



CITY COUNCIL REGULAR AGENDA
MONDAY, JANUARY 06, 2020
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - December 16, 2019
 - [B.](#) Approval of Amendment 3 to Anoka County Connectivity Services Agreement
 - [C.](#) Approve Attendance to Tour Conference for Jessica Abt
 - [D.](#) Resolution 20-02 Accepting Monetary Donation
 - [E.](#) Approve Right of Way Application - MCImetro Transmission Services Corp.
 - [F.](#) Sign Permit
 - [G.](#) Contractor's Licenses
- 7. DEPARTMENT REPORTS**
 - A. Public Works Report
 - [B.](#) Code Enforcement Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Ordinance 462 Amending Chapter 113 of City Code Relating to Pawnbrokers
 - [B.](#) Resolution 20-01 Authorizing Summary Publication of Ordinance 462, An Ordinance Amending Chapter 113 of the Spring Lake Park City Code Related to Pawnbrokers
- 9. NEW BUSINESS**
 - [A.](#) Approval of 2020 Appointments
 - [B.](#) Ratify LELS Local #7 Patrol Contract
 - [C.](#) Approve Arthur Street WTP Engineering Services
- 10. REPORTS**
 - [A.](#) Engineer's Report
 - B. Attorney's Report
 - C. Administrator Report
 - D. Beyond the Yellow Ribbon Report
- 11. OTHER**
 - [A.](#) Correspondence
- 12. ADJOURN**

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

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

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

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

PUBLIC HEARINGS

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

The following format will be used to conduct the hearing:

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

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

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

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on December 16, 2019 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

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

2. Roll Call

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

Members Absent: None

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

Visitors: Jeremy Larson, Hampton Companies
Joel Larson, Hampton Companies
Todd Cushman, Trinity Development

3. Pledge of Allegiance

4. Additions or Corrections to Agenda

Administrator Buchholtz requested that the Agreement for Collection of Lamps with Xcel Energy be added to the Consent Agenda as Item 6J. He requested that the Termination Notice regarding Minneapolis Automated Pawn System and the Leads Online Agreement be added to New Business as Item 10F.

5. Discussion From The Floor

Administrator Buchholtz reported that the City has received two letters of intent for the 525 Osborne Road NE property that is currently for sale. He stated that the two interested parties would be presenting a brief summary of their proposed business for the site.

Todd Cushman, Trinity Development, stated that his company would like to build a 40 unit assisted living and memory care facility on the site. He stated that Trinity Vincent would build and own the property while Great Lakes Management would operate the facility. He stated that Great Lakes Management has been in business for over 30 years and manage facilities in five states.

Councilmember Goodboe-Bisschoff inquired on how many parking spaces would be required and how many new jobs would be created. Mr. Cushman stated that approximately 20-30 parking spaces would be required and approximately 25 new jobs could be created with their development.

Joel Larson, Hampton Company, reported that their proposal includes a 32 unit assisted living/memory care facility. He reported that Hampton Companies own, build and manage their properties and have several in other local communities. He stated that most of their clients live at the facility for approximately three years and Hampton Companies works with the County on financial funding to make the facility affordable for all

clients. He stated that the building is single level. He estimated that 25 parking spaces would be required as none of the residents drive and estimated that approximately 25 staff would be hired for the facility.

6. Consent Agenda:

Mayor Nelson reviewed the following Consent Agenda items:

- A. Approval of Minutes – December 2, 2019
- B. Disbursements
 - 1. General Fund Disbursement Claim No. 19-21 - \$995,673.41
- C. Budget to Date/Statement of Fund Balance (November)
- D. Approval of Contract with SafeAssure Consultants for Safety Training
- E. December 2019 Invoice for November 2019 Services – MNSPECT
- F. Business Licenses
 - 1. Pawn Shop
 - 2. Massage Therapy
- G. Contractor's Licenses
- H. Sign Permit
- I. Correspondence
- J. Agreement for Collection of Lamps with Xcel Energy

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

7. Police Report

Police Chief Ebeltoft reviewed the November 2019 department statistics.

Chief Ebeltoft reported that the Police Department responded to six hundred forty eight calls for service for the month of November 2019 compared to six hundred forty one calls for service in November 2018.

Chief Ebeltoft reported that with school back in session School Resource Officer Fiske reported handling 10 calls for service, along with conducting 22 students contacts, 10 escorts and 18 follow up investigations into school related incidents. She noted that she has been receiving a substantial number of found property cases where the property has not been claimed. She noted that several students have been charged during the month of November for acts of Disorderly Conduct, fights and conspiracy to commit threats of violence.

Chief Ebeltoft reported that Investigator Bennek reports handling a case load of 24 cases for the month of November 2019. He reported that 20 of these cases were felony in nature, two were gross misdemeanor and 2 of them were misdemeanor in nature. He reported that Investigator Bennek has been monitoring seven forfeiture cases and advised that he was able to bring one forfeiture case to a conclusion this past month.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, Chief Ebeltoft attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park.

Mayor Nelson thanked the Police Department for their assistance at the residential house fire last month.

9. Parks and Recreation Report

Parks and Recreation Director Okey reported Parks and Recreation Commission met at the annual Turkey Shoot event. She reported that 108 people participated in the event and that a generous food donation was made to the Panther Pantry.

Ms. Okey reported that staff has busy working on winter programming and the winter activity brochure. She reported that the ice rink at Sanburnol Park will be a skating only rink, with no hockey permitted. She stated that warming houses will open at the end of December. She reported that a free ice skate rental will be available at the Able Park warming house for residents and children who would like to try ice skating.

Ms. Okey reported that the aerator has been placed at Lakeside Park and the official notice will be published in the Spring Lake Park Life newspaper. She stated that the aerator will run from January until ice melt.

Ms. Okey provided a recap of the events held in the month of November.

Mayor Nelson reminded residents to be mindful of the thin ice and be aware of the posted thin ice signs.

10. Ordinances And/Or Resolutions

A. Ordinance No. 461 An Ordinance Amending Fee Schedule

Administrator Buchholtz presented the 2020 Fee Schedule for adoption. He stated that staff is proposing several minor changes to the fee schedule.

Administrator Buchholtz reported that two fees: driveway zoning permits and dance licenses were inadvertently left off the fee schedule after the June 2019 fee schedule amendments. He stated that staff is requesting the City Council to include those fees at their original level with the 2020 fee schedule.

Administrator Buchholtz stated that Public Works has requested an inspection fee for when contractors ask Utility staff to inspect a reconnection to the sanitary sewer or water main. He recommended a \$75.00 fee for the inspection.

Administrator Buchholtz reported that staff is recommending increases to the WAC fee to account for increase in the construction cost index. He stated that the City SAC fee is significantly under market and does not cover the cost of a new sanitary user connecting to our system. He stated that staff is proposing an increase from \$100.00 unit to \$250.00/unit.

Administrator Buchholtz reported that with the end of MNSPECT's contract, the City is simplifying the cost for additional plan review and special/miscellaneous inspections to \$95.00/hour and adding a "No Show" fee of \$60.00 if a person requesting an inspection does not show up for the scheduled appointment. He stated that the remaining fees from 2019 will continue into 2020.

Councilmember Wendling inquired if the City's building permit fees are comparable to other cities in the metro area. Administrator Buchholtz reported that the fees are comparable and Spring Lake Park fees have not changed in many years.

Councilmember Wendling inquired what a dance license includes. Administrator Buchholtz explained that a dance license is required when live music is offered at an establishment.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE ORDINANCE NO. 461 AMENDING THE FEE SCHEDULE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 19-44 Adopting Final 2019 Taxes Collectable in 2020

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE RESOLUTION 19-44 ADOPTING FINAL 2019 TAXES COLLECTABLE IN 2020. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Resolution 19-45 Adopting 2020 General Fund Budget

Administrator Buchholtz presented 2020 General Fund Budget to the City Council. He reported that the budget represents a balanced budget with revenues and expenditures totaling \$4,522,590.00. He stated that staff is seeking approval of the balanced budget.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE 2020 GENERAL FUND BUDGET. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

10. New Business

A. Approval of 2020-2024 Capital Improvement Plan

Administrator Buchholtz presented the proposed 2020-2024 Capital Improvement Plan (CIP) for the City. He thanked the Department Heads for their assistance in preparing the CIP.

Administrator Buchholtz reported that the Capital Improvement Plan is broken down as follows: 1) Capital Projects by Department and 2) Capital Projects by Funding Source. He reported that the proposed 2020-2024 CIP identifies \$15,243,414 in Capital Improvement projects over the next five years. He provided the breakdown of costs by Department.

Administrator Buchholtz stated that the 2020 project identified for funding in the General Fund have been included in the 2020 General Fund budget. He reported that significant discussion still needs to be held by the City Council regarding the future of the City Hall building. He also stated that staff feels that there is uncertainty regarding the timing of construction of Spring Lake Park Blaine Mounds View Fire Station #6 in northeast Blaine, as well as the equipment meant to outfit it. He stated that project will be brought forward to the City Council prior to purchase/construction.

Administrator Buchholtz stated that it is important to note that the 2020-2024 CIP is a financial planning document and approval of the plan does not represent approval of any project in the plan.

MOTION MADE BY MAYOR NELSON TO APPROVE 2020-2024 CAPITAL IMPROVEMENT PLAN. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Authorize Storm Water Utility Study

Administrator Buchholtz reported that Stantec has presented a proposal to assist the City with formation of a Stormwater Utility.

Administrator Buchholtz reported the project of understanding to be that the City wishes to create a Stormwater Utility, in order to generate a dedicated funding source for operating and maintaining the stormwater system that is based on contribution of the users to the system.

Administrator Buchholtz stated that the proposal of the scope of services provided by Stantec include:

1. Data Collection
2. Determine Residential Equivalency Factors (REF's)
3. Prepare Stormwater Utility Report
4. Prepare Billing List
5. Prepare Draft Ordinance
6. Presentation to City Council

Administrator Buchholtz reported that Stantec proposes to complete the Basic Services as outlined on a Time and Material basis at a not-to-exceed cost of \$5,000.00.

MOTION MADE BY COUNCILMEMBER WENDLING TO AUTHORIZE A STORM WATER UTILITY STUDY. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

C. Ratify I.U.O.E. Local 49 Union Contract

Administrator Buchholtz reported that the I.U.O.E. Local 49 Public Works employees accepted the following offer negotiated by the Public Works Negotiation Committee:

1. Article XVI – Duration: January 1, 2020 through December 31, 2021
2. Article X – Wages
2020 – 3%
2121 – 3%
3. Article XI – Clothing Allowance
\$575.00 for 2020
\$575.00 for 2021
4. Article XIII – Overtime

Administrator Buchholtz stated that an amendment to the 4th paragraph to increase compensatory time cap to 60 hours but require all remaining compensatory time hours to be cashed out the last payroll in December. He stated that an amendment to the 6th paragraph to require up to a maximum of 30 weekends per year of standby duty and compensate employees at a rate of 2.5 hours overtime pay for each weekend day on standby and three hours overtime pay for each holiday on standby.

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

MOTION MADE BY COUNCILMEMBER DELFS TO RATIFY I.U.O.E. LOCAL 49 UNION CONTRACT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Ratify Local #265 – Sergeants Union Contract

Administrator Buchholtz reported that on October 21, 2019, the LELS Local #265 – Sergeants- Union employees accepted the following offer negotiated by the Sergeants Negotiation Committee:

1. Article 25 – Duration: January 1, 2020 through December 31, 2021
2. Appendix A – Compensation
2020- 3%
2021- 3%
A market rate adjustment of \$500 per year of contract, payable the first payroll in January.
3. Appendix B – Uniform Allowance
\$875.00 for 2020
\$875.00 for 2021
4. Article 15 – Overtime
Add language to Section 15.3

“In order to carry-over compensatory time into the next calendar year, employees must make an irrevocable election to carry over compensatory time into the next calendar year no later than December 15 of the year prior to the year in which the compensatory time was accrued.”
5. Ratify MOU implementing a new clause dealing with Sergeants assaulted on duty.

MOTION MADE BY MAYOR NELSON TO RATIFY LOCAL #265 SERGEANTS UNION CONTRACT.
ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Establish Wage Rates for Non-Bargained Employees and Department Heads for 2020 and 2021

Administrator Buchholtz reported that in light of the settlement of the Sergeants and Public Works union contract for 2020/2021, he is recommending that the non-bargained employees and department heads receive at 3% wage increase effective January 1, 2020, and a 3% wage increase effective January 1, 2021.

Administrator Buchholtz stated that public employees in the State of Minnesota are mandated to maintain a program of “pay equity” between male and female classes. He reported that the majority of the non-bargained employees are female and a majority of the bargained employees are male. He stated that therefore, it is important, from a pay equity standpoint, to grant non-bargained employees the same cost of living increase as the bargained employees.

MOTION MADE BY COUNCILMEMBER WENDLING TO ESTABLISH WAGE RATES FOR NON-BARGAINED EMPLOYEES AND DEPARTMENT HEADS FOR 2020 AND 2021. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Authorize Termination Notice for Minneapolis Automated Pawn System and Authorize Leads Online Agency Agreement

Police Chief Ebeltoft reported that on October 16, 2019, he received a letter from the City of Minneapolis Police Department indicating that as of January 1, 2020, they would no longer be operating what is currently

known as “Minneapolis Automated Pawn System (APS)”. He stated that the letter served notice of the intent of the Minneapolis Police Department to terminate their obligations for APS.

Chief Ebeltoft stated that due to this termination notice, he has been researching viable alternative to replace the Minneapolis APS with another system. He reported that he found that there are two separate companies that could replace the current system. He stated that the two companies are:

- 1) Business Watch International (BWI)
- 2) Leads Online

Chief Ebeltoft reported that after completing extensive research into both businesses and talking with agencies around Anoka County and the State of Minnesota, he found that most agencies are moving to Leads Online. He stated that he had City Attorney Thames review the written agreement for Leads Online and reported that he gave his approval after a few concerns were addressed between himself and Leads Online.

