUNDS &amp; REIMBURSEMENTS</b>	\$ 26,432.67	\$ -	<b>\$ -</b>
<b>36200</b>	<b>MISCELLANEOUS REVENUES</b>	\$ 375.00	\$ -	<b>\$ -</b>
<b>36210</b>	<b>INTEREST EARNED</b>	\$ (5,242.27)	\$ 15,000	<b>\$ 5,000</b>
<b>37101</b>	<b>WATER COLLECTIONS</b>	\$ 576,791.40	\$ 610,000	<b>\$ 765,970</b>
<b>37103</b>	<b>SALES TAX COLLECTED</b>	\$ -	\$ 6,200	<b>\$ 6,200</b>
<b>37104</b>	<b>PENALTIES - WATER</b>	\$ 11,468.99	\$ 6,000	<b>\$ 5,500</b>
<b>37109</b>	<b>SAFE DRINKING WATER FEE (Water Test Fee)</b>	\$ 21,422.47	\$ 21,384	<b>\$ 21,500</b>
<b>37111</b>	<b>ADMINISTRATIVE CHARGE</b>	\$ 82,249.46	\$ 82,000	<b>\$ 82,000</b>
<b>37115</b>	<b>ESTIMATE READING CHARGE</b>	\$ -	\$ 50	<b>\$ 50</b>
<b>37149</b>	<b>WATER CONNECTION-INTEREST</b>	\$ 318.77	\$ -	<b>\$ -</b>
<b>37150</b>	<b>WATER CONNECTION-WAC</b>	\$ -	\$ 6,615	<b>\$ -</b>
<b>37151</b>	<b>WATER RECONNECTION-CALL OUT FEE</b>	\$ 625.00	\$ 625	<b>\$ 625</b>
<b>37170</b>	<b>WATER PERMITS</b>	\$ 375.00	\$ 100	<b>\$ 125</b>
<b>37171</b>	<b>WATER PERMIT SURCHARGES</b>	\$ 2.00	\$ 10	<b>\$ 10</b>
<b>37172</b>	<b>WATER METER SALES &amp; INSTALLATION</b>	\$ 1,468.80	\$ 1,500	<b>\$ 1,500</b>
<b>37174</b>	<b>INSTALL CHARGES-NEW PERMITS</b>	\$ 905.76	\$ 250	<b>\$ 250</b>
<b>37201</b>	<b>SEWER COLLECTIONS</b>	\$ 849,525.46	\$ 844,710	<b>\$ 865,212</b>
<b>37204</b>	<b>PENALTIES - SEWER</b>	\$ 15,425.36	\$ 12,500	<b>\$ 10,000</b>
<b>37250</b>	<b>SEWER CONNECTION CHARGES (SAC)</b>	\$ (7,455.00)	\$ 13,675	<b>\$ 13,675</b>
<b>37251</b>	<b>SEWER CONNECTION-INTEREST</b>	\$ -	\$ 750	<b>\$ 750</b>
<b>37270</b>	<b>SEWER PERMITS</b>	\$ 675.00	\$ 250	<b>\$ 200</b>
<b>37271</b>	<b>SEWER PERMIT SURCHARGES</b>	\$ 3.00	\$ 10	<b>\$ 10</b>
<b>37273</b>	<b>SEWER HOOK-UP CHARGES</b>	\$ 870.00	\$ 150	<b>\$ 150</b>
<b>39206</b>	<b>TRANSFER FROM RECYCLING FUND</b>	\$ 2,000.00	\$ 2,000	<b>\$ 3,000</b>
<b><u>TOTAL 2023 PUBLIC UTILITY OPERATING REVENUES</u></b>		<b>\$ 1,578,236.87</b>	<b>\$ 1,623,779</b>	<b>\$ 1,781,727</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2023 BUDGET**

				Page W-1	
<b><u>WATER DEPARTMENT-601.49400</u></b>		2021 Actual	2022 Budget	<b>2023 Budget</b>	
<b>1010</b>	<b>SALARIES</b>	\$ 119,857.48	\$ 126,257	<b>\$</b>	<b>126,847</b>
<b>1013</b>	<b>OVERTIME</b>	\$ 4,238.18	\$ 8,647	<b>\$</b>	<b>8,862</b>
	a) 175 OT hrs @ \$50.64				
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 1,505.31	\$ 4,941	<b>\$</b>	<b>5,064</b>
	a) 60 OT hrs @ \$50.64	\$ 3,038			
	b) 30 DT hrs @ \$67.52	\$ 2,026			
<b>1040</b>	<b>TEMPORARY SALARIES (\$10-\$12)</b>	\$ -	\$ -	<b>\$</b>	<b>-</b>
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,486.64	\$ 3,000	<b>\$</b>	<b>3,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ (25,175.62)	\$ 10,139	<b>\$</b>	<b>10,207</b>
	a) Coordinated 7.5% \$ 140,773				
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 9,093.72	\$ 10,931	<b>\$</b>	<b>11,002</b>
	a) FICA 6.2% \$ 143,773	\$ 8,917			
	b) Medicare 1.45% \$ 143,773	\$ 2,085			
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE</b>	\$ 24,442.77	\$ 24,428	<b>\$</b>	<b>23,784</b>
<b>1313</b>	<b>LIFE INSURANCE</b>	\$ 92.16	\$ 95	<b>\$</b>	<b>95</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 10,775.33	\$ 11,000	<b>\$</b>	<b>11,000</b>
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 318.60	\$ 800	<b>\$</b>	<b>1,000</b>
	a) Copy Paper				
	b) Miscellaneous				
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,408.32	\$ 1,600	<b>\$</b>	<b>1,600</b>
	a) Utility Bills & Envelopes	\$ 1,400			
	b) Special Notices, Radio Install Forms	\$ 200			
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 970.85	\$ 900	<b>\$</b>	<b>1,000</b>
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 2,746.10	\$ 4,000	<b>\$</b>	<b>5,000</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 49,585.96	\$ 60,000	<b>\$</b>	<b>60,000</b>
	a) Hydrant Conversion (5)				
	b) Water Main Breaks				
	c) Water System Maintenance				
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 490.69	\$ 1,000	<b>\$</b>	<b>1,000</b>
	a) Well house maint, paint				
<b>2220</b>	<b>POSTAGE</b>	\$ 2,130.46	\$ 2,500	<b>\$</b>	<b>2,500</b>
	a) Utility Billing				
	b) Metered Mail				

**2023 BUDGET BREAKDOWN OF EXPENDITURES:**

		Page W-2		Page W-2
		2021	2022	2023
<b>WATER DEPARTMENT-601.49400 (CON'T)</b>		Actual	Budget	Budget
<b>2221</b>	<b>TIRES</b>	\$ 589.14	\$ 500	<b>\$ 1,000</b>
<b>2222</b>	<b>STREET REPAIRS</b>	\$ 15,500.86	\$ 15,000	<b>\$ 15,000</b>
	a) Curb Repairs			
	b) Sod			
	c) Asphalt (water main breaks)			
<b>2261</b>	<b>WATER TESTING</b>	\$ 1,093.00	\$ 1,000	<b>\$ 1,100</b>
	a) Bacterial monthly			
	b) Copper & Lead			
<b>2262</b>	<b>WATER METERS &amp; SUPPLIES</b>	\$ 3,185.50	\$ 5,500	<b>\$ 5,500</b>
<b>2264</b>	<b>SAFE DRINKING WATER FEE (Water Test Fee-37109)</b>	\$ 21,399.00	\$ 21,384	<b>\$ 21,500</b>
<b>2280</b>	<b>UNIFORM ALLOWANCE</b>	\$ 744.63	\$ 1,050	<b>\$ 1,100</b>
<b>3010</b>	<b>AUDIT &amp; ACCOUNTING SERVICES</b>	\$ 5,712.50	\$ 5,975	<b>\$ 6,213</b>
<b>3030</b>	<b>ENGINEERING SERVICES</b>	\$ 6,258.75	\$ 2,500	<b>\$ 2,500</b>
<b>3040</b>	<b>LEGAL SERVICES</b>	\$ -	\$ 300	<b>\$ 300</b>
<b>3210</b>	<b>TELEPHONE</b>	\$ 474.08	\$ 750	<b>\$ 750</b>
	a) Alarm System			
	b) Cell Phone usage			
	c) Pager			
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ 193.52	\$ 1,000	<b>\$ 1,000</b>
	a) AWWA Conference			
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ 10,466.68	\$ 8,800	<b>\$ 10,500</b>
	a) Newsletter			
	b) Special Notices			
<b>3600</b>	<b>INSURANCE</b>	\$ 10,209.07	\$ 10,900	<b>\$ 14,000</b>
<b>3870</b>	<b>WATER USAGE - BLAINE ACCOUNTS</b>	\$ 5,890.62	\$ -	<b>\$ -</b>
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 4,134.43	\$ 7,511	<b>\$ 8,000</b>
	a) I.T. Services	\$ 5,000		
	b) Safety Consultant	\$ 2,500		
	c) Drug Testing	\$ 500		

**2023 BUDGET BREAKDOWN OF EXPENDITURES:**

				Page W-3		Page W-3
				2021	2022	2023
<b>WATER DEPARTMENT-601.49400 (CON'T)</b>				Actual	Budget	Budget
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>			\$ 8,488.81	\$ 8,545	\$ 8,885
	a) Accounting Software Support	\$ 1,000				
	b) Gopher State One-Call	\$ 2,000				
	c) Cathodic Protection Service	\$ 1,770				
	d) 66% SCADA System	\$ 765				
	e) Software Support for Meter Program	\$ 660				
	f) Meter Reading Equipment Support (handhelds)	\$ 590				
	g) Infraseek GIS	\$ 1,800				
	h) GPS upgrades	\$ 300				
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>			\$ 810.00	\$ 1,950	\$ 1,950
	a) Munici-pals	\$ 200				
	b) MN Rural Water Conference	\$ 100				
	c) AWWA	\$ 300				
	d) Con-Expo	\$ 500				
	e) Staff Training 1/yr	\$ 150				
	f) U.S.T. I. Conference	\$ 700				
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>			\$ 367.19	\$ 650	\$ 500
	a) AWWA					
	b) Rural Water Assoc.					
<b>4370</b>	<b>PERMITS &amp; SALES TAX</b>			\$ 3,357.57	\$ 10,000	\$ 10,000
	a) DNR Fees (Well Permits)	\$ 3,200				
	b) Quarterly Sales Tax (37103)	\$ 6,800				
<b>4470</b>	<b>WATER PERMIT SURCHARGES (37171)</b>			\$ -	\$ -	\$ -
<b>5000</b>	<b>CAPITAL OUTLAY</b>			\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b>			\$ 69,865.00	\$ 68,545	\$ 150,332
	a) Transfer to General Fund	\$ 35,973				
	b) Transfer to Renewal & Replacement	\$ 34,359				
	c) Transfer to Building Maintenance Fund	\$ 80,000				
<b><u>TOTAL 2023 WATER DEPARTMENT EXPENDITURES</u></b>				<b>\$ 372,707.30</b>	<b>\$ 442,098</b>	<b>\$532,091</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2023 BUDGET**