Chief Ebeltoft reported that he has spoken with the City’s local pawn shop owners regarding Leads Online and noted that they are receptive to moving forward with transiting to Leads Online. He stated that he is recommending to the Mayor and City Council that approval be granted to move forward and execute a contract with Leads Online to tentatively be effective on January 1, 2020 for replacing the current and discounting Minneapolis APS. He stated that the cost for Leads Online will be handled as it has been with Minneapolis APS, except, that the cost, will be an annual billing submitted to the City of Spring Lake Park for payment, and reimbursed by the local pawn shop, Lincoln Pawn, to the city.

Chief Ebeltoft stated that an update of the City Ordinance will need to be completed. He stated that he spoke with Administrator Buchholtz and provided him with information for updating the ordinance. He reported that Administrator Buchholtz has indicated that an ordinance update would be forthcoming.

Chief Ebeltoft reported that the cost for Leads Online is comparable to the existing contract in place. He stated that there could be hardship for the cost of the upgrade for Lincoln Pawn but he stated that they are willing to upgrade and realize it is a cost of doing business.

MOTION MADE BY MAYOR NELSON TO AUTHORIZE TERMINATION NOTICE WITH MINNEAPOLIS AUTOMATED PAWN SYSTEM AND AUTHORIZE AGREEMENT WITH LEADS ONLINE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

13. Engineer’s Report

Engineer Gravel thanked the City Council and City staff for working with Stantec this past year.

14. Attorney’s Report

Attorney Thames thanked the City Council and City staff for working with Carson, Cleland and Schreder this past year.

15. Reports - None

A. Administrator Reports

Administrator Buchholtz reported that the Excell Charter School bond sale will be completed on December 20, 2019. He thanked Mayor Nelson for taking time out of his work schedule to sign the documents.

Administrator Buchholtz inquired if the Council would have any objection to closing City Hall on Monday, December 23, 2019, for the Christmas holiday. He noted there is not a Planning Commission meeting held in December and the utility bill payment box is still available for residents to use if a payment required. He stated that employees would use a vacation day to compensate for the day off. The consensus of the Council was to close City Hall.

B. Closed Session for 525 Osborne Road NE

MOTION MADE BY MAYOR NELSON TO CLOSE REGULAR COUNCIL MEETING TO DISCUSS 525 OSBORNE ROAD NE. VOICE VOTE: ALL AYES. MOTION CARRIED.

Mayor Nelson recessed the regular Council meeting at 7:55 PM.

Mayor Nelson opened the regular meeting at 8:47 PM

16. Other- None17. Adjourn

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

The meeting was adjourned at 8:50 PM.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



Anoka County
COUNTY ADMINISTRATION

Information Technology



December 18, 2019

Dan Buchholtz
City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432

Re: Connectivity Services Agreement with Community Anchor Institution(s) for Broadband Services at Co-Location Site(s) (CSA)

Dear Mr. Buchholtz:

As you may recall, the City of Spring Lake Park has executed an Agreement with the County of Anoka to participate in the Connect Anoka County (CAC) Network. (Anoka County Contract # 2011-0178/C0000615 and Amendments 1 & 2.) The current term of this Agreement expires on August 16, 2020 with two remaining 5-year renewal terms upon written notice from both parties. The formal written notice needs to be made no less than 180 days prior to expiration (February 17, 2020). The Agreement does not specify the form of the notification, but the County prefers a letter of intent followed by a formal amendment. While the signed formal amendment is not required until February 17, 2020, the County would appreciate receiving the signed documents in the enclosed addressed envelope by February 1, 2020.

The County has received informal communications that the City of Spring Lake Park wishes to continue participating in the CAC network, but with changes to the location of Equipment placement and service levels. An updated Attachment A is attached to this letter. Please confirm the service level and Equipment location changes. Any location that is spliced out of the network will become permanently discontinued. In anticipation of renewal, the County has drafted a contract Amendment to be executed if the City of Spring Lake Park concurs with renewing the Agreement. The draft Amendment is attached.

If you have any questions, please do not hesitate to contact me at 763-324-5389.

Sincerely,

Kathryn M. Timm
Assistant Anoka County Attorney
Kathryn.Timm@co.anoka.mn.us

KMT:gla

Attachments

cc: Scott Schulte, Chair, Anoka County Board of Commissioners
Rhonda Sivarajah, Anoka County Administrator
Susan Vreeland, Chief Information Officer
Dan Lekatz, Deputy Director

Respectful, Innovative, Fiscally Responsible

Government Center ▲ 2100 3rd Avenue ▲ Anoka, MN 55303-5029 ▲ www.anokacounty.us

Affirmative Action / Equal Opportunity Employee

AMENDMENT NO. 3
TO
Connectivity Services Agreement
With Community Anchor Institution(s)
For Broadband Services
At Co-Location Service Site(s)

THIS AMENDMENT is made this 17th day of August, 2020, the date of the signature of the parties notwithstanding, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and the City of Spring Lake Park, 1301 81st Ave NE , Spring Lake Park, MN 55432, hereinafter referred to as the "Entity."

WITNESSETH:

WHEREAS, the County wishes to amend its Agreement with the Entity for Connectivity Services on the Connect Anoka County Network which was effective upon the completion of build and go live of the ZAYO System in 2013; and

WHEREAS, the Agreement was previously amended on August 16, 2015 to provide for continued services until August 16, 2020; and

WHEREAS, the Agreement provides for two additional renewal amendments; and

WHEREAS, Paragraph XII. MODIFICATIONS of said Agreement provides that any material alterations, modifications or variations of the terms of this Agreement shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated or contained in the Agreement, the parties do hereby agree as follows:

1. The parties agree to change Paragraph VI. TERM, as follows:

A. This Agreement will be for a period commencing on the date of signing by both parties, and continuing until August 16, 2015 (Initial Term), with up to a total of three (3) renewal periods of additional five (5) years terms (Renewal Terms) upon written amendment. Both parties shall provide written notice of intent to renew this agreement not less than one hundred eighty days (180) before the end of the Initial Term or Renewal Term. For purposes of this agreement, written notices shall be sent to the addresses of each of the Parties as indicated above. Upon the termination or expiration of this Agreement, Anoka County shall have no further obligation to provide Services and no further liability to Entity. Upon termination or expiration of this agreement, ZAYO shall be provided a reasonable opportunity to retrieve its equipment from the co-location service site(s). At the request of the entity, ZAYO will remove equipment from individual

terminated co-location sites within a mutually agreed time not to exceed 180 days. Upon termination of Entity's connectivity service from a co-location site, without terminating this entire agreement, ZAYO, at the request of the entity, shall remove its equipment from said co-location site within a mutually agreed time not to exceed 180 days and any underlying rights for that co-location site shall terminate with the removal without further action or notice by any party. Any underlying rights granted by the Entity under this Agreement shall terminate or expire with the Agreement without need for further action or notice by any party.

B. *Pursuant to the above paragraph, both parties have sent written notice to each other one hundred eighty (180) days or more in advance of August 16, 2015 indicating the desire to renew the agreement for the next five (5) years. The commencement date of the new term is August 17, 2015 and the new expiration date is August 16, 2020.¹ The Agreement may be renewed under these same terms, conditions and procedures for an additional two (2) terms.*

C. Pursuant to paragraph A., both parties have sent written notice to each other more than one hundred eighty (180) days in advance of August 20, 2020 indicating the desire to renew the agreement for the next five (5) years. The commencement date of the new term is August 17, 2020 and the new expiration date is August 16, 2025. The Agreement may be renewed under these same terms, conditions and procedures for one (1) additional term.

D. If there have been any changes in service levels at the time of this Amendment, the parties will execute and attach updated Attachment A.

2. This Amendment is hereby made a part of and shall be amended to the Agreement of the parties.
3. All other terms and conditions of the original Agreement shall remain in full force and effect.

SIGNATURE PAGE TO FOLLOW

¹ This language will become obsolete after August 16, 2020.

IN WITNESS WHEREOF, the parties have signed this Amendment on the dates written below.

COUNTY OF ANOKA

ENTITY

By: _____
Scott Schulte, Chair
Anoka County Board of Commissioners

By: _____
Its: Mayor

Dated: _____

Dated: _____

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Its: Administrator, Clerk/Treasurer

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Kathryn Timm
Assistant County Attorney

Dated: _____

ATTACHMENT A

Capacity and Costs for Co-location Sites

1. Entity Name: City of Spring Lake Park, MINNESOTA

2. Entity Contact Information:

Principal Contact:

Name: Daniel R. Buchholtz

Position: Administrator, Clerk/Treasurer

Office Phone: 763-784-6491

Cell Phone: 763-807-8859

Mail Address: 1301 81st Avenue NE, Spring Lake Park, MN 55432

Email: dbuchholtz@slpmn.org

3. Following are the site locations included for equipment co-location:

Site #	Location	Address	City	Service Capacity	Monthly Costs
138	Spring Lake Park City Hall / Police	1301 81st Ave NE	Spring Lake Park	100M	\$75.00

TOTAL

\$75.00



Entity Contact Information Form

Site 138 - Spring Lake Park City Hall / Police

Billing Contact:

Name: Daniel Buchholtz
 Position: Administrator, Clerk/Treasurer
 Company Name: City of Spring Lake Park
 Mailing Address: 1301 81st Avenue NE
Spring Lake Park, MN 55432
 Office Phone: 763-784-6491
 Email: dbuchholtz@slpmn.org

Technical Contact:

Name: Computer Integrated Technologies
 Position: _____
 Office Phone: 651-255-5977
 Cell Phone: _____
 Email: support@cit-net.com
 cc: dbuchholtz@slpmn.org

Building Access Contacts - Entity shall provide 24-hour, 7-day a week access for the purposes of maintenance, service, and upgrades of the equipment and system.

List contacts in the order you would wish them to be called.

Business Hours - Contact #1:

Name: Wanda Brown
 Position: Recycling/Special Projects Coordinator
 Office Phone: 763-792-7219
 Cell Phone: _____
 Email: wbrown@slpmn.org

Business Hours - Contact #2:

Name: Terry Randall
 Position: Public Works Director
 Office Phone: 763-792-7227
 Cell Phone: 763-360-4973
 Email: trandall@slpmn.org

Non-Business Hour Contacts – These contacts should be available after hours and have building access to the equipment location. They may be called in case of such emergencies as equipment failures, fiber hits, storm damage, emergency locates, etc.

List contacts in the order you would wish them to be called.

After Hours - Contact #1:

Name: Contact Anoka County Dispatch
 Position: (763-427-1212) and call for a Police
 Cell Phone: Officer to be dispatched to
Spring Lake Park City Hall
 Home Phone: _____
 Email: _____

After Hours - Contact #2:

Name: Terry Randall
 Position: Public Works Director
 Cell Phone: 763-360-4973
 Home Phone: _____
 Email: trandall@slpmn.org

MEMO

TO: MAYOR AND COUNCIL
FROM: KAY OKEY, PARKS & RECREATION DIRECTOR
SUBJECT: EXTENDED TRAVEL CONFERENCE
DATE: 12/26/2019

I received an invitation from Circle Wisconsin for our tour manager to attend their spring conference in Oshkosh, Wisconsin. The conference is an opportunity for delegates to network with travel industry representatives and build relationships within the Midwest Region. I would like to send Jessica Abt to this conference as she will be our new extended trip coordinator. This conference will provide new ideas for her to better serve our residents.

The conference runs from April 19-21, 2020. The regular conference fee is \$95 which has been waived thanks to a Wisconsin business sponsor. The only other cost will be transportation (gas) and hotel which is running approximately \$209. The cost of the lodging and car travel will come from the Recreation Fund reflecting no cost to the taxpayer.

Please let me know if you have any questions.

RESOLUTION NO. 20-02
RESOLUTION ACCEPTING MONETARY DONATION

WHEREAS, Debbra Kuehn and Dennis Cooper, are a local residents of City of Spring Lake Park and;

WHEREAS, they graciously made a monetary donation to the Spring Lake Park Police Department and

WHEREAS, the donation will be placed in the Spring Lake Park Police Department Forfeiture Account for Police Officer Vests; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of Spring Lake Park expresses the gratitude of the members of the Police Department and citizens of Spring Lake Park to Debbra Kuehn and Dennis Cooper for their generous donation.

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:

Whereupon the Mayor declared said Resolution duly passed and adopted this the 6th day of January, 2020.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, Administrator



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

PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: MCImetro Transmission Services Corp D/B/A Verizon Access Transmission

GOPHER 1-CALL REG. NO.: _____

ADDRESS: 1200 Washington Ave N Minneapolis, MN 55401
1200 Washington Ave N Minneapolis, MN 55401

PHONE: (612) 919-1751 FAX: _____

E-MAIL ADDRESS: jsepanski@mi-tech.us

NAME OF REPRESENTATIVE: Andrew Frette

REPRESENTATIVE PHONE NO'S.: (612) 919-1751

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

Mounds View-H1005. Directional Bore (1) 2" Fiber Optic Cable and set new hand holes. See attached.

Mounds View-H1005. Directional Bore (1) 2" Fiber Optic Cable and set new hand holes. See attached.

1020' x .70 per foot = \$714.00 plus 2 holes = 300.00

START DATE: 1/1/2020 COMPLETION DATE: 12/31/2020

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

EXPLANATION OF RESTORATION: _____

Total \$1014.00

OK T.R
 1/2/20

Andrew Frette

12/18/2019

Authorized Representative Signature

Date

FOR OFFICE USE ONLY

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

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

Receipt No.: _____

Date: _____

Initials: _____

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

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

Sign Permit

January 6, 2020

Sign Permit

Public Storage

7807 Hwy 65 NE



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

Sign Permit Application

DATE: 12/9/19
NAME OF APPLICANT: Topline Advertising, Inc.
ADDRESS OF APPLICANT: 11775 Justen Cir, Ste A, Maple Grove, 55369
TELEPHONE NUMBER OF APPLICANT: 763-428-5067
NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected 7807 HWY 65 NE ; Public Storage

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: same as applicant

Address: _____

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]
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:*****

FEE: \$396.25 RECEIPT NUMBER: _____

DATE OF APPROVAL: _____ DATE OF ISSUE: _____

REASON FOR DENIAL: _____

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT: 10,672

SQUARE FOOTAGE OF FRONT OF BUILDING: ~~~10,650~~ #

SQUARE FOOTAGE OF ALL EXISTING SIGNS: ~~~290.0~~ # 461 #

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: ~~123.5~~ # 120 # + 157 # = 277

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:

see attached

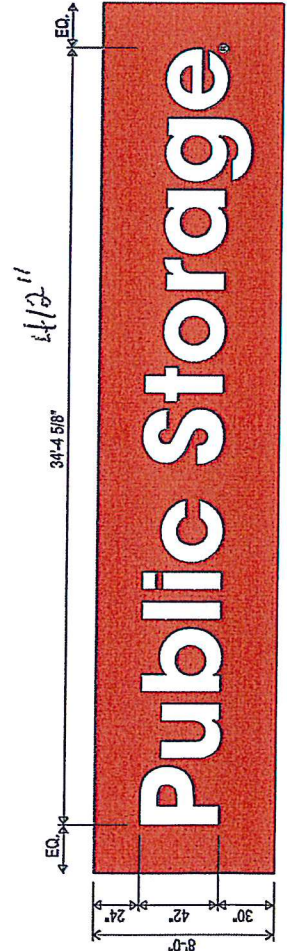
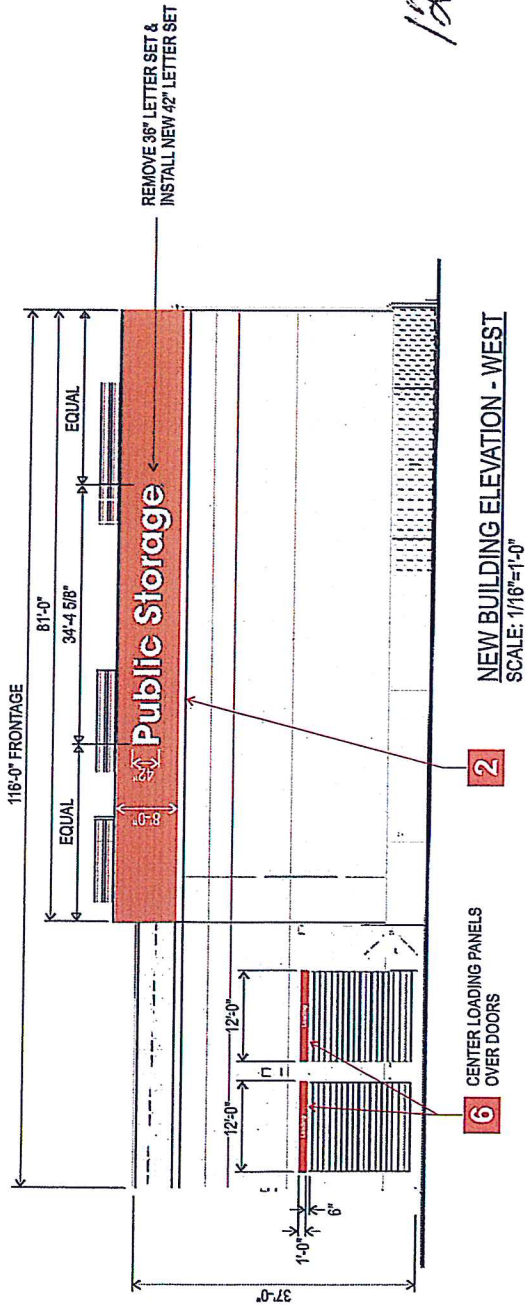
proposed
 $120 \# - \$75 + 80^{100}(1.25) = 175$

$157 \# - \$75 + 117(1.25) = 221.25$

 $\$396.25$

10,672
~~3202~~ # 30%
461 # existing
277 # proposed

2,464 # Remaining



2 ILLUMINATED CHANNEL LETTERS - REMOTE - NEW SPACING
SCALE: 3/16"=1'-0"

LETTER AREA (8-SIDED BOX) - 123.6 SF

MINIMUM CLEAR SPACE REQUIRED - 7'-8" X 38'-6"

OPTION

image national signs **in** ...bringing your image to light!

It is the intent and purpose of this color rendering to provide a basic color representation of your sign which need color. However, digital media and printed colors will vary from actual print, finish and color. Existing painted surfaces will have a perceptible difference in shade and appear from your sign face. Providing a sample of the paint you wish to match or a minimum paint color formula will minimize the difference.

© 2014 image national signs. This sign is an official mark of ownership by image national, inc. (image) which was the copyright holder of the above text. All rights are reserved by image national, inc. (image) which was the copyright holder of the above text. All rights are reserved by image national, inc. (image) which was the copyright holder of the above text. All rights are reserved by image national, inc. (image) which was the copyright holder of the above text.

16265 Star Road Nampa, ID 83687 toll free: 800.592.8058 tele: 208.345.4020 fax: 208.336.9886 www.imagenational.com

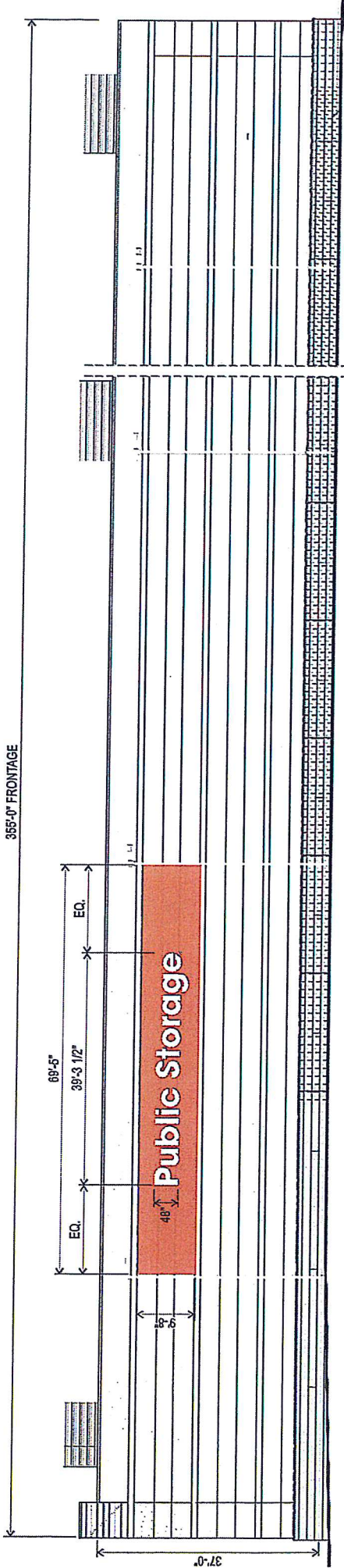
PROJECT FILE: PUBLIC STORAGE
SITE #25555
7807 HWY 66 NE
SPRING LAKE PARK,
MN 55422

DESIGNED BY: J.G.
DRAWN BY: D.F. / M.G.
REVISION FILE: PBS-25555-SPRING LAKE PARK MN-R7-082019

image national signs **in** image to light!

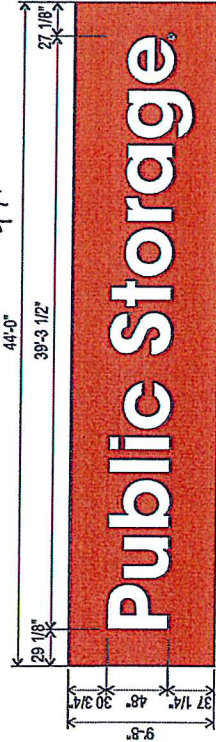
page # 4 of 4

355'-0" FRONTAGE



NEW BUILDING ELEVATION - SOUTH
SCALE: 1/16"=1'-0"

157A



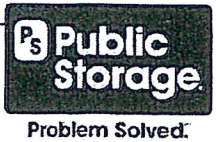
3 ILLUMINATED CHANNEL LETTERS - REMOTE - NEW SPACING
SCALE: 1/8"=1'-0"

LETTER AREA (8-SIDED BOX) - 161.5 SF

MINIMUM CLEAR SPACE REQUIRED - 8'-10" X 44'-0"

It is the intent and purpose of this sign to provide a basic color representation of sign face and case. However, slight modifications to sign face and case, including different materials and finishes, are permitted provided they do not detract from the overall appearance of the sign. The sign shall be constructed in accordance with the International Building Code (IBC) and all applicable local codes. The sign shall be constructed in accordance with the International Building Code (IBC) and all applicable local codes. The sign shall be constructed in accordance with the International Building Code (IBC) and all applicable local codes.

		16265 Star Road Nampa, ID 83687 toll free: 800.592.8058 tel: 208.345.4020 fax: 208.336.9886 www.imageational.com	
PUBLIC STORAGE		J.G.	
SITE #25555 7807 HWY 65 NE SPRING LAKE PARK, MN 55432		J.G.	
PUBLIC STORAGE		D.F. / M.G.	
PUBLIC STORAGE		PBS-25555-SPRING LAKE PARK MN-R7-082019	
PUBLIC STORAGE		15 of 16	



Date 12/2/19

Location 7807 HWY 65 NE
Spring Lake Park

To whom it may concern:

Please accept this letter as authorization that we are the owners of the property above and hereby authorize Image National and/or its subcontractor Topline Advertising to pull sign permits and install signage at the above location.

Sincerely,
Public Storage

Phil Williams
VP Construction

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

Contractor's Licenses

January 6, 2020

General Contractor

Livedwell

Mechanical Contractor

Albertson Mechanical
Richard Wahl Heating and Air

Anderson's Residential Heating and Air
Twin City Heating and Air

Plumbing Contractor

Albertson Mechanical

Water Heaters Now, Inc.



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

REPORT

TO: Spring Lake Park City Council
FROM: Jeff Baker, Code Enforcement Official
RE: Code Enforcement Monthly Report for December 2019
DATE: January 2, 2020

The Spring Lake Park Code Enforcement department is authority having jurisdiction for all fire, rental, property, nuisance, and zoning codes within Spring Lake Park.

In December, a total of 7 building, 7 mechanical, 6 plumbing and 2 Zoning for a total of 23 permits issued compared to a total of 34 in 2018. Code Enforcement conducted 55 inspections in the month of December including 24 rental, 9 nuisance and 22 fire inspections.

In December of 2019, the Code Enforcement Department issued one administrative offense ticket, pertaining to nuisance violations.

With it being the end of the year, the Code Enforcement department has been working hard trying to finish up all the rental license inspections. We currently have 3 needing their initial inspections and 5 wrapping up the re-inspections.

The commercial Fire Inspection program is up and running. I have been finding a high amount of violations at most inspections, but all parties have been working hard to correct the issues. The self-inspection check list I have been sending out seems to be working, the majority of the properties have had their sprinkler systems, fire alarms and extinguishers serviced and tested before I come out for the initial inspection.

In December of 2019, I also attended the following appointments:

- City Council meeting on December 2nd and 16th.
- Meeting with Nick Henly to cover our joint powers agreement December 27th

This concludes the Code Enforcement Department monthly report for December 2019. If anyone has any questions or concerns regarding my report, I would be happy to answer them at this time.



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 27, 2019

Subject: Ordinance Amending Chapter 113 of the City Code Relating to Pawnbrokers

With the City Council's adoption of the contract implementing the LEEDS system, staff has prepared ordinance amendments to update the ordinance with the new system requirements.

The ordinance replaces references to the old "automated pawn system (APS)" with "an electronic reporting and criminal investigation system", which essentially removes the a brand name and replaces it with a generic description so that if the system changes again, an ordinance amendment will not be necessary. The ordinance amends outdated language from the ordinance (e.g. replaces transmitted by modem with transmitted electronically). The ordinance also establishes an administrative penalty system for violations of the ordinance. While the City has had excellent compliance from our current licensee, this change will provide the City Council with additional tools for addressing code violations. The ordinance also updates language relating to transaction records.

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

ORDINANCE NO. 462

AN ORDINANCE AMENDING CHAPTER 113 OF THE SPRING LAKE PARK CODE OR ORDINANCE RELATING TO PAWNBROKERS

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

Section 1. §113.01(B) shall hereby be amended as follows:

(B) To help the Police Department better regulate current and future pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this chapter also implements and establishes the required use of an electronic reporting and criminal investigation system. ~~the automated pawn system (APS).~~

Section 2. §113.15 shall hereby be amended as follows:

The annual license fee and the ~~billable transaction~~ electronic reporting and criminal investigation system fee for a pawnbroker or pawnbrokers for a location where more than one is engaged in business shall be separately set from time to time, by ~~resolution~~ ordinance of the City Council as it, in its discretion, deems appropriate.

Section 3. §113.16 shall hereby be amended as follows:

§ 113.16 LICENSE APPLICATION.