				Page WTP/OP-1
<u>WATER TREATMENT PLANT OPERATIONS-601.49402</u>		2021 Actual	2022 Budget	2023 Budget
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 127.19	\$ 100	<b>\$ 100</b>
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 2,000.00	\$ 2,500	<b>\$ 2,500</b>
	a) Diesel, Generator			
<b>2160</b>	<b>CHEMICALS &amp; CHEMICAL PRODUCTS</b>	\$ 26,339.28	\$ 26,000	<b>\$ 28,000</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 4,976.14	\$ 15,000	<b>\$ 15,000</b>
	a) Tools			
	b) RPZ Testing (Backfill testing)			
	c) Load Bank Testing (Generator)			
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 15,545.31	\$ 7,000	<b>\$ 7,000</b>
<b>3030</b>	<b>ENGINEERING FEES</b>	\$ -	\$ 1,000	<b>\$ 1,000</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ -	\$ -	<b>\$ -</b>
<b>3600</b>	<b>INSURANCE</b>	\$ 9,002.00	\$ 14,000	<b>\$ 14,000</b>
<b>3810</b>	<b>ELECTRIC UTILITIES</b>	\$ 98,433.74	\$ 86,000	<b>\$ 102,000</b>
<b>3830</b>	<b>GAS UTILITIES</b>	\$ 3,208.38	\$ 3,000	<b>\$ 3,300</b>
<b>4000</b>	<b>CONTRACTUAL SERVICE</b>	\$ -	\$ 2,000	<b>\$ 2,000</b>
	a) Filter Evaluation			
	b) Security Camera Maintenance			
	c) Comcast			
<b>4370</b>	<b>PERMITS, DUES &amp; SUBSCRIPTIONS</b>	\$ 1,075.00	\$ 2,550	<b>\$ 2,550</b>
	a) Hazardous Chemical Inventory Fee & Pressure Vessel Permit (State of MN)	\$ 200		
	b) WTP Permit (Metro Council)	\$ 650		
	c) Strength Charge (Metro Council)	\$ 1,700		
<b>5000</b>	<b>CAPITAL OUTLAY</b>	\$ -	\$ -	<b>\$ -</b>
<b>7000</b>	<b>TRANSFERS OUT</b>	\$ 54,058.00	\$ 40,915	<b>\$ 17,745</b>
	a) Transfer to Renewal & Replacement	\$ 17,745		
<b><u>TOTAL 2023 WTP EXPENDITURES</u></b>		<b>\$ 214,765.04</b>	<b>\$ 200,065</b>	<b>\$ 195,195</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF EXPENDITURES FOR 2023 BUDGET**

Page S-1

<b>SEWER DEPARTMENT-601.49450</b>		2021 Actual	2022 Budget	2023 Budget
<b>1010</b>	<b>SALARIES</b>	\$ 119,858.06	\$ 126,257	<b>\$ 126,847</b>
<b>1013</b>	<b>OVERTIME</b>	\$ 4,238.34	\$ 8,647	<b>\$ 8,862</b>
	a) 175 OT hrs @ \$50.64			
<b>1020</b>	<b>ON-CALL SALARIES</b>	\$ 1,505.37	\$ 4,941	<b>\$ 5,064</b>
	a) 60 OT hrs @ \$50.64	\$ 3,038		
	b) 30 DT hrs @ \$67.52	\$ 2,026		
<b>1040</b>	<b>TEMPORARY SALARIES (\$10-\$12)</b>	\$ -	\$ -	<b>\$ -</b>
<b>1050</b>	<b>VACATION BUY BACK</b>	\$ 1,486.64	\$ 3,000	<b>\$ 3,000</b>
<b>1210</b>	<b>PERA EMPLOYER CONTRIBUTION</b>	\$ 9,428.68	\$ 10,139	<b>\$ 10,207</b>
	a) Coordinated 7.5% \$ 140,773			
<b>1220</b>	<b>FICA &amp; MEDICARE EMPLOYER CONTRIBUTION</b>	\$ 9,094.36	\$ 10,931	<b>\$ 11,002</b>
	a) FICA 6.2% \$ 143,773	\$ 8,917		
	b) Medicare 1.45% \$ 143,773	\$ 2,085		
<b>1300</b>	<b>HEALTH &amp; DENTAL INSURANCE</b>	\$ 24,443.19	\$ 24,428	<b>\$ 23,784</b>
<b>1313</b>	<b>LIFE INSURANCE</b>	\$ 92.40	\$ 95	<b>\$ 95</b>
<b>1510</b>	<b>WORKER'S COMPENSATION</b>	\$ 10,851.80	\$ 11,000	<b>\$ 11,000</b>
<b>2000</b>	<b>OFFICE SUPPLIES</b>	\$ 245.83	\$ 800	<b>\$ 800</b>
	a) Copy Paper			
	b) Miscellaneous			
<b>2030</b>	<b>PRINTED FORMS</b>	\$ 1,408.33	\$ 1,600	<b>\$ 1,600</b>
	a) Utility Bills & Envelopes \$ 1,400			
	b) Special Notices, Radio Install Forms \$ 200			
<b>2100</b>	<b>OPERATING SUPPLIES</b>	\$ 127.19	\$ 500	<b>\$ 500</b>
<b>2120</b>	<b>MOTOR FUELS &amp; LUBRICANTS</b>	\$ 2,746.11	\$ 3,200	<b>\$ 3,700</b>
<b>2200</b>	<b>REPAIR &amp; MAINTENANCE</b>	\$ 5,234.77	\$ 14,000	<b>\$ 14,000</b>
	a) Chemicals-Sewer System			
	b) Sewer System Maintenance			
	c) Manhole Covers			
<b>2210</b>	<b>EQUIPMENT PARTS</b>	\$ 745.33	\$ 3,000	<b>\$ 3,000</b>
<b>2220</b>	<b>POSTAGE</b>	\$ 1,885.46	\$ 2,500	<b>\$ 2,500</b>
	a) Utility Billing			
	b) Metered Mail			
<b>2221</b>	<b>TIRES</b>	\$ 589.14	\$ 500	<b>\$ 1,000</b>

**2023 BUDGET BREAKDOWN OF EXPENDITURES:****SEWER DEPARTMENT-601.49450 (CON'T)**

				Page S-2	Page S-2
				2022	2023
				Budget	Budget
		2021			
		Actual			
<b>2222</b>	<b>STREET REPAIRS</b>	\$ -	\$ 3,000	\$	<b>3,000</b>
	a) Curb Repairs				
	b) Sod				
	c) Asphalt (sewer breaks)				
<b>2262</b>	<b>WATER METERS &amp; SUPPLIES</b>	\$ 3,185.50	\$ 6,000	\$	<b>6,000</b>
<b>2280</b>	<b>UNIFORM ALLOWANCE</b>	\$ 744.63	\$ 1,050	\$	<b>1,050</b>
<b>3010</b>	<b>AUDIT &amp; ACCOUNTING SERVICES</b>	\$ 5,712.50	\$ 5,975	\$	<b>6,213</b>
<b>3030</b>	<b>ENGINEERING SERVICES</b>	\$ -	\$ 1,500	\$	<b>1,000</b>
<b>3040</b>	<b>LEGAL SERVICES</b>	\$ -	\$ 300	\$	<b>300</b>
<b>3210</b>	<b>TELEPHONE</b>	\$ 474.15	\$ 700	\$	<b>700</b>
	a) Alarm System				
	b) Cell Phone usage				
	c) Pager				
<b>3310</b>	<b>TRAVEL EXPENSE</b>	\$ -	\$ 1,000	\$	<b>1,000</b>
<b>3500</b>	<b>PRINTING &amp; PUBLISHING</b>	\$ -	\$ 300	\$	<b>300</b>
<b>3600</b>	<b>INSURANCE</b>	\$ 14,153.56	\$ 15,000	\$	<b>15,240</b>
<b>3810</b>	<b>ELECTRIC UTILITIES</b>	\$ 5,658.89	\$ 5,800	\$	<b>5,800</b>
<b>3840</b>	<b>METRO WASTE CONTROL</b>	\$ 535,912.94	\$ 587,074	\$	<b>578,842</b>
	(\$48,236.83/month)				
<b>4000</b>	<b>CONTRACTUAL SERVICES</b>	\$ 4,834.43	\$ 8,511	\$	<b>9,000</b>
	a) I.T. Services (split 150 hr block)	\$ 5,000			
	b) Safety Consultant	\$ 2,500			
	c) Drug Testing	\$ 500			
	d) Load Bank Testing (Generator)	\$ 1,000			
<b>4050</b>	<b>MAINTENANCE AGREEMENTS</b>	\$ 6,432.76	\$ 7,600	\$	<b>6,840</b>
	a) Accounting Software Support	\$ 1,000			
	b) Gopher State One-Call	\$ 2,040			
	c) 33% SCADA System	\$ 450			
	d) Software Support for Meter Program	\$ 660			
	e) Meter Reading Equipment Support (handhelds)	\$ 590			
	f) Infraseek GIS	\$ 1,800			
	g) GPS/GIS Software Support	\$ 300			

**2023 BUDGET BREAKDOWN OF EXPENDITURES:**

				Page S-3		Page S-3
				2021	2022	2023
				Actual	Budget	Budget
<b><u>SEWER DEPARTMENT-601.49450 (CON'T)</u></b>						
<b>4300</b>	<b>CONFERENCES &amp; SCHOOLS</b>			\$ -	\$ 1,200	\$ 1,200
	a) Munici-pals	\$	100			
	b) MN Rural Water Conference	\$	200			
	c) AWWA	\$	300			
	d) Sewer Trade Conference	\$	450			
	e) Staff Training 1/yr	\$	150			
<b>4330</b>	<b>DUES &amp; SUBSCRIPTIONS</b>			\$ 67.19	\$ 340	\$ 340
	a) Minnesota Rural Water Assn	\$	123			
	b) American Water Works Assoc.	\$	137			
	c) A.P.W.A.	\$	80			
<b>4390</b>	<b>MISCELLANEOUS</b>			\$ -	\$ -	\$ -
<b>4450</b>	<b>RESERVE CAPACITY CHARGES (SAC-37250)</b>			\$ 44,210.14	\$ 12,425	\$ 12,425
<b>4460</b>	<b>SEWER PERMIT SURCHARGES (37271)</b>			\$ -	\$ -	\$ -
<b>5000</b>	<b>CAPITAL OUTLAY</b>			\$ -	\$ -	\$ -
<b>7000</b>	<b>TRANSFERS OUT</b>			\$ 99,805.00	\$ 98,304	\$ 178,230
	a) Transfer to General Fund	\$	19,370			
	b) Transfer to Renewal & Replacement	\$	78,860			
	c) Transfer to Building Maintenance Fund	\$	80,000			
<b><u>TOTAL 2023 SEWER DEPARTMENT EXPENDITURES</u></b>				<b>\$ 915,172.69</b>	<b>\$ 981,617</b>	<b>\$ 1,054,441</b>
<b><u>TOTAL 2023 PUBLIC UTILITY OPERATING EXPENDITURES</u></b>				<b>\$1,502,645.03</b>	<b>\$ 1,423,714</b>	<b>\$1,781,727</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2023 BUDGET  
WATER TREATMENT PLANT FUND 602**

Page WTP-1

<b><u>REVENUES:</u></b>		2021 Actual	2022 Budget	2023 Budget
602.00000.36200	MISC REVENUES	\$ -	\$ -	\$ -
602.00000.36210	INTEREST	\$ (3,102.42)	\$ 4,000	\$ -
602.00000.37150	WATER CONNECTION CHARGE	\$ -	\$ -	\$ -
602.00000.37601	WATER TREATMENT PLANT COLLECTIONS	\$ 239,870.44	\$ 140,000	\$ -
602.00000.37604	WATER TREATMENT PLANT PENALTIES	\$ 4,736.33	\$ 3,000	\$ -
602.00000.39206	TRANSFER FROM WTR TREATMT PLANT	\$ 39,128.00	\$ 25,000	\$ -
<b><u>TOTAL 2020 WTP BOND FUND REVENUES</u></b>		<b>\$ 280,632.35</b>	<b>\$ 172,000</b>	<b>\$ -</b>