(A) *Application; content.* An application form provided by the ~~City Department of Licenses and Consumer Services~~ City Department of Licenses and Consumer Services must be completed by every applicant for a new license or for renewal of an existing license. Every new applicant must provide all the following information:

- (1) If the applicant is a natural person:
 - (a) The name, place and date of birth, street resident address, and phone number of the applicant;
 - (b) Whether the applicant is a citizen of the U.S. or resident alien;
 - (c) Whether the applicant has ever used or has been known by a name other than the applicant's name, and if so, the name or names used and information concerning dates and places used;
 - (d) The name of the business if it is to be conducted under a designation, name, or style other than the name of the applicant and a certified copy of the certificate as required by M.S. § 333.01, as it may be amended from time to time;
 - (e) The type, name, and location of every business or occupation in which the applicant has been engaged during the preceding five years and the name(s) and address(es) of the applicant's employer(s) and partner(s), if any, for the preceding five years;
 - (f) Whether the applicant has ever been convicted of a felony, crime, or violation of any ordinance other than a traffic ordinance. If so, the applicant must furnish information as to the time, place, and offense of all such convictions;

- (g) The physical description of the applicant;
 - (h) The applicant's current personal financial statement and true copies of the applicant's federal and state tax returns for the two years prior to application; and
 - (i) If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in divisions(A)(1)(a) - (A)(1)(g) of this section.
- (2) If the applicant is a partnership:
- (a) The name(s) and address(es) of all general and limited partners and all information concerning each general partner required in division (A)(1) of this section;
 - (b) The name(s) of the managing partner(s) and the interest of each partner in the licensed business;
 - (c) A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to a trade name pursuant to M.S. § 333.01, as it may be amended from time to time, a certified copy of that certificate must be attached to the application;
 - (d) A true copy of the federal and state tax returns for the partnership for the two years prior to application; and
 - (e) If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in (A)(1)(a) - (A)(1)(g) of this section.
- (3) If the applicant is a corporation or other organization:
- (a) The name of the corporation or business form, and if incorporated, the state of incorporation;
 - (b) A true copy of the certificate of incorporation, articles of incorporation, or association agreement, and bylaws shall be attached to the application. If the applicant is a foreign corporation, a certificate of authority as required by M.S. § 303.06, as it may be amended from time to time, must be attached;
 - (c) The name of the manager(s) or other person(s) in charge of the business and all information concerning each manager, proprietor, or agent required in (A)(1)(a) - (A)(1)(g) of this section; and
 - (d) A list of all persons who control or own an interest in excess of 5% in the organization or business form or who are officers of the corporation or business form and all information concerning those persons required in division (A)(1) above. This division (A)(3)(d), however, shall not apply to a corporation whose stock is publicly traded on a stock exchange and is applying for a license to be owned and operated by it.
- (4) For all applicants:
- (a) Whether the applicant holds a current pawnbroker, precious metal dealer, or secondhand goods dealer license from any other governmental unit;
 - (b) Whether the applicant has previously been denied, or had revoked or suspended, a pawnbroker, precious metal dealer, or secondhand dealer license from any other governmental unit;
 - (c) The location of the business premises;
 - (d) If the applicant does not own the business premises, a true and complete copy of the executed lease;
 - (e) The legal description of the premises to be licensed;
 - (f) Whether all real estate and personal property taxes that are due and payable for

the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid;

(g) Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application must be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed; and

(h) Other information as the City Council or issuing authority may require.

(B) *Site plan.* The application for a pawnbroker license must be accompanied by a site plan drawn to scale. The site plan must contain:

(1) A legal description of the property upon which the proposed licensed premises are situated;

(2) A plot plan;

(3) The exact location of the licensed premises on the property, customer and employee parking areas, accesses onto the property, and entrance into the premises;

(4) The location of and distance from the nearest church, school, hospital, and residence; and

(5) A floor plan of the licensed premises.

(C) *New manager.* When a licensee places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the licensee must complete and submit the appropriate application within 14 days. The application must include all appropriate information required in this section.

(1) *Investigation fee.* Upon completion of an investigation of a new manager, the licensee must pay an amount equal to the cost of the investigation to assure compliance with this section. If the investigation process is conducted solely within this state, the fee shall be as set from time to time by Council ~~resolution~~ ordinance. If the investigation is conducted outside this state, the issuing authority may recover the actual investigation costs not exceeding \$10,000.

(2) *Application execution.* All applications for a license under this section must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by that person; if that of a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.

(3) *Investigation.* The Police Department must investigate into the truthfulness of the statements set forth in the application and shall endorse the findings thereon. The applicant must furnish to the police license inspector such evidence as the inspector may reasonably require in support of the statements set forth in the application.

(4) *Persons ineligible for a license.* No licenses under this section will be issued to an applicant who is a natural person, a partnership if the applicant has any general partner or managing partner, or a corporation or other organization if the applicant has any manager, proprietor, or agent in charge of the business to be licensed, if the applicant:

(a) Is a minor at the time that the application is filed;

(b) Has been convicted of any crime directly related to the occupation licensed as prescribed by M.S. § 364.03(2), as it may be amended from time to time, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this chapter as prescribed by M.S. § 364.03(3), as it may be amended from time to time; or

(c) Is not of good moral character or repute.

Section 4. §113.20 shall hereby be amended to read as follows:

§ 113.20 LICENSE DENIAL, SUSPENSION, OR REVOCATION; PENALTIES

(A) Any license under this chapter may be denied, suspended, or revoked for one or more of the following reasons:

- (1) The proposed use does not comply with the any applicable zoning code;
- (2) The proposed use does not comply with any health, building, building maintenance, or other provisions of this chapter or other ordinances of the city, or state law;
- (3) The applicant or licensee has failed to comply with one or more provisions of this chapter;
- (4) The applicant is not a citizen of the U.S. or a resident alien, or upon whom it is impractical or impossible to conduct a background or financial investigation due to the unavailability of information;
- (5) Fraud, misrepresentation, or bribery in securing or renewing a license;
- (6) Fraud, misrepresentation, or false statements made in the application and investigation for, or in the course of, the applicant's business;
- (7) Violation within the preceding five years of any law relating to theft, damage or trespass to property, sale of a controlled substance, ~~or~~ operation of a business, or any other crime showing a lack of moral turpitude; or
- (8) The owner of the premises licensed or to be licensed would not qualify for a license under the terms of this chapter.

(B) Penalties.

(1) Misdemeanors. A person who violates this chapter is guilty of a misdemeanor unless otherwise provided by law.

(2) Administrative civil penalties. If a licensee or an employee of a licensee is found to have violated this chapter, the City Council may impose an administrative penalty as follows:

- (a) First violation: a civil fine of \$500.00
- (b) Second violation within 12 months of another: a civil fine in the amount of \$750.00 and suspension of license for a period of ten (10) days.
- (c) Third violation within 24 months of two others: a civil fine in the amount of \$1,000.00 and suspension of license for a period of twenty (20) days.
- (d) Fourth violation within 36 months of three others: revocation of license.

(3) Presumptions regarding administrative penalties. The administrative penalties described herein are the presumed sanctions for the violations indicated. In the event of any license suspension imposed under this Section, the City Council may select which days a suspension will be served. Notwithstanding the provision contained herein, a license may be revoked for any violation of this section when in the judgment of the Council it is appropriate to do so. The city council may by resolution revised the amount of the above civil penalties. Other mandatory requirements may be made of the establishment, including but not limited to, meetings with the Police Department staff to present a plan of action to assure that the problems will not continue, mandatory education sessions with Police Department staff, or other action that the City Council deems appropriate.

(4) Hearing. Before the City Council may revoke or suspend a license under this chapter, it must first notify the licensee of its intention to take such action and provide the licensee the opportunity to be heard during public hearing on the matter.

Section 5. §113.35 shall hereby be amended to read as follows:

§ 110.35 RECORDS REQUIRED.

(A) *Transaction records.* At the time of any reportable transaction other than renewals, extensions, or redemptions, every licensee must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the Police Department:

(1) A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item;

(2) The purchase price, amount of money loaned upon, or pledged therefor;

(3) The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges;

(4) The date, time, and place the item of property was received by the licensee, and the unique alpha or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records;

(5) The full name, current residence address, current residence telephone ~~number~~ number, date of birth, and accurate description of the person from whom the item of property was received, including: sex, height, weight, race, color of eyes, and color of hair;

(6) The identification number and state of issue from any of the following forms of identification of the seller:

(a) Current valid driver's license of this state;

(b) Current valid identification card of this state; ~~or~~

(c) Current valid photo identification card issued by another state or province of Canada; ~~;~~

(d) Current valid military identification card; or

(e) Current valid passport.

(7) The signature of the person identified in the transaction;

(8) (a) Color photograph or video recording of each customer involved in a billable transaction and every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed to the item; Effective 60 days from the date of notification by the Police Department of acceptable video standards the licensee must also take a color photograph or color video recording of:

~~_____ 1. Each customer involved in a billable transaction; and~~

~~_____ 2. Every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed.~~

(b) If a photograph is taken, it must be at least two inches in length by two inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. These photographs must be available to the Police Chief, or the Chief's designee, upon request. The major portion of the photograph must include an identifiable front

facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted. The licensee must inform the person that he or she is being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item so as to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The licensee must inform the person that he or she is being videotaped orally and by displaying a sign of sufficient size in a conspicuous place on the premises. The license must keep the exposed videotape for three months.

(9) ~~Effective 60 days from the date of notification by the Police Department,~~ Licensees must fulfill the color photograph requirements in division (A)(8) above by submitting them as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction they are associated with. Notwithstanding the digital images may be captured from required video recordings, this provision does not alter or amend the requirements in division (A)(8).

(B) *Renewals, extensions, and redemptions.* For renewals, extensions, and redemptions, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.

(C) *Inspection of records.* The records must at all reasonable times be open to inspection by the Police Department or other city employees or agents. ~~Department of Licenses and Consumer Services.~~ Data entries shall be retained for at least three years from the date of transaction. Entries of required digital images shall be retained a minimum of 90 days.

Section 6. §113.36 shall hereby be amended to read as follows:

§ 113.36 DAILY REPORTS TO POLICE.

(A) *Daily reports required.* Effective no later than 60 days after the Police Department provides licensees with the most current electronic reporting and criminal investigation system ~~computerized record standards~~, licensees must submit every reportable transaction to the Police Department daily in the following manner.

(B) *Manner of report.* Licensees must provide to the Police Department all information required in §§ 113.35(A)(1) - 113.35(A)(6) and other required information, by transferring it electronically from their computer to the electronic reporting and criminal investigation system established by the Police Department ~~automated pawn system (APS) via modem~~. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the issuing authority using procedures that address security concerns of the licensees and the issuing authority. The licensee must display a sign of sufficient size, in a conspicuous place in the premises, which informs all patrons that all transactions are reported to the Police Department daily.

(C) *Billable transaction fees.* Licensees will be charged an annual fee for use of the electronic reporting and criminal investigation system. ~~for each billable transaction reported to the Police Department.~~

(D) *Technical difficulties; alternative reporting methods.*

(1) If a licensee is unable to successfully transfer the required reports electronically ~~by modem~~, the licensee must provide the Police Department printed copies of all reportable transactions along with the video ~~tape(s)~~ for that date, by 12:00 noon the next business day.

(2) Until the licensee's system is corrected, the licensee must provide the required reports in division (D)(1) above, by printed copy, and resubmit all such transactions electronically ~~via modem~~ when the error is corrected.

(3) If a licensee is unable to capture, digitize, or transmit the photographs required in § 113.35(A)(8), the licensee must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the Police Department-County Sheriff upon request.

(4) Regardless of the cause or origin of the technical problem that prevented the licensee from uploading his or her reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day the problem had existed.

~~—(5) Divisions (D)(1)–(D)(3) notwithstanding, the Police Department may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.~~

Section 7. This Ordinance shall have full force and effect upon its passage and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this ____ day of _____ 2020.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator/Clerk



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 27, 2019

Subject: Ordinance Amending Chapter 113 of the City Code Relating to Pawnbrokers

With the City Council's adoption of the contract implementing the LEEDS system, staff has prepared ordinance amendments to update the ordinance with the new system requirements.

The ordinance replaces references to the old "automated pawn system (APS)" with "an electronic reporting and criminal investigation system", which essentially removes the a brand name and replaces it with a generic description so that if the system changes again, an ordinance amendment will not be necessary. The ordinance amends outdated language from the ordinance (e.g. replaces transmitted by modem with transmitted electronically). The ordinance also establishes an administrative penalty system for violations of the ordinance. While the City has had excellent compliance from our current licensee, this change will provide the City Council with additional tools for addressing code violations. The ordinance also updates language relating to transaction records.

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

ORDINANCE NO. 462

AN ORDINANCE AMENDING CHAPTER 113 OF THE SPRING LAKE PARK CODE OR ORDINANCE RELATING TO PAWNBROKERS

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

Section 1. §113.01(B) shall hereby be amended as follows:

(B) To help the Police Department better regulate current and future pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this chapter also implements and establishes the required use of an electronic reporting and criminal investigation system. ~~the automated pawn system (APS).~~

Section 2. §113.15 shall hereby be amended as follows:

The annual license fee and the ~~billable transaction~~ electronic reporting and criminal investigation system fee for a pawnbroker or pawnbrokers for a location where more than one is engaged in business shall be separately set from time to time, by ~~resolution~~ ordinance of the City Council as it, in its discretion, deems appropriate.

Section 3. §113.16 shall hereby be amended as follows:

§ 113.16 LICENSE APPLICATION.