<b><u>EXPENDITURES:</u></b>		2021 Actual	2022 Budget	2023 Budget
602.49402.06010	BOND PRINCIPAL	\$ 231,000.00	\$ 238,000	\$ 245,000
602.49402.06110	BOND INTEREST	\$ 20,128.00	\$ 13,616	\$ 6,907
<b><u>TOTAL 2023 WTP BOND FUND EXPENDITURES</u></b>		<b>\$ 251,128.00</b>	<b>\$ 251,616</b>	<b>\$ 251,907</b>

**CITY OF SPRING LAKE PARK  
BREAKDOWN OF REVENUE & EXPENDITURES FOR 2023 BUDGET  
STORM WATER UTILITY FUND 603**

Page SWU-1

<b><u>REVENUES:</u></b>		2021 Actual	2022 Budget	2023 Budget
603.00000.36200	MISC REVENUES	\$ -	\$ -	\$ -
603.00000.36210	INTEREST	\$ -	\$ 1,000	\$ 500
603.00000.36504	STORM WATER COLLECTION	\$ -	\$ 96,000	\$ 97,400
603.00000.36505	STORM WATER TRANSFER	\$ -	\$ -	\$ -
602.00000.33203	STORM WATER PENALTIES	\$ -	\$ 500	\$ 1,000
<b><u>TOTAL 2023 SW UTILITY REVENUES</u></b>		<b>\$ -</b>	<b>\$ 97,500</b>	<b>\$ 98,900</b>

<b><u>EXPENDITURES:</u></b>		2021 Actual	2022 Budget	2023 Budget
603.49785.01010	FULL TIME EMPLOYEES	\$ -	\$ 12,103	\$ 11,865
603.49785.01013	OVERTIME	\$ -	\$ -	\$ -
603.49785.01040	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
603.49785.01050	VACATION BUY BACK	\$ -	\$ 950	\$ 1,000
603.49785.01210	PERA CONTRIBUTIONS - EMPLOYER	\$ -	\$ 979	\$ 965
603.49785.01220	FICA & MEDICARE EMPLOYER CONTRIBUTION	\$ -	\$ 999	\$ 984
603.49785.01300	HEALTH INSURANCE	\$ -	\$ 1,213	\$ 1,179
603.49785.01313	LIFE INSURANCE	\$ -	\$ 6	\$ 7
603.49785.01510	WORKERS COMPENSATION	\$ -	\$ 1,200	\$ 1,200
603.49785.02200	REPAIR & MAINTENANCE	\$ -	\$ 17,500	\$ 18,000
603.49785.03030	ENGINEERING FEES	\$ -	\$ 7,500	\$ 8,000
603.49785.03040	LEGAL FEES	\$ -	\$ 500	\$ 500
603.49785.03500	PRINTING & PUBLISHING	\$ -	\$ 550	\$ 1,000
603.49785.04000	CONTRACTUAL SERVICES	\$ -	\$ 4,000	\$ 4,200
603.49785.05000	CAPITAL OUTLAY	\$ -	\$ 50,000	\$ 50,000
603.49785.07000	PERMANENT TRANSFERS OUT	\$ -	\$ -	\$ -
<b><u>TOTAL 2023 SW UTILITY EXPENDITURES</u></b>		<b>\$ -</b>	<b>\$ 97,500</b>	<b>\$ 98,900</b>



**CITY OF SPRING LAKE PARK  
2023 UTILITY RATES (PROPOSED)**

**WATER CONSERVATION RATES - ALL PROPERTIES**

Administrative Base Rate	\$17.64 /quarter
Tier 1:	\$1.84 /1,000 gallons for 0-9,000 gallons/quarter
Tier 2:	\$2.07 /1,000 gallons for 9,001-18,000 gallons/quarter
Tier 3:	\$3.19 /1,000 gallons for 18,001 to 27,000 gallons/quarter
Tier 4:	\$3.55 /1,000 gallons for 27,001 to 36,000 gallons/quarter
Tier 5:	\$3.85 /1,000 gallons for 36,001 to 45,000 gallons/quarter
Tier 6:	\$4.18 /1,000 gallons for 45,001+ gallons/quarter

**SEWER RATES - ALL PROPERTIES**

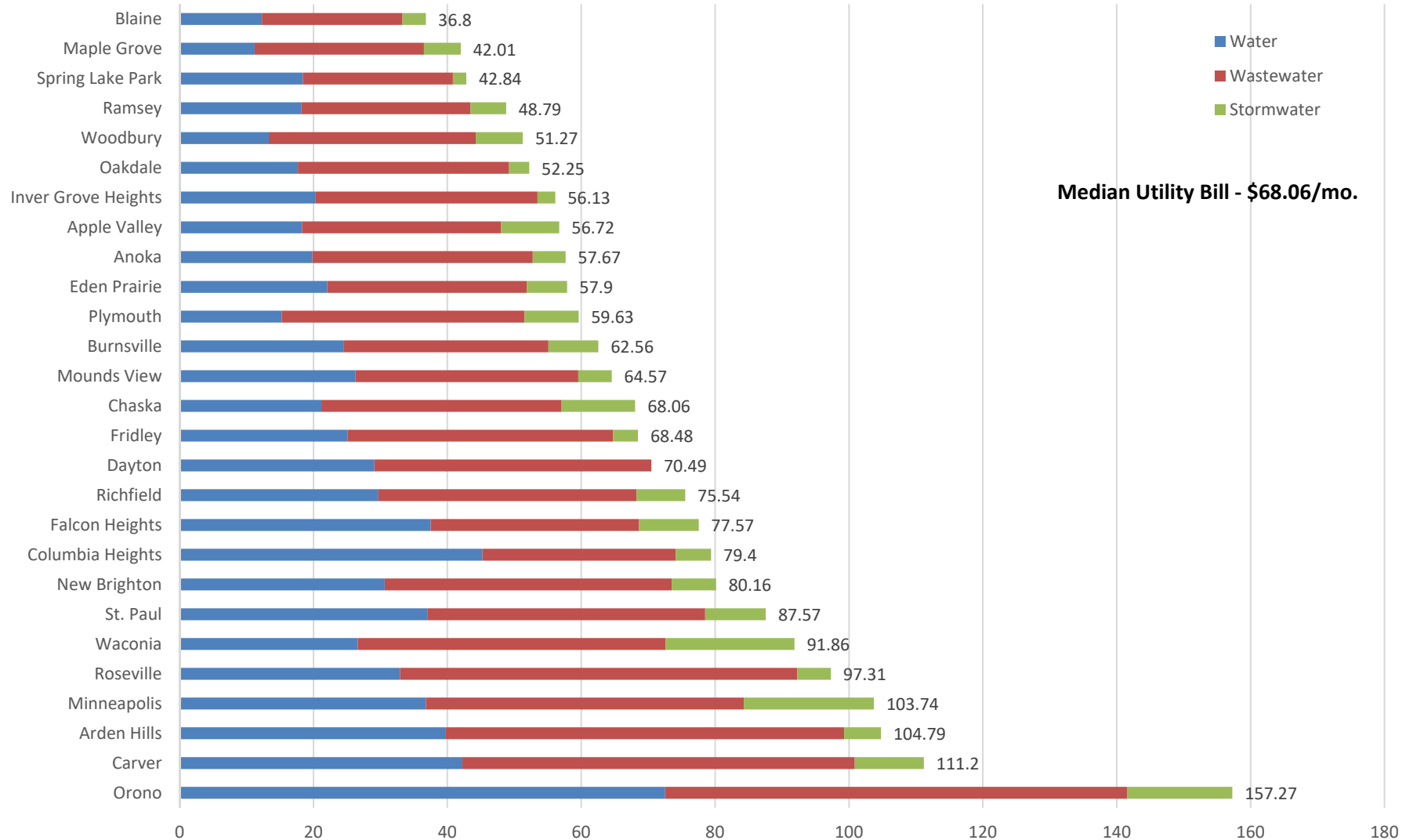
Metropolitan Council Environmental Services (MCES), a division of the Metropolitan Council, owns and operates the facilities that process wastewater for the metropolitan area. MCES charges a fee to each city for wastewater treatment based on its share of wastewater treated by MCES. Sewer rates reflect this fee as well as funds required for the repair and maintenance of the City's municipal sanitary sewer infrastructure.

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

**OTHER UTILITY BILL CHARGES**

Recycling Fee	\$12.96 /quarter/residential unit
Street Light Fee	\$4.30 /quarter per water connection
Minnesota Water Test Fee	\$2.43 /quarter/per water connection
Storm Water Utility Fee	\$6.00 /quarter per residential equivalency factor (REF)

## Total Water/Sanitary Sewer/Stormwater Rates - Metro Area 2022 North Central Utility Rate Survey - AE2S





# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**Cc:** Daniel Buchholtz, MMC, Administrator, Clerk/Treasurer  
**From:** Haley Morrison, Accounting Clerk/Special Projects Coordinator  
**Date:** November 28, 2022  
**Subject:** Proposed Recycling Budget 2023

Attached you will find the 2023 projected revenues and expenditures, along with the actual revenues and expenditures from the year as of November 23, 2022, revenues are short until after we submit our July – December 2022 SCORE Report and our reimbursement form to Xcel Energy for the recycling of fluorescent bulbs. which will be submitted in January 2023.

The 2023 projected revenues and expenditures are based off of the revenues and expenditures from 2022. As you can see the revenues will be short \$9,085.73, so we are requesting an increase in the recycling fee from \$12.96/quarter to \$13.60/quarter, that would be an increase of 4.9%. If you have any questions I would be more than willing to answer them. I can be contacted at 763-792-7240, Monday – Friday from 8:00 am – 4:30 pm.

Thank you.

## PROPOSED 2023 RECYCLING BUDGET

ACCOUNT #		YTD ACTUAL 2021	PROJECTED BUDGET 2022	ACTUAL BUDGET TO DATE 2022	PROJECTED BUDGET 2023
<b>REVENUES</b>					
230.00000.33425	AC S.C.O.R.E	57,072.00	60,272.00	-	60,139.00
230.00000.36210	INTEREST	(211.62)			
230.00000.34950	REFUND & REIMBURSEMENT	1,354.86		-	
230.00000.36506	CLEAN UP/YARD WASTE	2,950.00	2,500.00	39,536.82	
230.00000.37601	RECYCLING COLLECTION*	126,172.16	166,561.92	156,139.27	165,362.00
230.00000.37604	RECYCLING PENALTIES	2,254.32	2,000.00	3,309.08	2,500.00
230.00000.33429	RECYCLING GRANT	9,598.50			
	<b>TOTAL</b>	<b>199,190.22</b>	<b>231,333.92</b>	<b>198,985.17</b>	<b>228,001.00</b>
<b>EXPENDITURES</b>					
230.47660.01010	SALARY	26,036.78	25,067.47	20,058.78	24,661.00
230.47660.01050	VAC BUY BACK	470.18	500.00	-	500.00
230.47660.01210	PERA	1,832.95	1,880.06	1,539.66	1,850.00
230.47660.01220	FICA/MEDICARE	1,865.19	1,917.66	1,490.30	1,887.00
230.47660.01300	HEALTH INSURANCE	5,305.60	5,346.94	3,583.42	5,068.00
230.47660.01313	LIFE INSURANCE	22.08	22.19	21.15	23.00
230.47660.01510	WORKERS COMPENSATION		150.00	-	150.00
230.47660.02000	OFFICE SUPPLIES	26.91	75.00	161.00	150.00
230.47660.02100	OPERATING SUPPLIES		125.00	-	125.00
230.47660.02220	POSTAGE	2,687.91	3,000.00	3,307.14	2,500.00
230.47660.03040	LEGAL FEES				
230.47660.03310	TRAVEL EXPENSES	55.27	150.00	62.50	150.00
230.47660.03500	PRINTING & PUBLISHING	3,819.55	3,000.00	3,651.98	2,500.00
230.47660.04000	CONTRACTUAL SERVICES**	94,332.24	131,328.00	101,529.70	134,000.00
230.47660.04001	PARK RECYCLING				
230.47660.04002	CLEAN UP/YARD WASTE	38,711.33	45,000.00	25,472.58	40,000.00
230.47660.04011	COMMUNITY EVENT/PARK	6,060.44	6,000.00	9,738.00	8,500.00
230.47660.04300	CONFERENCE & SCHOOL	36.35	100.00	-	100.00
230.47660.04330	DUES & SUBSCRIPTIONS		100.00		100.00
230.47660.04390	MISC.		100.00	-	100.00
230.47660.05000	CAPITAL OUTLAY	9,598.50		-	
230.47660.07000	PERMANENT TRANSFERS	5,000.00	5,000.00		5,500.00
	<b>RECYCLING FUND TOTAL</b>	<b>195,861.28</b>	<b>228,862.32</b>	<b>170,616.21</b>	<b>227,864.00</b>
	<b>NET</b>	<b>3,328.94</b>	<b>2,471.60</b>	<b>28,368.96</b>	<b>137.00</b>



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

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

**2021 Sewer Lining Project (193805204).** This project included lining in the general area between Terrace and Monroe and south of 81<sup>st</sup> Avenue. Terry Randall is watching this project. Lining work has been completed. *Grout work has been delayed until late 2022 or early 2023 (at no price increase to city). Contractor is Visu-Sewer – might start in late December.*

**2023 Sewer Lining Project (193805871).** Terry Randall has received preliminary televising reports of the remaining sanitary sewers in the city that need to be lined (approximately 30,000-feet). Plans and specs were ordered on 9-6-22. *Bidding will occur this winter.*

**2022 Street Improvements Project (193805383).** Public Hearings were on 10/4/21 and 11/15/21. Bids were received on January 31<sup>st</sup>. Public Assessment Hearing was on March 21<sup>st</sup>. Construction Contractor is Northwest Asphalt. Construction started on May 9th. Bituminous base course and sidewalk work were completed in May. Final bituminous wear course was paved on June 6, 2022.  
*Final payment was processed on 11-21-2022.*

**City Hall Building (193805580).** A process for evaluating possible city hall remodel options has started. Staff meetings were held between 5-31-22 9-15-22 to review floor plans. A schematic floor plan option was presented at a city council workshop on 10-10-22. *The next step will be to start on Design Development Documents and then preparation of Construction Documents.*

**Take 5 Express Car Wash (8301 Univ. Ave. NE):** Revised plans dated 8-24-22 have been submitted that include a sidewalk on 83<sup>rd</sup> Ave and the tree removal as recommended in the traffic study. *A Preconstruction Conference needs to be held.*

**Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne).** Final site work is nearing completion. *A site work and landscaping inspection needs to be completed in 2023. A partial reduction of the financial surety was approved in November. Remining amount will be held until a final inspection ()including landscaping) and CCWD sign off in 2023.*

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

# **CORRESPONDENCE**



# ANOKA COUNTY NEWS

Volume 3-2022

## Mental Health RESOURCES





# You are not ..... alone

**P**eople's lives often go in waves: there are the crests — the high points — like landing a much-sought-after job, falling in love, or the birth of the child. Then there are the troughs: the passing of loved ones, being ostracized at school or work, or the fracturing of close personal relationships.

The low points of those waves can make people feel hopeless and alone. And, at times, that feeling of hopelessness can cede to darker states of depression and other mental illness. For those who have felt this way in their lives, it's important to note there are others out there who have dealt with the same struggles or are currently trying to combat mental illness.

According to the National Alliance on Mental Illness Minnesota, one in five U.S. adults experience mental illness each year, with one in 20 of those adults experiencing a serious mental illness each year. The numbers for adolescents are also staggering: One in six youth aged 6-17 experience a mental health disorder each year. Fifty percent of all lifetime mental illness begins by age 14, and 75 percent by age 24. These adolescents and young adults who deal with mental illness sometimes find the struggles too much to bear — suicide is the second leading cause of death among people aged 10-34 in the U.S.

"In Anoka County, staff, elected officials and community partners are working hard to provide resources to people dealing with various forms of mental illness, and they're also seeking to reduce the stigma around mental illness and asking for help," said Scott Schute, chair, Anoka County Board of Commissioners.

The following pages detail Anoka County specific statistics and several initiatives by Anoka County and some of its community partners to enhance mental health resources for county residents.

# Suicide prevention



**Anoka County**  
**MINNESOTA**

Respectful, Innovative, Fiscally Responsible

The Anoka County Suicide Prevention Work Group is a multi-sector collaboration of community partners operating as part of the Northwest Metro Roundtable on Mental Health. The group seeks to prevent suicide by better understanding factors related to suicide, addressing barriers to accessing needed services, reducing the stigma around mental health, and promoting protective factors for positive mental health and well-being in the community.

## BACKGROUND INFORMATION



The Anoka County suicide death rate nearly doubled between 2000- 2020. 📈



**24.6%**

The percent of Anoka County students who ever seriously considered suicide increased from 20.3% of students in 2016 to 24.6% of students in 2019. 📈



Anoka County's 2020 suicide mortality rate is the highest of any county in the 7-county metro area. 📈



**45%**

Nearly half (45%) of Anoka County suicide deaths are from firearms. 📈



Between 2016 and 2020, 897 Anoka County adolescents age 15-19 were hospitalized for self-harm injuries, which is the largest of any age group. 74% were female. 📈



Adverse Childhood Experiences (or ACEs), increase risk of suicidal ideation. Protective factors, like positive identity and strong relationships, reduce risk for suicide. These protective factors are decreasing over time among Anoka County students. 📈



Students who identify as LGBTQ, belonging to a racial or ethnic minority, female, and low-income are more likely to have thoughts of suicide. 📈



The 45 to 54-year-old population has the highest suicide death rate in Anoka County of any age group. 📈



## What can *you* do to help?

**9-8-8**

9-8-8 is a new nationwide suicide and crisis lifeline. If you or someone you care about is in crisis, please call this free and confidential support line. Text and online chat are also available through 9-8-8.

- Educate yourself and colleagues about suicide and mental health.
- Reach out to the Suicide Prevention Work Group to get involved. Contact [Katherine.Podvin@co.anoka.mn.us](mailto:Katherine.Podvin@co.anoka.mn.us)
- Promote the new national suicide crisis lifeline **[988lifeline.org](https://988lifeline.org)**

📈 2016 and 2019 Student Minnesota Student Survey

📈 CDC Vital Statistics

📈 Minnesota Injury Data Access System - hospitalization data



## Mental health resources available for children

Children's mental health can be adversely affected by a variety of factors, including physical or mental illness, poverty, abuse, bullying, divorce of parents, and more.

Adolescence is a particularly vulnerable time for children, and sometimes parents or legal guardians may be at a loss when it comes to helping their children during difficult phases. This is when turning to professional resources can help. In Anoka County, help for children starts with a call to the Children's Mental Health intake line: 763-324-1430. Callers are connected to an intake worker who will talk to them about their children's needs and provide them with information on both community resources and the application process for voluntary county services.

Anoka County's Children's Mental Health Services include:

- **Screening and intake**

During this process, if a child has health insurance that covers mental health services, a referral might be made to a provider(s) of a family's choice. In some cases, this is all that's needed; in more intensive cases, a social worker will gather more information and often meet with a family in their home.

- **Referral for diagnostic assessment**

This involves a written evaluation by a mental health professional.

- **Early intervention and prevention services**

This program connects families to a range of community-based therapeutic and supportive resources, and is open to residents of Anoka County.

- **Case management**

County case management services help families assess their child's mental health needs, develop a treatment plan to meet those needs, and assist children and families in arranging needed therapeutic and supportive services. The case manager will regularly meet with families to assess the appropriateness, delivery and effectiveness of services over time.

To be eligible for Children's Mental Health services, a child must be a resident of Anoka County and under the age of 18. A current (within the last 180 days) diagnostic assessment must also determine that the child meets the criteria for a severe emotional disturbance. This diagnostic assessment may be completed by a mental health professional of a parent's or legal guardian's choosing.

"The Anoka County Children's Mental Health intake line is a resource that's always available to area parents and legal guardians, if their children are struggling with mental health issues," said District 3 Anoka County Commissioner Robyn West. "At-risk children can benefit greatly by going through the screening process — the professionals at our county are adept at directing parents and guardians to the right services for their children."

Be ready for  
**REAL ID**

Beginning May 3, 2023, every air traveler 18 years of age and older will need a U.S. passport, U.S. passport card, REAL ID-compliant driver's license, state-issued enhanced driver's license, or another acceptable form of ID to fly within the United States.



[www.dhs.gov/real-id](http://www.dhs.gov/real-id)

[www.tsa.gov/real-id](http://www.tsa.gov/real-id)

# Substance use disorder reform leads to more treatment options

In July of this year, Minnesota finished its Substance Use Disorder (SUD) reform, switching to a direct access model that allows individuals more choice when it comes to assessment and treatment.

Since the 1980s, Minnesota has implemented a process for people to access publicly paid SUD treatment services in the state. Prior to this summer, that process, known as Rule 25, required a person's county or tribal nation to conduct a chemical use assessment, and if it was determined that public funds could be used to pay for that person's treatment, they would be directed to treatment options in their county or tribal nation.

Direct access allows individuals to go directly to providers they choose and receive comprehensive assessments and access care immediately, according to the Minnesota Department of Human Services. This model removes barriers of timing associated with going through a placing authority, allows for individual choice, and removes duplication of comprehensive assessments.

"The fact that eligible individuals who are suffering from substance use disorders can now seek assessments and care with the provider of their choice is a great step forward when it comes to addressing our state's addiction treatment issues," said District 4 Anoka County Commissioner Mandy Meisner. "Less barriers likely means more people get the treatment they need."

## How Emergency Communications handles mental health calls

In a mental health crisis, 911 operators who work for Anoka County Emergency Communications now can transfer callers to the Anoka County Mobile Crisis Response Team.

When calls come into the 911 Center, either by the emergency or non-emergency line, the dispatcher will ask some key questions to determine the best response for the caller and responders.

Any call that requires a law enforcement, fire or EMS response will not be transferred to the Mobile Crisis Response Team. Calls that will not be transferred involve the presence of a weapon, an injured person, physical violence or threat of physical violence.

Sometimes callers who are experiencing a mental health crisis just need someone to talk to. The counselors at the Mobile Crisis Response Team are often able to help the caller, without law enforcement response. However, if the caller wants EMS or law enforcement response, Anoka County Emergency Communications will dispatch those services.

All Emergency Communications employees have completed online and in-house training to provide them with the tools they need to process these events.

"The goal is to get everyone the help they need, use the appropriate measures, and not escalate incidents," District 2 Anoka County Commissioner Julie Braastad said. "The partnership between our Emergency Communications Center and Anoka County Mobile Crisis has been an asset to our community — quickly identifying when people need mental health services leads to more positive outcomes."





## Community partners embed social workers with law enforcement

### Mental health crisis?

Call 763-755-3801

If you or someone you know is having a mental health crisis, the Anoka County Mobile Crisis Response Team can help. This free line is open every day, all day, and it's available to adults and children. If you are in immediate physical danger, call 911.

Some of Anoka County's community partners in law enforcement and crisis response are addressing the mental health needs of the community by having licensed independent clinical social workers embedded with law enforcement.

The Columbia Heights Police Department started with one embedded mental health professional, Eileen Sowry, in January, and have since brought on a second, Erin Buller. They contract one of the positions through Canvas Health, which is the Mobile Crisis Response provider for Anoka County, while the other is funded through a Department of Justice grant.

The Blaine Police Department just approved the embedded mental health position full time, after a year of splitting the position with the Coon Rapids Police Department. Social worker Amanda Terwey was formerly contracted for the split position through People, Inc. before being brought on full time by the Blaine PD.