(A) *Application; content.* An application form provided by the ~~City Department of Licenses and Consumer Services~~ City Department of Licenses and Consumer Services must be completed by every applicant for a new license or for renewal of an existing license. Every new applicant must provide all the following information:

- (1) If the applicant is a natural person:
 - (a) The name, place and date of birth, street resident address, and phone number of the applicant;
 - (b) Whether the applicant is a citizen of the U.S. or resident alien;
 - (c) Whether the applicant has ever used or has been known by a name other than the applicant's name, and if so, the name or names used and information concerning dates and places used;
 - (d) The name of the business if it is to be conducted under a designation, name, or style other than the name of the applicant and a certified copy of the certificate as required by M.S. § 333.01, as it may be amended from time to time;
 - (e) The type, name, and location of every business or occupation in which the applicant has been engaged during the preceding five years and the name(s) and address(es) of the applicant's employer(s) and partner(s), if any, for the preceding five years;
 - (f) Whether the applicant has ever been convicted of a felony, crime, or violation of any ordinance other than a traffic ordinance. If so, the applicant must furnish information as to the time, place, and offense of all such convictions;

- (g) The physical description of the applicant;
 - (h) The applicant's current personal financial statement and true copies of the applicant's federal and state tax returns for the two years prior to application; and
 - (i) If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in divisions(A)(1)(a) - (A)(1)(g) of this section.
- (2) If the applicant is a partnership:
- (a) The name(s) and address(es) of all general and limited partners and all information concerning each general partner required in division (A)(1) of this section;
 - (b) The name(s) of the managing partner(s) and the interest of each partner in the licensed business;
 - (c) A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to a trade name pursuant to M.S. § 333.01, as it may be amended from time to time, a certified copy of that certificate must be attached to the application;
 - (d) A true copy of the federal and state tax returns for the partnership for the two years prior to application; and
 - (e) If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in (A)(1)(a) - (A)(1)(g) of this section.
- (3) If the applicant is a corporation or other organization:
- (a) The name of the corporation or business form, and if incorporated, the state of incorporation;
 - (b) A true copy of the certificate of incorporation, articles of incorporation, or association agreement, and bylaws shall be attached to the application. If the applicant is a foreign corporation, a certificate of authority as required by M.S. § 303.06, as it may be amended from time to time, must be attached;
 - (c) The name of the manager(s) or other person(s) in charge of the business and all information concerning each manager, proprietor, or agent required in (A)(1)(a) - (A)(1)(g) of this section; and
 - (d) A list of all persons who control or own an interest in excess of 5% in the organization or business form or who are officers of the corporation or business form and all information concerning those persons required in division (A)(1) above. This division (A)(3)(d), however, shall not apply to a corporation whose stock is publicly traded on a stock exchange and is applying for a license to be owned and operated by it.
- (4) For all applicants:
- (a) Whether the applicant holds a current pawnbroker, precious metal dealer, or secondhand goods dealer license from any other governmental unit;
 - (b) Whether the applicant has previously been denied, or had revoked or suspended, a pawnbroker, precious metal dealer, or secondhand dealer license from any other governmental unit;
 - (c) The location of the business premises;
 - (d) If the applicant does not own the business premises, a true and complete copy of the executed lease;
 - (e) The legal description of the premises to be licensed;
 - (f) Whether all real estate and personal property taxes that are due and payable for

the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid;

(g) Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application must be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed; and

(h) Other information as the City Council or issuing authority may require.

(B) *Site plan.* The application for a pawnbroker license must be accompanied by a site plan drawn to scale. The site plan must contain:

(1) A legal description of the property upon which the proposed licensed premises are situated;

(2) A plot plan;

(3) The exact location of the licensed premises on the property, customer and employee parking areas, accesses onto the property, and entrance into the premises;

(4) The location of and distance from the nearest church, school, hospital, and residence; and

(5) A floor plan of the licensed premises.

(C) *New manager.* When a licensee places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the licensee must complete and submit the appropriate application within 14 days. The application must include all appropriate information required in this section.

(1) *Investigation fee.* Upon completion of an investigation of a new manager, the licensee must pay an amount equal to the cost of the investigation to assure compliance with this section. If the investigation process is conducted solely within this state, the fee shall be as set from time to time by Council ~~resolution~~ ordinance. If the investigation is conducted outside this state, the issuing authority may recover the actual investigation costs not exceeding \$10,000.

(2) *Application execution.* All applications for a license under this section must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by that person; if that of a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.

(3) *Investigation.* The Police Department must investigate into the truthfulness of the statements set forth in the application and shall endorse the findings thereon. The applicant must furnish to the police license inspector such evidence as the inspector may reasonably require in support of the statements set forth in the application.

(4) *Persons ineligible for a license.* No licenses under this section will be issued to an applicant who is a natural person, a partnership if the applicant has any general partner or managing partner, or a corporation or other organization if the applicant has any manager, proprietor, or agent in charge of the business to be licensed, if the applicant:

(a) Is a minor at the time that the application is filed;

(b) Has been convicted of any crime directly related to the occupation licensed as prescribed by M.S. § 364.03(2), as it may be amended from time to time, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this chapter as prescribed by M.S. § 364.03(3), as it may be amended from time to time; or

(c) Is not of good moral character or repute.

Section 4. §113.20 shall hereby be amended to read as follows:

§ 113.20 LICENSE DENIAL, SUSPENSION, OR REVOCATION; PENALTIES

(A) Any license under this chapter may be denied, suspended, or revoked for one or more of the following reasons:

- (1) The proposed use does not comply with the any applicable zoning code;
- (2) The proposed use does not comply with any health, building, building maintenance, or other provisions of this chapter or other ordinances of the city, or state law;
- (3) The applicant or licensee has failed to comply with one or more provisions of this chapter;
- (4) The applicant is not a citizen of the U.S. or a resident alien, or upon whom it is impractical or impossible to conduct a background or financial investigation due to the unavailability of information;
- (5) Fraud, misrepresentation, or bribery in securing or renewing a license;
- (6) Fraud, misrepresentation, or false statements made in the application and investigation for, or in the course of, the applicant's business;
- (7) Violation within the preceding five years of any law relating to theft, damage or trespass to property, sale of a controlled substance, ~~or~~ operation of a business, or any other crime showing a lack of moral turpitude; or
- (8) The owner of the premises licensed or to be licensed would not qualify for a license under the terms of this chapter.

(B) Penalties.

(1) Misdemeanors. A person who violates this chapter is guilty of a misdemeanor unless otherwise provided by law.

(2) Administrative civil penalties. If a licensee or an employee of a licensee is found to have violated this chapter, the City Council may impose an administrative penalty as follows:

- (a) First violation: a civil fine of \$500.00
- (b) Second violation within 12 months of another: a civil fine in the amount of \$750.00 and suspension of license for a period of ten (10) days.
- (c) Third violation within 24 months of two others: a civil fine in the amount of \$1,000.00 and suspension of license for a period of twenty (20) days.
- (d) Fourth violation within 36 months of three others: revocation of license.

(3) Presumptions regarding administrative penalties. The administrative penalties described herein are the presumed sanctions for the violations indicated. In the event of any license suspension imposed under this Section, the City Council may select which days a suspension will be served. Notwithstanding the provision contained herein, a license may be revoked for any violation of this section when in the judgment of the Council it is appropriate to do so. The city council may by resolution revised the amount of the above civil penalties. Other mandatory requirements may be made of the establishment, including but not limited to, meetings with the Police Department staff to present a plan of action to assure that the problems will not continue, mandatory education sessions with Police Department staff, or other action that the City Council deems appropriate.

(4) Hearing. Before the City Council may revoke or suspend a license under this chapter, it must first notify the licensee of its intention to take such action and provide the licensee the opportunity to be heard during public hearing on the matter.

Section 5. §113.35 shall hereby be amended to read as follows:

§ 110.35 RECORDS REQUIRED.

(A) *Transaction records.* At the time of any reportable transaction other than renewals, extensions, or redemptions, every licensee must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the Police Department:

(1) A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item;

(2) The purchase price, amount of money loaned upon, or pledged therefor;

(3) The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges;

(4) The date, time, and place the item of property was received by the licensee, and the unique alpha or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records;

(5) The full name, current residence address, current residence telephone ~~number~~ number, date of birth, and accurate description of the person from whom the item of property was received, including: sex, height, weight, race, color of eyes, and color of hair;

(6) The identification number and state of issue from any of the following forms of identification of the seller:

(a) Current valid driver's license of this state;

(b) Current valid identification card of this state; ~~or~~

(c) Current valid photo identification card issued by another state or province of Canada;

(d) Current valid military identification card; or

(e) Current valid passport.

(7) The signature of the person identified in the transaction;

(8) (a) Color photograph or video recording of each customer involved in a billable transaction and every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed to the item; Effective 60 days from the date of notification by the Police Department of acceptable video standards the licensee must also take a color photograph or color video recording of:

~~1. Each customer involved in a billable transaction; and~~

~~2. Every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed.~~

(b) If a photograph is taken, it must be at least two inches in length by two inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. These photographs must be available to the Police Chief, or the Chief's designee, upon request. The major portion of the photograph must include an identifiable front

facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted. The licensee must inform the person that he or she is being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item so as to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The licensee must inform the person that he or she is being videotaped orally and by displaying a sign of sufficient size in a conspicuous place on the premises. The license must keep the exposed videotape for three months.

(9) ~~Effective 60 days from the date of notification by the Police Department,~~ Licensees must fulfill the color photograph requirements in division (A)(8) above by submitting them as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction they are associated with. Notwithstanding the digital images may be captured from required video recordings, this provision does not alter or amend the requirements in division (A)(8).

(B) *Renewals, extensions, and redemptions.* For renewals, extensions, and redemptions, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.

(C) *Inspection of records.* The records must at all reasonable times be open to inspection by the Police Department or other city employees or agents. ~~Department of Licenses and Consumer Services.~~ Data entries shall be retained for at least three years from the date of transaction. Entries of required digital images shall be retained a minimum of 90 days.

Section 6. §113.36 shall hereby be amended to read as follows:

§ 113.36 DAILY REPORTS TO POLICE.

(A) *Daily reports required.* Effective no later than 60 days after the Police Department provides licensees with the most current electronic reporting and criminal investigation system ~~computerized record standards~~, licensees must submit every reportable transaction to the Police Department daily in the following manner.

(B) *Manner of report.* Licensees must provide to the Police Department all information required in §§ 113.35(A)(1) - 113.35(A)(6) and other required information, by transferring it electronically from their computer to the electronic reporting and criminal investigation system established by the Police Department ~~automated pawn system (APS) via modem~~. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the issuing authority using procedures that address security concerns of the licensees and the issuing authority. The licensee must display a sign of sufficient size, in a conspicuous place in the premises, which informs all patrons that all transactions are reported to the Police Department daily.

(C) *Billable transaction fees.* Licensees will be charged an annual fee for use of the electronic reporting and criminal investigation system. ~~for each billable transaction reported to the Police Department.~~

(D) *Technical difficulties; alternative reporting methods.*

(1) If a licensee is unable to successfully transfer the required reports electronically ~~by modem~~, the licensee must provide the Police Department printed copies of all reportable transactions along with the video ~~tape(s)~~ for that date, by 12:00 noon the next business day.

(2) Until the licensee's system is corrected, the licensee must provide the required reports in division (D)(1) above, by printed copy, and resubmit all such transactions electronically ~~via modem~~ when the error is corrected.

(3) If a licensee is unable to capture, digitize, or transmit the photographs required in § 113.35(A)(8), the licensee must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the Police Department-County Sheriff upon request.

(4) Regardless of the cause or origin of the technical problem that prevented the licensee from uploading his or her reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day the problem had existed.

~~—(5) Divisions (D)(1)–(D)(3) notwithstanding, the Police Department may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.~~

Section 7. This Ordinance shall have full force and effect upon its passage and publication.

Passed by the City Council of the City of Spring Lake Park, Minnesota, this ____ day of _____ 2020.

Robert Nelson, Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator/Clerk



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: December 27, 2019

Subject: 2020 Appointments

Included with this memorandum is the Mayor's recommendations for committee appointments for the remainder of 2020. Mayor Nelson tried to consider each Councilmember's strengths and interests when making these appointments, as well as the meeting time for each committee.

Here are the appointments broken down by Councilmember.

Mayor Bob Nelson	
Anoka County Joint Law Enforcement Council	4 th Wednesday of January, April, July and October at 2pm - varying locations
Beyond the Yellow Ribbon	2 nd Wednesday of each month at 6:00pm - Kraus Hartig VFW
Negotiations - Patrol	As needed
Negotiations - Sergeants	As needed
Negotiations - Public Works	As needed
Non-Bargained Personnel Committee	As needed
North Metro Cable Communications Commission	3 rd Wednesday of each month at 6:00pm - SLP City Hall
Councilmember Ken Wendling	
Acting Mayor	
Parks & Recreation Commission Liaison	1 st Tuesday of each month at 6:00pm - City Hall
Beyond the Yellow Ribbon	2 nd Wednesday of each month at 6:00pm - Kraus Hartig VFW
Anoka County Fire Protection Council - Alternate	4 th Thursday of January, April, July and October at 7pm - varying locations
Negotiations - Patrol	As needed
Negotiations - Sergeants	As needed
North Metro Mayor's Association	Wednesdays at 5:30pm: Jan. 16, March 20, May 15, Sept. 18, Nov. 20 - various locations

Tower Days Committee - Alternate	4 th Tuesday of January through June at 6:30pm - SLP City Hall
Councilmember Lisa Dircks	
Planning Commission Alternate	4 th Monday of the month at 7:00pm - SLP City Hall
Anoka County Joint Law Enforcement Council - Alternate	4 th Wednesday of January, April, July and October at 2pm - varying locations
Anoka County Fire Protection Council	4 th Thursday of January, April, July and October at 7pm - varying locations
Non-Bargained Personnel Committee	As needed
North Metro Mayor's Association-Alternate	Wednesdays at 5:30pm: Jan. 16, March 20, May 15, Sept. 18, Nov. 20 - various locations
Councilmember Brad Delfs	
Parks & Recreation Commission - Alternate	1 st Tuesday of each month at 6:00pm - City Hall
Planning Commission Liaison	4 th Monday of each month (except December) at 7:00pm - City Hall
North Metro Cable Communications Commission - Alternate	3 rd Wednesday of each month at 6:00pm - SLP City Hall
Negotiations - Public Works	As needed
Tower Days Committee - Liaison	4 th Tuesday of January through June at 6:30pm - SLP City Hall
Councilmember Barbara Goodboe-Bisschoff	
Coon Creek Watershed District Citizens Advisory Commission	2 nd Wednesday of each month at 5:00pm, Coon Creek Watershed District Office
Fire Department Liaison	
Trunk Highway 65 Corridor Coalition	4 th Thursday of January, March, May, July, September and November at 7:00pm at Isanti County Government Center
School Board Liaison	

Commissioners Doug Eischens and Jeff Bernhagen are recommended for reappointment to the Planning Commission. Commissioners Barbara Harlan and Chris Lammers are recommended for reappointment to the Parks and Recreation Commission. There are two vacancies on the Planning Commission (one regular member, ending on 12/31/21, and one student member) and two vacancies on the Parks and Recreation Commission (ending on 12/31/20 and 12/31/21). Please encourage residents to sign up for these vacancies.