All three social workers ride with officers and respond to calls involving mental health concerns, and they follow up on calls they're not at via referrals.

Columbia Heights Police Capt. Erik Johnston said the mental health professionals have been an asset to his department and the city. He noted there's been about a 70 percent increase in calls from Columbia Heights to Anoka County Mobile Crisis Response since the program started.

"I look at an increase like that as a sign that we're now addressing a huge unmet need," he said.

As of August of this year, Terwey had responded to more than 30 active scenes with officers and conducted more than 200 follow-ups.

Sowry, Buller, and Terwey said their positions are flexible, which allows them to help community members in a variety of ways. Sometimes, it's as simple as getting someone a phone they're not paranoid about using; they could be helping people touch base with their doctors to get prescriptions refilled; or, especially when they're on-scene, the social workers are adept at helping de-escalate domestic situations.

"We just really try to find solutions and meet people where they're at," Sowry said.

There's been much cross-learning between the social workers and officers at the Columbia Heights and Blaine Police Departments, and this has led to a better understanding of how to address mental health needs when responding to emergency calls.

"I really truly think it's beneficial to have mental health professionals working with law enforcement," Terwey said. "I think the community and those individuals served benefit when systems work together, not separately."

### Protect WATER From Salt Pollution

One teaspoon of salt can pollute five gallons of fresh water. Salt from your water softener ends up in our lakes, rivers, and groundwater. It's virtually impossible to remove, and builds up over time.

This harms our fish, gardens, and will likely cost Anoka County money in the future.

The Anoka Conservation District recommends the following to reduce your salt pollution:

- Switching your toilet, garden hose, or cold water tap to un-softened water.
- Research smart softener options for your home.
- Match your softener settings exactly to your water hardness (and save money).



# Training Helps Deputies Respond to Mental Health Crises

As most people are aware, the mental health crisis in Anoka County is continuing to increase. This has brought many new challenges to the Anoka County Sheriff's Office, as well as law enforcement in general.

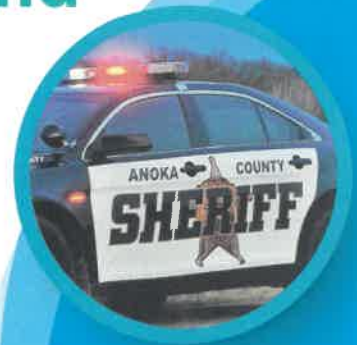
The Sheriff's Office's deputies are not mental health professionals, but increased training and assistance from outside organizations has helped deputies respond to cases so individuals in crisis receive beneficial help. When a deputy has been called to an incident, one of the first things they try to determine is if the situation requires criminal enforcement or medical assistance. While many variables determine a response, county deputies are equipped with resources in the event of a mental health crisis.

If there is immediate danger to an individual or others in a mental health crisis, deputies can place an individual on a brief transport hold, which will allow that person to be transported to a hospital to be assessed by a physician. At that point, the trained physician can determine the best plan of action for the patient, which could involve a longer hold for treatment. If the situation does not bring immediate risk to the individual, the Sheriff's Office works with county mental health resources to refer those who may need their services. Finally, deputies possess mental health and suicide prevention resources to distribute to people who may need them.

Detention deputies at the Anoka County Jail also work with many individuals daily who are dealing with mental health struggles. During the intake process at the jail, inmates receive a mental health assessment. Based off the inmate's responses, they may be referred to the jail's medical staff to be further assessed and treated. Seven days after intake, and every 30 days thereafter, inmates are again assessed to determine if any changes in their mental health have occurred, which might require further assessment or treatment.

Anoka County Jail staff take comments regarding suicide, violence towards others, and poor mental health very seriously and if concerning behavior is exhibited, inmates may be separated for their own safety, and assessed daily by mental health staff. In very serious cases, inmates may also be transported to local hospitals to be treated by physicians. The Anoka County Jail recently began a partnership with People Inc., which provides post-release services to inmates. These services include treatment, counseling, and housing options. This relationship helps inmates leave the jail in a better condition than when they came in, which hopefully will allow them the opportunity to thrive in the community.

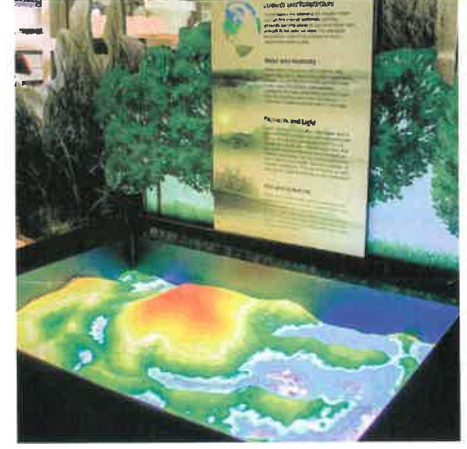
"The Sheriff's Office has made great strides in serving those in Anoka County with mental health challenges, but there is more that can be done," said District 5 Commissioner Mike Gamache. "Therefore, the Sheriff's Office is always looking for ways to increase partnerships with mental health professionals and train its staff to effectively handle individuals in crisis. All individuals in Anoka County deserve a caring and helpful response in their time of need."



**The SAMHSA Treatment Services Locator is a federal government website that can help you find a treatment facility near you. Simply enter your zip code and you will get a map of nearby facilities that offer treatment for mental and chemical health problems.**

**findtreatment.  
samhsa.gov**

# NEW DISPLAYS AT WARGO NATURE CENTER



Wargo Nature Center has a new look! New interactive displays were installed this fall on the main level of the center, replacing the 30-year-old original displays. In the 2015 Wargo Nature Center Master Plan, one of the primary goals was to improve the visitor experience. The Parks Department worked with Chase Studio, an exhibit division of the Ozark Museum of Natural History, to develop displays that focused on the natural and cultural history of the area.

The main centerpiece is an 18' Maple tree with a spiral staircase which leads visitors up to the canopy in search of different animals and birds. At the top of the tree, visitors can be immersed into the sky with seasonal bird migration projections. At the base of the tree, a large computer screen provides accessible views and information about the animals found above.

Visitors will also see detailed dioramas, which highlight the prairie ecosystem, life under the soil, and cultural history of the area. The cultural display teaches visitors what the local landscape looked like 10,000 years ago and how it has changed over time. Taking technology to a new level, an augmented reality sandbox lets visitors create different landforms and water features, teaching them about river processes, vegetation, climate and more.

## WARGO NATURE CENTER HOURS

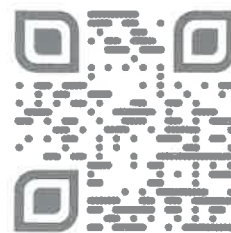
Monday - Closed  
Tuesday through Friday - 8 a.m. - 4:30 p.m.  
Saturday & Sunday - Hours may vary. Call in advance.

\*Wargo is open Saturday and Sunday  
from May through September.

# FUN ALL WINTER LONG!

REGISTER FOR CLASSES AT [ANOKACOUNTYPARKS.COM](http://ANOKACOUNTYPARKS.COM) • 763-324-3350

DID YOU KNOW WE HAVE **E GIFT CARDS**? An E gift card is good for all things Parks. Annual permits, facility or equipment rental, programs, Bunker Beach Water Park, Chomonix Golf Course and more!



## WINTER RECREATION SAMPLER

**DECEMBER 18, 1-3 PM  
AT WARGO NATURE CENTER**

Ages 5+ Get a taste of things to do outside in Minnesota during the colder months. Sample a variety of recreational activities including kick sledding, snowshoeing, and learn tips on how to dress for cold weather. Pre-registration is required. \$7/adult, \$5/child + tax



## SNOW DAY

**JANUARY 28, 1-4 PM  
AT WARGO NATURE CENTER**

Snow Day is a **free event** open to the public. Participants will have the opportunity to sample a variety of winter activities including snowshoeing, ice fishing, kick-sledding, winter crafts, live animal presentations, and more. No pre-registration is required and all ages are welcome.



## MAPLE SYRUP FESTIVAL

**MARCH 11, 2-4 PM  
AT WARGO NATURE CENTER**

It's time to celebrate spring! Learn about the tradition of gathering maple sap and cooking it down to make maple syrup and sugar. We'll go through the syrup process, make maple crafts, and participate in a spring scavenger hunt. Fun for the whole family! Pre-registration is required. \$5/person +tax

## GATHER TOGETHER

AT THE BUNKER HILLS ACTIVITIES CENTER

CALL 763-324-3300 TO MAKE A RESERVATION



Volume 3-2022

	<b>OAK ROOM</b>
\$300 for 4 hours	Capacity - 100
Additional time - \$75/hour	
	<b>MAPLE ROOM</b>
\$300 for 4 hours	Capacity - 100
Additional time - \$75/hour	
	<b>ASPEN ROOM</b>
\$100 for 4 hours	Capacity - 36
Additional time - \$50/hour	
	<b>CEDAR ROOM</b>
\$100 for 2 hours	Capacity - 24
Additional time - \$50/hour	

# ANOKA COUNTY LIBRARY

## More convenience at your library

Not quite finished with your book? Need an extra day or two to make it to the library to drop your items off?



Anoka County Library is excited to announce **auto renewal**. Three days before items are due, the library will automatically extend the checkout period for an additional three weeks on eligible items with no action required on your part. Your courtesy notice will notify you of which items were eligible for an extension and which items are still due on the original due date. This new process is automatic for all patrons. Items kept past the due date will accrue fines.

### Exceptions on renewals (not eligible)

- ⊗ Items with holds (someone is waiting for it)
- ⊗ Items that have already been renewed 4 times
- ⊗ Account has reached maximum fees \$10
- ⊗ ILL materials cannot be renewed



## Support the library on Give to the Max Day

Donate to the Friends of Anoka County Library at [givemn.org/organization/Acl](http://givemn.org/organization/Acl) on Thursday, Nov. 17, 2022.

Your donation to the Friends funds:

- Thousands of children getting books to keep during summer reading.
- Special collections like Book Club in a Bag and Park Exploration Packs.
- The annual teen Write On! short story contest.
- 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> graders struggling with reading get one-on-one help through the Reading Bridge program.
- Bike locks, toys, & diapers on hand for convenience & fun at every library branch.



## Did you know you can pick up your holds even when the library is closed?

Library Lockers are open daily for access to materials on your schedule. Extended hours accommodate both early birds and night owls. Available 4 a.m. to noon.

Johnsville, Mississippi, Northtown, St. Francis libraries.

Key Fob is required for after-hours access.

Visit [tinyurl.com/ACLLockers](http://tinyurl.com/ACLLockers) for more info.

Always FREE at the library

Visit the online event calendar for information on upcoming events & programs

**anokacountylibrary.org**

## Save the date!

Winter Reads kicks off Jan. 1 and runs through Feb. 28. Read local, complete activities, track your reads & share book reviews with the Beanstack Tracker app.



We will announce our 2023 Featured Local Authors throughout Winter Reads. The challenge will culminate with our 6th Annual Local Author Fair Feb. 25, 2023, where you can meet writers from our community and hear a keynote from an award-winning MN author.



Featured Local Author Kyle Rawleigh at the 2022 Local Author Fair. When his daughters asked him to make up a bedtime story for them, his debut novel, *Chronicles of the Unicorn Kingdom*, was born.

## North Central Library reopening November 2022

Welcome back, Ham Lake patrons and the surrounding communities. After closing its doors for renovations in September, North Central Library will be open again with a fresh new look. Improvements include new paint, carpet, shelves, and a new service desk area. Kids will appreciate the new, easy-to-browse book bins, and internet users will enjoy more seating and tables with the new layout.

Volume 3-2022

## WELLNESS at the Library



LIGHT THERAPY LAMPS are available for use during your visit.

Light therapy can ease the symptoms of Seasonal Affective Disorder (SAD)

that may occur during the change of seasons – especially winter and spring months. Ask at the desk for availability of lamps at your next visit.



SENSORY KITS are available at all Anoka County Libraries. Fidget toys, noise-canceling headphones, and visual times are included for patron use.

**Studies show reading for pleasure can improve mood, reduce stress, help prevent cognitive decline, and may even help you live longer.**

Want personalized reading recommendations? Submit a request to the Librarian Recommends service and get a list of materials tailored to your interests and preferences. Visit [tinyurl.com/ACLRecommend](https://tinyurl.com/ACLRecommend).



## Attorney's Office intertwined with mental health

Mental health issues intersect with the work of the Anoka County Attorney's Office frequently. Whether it's a question of an offender's competency, a person's ability to care for themselves, a risk to public safety, or the ripple effects of a victim's trauma, the Attorney's Office is tasked with assisting.

The County Attorney's Office is legally required to respond to commitment requests, meaning a court petition has been filed seeking involuntary treatment for someone. The Protective Services Unit (PSU) handles commitments, which fall under several categories: mental illness, chemical dependency, developmental disability, sexually dangerous persons/sexual psychopathic personality, or mentally ill and dangerous. PSU also gets involved in guardianship cases when vulnerable adults need protection and there is nobody willing or able to help. In both case types, the office represents Anoka County and its interest in the wellbeing and safety of its residents.

The Criminal Division navigates a defendant's mental health through a process known as a Rule 20 evaluation, which centers on two specific legal tests. A Rule 20.01 competency evaluation asks whether the person presently understands the nature of the criminal proceedings and whether they can assist in their own defense; a Rule 20.02 evaluation seeks to determine whether a person was so mentally ill at the time of the crime that they do not understand the nature of the act committed or do not understand it was wrong. The former test is because Minnesota law says a person must understand the criminal process for a case to move forward. Conversely, the latter test could lead to a verdict of "not guilty by reason of mental illness" at the conclusion of the case.

The office's Juvenile Division reports a marked increase in Rule 20 evaluations in juvenile delinquency cases in the past two years. Mental health has become a focal point in the juvenile justice system, which already has a built-in flexibility to approach cases with a comprehensive view of a juvenile, looking at the whole child and their context rather than just the offense.

The ultimate goal of these measures is to keep people safe — both the individual at the center of legal action and the community — but in the least intrusive way. Thus, the courts focus on what is the least restrictive treatment option that meets the person's needs.

Persons with significant mental illness or chemical dependency may very well be able to meet their daily needs and don't pose a risk of harm to self or others, and the government is not triggered to get involved. It's when someone endangers their own safety or that of others that the County Attorney's Office and the courts are empowered to try to force help on them.

The office's Victim/Witness Services team also works with individuals experiencing mental health crises, but behind the scenes. Victims often find themselves trying to navigate the criminal justice system while still reeling from the trauma of the crime that started it all. The Victim/Witness specialists frequently refer victims to counseling agencies and they report that the presentation of mental health issues and stressors has increased dramatically since the pandemic began.

**Advocacy  
Organizations**

**National Alliance on Mental Illness (NAMI): 703-524-7600, [nami.org](https://nami.org)**

**Make it OK: [makeitok.org](https://makeitok.org)**

**NAMI Minnesota: 651-645-2948, [namihelps.org](https://namihelps.org)**

**Mental Wellness Campaign for Anoka County: [mwcac.org](https://mwcac.org)**



## Peer support specialist helps clients through mental health struggles

For many years of her life, Lynn Millar walled off parts of her past — the trauma and hardship she had endured was deep, scarring and very difficult to process.

“I know what it’s like to feel alone and in the dark, because for years I had no one there to support me through my pain — nobody,” Millar said.

Millar, who is in remission from anxiety, severe depression, suicidal ideations, dissociation, and post-traumatic stress disorder, has focused much of her life on helping people who have backgrounds like her own. She has a long career in the human services field, and three years ago she came to Anoka County to serve as the county’s certified peer support specialist.

In this role, Millar works with a variety of clients, all of whom have been referred to her by Adult Mental Health social workers. She serves people who are under commitment, as well as some clients who work with Adult Mental Health on a voluntary basis. Millar supports peers who have been dealing with problems like homelessness, drug addiction, severe depression and other issues that have sent their lives into downward spirals.

“Having Lynn in this position is such an asset to the county,” said District 6 Anoka County Commissioner Jeff Reinert. “She has an expansive background in mental health, and she’s able to adeptly draw on her own experiences to help people who are dealing with some of the most difficult days of their lives.”

The work Millar does for Anoka County is different than that of many others in the mental health field because her position only focuses on support.

“The clients have a different form of safety with me, because I’m not their therapist, I’m not a counselor, and I’m not their case manager,” Millar said. “I’m someone who has lived through similar struggles, and I’m here to help them turn their lives in a new, better direction.”

Millar typically works with clients for about three months to a year, and when her time with a client is up, Millar said she hopes they’re in a much better place in their life.

“I want them to feel better,” she said. “I want them to feel like they no longer need me and that they have the resources they need. I want them to feel like they have a support group within their own network.”

Even though Millar’s work through Anoka County is through referrals, so her services aren’t available to everyone, she has advice for anyone who is looking to support people with mental health struggles.

“Take the time to talk to people, because you never know what kind of difference that can make in their lives,” she said. “They might be going through a dark time, and you could do something as simple as saying, ‘Hey, how are you today?’ or send them a card to let them know you’re thinking about them — that goes a long way.”

There are several ways to support better mental health in your community: have open conversations with friends and family; educate yourself about mental illness; encourage kind language; and, of course, volunteer.

Anoka County has an impactful way to volunteer that allows community members to have their voices heard and ideas about mental health considered: The Anoka County Adult Mental Health and Children's Mental Health Advisory and Coordination councils are looking for members.

Both councils serve as advisory committees to the Anoka County Board of Commissioners through the Human Services Committee. Members of these committees:

- Work to be informed about the mental health services in Anoka County and the needs of county residents.
- Participate in the planning and development of the local mental health services proposal, including unmet needs.
- Make recommendations to the Human Services Committee as well as the County Board regarding the local mental health system.

County residents who are consumers of mental health services or who have family members with mental health issues may be eligible for a stipend through Anoka County for serving on one or both councils.

"Anoka County needs residents who are actively engaged in promoting better mental health in their community," said District 1 Anoka County Commissioner Matt Look. "Anoka County commissioners certainly listen to and consider the recommendations of council members. The best way for the board to know the needs of the community is by knowledgeable residents providing us with their input."



A Transportation Safety Net for Seniors and Veterans

## Anoka County Medlink is Looking for Volunteer Drivers!

Join the Anoka County Medlink Team and give back to the community by investing your time with seniors, veterans, and clients of Anoka County. Volunteers are needed to drive seniors and veterans to and from their medical appointments between 8:00 AM and 4:30 PM Monday - Friday. Drivers are especially needed in Andover, East Bethel, Lino Lakes, Columbia Heights, and Fridley. Many of our drivers gain personal satisfaction by helping fellow residents. Plus, you're able to make your own schedule each week and be reimbursed for the miles driven.

Volunteers must have a valid driver's license and a good driving record. Volunteers are also required to have current automobile insurance and a vehicle that is in safe working order.

**Give back to Anoka County Seniors and Vets today!**

For more information please visit our website at [anokacountymn.gov/2221/Drivers-Needed](http://anokacountymn.gov/2221/Drivers-Needed) or by phone at 763-324-3260.



## Important Information About Your Property Taxes

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2022	Proposed 2023
STATE GENERAL TAX	NO PUBLIC MEETING	\$0.00	\$0.00
COUNTY OF ANOKA 2100 3RD AVE ANOKA, MN 55303 763-323-5400	GOVERNMENT CENTER COUNTY BOARD ROOM - 7TH FLOOR DECEMBER 1, 2022 6:00 P.M. (DISCUSS COUNTY PORTION)		
GENERAL COUNTY LEVY		\$775.60	\$772.23
REGIONAL RAIL AUTHORITY		\$12.02	\$9.27
COUNTY/MUNICIPAL PUBLIC SAFETY SYSTEM			\$4.50
YOUR CITY 123 MAIN STREET YOUR CITY, MN	CITY LOCATION DATE & TIME HERE (DISCUSS CITY PORTION)	\$479.32	\$1,129.50
YOUR SCHOOL DISTRICT 123 MAIN ST SCHOOL DISTRICT, MN	SCHOOL DIST LOCATION DATE & TIME HERE (DISCUSS SD PORTION)		
VOTER APPROVED LEVIES		\$464.94	\$479.18
OTHER LEVIES		\$561.44	\$538.25
METROPOLITAN SPECIAL TAX DIST	COUNCIL CHAMBERS 390 ROBERT ST N ST. PAUL, MN 55101 DATE & TIME HERE (DISCUSS METRO PORTION)	\$56.90	\$58.01
OTHER SPECIAL TAX DISTRICTS		\$39.25	\$39.81
TAX INCREMENT		\$0.00	\$0.00
FISCAL DISPARITY		\$1.00	\$0.00
Total Excluding any Special Assessments		\$2,899.44	\$3,035.75 4.7 %

These are the **ONLY** lines set directly by Anoka County

**TOTAL\***

**\*Anoka County collects taxes on behalf of cities, schools and other taxing districts.**

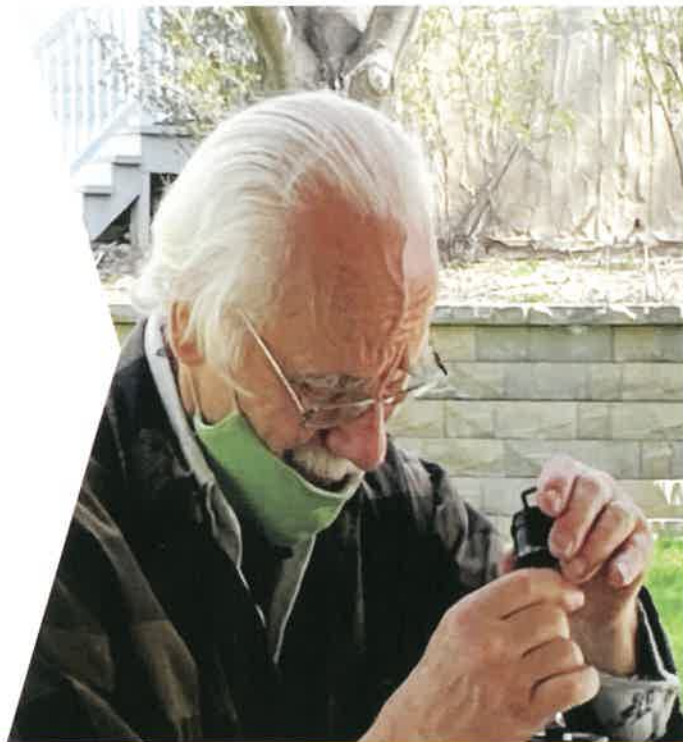


If you have questions or concerns about your **property valuation**, please contact us at 763-323-5400 or [proptax@co.anoka.mn.us](mailto:proptax@co.anoka.mn.us)

# FIX IT CLINICS

December 3<sup>rd</sup> 10 a.m. - 1 p.m.  
Ramsey Public Works  
14199 Jasper St NW, Ramsey,

Get your much loved item repaired free of charge.  
Join us on December 3<sup>rd</sup> and our fixers will try to fix  
your item. For details on what may be fixed, go to  
[AnokaCounty.us/fixit](http://AnokaCounty.us/fixit).