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



CITY OF SPRING LAKE PARK

1301 Eighty First Avenue NE

Spring Lake Park, MN 55432

Ph: 763-784-6491 Fax: 763-792-7257

2020 APPOINTMENTS

I. ELECTED OFFICIALS

POSITION	TERM	NAME	TERM EXPIRES
Mayor	4 Years	Bob Nelson	11/2020
Councilmember	4 Years	Lisa Dircks	1/3/21
Councilmember	4 Years	Ken Wendling	1/1/23
Councilmember	4 Years	Barbara Goodboe-Bisschoff	1/3/21
Councilmember	4 Years	Brad Delfs	1/1/23

II. ANNUAL APPOINTMENTS AT FIRST MEETING OF THE YEAR

POSITION	TERM	NAME	TERM EXPIRES
Acting Mayor	Annual	Ken Wendling	1/4/21
Official Newspaper	Annual	Blaine/SLP Life	1/4/21
Official Depository	Annual	U.S. Bank	1/4/21
		4M Fund	1/4/21
		Wells Fargo Bank	1/4/21
		UBS	1/4/21
		RBS Wealth Management	1/4/21
Agent of Record	Annual	Northern Capital Insurance	1/4/21
Attorney	Annual	Carson, Clelland & Schreder	1/4/21
Auditor	Annual	Smith Schafer	1/4/21
Engineer	Annual	Stantec	1/4/21
Bond Counsel	Annual	Andrew Pratt, Best & Flanagan	1/4/21
Weed Inspector	Annual	Mayor	1/4/21
Asst. Weed Inspector	Annual	Terry Randall	1/4/21
Animal Control	Annual	Douglas Ebeltoft	1/4/21

III. COUNCIL COMMITTEES

COMMITTEE	TERM	NAME	TERM EXPIRES
Parks & Recreation Commission Liaison	Annual	Ken Wendling	1/4/21
Parks & Recreation Commission Alternate	Annual	Brad Delfs	1/4/21
Planning Commission Liaison	Annual	Brad Delfs	1/4/21
Planning Commission Alternate	Annual	Lisa Dircks	1/4/21

COMMITTEE	TERM	NAME	TERM EXPIRES
Anoka County Joint Law Enforcement Council	Annual	Bob Nelson	1/4/21
Anoka County Joint Law Enforcement Council – Alternate	Annual	Lisa Dircks	1/4/21
Anoka County Fire Protection Council	Annual	Lisa Dircks	1/4/21
Anoka County Fire Protection Council – Alternate	Annual	Ken Wendling	1/4/21
Beyond the Yellow Ribbon	Annual	Bob Nelson	1/4/21
Beyond the Yellow Ribbon	Annual	Ken Wendling	1/4/21
Fire Department Liaison Administrative Committee Fire Protection Services	Annual	Barbara Goodboe-Bisschoff	1/4/21
	Annual	Daniel Buchholtz	1/4/21
Negotiations – Patrol	Annual	Ken Wendling	1/4/21
Negotiations – Patrol	Annual	Bob Nelson	1/4/21
Negotiations – Patrol	Annual	Daniel Buchholtz	1/4/21
Negotiations – Sergeants	Annual	Ken Wendling	1/4/21
Negotiations – Sergeants	Annual	Bob Nelson	1/4/21
Negotiations – Sergeants	Annual	Daniel Buchholtz	1/4/21
Negotiations – Public Works	Annual	Bob Nelson	1/4/21
Negotiations – Public Works	Annual	Brad Delfs	1/4/21
Negotiations – Public Works	Annual	Daniel Buchholtz	1/4/21
Non-Bargained Employee Personnel Committee	Annual	Bob Nelson	1/4/21
Non-Bargained Employee Personnel Committee	Annual	Lisa Dircks	1/4/21
Non-Bargained Employee Personnel Committee	Annual	Daniel Buchholtz	1/4/21
			1/4/21
N. Metro Cable Communications Commission	Annual	Bob Nelson	1/4/21
N. Metro Cable Communications Commission – Alt.	Annual	Ken Wendling	1/4/21
N. Metro Cable Communications Operations Committee	Annual	Daniel Buchholtz	1/4/21
North Metro Mayor’s Assn Rep.	Annual	Ken Wendling	1/4/21
North Metro Mayor’s Assn. – Alt.	Annual	Bob Nelson	1/4/21
North Metro Mayor’s Assn Operations Committee	Annual	Daniel Buchholtz	1/4/21

COMMITTEE	TERM	NAME	TERM EXPIRES
Tower Days Committee Liaison	Annual	Brad Delfs	1/4/21
Tower Days Committee Alt.	Annual	Ken Wendling	1/4/21
Trunk Highway 65 Corridor Coalition	Annual	Barbara Goodboe-Bisschoff	1/4/21
School Board Liaison	Annual	Barbara Goodboe-Bisschoff	1/4/21
Suburban Rate Authority	Annual	Daniel Buchholtz	1/4/21
Suburban Rate Authority – Alt.	Annual	Terry Randall	1/4/21
Coon Creek Watershed District Citizens Advisory Commission	Annual	Barbara Goodboe-Bisschoff	1/4/21
Coon Creek Watershed District Technical Advisory Committee	Annual	Phil Gravel	1/4/21

IV. ADMINISTRATIVE APPOINTMENTS

POSITION	TERM	NAME
Administrator, Clerk-Treasurer	Indefinite	Daniel Buchholtz
Police Chief/Public Safety Director	Indefinite	Douglas Ebeltoft
Parks & Recreation Director	Indefinite	Kay Okey
Public Works Director	Indefinite	Terry Randall
Building Inspector	Indefinite	Jeff Baker
Plumbing Inspector	Indefinite	Jeff Baker
Fire Marshal	Indefinite	Jeff Baker

V. PLANNING COMMISSION (Municipal Code Chapter 3)

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Eric Julien	12/31/20
Commissioner	3 Years	Rick Cobbs	12/31/20
Commissioner	3 Years	<i>vacant</i>	12/31/21
Commissioner	3 Years	Hans Hansen	12/31/21
Commissioner	3 Years	Jeff Bernhagen	12/31/22
Commissioner	3 Years	Doug Eischens	12/31/22
Commissioner (student)	1 Year	<i>vacant</i>	

VI. EMERGENCY MANAGEMENT AGENCY (Municipal Code Chapter 8 – Appointed by Mayor)

POSITION	TERM	NAME
Co-Directors	Indefinite	Doug Ebeltoft/Charlie Smith
Deputy Directors	Indefinite	Sgts. Long and Antoine

VII. PARKS AND RECREATION COMMISSION

POSITION	TERM	NAME	TERM EXPIRES
Commissioner	3 Years	Daniel Lambert	12/31/20
Commissioner	3 Years	John Kylander	12/31/20
Commissioner	3 Years	<i>Vacant</i>	12/31/20
Commissioner	3 Years	Mark Hoard	12/31/21
Commissioner	3 Years	<i>Vacant</i>	12/31/21
Commissioner	3 Years	Barbara Harlan	12/31/22
Commissioner	3 Years	Chris Lammers	12/31/22



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: December 27, 2019
Subject: LELS Local #7 – Patrol - Union Contract

This is to inform you that on December 13, 2019, the LELS Local #7 – Patrol - Union employees accepted the following offer negotiated by the Police-Patrol Negotiation Committee:

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

2. **Appendix A – Compensation**

2020 – 3%

2021 – 3%

Market rate adjustment payment of \$500.00 for each year of the contract payable the first payroll in January.

3. **Appendix B – Uniform Allowance**

\$870.00 for 2020

\$890.00 for 2021

4. **Appendix B – Education**

Add language to Appendix B – Education:

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

5. Add HCSP Language to Appendix C

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

6. Article 4, Section 7

Add language to Article 4, Section 7:

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

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

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



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Terry Randall, Public Works Director

Date: January 2, 2020

Subject: Arthur Street WTP Engineering Services

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

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

Staff is recommending awarding the engineering work for the Arthur Street Water Treatment Plant repairs to SEH in a not to exceed amount of \$66,400.

Copies of the proposals are included with this memorandum for your review.

If you have any questions, please don't hesitate to contact either Public Works Director Terry Randall or I at 763-784-6491.



Building a Better World
for All of Us®

December 8, 2019

RE: Professional Services Proposal
Arthur Street WTP Repairs
City of Spring Lake Park

Daniel Buchholtz, MMC
Administrator, Clerk/Treasurer
City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432

Dear Mr. Buchholtz:

The City of Spring Lake Park constructed the Arthur Street Water Treatment Plant (WTP) in 2003 to remove radium, iron, and manganese from Well 5. Recently, one or more chlorine gas leaks have caused corrosion on much of the interior equipment, surfaces, and infrastructure. This includes damage to paint (walls, filter, piping), electrical equipment, mechanical equipment, and doors and windows. In addition to damage from the chlorine leaks, the Arthur Street WTP has experienced normal age related deterioration. Because the damage from the chlorine leaks will be included as part of an insurance claim, these items need to be identified separately from the age related repairs in the bidding documents.

The City of Spring Lake Park is seeking professional engineering proposals for the design and construction administration of the Arthur Street WTP repairs. To that end, Short Elliott Hendrickson Inc. (SEH) offers a team of professional engineers that includes the project manager and process engineer from the original Arthur Street WTP project (Christopher Larson, PE).

PROJECT APPROACH

This technical proposal provides our team's assessment of the project needs and the level of effort required to complete the Study.

The following tasks summarize the proposed Scope of Work:

- 0) Project Management
 - a) Team Meetings - Hold regular team meetings with the City and SEH to evaluate options and review progress
 - b) Provide weekly project updates including schedule and budget
 - c) QA/QC - Provide an independent QA/QC review of all submittals by a senior water engineer (Miles Jensen, PE).
- 1) Phase One – Design and Permitting
 - a) Conduct an evaluation of the Arthur St. WTP with City Staff to assess items to be repaired. This evaluation shall include the following disciplines:
 - a. Architecture (paint, doors, windows, caulking)

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

- b. Process (pumps, filters, chemical feed, air compressor, etc.)
 - c. Mechanical (heaters, ventilation, dehumidifier, plumbing)
 - d. Electrical (motor control center, breakers, wiring, instrumentation)
 - b) Complete design in accordance with the League of Minnesota Cities Insurance Trust (LMCIT).
 - c) Separate repair items into chlorine leak related items and non-chlorine leak related items
 - d) Prepare preliminary design documents
 - e) Prepare preliminary cost estimates
 - f) Review preliminary design documents and cost estimates with City Staff
 - g) Prepare final design documents
 - h) Prepare final cost estimate
 - i) Perform constructability review with water treatment plant contractor
 - j) Review plans with City Building Official
 - k) Submit plans to Minnesota Department of Health for review
 - l) Advertise project for bidding
 - m) Respond to Contractor questions during bidding
 - n) Attend bid opening and analyze bid results
- 2) Phase Two – Construction Administration and Inspection
- a) Review Contractor bids and make recommendation in accordance with LMCIT and City requirements
 - b) Hold pre-construction meeting and bi-weekly construction progress meetings at City Hall. Prepare meeting agendas and minutes.
 - c) Review Contractor payment applications
 - d) Review Contractor schedules
 - e) Review shop drawings
 - f) Review O&M manuals
 - g) Respond to Contractor requests for information (RFIs)
 - h) Prepare change orders
 - i) Perform on-site construction inspection. Prepare inspection reports. The fee proposal assumes 120 hours of on-site inspection.
 - j) Prepare punch list
 - k) Perform final inspection
 - l) Prepare closeout documentation

PROJECT TEAM

We have assembled an SEH project team with extensive water treatment plant design and construction experience. SEH proposes the following team:

Christopher Larson, PE, Project Manger

Chris is a civil and environmental project manager/engineer with 24 years of experience in development, design, construction and management of a wide variety of projects. He has been the project manager and design engineer on more than a dozen water treatment plant projects in Minnesota, including the Spring Lake Park Terrace Park and Arthur Street water plants in 2003. His experience covers pilot studies and testing, preliminary engineering studies, design, construction administration, project management and startup and training for water treatment and supply projects. Chris has also provided facility planning, design and construction administration of major sanitary sewer interceptors. He serves as the engineer for the Joint Powers Water Board of St. Michael, Albertville and Hanover, overseeing all of the engineering aspects of a water utility.

Miles Jensen, PE, QA/QC

Miles is a senior project manager with over 34 years of engineering experience as a project manager, client service manager and water discipline leader. He currently leads SEH's Drinking Water Group, and specializes in the design and construction of water treatment plants; specifically advanced water treatment facility process design, construction management, and plant start-up.

Miles has experience with more than 80 water treatment design and construction projects, including the award-winning plant in Marshfield, Wisconsin, the 30 mgd facility in Maple Grove, Minnesota, and the nationally recognized North Station facility in South Bend, Indiana.

Simon McCormack, PE, Project Engineer

Simon is a professional engineer with in-depth knowledge of water system engineering from design to operation. He is well-informed about the Safe Drinking Water Act, Minnesota Plumbing Code, Minnesota Well Code and procedures for enforcing these standards. Prior to joining SEH, Simon was an engineer with the Minnesota Department of Health where he was responsible for sanitary surveys, sampling and water system bacteriological investigations for community water systems.

Chad Westbrook, PE, Electrical Engineer

Chad is an electrical engineer with more than 24 years of experience that includes preparation of studies, construction drawings and construction administration. He has worked on numerous water treatment plant projects including Cloquet WTP No. 1, Faribault WTP, Gibbon WTP, Champlin WTP, Winona Johnson St. WTP, and the Crozet VA WTP. Chad has prepared construction drawings and specifications and provided construction administration through all project phases. The types of projects he has worked on include water treatment plants, wastewater treatment plants, boiler and chiller facilities, higher education facilities, industrial facilities, water and wastewater treatment facilities, SCADA and public works buildings. Chad's technical experience includes facility power distribution and generation systems; facility and outdoor lighting; fire alarm detection and notification; communication systems; and security systems.