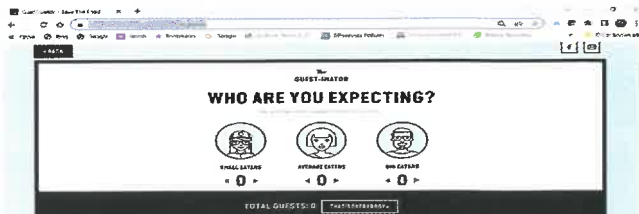
[anokacountymn.gov/fixit](http://anokacountymn.gov/fixit)  
763-324-3400



Anoka County  
MINNESOTA  
Respectful. Innovative. Fiscally Responsible.

## Reduce Food Waste and Your Grocery Bill this Holiday Season

With the end-of-year holiday season upon us, we've got some tips for how to reduce food waste and, potentially, your grocery bill. Did you know that the average family of four spends \$1,500 a year on food they don't eat? When welcoming family and friends over the holidays, it can be challenging to figure out the right amount of food to have on hand. Give this meal planning tool a try — [savethefood.com/guestimator/guests](http://savethefood.com/guestimator/guests). It's a meal planning calculator in which you simply type in the number and types of eaters you expect (big eaters, kids, etc.) and then choose the types of food you want to serve. The online tool will then tell you exactly how much to buy for your next gathering. You can even choose to have extras for leftovers. Learn how you can plan for reducing food waste at: [savethefood.com/guestimator/guests](http://savethefood.com/guestimator/guests). For questions related to waste reduction, reuse and recycling, call 763-324-3400 or visit [AnokaCountyMN.gov/recycle](http://AnokaCountyMN.gov/recycle).



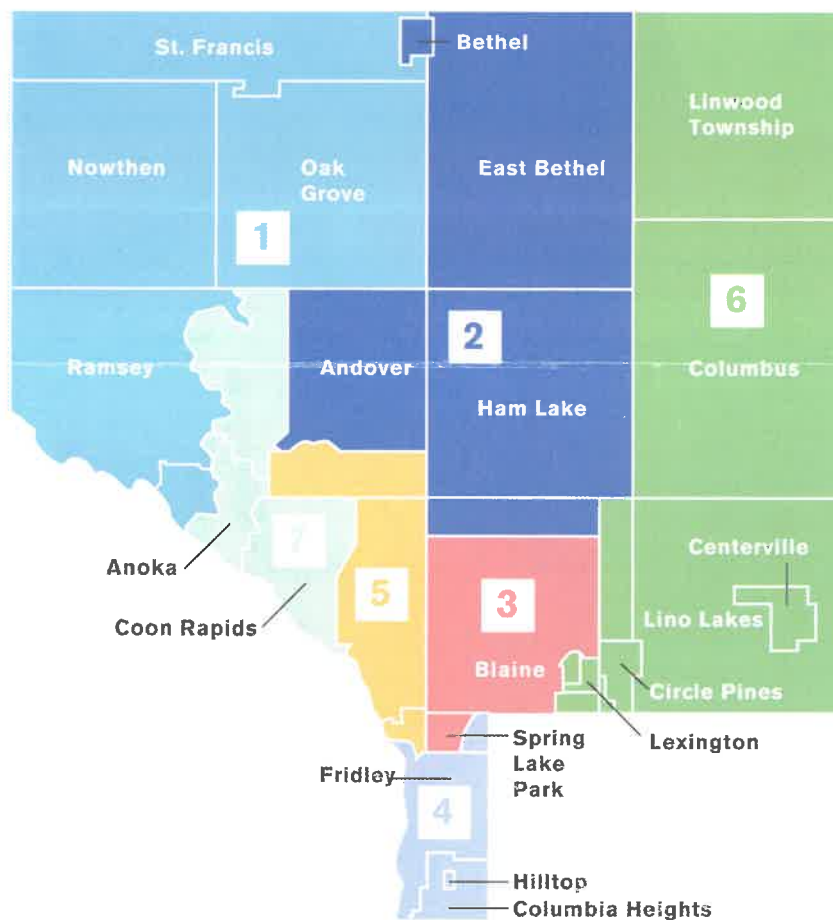
Anoka County  
2100 3rd Ave.  
Anoka MN 55303-5024



*Visit our website!*

## ANOKA COUNTY LEADERSHIP

763-324-4700



**Matt Look**  
DISTRICT 1  
COMMISSIONER



**Julie Braastad**  
DISTRICT 2  
COMMISSIONER



**Robyn West**  
DISTRICT 3  
COMMISSIONER



**Mandy Meisner**  
DISTRICT 4  
COMMISSIONER



**Mike Gamache**  
DISTRICT 5  
COMMISSIONER



**Jeff Reinert**  
DISTRICT 6  
COMMISSIONER



**Scott Schulte**  
DISTRICT 7  
COMMISSIONER



**James Stuart**  
COUNTY  
SHERIFF



**Tony Palumbo**  
COUNTY  
ATTORNEY

County board meetings are generally held the second and fourth Tuesdays of the month at 9:30 a.m. in Room 705 of the Anoka County Government Center in Anoka. Watch board meetings live at [anokacounty.us](http://anokacounty.us). "Anoka County News" is produced by Anoka County Communications, Erik Thorson, Director, 763-324-4612 [publicinfo@co.anoka.mn.us](mailto:publicinfo@co.anoka.mn.us) • [anokacounty.us/newsletter](http://anokacounty.us/newsletter)  
Printed on 30 percent post-consumer recycled paper.



## U.S. Municipal Bond Market

# Anticipating Municipal Issuance Will Remain Challenged Again in 2023: Our Forecast

- We expect only \$350 billion of total municipal bond market issuance in 2023.
- Economic growth will be lower next year whether the economy goes into a recession or not, and this will drag new money issuance down. Higher interest rates will reduce refunding activity. We outline our specific U.S. GDP and interest rate base case inside.
- Total issuance for 2022 is going to be about \$383 billion (or lower). This is even worse than our June 2022 revised forecast of \$410 billion. Issuance came in less than expected because the Federal Reserve raised rates at a higher pace than we anticipated.
- The Golden Age of Public Finance will continue into 2023 mostly because the significant amount of Rescue Plan Act stimulus will prop up balance sheets and credit quality. The Golden Age cannot manufacture an increase in bond issuance, however. The federal funds cover too short a time-horizon to meaningfully increase bond issuance.
- We did not expect, we have not seen, and still do not anticipate other fiscal policy such as the Infrastructure Investment and Jobs Act of 2021 or the Inflation Reduction Act of 2022 to MEANINGFULLY add to municipal issuance in 2023 or in the near-term.

*Tom Kozlik*

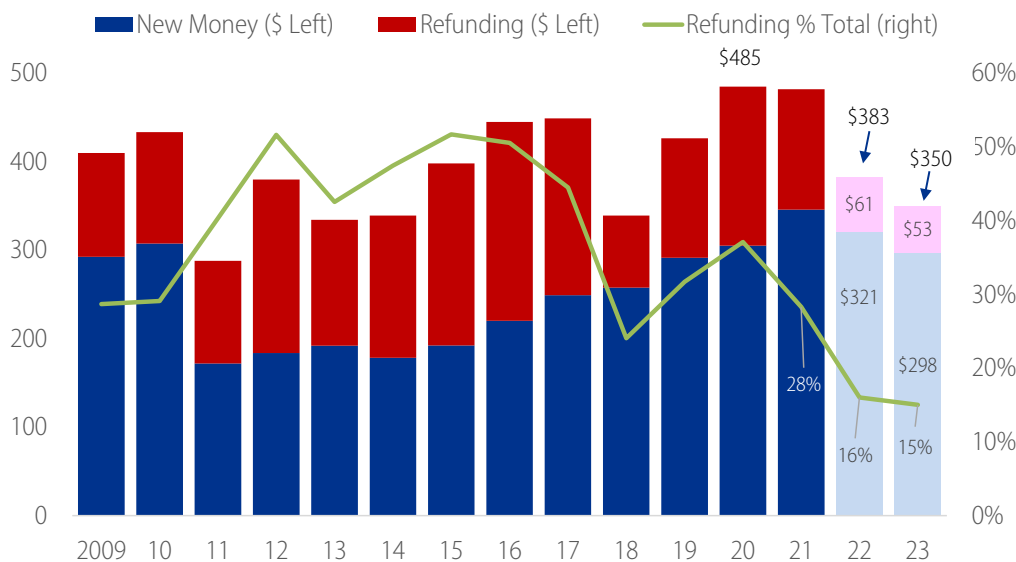
*Head of Municipal Research & Analytics  
214.859.9439  
tom.kozlik@hilltopsecurities.com*

## U.S. Infrastructure Underinvestment

America's infrastructure leadership has been weak for some time now. One commonly cited statistic that illustrates the country's failure to invest in public works is the [Infrastructure Report Card](#), published every four years by the American Society of Civil

*Economic growth will be lower next year whether the economy goes into a recession or not, and this will drag new money issuance down.*

## Municipal Issuance Likely to Retreat in 2023, Along With U.S. Economy



Source: Refinitiv, The Bond Buyer and HilltopSecurities. Actual issuance through end of Oct. 2022. \$ in billions.

Please see disclosure starting on page 6.

Engineers. The good news is the overall grade for the U.S. was a tad improved in 2021. For the first time in 20 years the overall infrastructure report card grade was higher, at a “C-” compared to the “D+” earned in 2017. This most recent reading is still below average and illustrates that infrastructure related spending remains well below where it should be in the U.S. A key reason for U.S. infrastructure underinvestment is because a lack of resources exists that can be reliably allocated on an annual basis.

*A key reason for U.S. infrastructure underinvestment is because a lack of resources exists that can be reliably allocated on an annual basis.*

One of the key financing options that state and local governments and other public finance entities do use to fund infrastructure investment has been tax-exempt and taxable municipal bonds. Over the last decade or more we have regularly been asked about the factors that could drive U.S. municipal bond issuance higher. The answer has been consistently the same.

A key catalyst of new money municipal bond issuance has always been and will continue to be above average and rising economic growth. When economic growth is above average and rising, then issuance usually perks up. Another fabricator of new money issuance is more within the direct control of public finance entities themselves, but only sometimes utilized. New money issuance could rise if state and local governments and other public finance entities began to collectively and in a meaningful way raise taxes or fees and then reinvest those proceeds on an ongoing basis into paying debt service used to fund infrastructure investment. The key influence for refunding issuance is of course interest rates. When interest rates are lower compared to five to 10 years prior to the issuance of bonds, then refunding issuance is likely going to be consequential.

*A key catalyst of new money municipal bond issuance has always been and will continue to be above average and rising economic growth.*

The problem is, as we close out 2022 and enter 2023 none of these three key factors—1) economic growth, 2) higher taxes or fees, 3) a favorable interest rate environment—are trending in a direction that would support even a neutral level, much less an increased amount of issuance for 2023 compared to 2022.

### Key Assumptions Driving Our 2023 Municipal Bond Issuance Forecast

Indicator	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Est	Est
Real U.S. GDP	2.3%	-2.8%	5.9%	1.5%	0.5%
Fed Funds Target Rate	0.25%	0.25%	0.25%	2.50%	4.75%

Source: U.S. Dept. of Commerce, Federal Reserve Board, The Economist Intelligence Unit and HilltopSecurities.

Economic growth forecasts for the U.S. in 2023 range from just under -1% to just about 1%. We are assuming that U.S. GDP is likely to be just positive in 2023. But, most important is that issuance is likely to be muted overall because growth is going to be weak. We do not think that public finance entities are likely to increase taxes and/or fees to be used for bond debt service in a meaningful way either. The interest rate outlook is much higher, not lower for all of 2023. Even in an aggressive case where the Fed begins to pivot lower mid-year, we do not think much refunding issuance materializes above what we saw in 2022.

*Even in an aggressive case where the Fed begins to pivot lower mid-year, we do not think much refunding issuance materializes above what we saw in 2022.*

## The HilltopSecurities 2023 Municipal Bond Issuance Forecast

We expect a total of \$350 billion of municipal bond issuance in 2023. New money activity is going to drop to just under \$300 billion. This should not seem too surprising, especially because new money has hovered between about \$290 billion and \$345 billion going back to 2019. The amount of refunding issuance in 2023 will drop slightly also. Overall, we expect refundings to make up about 15% of total issuance and come in at about \$53 billion. From a near to medium-term historical perspective this level of refundings as a percentage of issuance is rare. This interest rate environment is also rare. Back in 2018 refundings fell to about 24% of overall issuance. To find a percentage closer to what we expect next year we need to travel all the way back to 2000, when refundings were 14% of overall issuance.

*We expect a total of \$350 billion of municipal bond issuance in 2023. New money activity is going to drop to just under \$300 billion.*

### Detailed Analysis for HTS 2023 Municipal Bond Issuance Forecast

Nine Year Avg. '13 - '21	Month	2020 Actual	2021 Actual	Likely Total in 2022	Iss. Required for \$495B in		HTS Initial 2023 Forecast
					2023		
\$27	January	\$33	\$28	\$26	\$42		\$25
28	February	42	37	31	42		25
34	March	20	48	45	42		30
33	April	32	37	40	42		30
34	May	31	35	36	42		25
40	June	52	50	37	42		40
32	July	48	38	28	42		30
36	August	43	44	42	42		30
33	September	54	45	26	42		30
45	October	73	42	25	42		35
32	November	21	37	20	42		25
35	December	35	41	25	33		25
<b>\$411</b>	<b>Total</b>	<b>\$485</b>	<b>\$482</b>	<b>\$383</b>	<b>\$495</b>		<b>\$350</b>

*To get to a total of \$350 billion of issuance in 2023 we expect there will be just over \$29 billion of monthly issuance.*

Source: Refinitiv, The Bond Buyer and HilltopSecurities. Actual through end of Oct. 2022. \$ in billions.

To get to a total of \$350 billion of issuance in 2023 we expect there will be just over \$29 billion of monthly issuance. In the recent past, months that include \$40-plus billion of issuance were much more common than they were in 2022 and are likely to be in 2023. 2020 and 2021 saw six months and five months where monthly issuance topped \$40 billion. In 2022 we are likely going to see only three months where issuance tops \$40 billion. It is not likely that issuance tops \$40 billion more than once next year. It might not happen at all. There is just not enough momentum to propel issuance back to the market peaks we saw in 2020 and 2021 on a monthly or overall basis.

### Why Didn't We See Record Issuance in 2022? We Initially Forecast \$495 billion

In fall 2021 we forecast a total of \$495 billion of overall issuance for 2022. However, the backdrop was much different in the fall of 2021 compared to what the backdrop is now. Overall U.S. economic growth was set to slow in 2022 compared to 2021, but it was

*Overall U.S. economic growth was set to slow in 2022 compared to 2021, but it was not expected to bottom-out the way it did. Interest rate expectations were also much different back in November 2021.*

not expected to bottom-out the way it did. Interest rate expectations were also much different back in November 2021. At that time most were expecting the Fed would lower rates one or two times and most likely in only 25 basis point increments. Almost no one was expecting the sharp increases the Fed delivered since the beginning of 2022.

It was clear after four to five months into 2022 that what was likely to happen was not what we expected back in our original forecast. Therefore, in June we revised our 2022 forecast lower to \$410 billion. However, we underestimated how far the Fed would raise rates even in this revision—the Fed’s actions are the leading reason why issuance is likely to be sub-\$400 billion this year. For months, public finance was experiencing sticker-shock and hoped more favorable interest rates would return. Now the interest rate situation could very well act as a deterrent to financings. It is very possible that we begin to see an increased use of variable rate or other products in situations where entities need to begin projects. On the refunding side it is likely that the higher interest rate environment does not allow many refinancings to experience cost savings.

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## Summary of HilltopSecurities Municipal Bond Issuance Forecasts & Revisions

For Year	New/ Revision	Amount	Actual	Date	Title	Notes
2022	Revised	\$410B	TBD	6/13/2022	<a href="#">REVISED: Our 2022 Municipal Bond Issuance Forecast</a>	Fed Reserve raised rates, much lower than expected economic growth
2022	New	\$495B	TBD	11/22/2021	<a href="#">Our 2022 Municipal Bond Issuance Forecast</a>	We expected record issuance b/c of elevated economic growth expectations, low int. rates
2021	Revised	\$460B	\$482B	7/15/2021	<a href="#">Our Revised 2021 Municipal Issuance Forecast: \$460 Billion</a>	Substantial fiscal policy, municipal credit did not deteriorate
2021	New	\$375B	\$482B	11/19/2020	<a href="#">Infrastructure Gap Barely Dented by Record 2020 Bond Sales- We Expect Lower Issuance in 2021</a>	Forecast was made before almost \$3 trillion of fiscal policy bolstered balance sheets
2020	New	\$450B	\$485B	12/11/2019	<a href="#">2020 Volume Forecast Preview</a>	Our expectation was that interest rates would remain lower than the market consensus

Source: Refinitiv, The Bond Buyer and HilltopSecurities.

## Federal Stimulus, Infrastructure and IRA Funds Will Not Move the Needle Either

There has been a significant amount of fiscal policy that has been approved under the Biden administration. Some of it included spending directed to state and local government entities. About \$650 billion of stimulus was direct aid for public finance sectors included in the 2021 American Rescue Plan Act. These are the funds that influenced us to write that a Golden Age of Public Finance was possible. These funds are still propping up balance sheets, but they mostly have not and will not meaningfully add to municipal bond issuance. These funds must be spent in the next year or two. Therefore, they will not match up with debt service structures that last 20 or 30 years. The Golden Age of Public Finance still carries on, it just is not going to result in an increase of debt to fund infrastructure. The Golden Age is likely to continue until we see clear evidence that public finance downgrades will outpace upgrades. Overall, the federal money will support balance sheets and prop up credit, but it will not be a meaningful driver of issuance in 2023 or in the near-term.

*Overall, the federal money will support balance sheets and prop up credit, but it will not be a meaningful driver of issuance in 2023 or in the near-term.*

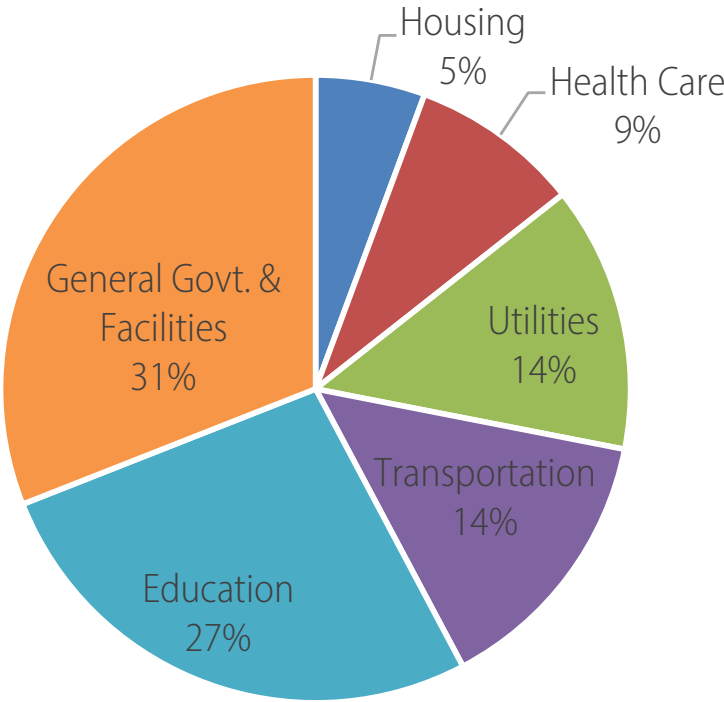
Select Meaningful Legislation Passed Since Biden Became President

Amount (\$ in billions)	Title of Legislation	Note	Status
\$738	Inflation Reduction Act of 2022	Via budget reconciliation (no bi-partisan support)	Signed into law Aug. 16, 2022
\$280	Chips and Science Act of 2022	-	Signed into law Aug 9, 2022
\$550	Infrastructure Investment and Jobs Act of 2021	-	Signed into law Nov. 15, 2021
\$1,900	American Rescue Plan Act of 2021	Via budget reconciliation (no bi-partisan support)	Signed into law March 11, 2021
<b>\$3,468</b>	<b>Total</b>		

Source: HilltopSecurities.

The majority of municipal bond issuance is sold by state and local governments and education-related (emphasis on school districts) issuers. In fact, of the \$4 trillion of municipal bonds that have been sold over the last 10 years, almost 60% of them were for general government and education. Therefore, to move the needle on overall issuance we believe that federal programs would have to include incentives that would influence numbers at this level and to really move the needle be focused on the areas where issuance has historically been concentrated.

Breakdown of the \$4 Trillion of Municipal Bonds Sold in Last 10 Years By Sector



Of the \$4 trillion of municipal bonds that have been sold over the last 10 years, almost 60% of them were for general government and education.

Source: Refinitiv, The Bond Buyer and HilltopSecurities.

The bipartisan Infrastructure Investment and Jobs Act alone was a minor legislative achievement. There is only \$550 billion of new spending that will be spent over about 10 years. \$110 billion will be spent on road, bridges and major federal projects. \$40 billion will be spent on mass transit and \$25 billion will be spent on airports. Please see [House Passes \\$1.2 Trillion Infrastructure Plan on Friday, Boosting What We Deemed \(in March\) as the Golden Age of Public Finance](#), Nov. 8, 2022) for more detail. All these line-items (and more) have connections to the municipal market but again, these amounts will be spent

The bipartisan Infrastructure Investment and Jobs Act alone was a minor legislative achievement. There is only \$550 billion of new spending that will be spent over about 10 years.

over a 10-year period. This federal money is also most likely going to be direct or grant related spending. These funds are not necessarily going to be directly tied to municipal bond issuance.

The Inflation Reduction Act (IRA) of 2022 is another piece of federal legislation haphazardly thrown together. The components of the IRA were focused on energy, climate and health care and amounted to about \$485 billion that will be spent over about eight years. Almost none of the spending in the IRA directly translates to municipal bond issuance. Please see page seven of [What the Inflation Reduction Act of 2022 Means for U.S. Public Finance](#), Aug. 12, 2022 for a breakdown of the policy spending in the IRA. Again, this federal money is also most likely going to be direct or grant related spending. These funds are not necessarily going to be directly tied to municipal bond issuance.

Recent fiscal policy could help support municipal issuance around the periphery, but the above will not be meaningful catalysts. If anything, we think there could be situations where public finance entities actually delay issuance because of funds received from recent fiscal policy. Once-in-a-while you may hear about one of these sources helping or influencing issuance. So, I am not indicating they won't ever help bolster activity. I am saying that these sources have not and will not in the near term meaningfully move the needle on issuance.

*Recent fiscal policy could help support municipal issuance around the periphery, but the above will not be meaningful catalysts. If anything, we think there could be situations where public finance entities actually delay issuance because of funds received from recent fiscal policy.*

## Recent HilltopSecurities Municipal Commentary

- [Our 2022 Mid-Term Election Preview](#), Oct. 20, 2022
- [Another Prime Chance to Swing At - and connect with - U.S. Municipal Bonds](#), Sept. 26, 2022
- [The Financial Data Transparency Act, A Potential Burden & Technological Upgrade for Public Finance if it Becomes Law](#), Sept. 14, 2022
- [The Next Big Risk](#), Sept. 8 2022

Readers may view all of the HilltopSecurities Municipal Commentary [here](#).

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