Nick Brula, PE, Mechanical Engineer

Nick has more than 15 years of experience in the mechanical and construction engineering field. He has worked on numerous water treatment plant projects including the Minnetristra North and South WTPs, Cloquet WTP No. 1, Faribault WTP, Savage WTP, Crozet VA WTP, and Hudson WTP 10. He is experienced in every phase of HVAC project development, including initial cost estimation, facility analysis, system design and construction administration. Nick has helped design and oversee the construction of several industrial HVAC projects, including chiller replacements, boiler upgrade and replacements, constant volume and VAV systems, variable refrigerant flow systems, water and wastewater treatment facilities and plumbing upgrades. He is proficient in load calculation and modeling programs such as Carrier HAP and Trane Trace 700 as well as AutoCAD and Revit MEP.

Scott Blank, AIA, Architect

Scott is an architect/project manager with extensive experience in architectural leadership roles and management, and is an accomplished design professional specializing in national scale projects. He has worked on numerous water treatment plant projects including the Minnetristra North and South WTPs, Cloquet WTP No. 1, Faribault WTP, Savage WTP, Crozet VA WTP, and Hudson WTP 10. Scott is skilled at identifying process improvements to drive architecture/engineering best practices that result in project cost savings and execution efficiency and is well versed in all aspects of the project process. He is a creative thinker who looks for innovative solutions in addressing project and business challenges. Scott remains customer-focused, while providing best-in-class professional design services to multiple client workstreams.

REFERENCE PROJECTS

A list of recent water treatment plant projects performed by SEH including client references are attached to this proposal.

FEE PROPOSAL

The SEH Fee Proposal is included as a separate document.

SCHEDULE

SEH proposes the following schedule:

	Completion Date	Deliverables
Project Management	Ongoing	Progress Reports, Meeting Minutes, QA/QC Comments
Phase One – Design and Permitting		
Kickoff Meeting	January 13, 2020	Meeting Minutes
WTP Evaluation	January 31, 2020	List of Items Chlorine Leak and Non-Chlorine Leak Items to be Repaired
Preliminary Design Documents	February 17, 2020	Preliminary Plans and Specifications
Preliminary Cost Estimate	February 17, 2020	Preliminary Cost Estimate
Review Preliminary Design with City Staff	February 21, 2020	Meeting Minutes
Final Design Documents	March 16, 2020	Final Plans and Specifications
Final Cost Estimate	March 16, 2020	Final Cost Estimate
Review Final Design with City Staff	March 20, 2020	Meeting Minutes
Minnesota Department of Health Review	March 31, 2020	MDH Review Comments
Issue Advertisement for Bids	April 6, 2020	Ad for Bids
Phase Two – Design and Permitting		
Bid Opening	April 30, 2020	Bid Recommendation
Pre-Construction Meeting	May 25, 2020	Meeting Minutes
Construction Begins	June 1, 2020	
Bi-weekly Construction Meetings	Ongoing	Meeting Minutes
Shop Drawings	July 31, 2020	Copies of Submittals
Substantial Completion	October 31, 2020	Inspection Notes, RFIs
Punchlist Walkthrough	November 4, 2020	Punchlist
Final Completion	November 30, 2020	Certificate of Final Completion
Closeout Documentation	December 15, 2020	Record Plans, Lien Waivers, Consent of Surety

The schedule shall be flexible and relies on timely input from stakeholders.

Daniel Buchholtz, MMC
December 7, 2019
Page 5

SUMMARY

On behalf of the SEH team I want to thank you for providing us the opportunity to participate in this very exciting project. Our firm is committed to providing quality services and meeting the expectations of the City of Spring Lake Park.

If you have any questions about our approach and estimate of effort, please do not hesitate to contact me at 651.765.2961.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink that reads "Chris Larson". The signature is written in a cursive, flowing style.

Christopher Larson, PE
Project Manager

Attachment: Project References

References

The following pages highlight our relevant project experience in designing WTPs, wells, water mains and water storage tanks. During these projects, our team identified solutions that were feasible, energy efficient, cost-effective, right-sized and in the client's best interest. But, don't take our word for it. We encourage you to contact our project references to discuss our performance on each of these water systems improvement projects.

Feasibility Study and Design

CITY OF FARIBAULT, MINNESOTA



The City of Faribault has five water supply wells with elevated concentrations of iron. The City of Faribault recently had to replace all of its residential flow meters due to iron buildup. In addition to water quality concerns, some of Faribault's water infrastructure is old and in need of replacement including a 2 MG concrete reservoir constructed in the 1920s and a pumping station constructed in the 1930s.

In 2015, to assess the existing infrastructure and to evaluate options for removing iron from their drinking water, the City of Faribault hired SEH to prepare a WTP feasibility report. The feasibility report identified that a pressure filter treatment plant would be a better option for Faribault due to high groundwater at the site and cost considerations. In 2018, SEH performed the detailed design of the WTP. The project included design of a cost-effective 8 mgd horizontal pressure filter treatment plant. The design includes demolishing the existing 2 MG reservoir and increasing the pressures of the 5 existing wells. This design provides a more efficient and operator friendly process. The WTP is currently under construction.

SEH TEAM

Chris Larson |
Project Manager
Miles Jensen | QA/QC
Brad Weiss | Process
Mike Hemstad | Structural
Nick Brula | Mechanical
Chad Westbrook | Electrical

REFERENCE

Travis Block
Public Works Director
507.333.0365

Water Treatment Plant No. 10

CITY OF HUDSON, WISCONSIN



The City of Hudson drilled Well No. 10 in 2007 and had a WTP designed and issued for bidding. Due to a declining economy and bids that were higher than desired, the City of Hudson decided not to construct a WTP at that time.

In 2016, water demands in the City were high enough that adding a pumping facility and WTP at Well 10 was warranted. The City hired SEH to perform Value Engineering on the previous design and come up with a project that met their needs and was cost-effective. To that end, SEH designed a treatment and pumping facility that includes a single pressure filter for iron removal, chemical rooms, and control room. A natural gas standby generator was included to ensure the facility would be available when needed.

This cost-effective design is expected to save the City more than \$1 million as opposed to the project that was built in 2007.

SEH TEAM

Chris Larson |
Project Manager
Miles Jensen | QA/QC
Scott Blank | Architect
Nick Brula | Mechanical

REFERENCE

Kip Peters
Utility Director
715.386.4765

Water Treatment Plant No. 1

CITY OF CLOQUET, MINNESOTA



The City of Cloquet has manganese in its Well 8 that exceeds the Minnesota Department of Health's (MDH) recommendations. The City also utilizes a natural spring for a portion of its drinking water. The spring is currently classified as groundwater, but if it is determined that the spring is under the influence of surface water, Cloquet would need to treat this water or quit using it.

The City of Cloquet hired SEH to design a WTP to remove the manganese from Well 8. The schedule for the project was extremely tight due to funding deadlines. In three months, SEH needed to prepare a feasibility study to determine the correct solutions and then do a full design of a WTP. SEH investigated three WTP sites and two treatment options (steel gravity and concrete gravity). The solution selected was a 1,000 gpm concrete gravity filter treatment plant at Cloquet's Public Works site.

The WTP processes include detention, dual media filtration, chemical feeds, a concrete clearwell and high-service pumping. The WTP also includes surface water treatment features, including filter to waste piping and valves, if it becomes necessary to treat water from the Spring Lake Reservoir. The WTP is currently under construction, with an expected completion date of October 2019.

SEH TEAM

Chris Larson |
Project Manager
Miles Jensen | Sr.
Project Engineer
Brad Weiss | Process
Mike Hemstad | Structural
Nick Brula | Mechanical
Chad Westbrook | Electrical

REFERENCE

Caleb Peterson, PE
Public Works Director
218.879.6758

Water Treatment Facility and Well

STILLWATER, MINNESOTA



Minnesota Correctional Facility (MCF) Stillwater had a failing water treatment system and two multi-aquifer wells that did not meet the well code. The State of Minnesota chose SEH to design a new 1.0 mgd steel gravity water treatment facility and a new well. The project included abandoning an existing well inside the secure perimeter, extending the casing on an existing well to draw water from only one aquifer and drilling a new Mt. Simon well. The project also included construction of a new ion-exchange softening WTP.

The plant includes aeration, steel gravity filtration, ion-exchange water softening and a backwash reclaim basin. MCF Stillwater houses 1,600 offenders and water service must be continuously maintained. SEH developed a phasing schedule to allow commissioning of the new facilities and demolition of existing facilities, while continually maintaining water service.

SEH TEAM

Chris Larson |
Project Manager
Miles Jensen | QA/QC

REFERENCE

Ryan Allen
Project Manager
651.201.2392

Water Treatment Plant

CITY OF APPLE VALLEY, MINNESOTA



Over the past 28 years, SEH team members have worked with the City of Apple Valley on their water treatment facility needs. Beginning in 1988, Miles Jensen delivered design and construction engineering services for the 12 mgd iron and manganese removal WTP. In 1998, Miles served as project manager for an automated filter bypass that extended capacity of the facility to 17.5 mgd with blending. He also worked with the City on several miscellaneous projects and investigations related to their WTP since its construction.

Miles was the program manager and Chris Larson the design engineer providing planning, design and construction services required to expand this iron and manganese removal plant to 24 mgd. Improvements include the addition of four concrete gravity filter with 6.5 mgd filtration capacity, two additional backwash tanks, upgrades to the existing filters and inlet distributors, adding a 15,000 sq. ft. utility garage and shop and a municipal car wash. Remodeling and upgrades to the existing WTP and offices were also included.

SEH TEAM

Miles Jensen |
Project Manager
Chris Larson | Sr.
Project Engineer

REFERENCE

Carol Blommel Johnson
Utilities Superintendent
952.953.2441

Water Treatment Facility Renovations

CITY OF EAU CLAIRE, WISCONSIN



In 2014, SEH completed a comprehensive evaluation of Eau Claire's water treatment Facility. Since its initial construction in 1952 and the filter addition in 1955, this 20 mgd plant has received only minor improvements in its long service life. Serving as the lead process engineer for the evaluation, Miles Jensen utilized the services and skills of team members John Thom and Colin Fitzgerald to complete the evaluation project, which identified over \$11.8 million in plant improvement needs. The needs included such items as plate settlers for their clarifiers, a complete filter renovation, major motor control improvements, standby power generation and chemical feed enhancements.

This project, completed in fall of 2014, has formed the basis for a multi-year improvements program for the City. Currently, preliminary design on a \$3.4 million filter renovation is about to get underway.

SEH TEAM

Miles Jensen |
Project Manager
John Thom | Operations
Scott Blank | Architect
Brad Weiss | Process
Nick Brula | Mechanical
Mike Hemstad | Structural
Chad Westbrook | Electrical

REFERENCE

Tim Greene
Water Plant Supervisor
715.839.5045



Arthur Street Water Treatment Plant Repairs Project

CITY OF SPRING LAKE PARK
DECEMBER 9, 2019

PROPOSAL



Stantec Consulting Services Inc.

733 Marquette Avenue, Suite 1000 Minneapolis, Minnesota 55402-2309

December 9, 2019

Attn: Daniel Bucholtz, MMC
Administrator, Clerk/Treasurer
City of Spring Lake Park
1301 81st Ave NE
Spring Lake Park, MN 55432

Reference: Arthur Street Water Treatment Plant Repairs Project

Dear Daniel Bucholtz,

The chlorine leak at the City of Spring Lake Park's Arthur Street Plant is causing damage to the plant. Efforts to repair this damage are covered through the League of Minnesota Cities Insurance Trust (LMCIT). Our team is well-prepared to support the City on this project due to our previous experience at the plant, our history serving the City of Spring Lake Park, and our experience working with LMCIT on various water treatment projects ranging from filter media disruptions to chlorine damage repairs.

Our team has been working with the City of Spring Lake Park to conduct condition assessments and prepare preliminary cost estimates for the this project. We thoroughly understand the process of resolving claims in accordance with LMCIT requirements. This expertise has been demonstrated through our recent experience with a very similar chlorine damage repair project in the City of Benson. Now in the implementation phase, the work we completed in Benson enabled us to develop a strong understanding of LMCIT expectations related to contract language, the review process, the replacement requirements of like-kind materials, and added value and due diligence. Our role through this process will be to serve as a liaison between LMCIT and Spring Lake Park.

Our Minneapolis office has been designing water and wastewater treatment facilities for communities for more than six decades, and our local experience includes more than 50 water treatment plants. We bring the in-house expertise to provide the City of Spring Lake Park with local process, structural, electrical, mechanical, and civil engineers to complete this project. Thank you for considering Stantec for these critical improvements.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Mark Rolfs, PE
Project Manager
(612) 712-2123
mark.rolfs@stantec.com

Phil Gravel, PE
City Engineer
(612) 712-2053
phil.gravel@stantec.com

Qualifications and Experience of Engineering Firm

Stantec unites 22,000 employees working in over 400 locations across six continents. We collaborate across disciplines and industries to bring buildings, energy and resource, environmental, water, and infrastructure projects to life. Our work—planning, engineering, architecture, surveying, environmental sciences, construction services, project management, and project economics, from initial project concept through design, construction, and commissioning, begins at the intersection of community, creativity, and client relationships.

With a long-term commitment to the people and places we serve, we have the unique ability to connect to projects on a personal level and advance the quality of life in your community.

Local Presence

Our firm has been serving communities in Minnesota since 1956. With offices in the Minneapolis, Rochester, and St. Cloud, we are well-positioned to provide responsive and efficient service. As active members of the communities we serve, we connect the people, places, and resources that take projects from concept to reality. In particular, Stantec has served the City of Spring Lake Park since 1956 and we are proud to call the City a client. Our experience includes the original design of the Arthur Street Water Treatment Plant in 2003.

Water Treatment

Stantec provides a team of process specialists to deliver solutions aimed at maintaining public water systems and providing safe drinking water to communities throughout North America.

As the global use of water increases, the availability decreases and drinking water regulations become more stringent, it is crucial that appropriate technology is applied to meet the needs of our clients.

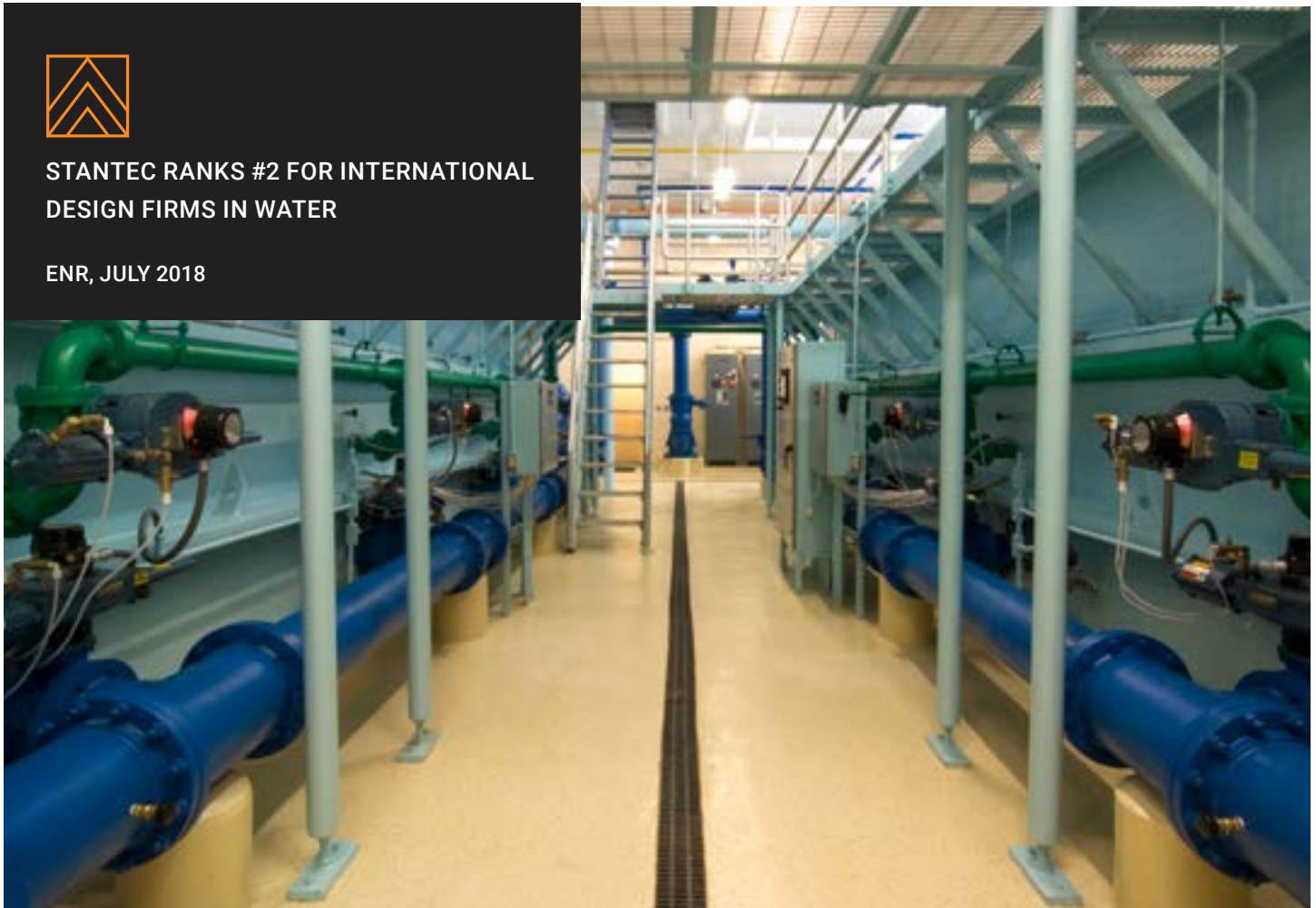
Stantec has experience in providing all types of treatment including membranes, high rate filtration, advanced oxidation, biological filtration, ozone, and UV disinfection. We undertake advanced pilot studies and process modeling to arrive at the best solutions for our clients using a sustainable triple bottom line approach that addresses the social, economic, and environmental considerations of our technical decisions.

Whether it is a membrane or a conventional water treatment plant, Stantec has the expertise and experience to guide a project through every stage of its life cycle, from source water quality assessment, conceptual design, piloting, and design, through to construction, commissioning, and process optimization. We've included a couple recent examples of our related experience on the pages that follow.



**STANTEC RANKS #2 FOR INTERNATIONAL
DESIGN FIRMS IN WATER**

ENR, JULY 2018





Chlorine Damage Repairs at Water Treatment Plant No. 2

Benson, Minnesota



This work enabled us to develop a strong understanding of LMCIT expectations related to contract language, the review process, the replacement requirements of like-kind materials, and added value and due diligence.

The Benson WTP No. 2 was placed in service in June of 2012. Several years later one of the plastic fittings within the chlorine feed system cracked and allowed chlorinated water to be dispersed into the filter room. Over the course of time residual from the release caused significant damage to many of the surfaces in the WTP particularly those made of low-grade metals.

The City retained Stantec's multi-discipline team of engineers and architects to assess the facility from process, structural, mechanical, electrical and architectural perspectives. The objective was to identify materials that sustained significant damage from chlorine so that they could either be refurbished or replaced as necessary to restore reliability in the overall treatment operation.

Stantec worked with the League of Minnesota Cities Insurance Trust (LMCIT) to determine the scope for the project. Our team worked in collaboration with Crane Engineering who also performed an independent evaluation of the facility.

Upon reaching concurrence with LMCIT, we prepared construction documents and assisted the City of Benson with bidding services. The project is currently underway and will be completed while lower seasonal water demands allow critical work components to be replaced or refurbished as needed.



Water Treatment Plant Facility Plan and Phase 1 Improvements

Wahpeton, North Dakota

Like many Red River Valley communities, Wahpeton's groundwater supply contains high concentrations of iron, manganese, and calcium hardness. Constructed in 1975, the Wahpeton Water Treatment Plant (WTP) uses an excess lime softening process with a nominal capacity of 3 million gallons per day (mgd). The plant was expanded in 1993, with upgrades since then, but a lack of redundancy and several critical limitations meant flow could not be isolated to make needed improvements. Without increased capacity, the city's potential for economic growth is limited.



Key improvements expand treatment capacity and enhance operations

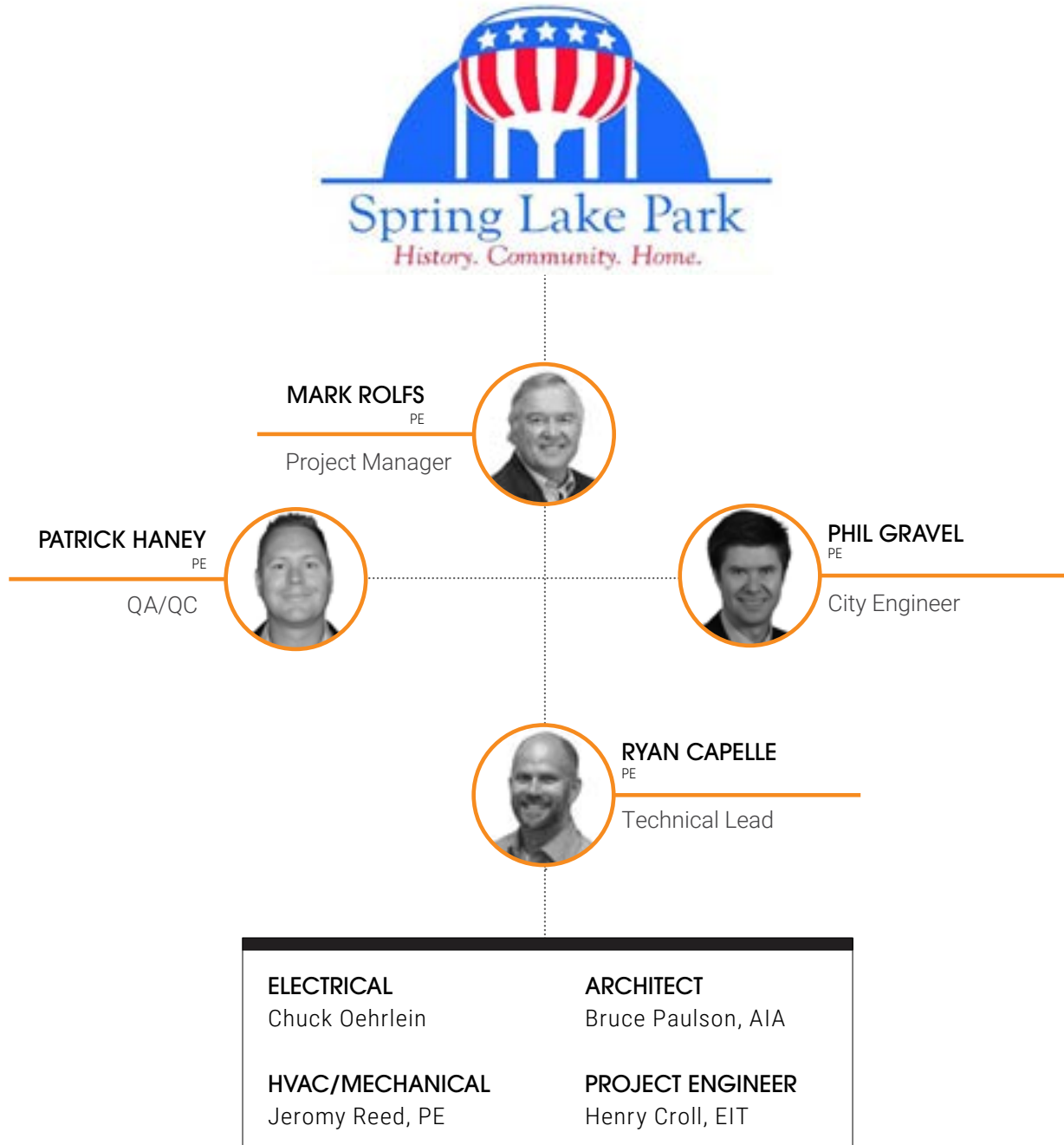
Stantec developed a long-range plan to get the facility on track with the redundancy needed for the capacity improvements. Our team evaluated the site, electrical/controls systems, and process, with careful attention to regulatory requirements and health, safety, and maintenance. The resulting Facility Plan identified three phases of improvements to eventually double the city's treatment capacity to 6 mgd. Our team is in the process of implementing the Phase I improvements.

Phase I prepares the plant for future redundancy and capacity improvements and includes replacing the raw water supply pipe from the wells, replacing essential lime feed equipment (including the bulk storage, slaking, and feed equipment), removal and replacement of the existing carbon dioxide system, and modifying the site to accommodate new equipment and improve truck access. Phase 2 will eventually provide needed redundancy and reliability improvements, and Phase 3 will expand treatment capacity. When complete, the plant will deliver improved service to its current residents and businesses and offer the needed capacity to welcome new growth.

Qualifications and Experience of Team

Organization Chart

What kind of team does it take to provide you with the right combination of enthusiasm, qualifications, and experience for this project? It takes a team that works together and is driven to achieve. At Stantec, we collaborate across disciplines and industries to bring projects to life. We are ready to be your project partner and meet your needs in a creative and personalized way.



Mark has 39 years of experience and is a leader in Stantec's water/wastewater group in Minneapolis. Mark's primary responsibilities include engineering for both water and wastewater. For water systems, he is proficient in hydraulic modeling analysis, wells, pumphouses, water booster pumping stations, and water storage reservoirs. He is skilled at using multiple software's to perform computer hydraulic analyses for water distribution systems, booster stations, and pumphouse designs. For wastewater, his primary focus is on the hydraulic performance of sanitary sewer lift stations and wastewater plant pump flows.

EDUCATION

Bachelor of Science, Civil Engineering, Iowa State University, Ames, Iowa, 1980

REGISTRATIONS

Professional Engineer #16722, State of Minnesota, 1984

Professional Engineer #24332, State of Iowa

MEMBERSHIPS

Member Representative, Society of American Military Engineers, Minneapolis-St. Paul Post

Member, American Water Works Association

Member, American Society of Civil Engineers

PROJECT EXPERIENCE

Water

Water Treatment Plant, Camp Ripley, Minnesota

Mark was the inspector on this project. This project consisted of a major renovation of the Camp Ripley Water Treatment Facility. The project included replacing the existing filters, pumps, piping and control panels with new equipment. The project also included upgrades to the existing building structure. The real challenge to this project was keeping a portion of the existing facility live during all phases of the equipment replacement.

Water Supply and Distribution Plan - Chaska, Minnesota

Mark has been the primary modeler for the City of Chaska's water system model for the past 23 years. He has used his modeling expertise on many occasions to analyze changes to the distribution system. Most recently, the routing of the new Highway 212 section through Chaska caused significant alterations to Chaska's trunk water system.

Pump Facility No. 6 & 7, Woodbury, Minnesota

Mark was project manager on these two projects. He managed and provided the well pump house design and construction services on these two Woodbury pump facilities.

Pump Station No. 4, Minneapolis, Minnesota

Mark was responsible for the hydraulic and mechanical design for all of the new pumps in this facility. The project involved renovating a 100-year-old, 70 mgd, 6,500 horsepower facility. Due to its age, numerous building and infrastructure conditions were disclosed that required re-engineering to sustain long-term remedies for the client. The project successfully extended the life of this important component of the Minneapolis Water System.

Mark R. Rolfs PE

Project Manager

Pumphouses and Water Booster Stations

In situations where demand stresses supply, Mark has developed solutions to address pressure deficiencies and pump stored water into the distribution system. In more than 20 communities, he has developed pump and control systems to provide a reliable supply of potable water.

Water Supply and Distribution Plan - Carver, Minnesota

Mark was project manager. He managed the hydraulic analysis and reports, and was responsible for the final review. Carver has experienced rapid growth and water needs will continue to increase as the City builds to an estimated 19,560 by 2030. This report designed a water system capable of serving the growing population. The major challenge was to lay out a system that could accommodate the projected 2030 maximum day water demand of 7.45 MGD.

Water Supply and Distribution Plan - Apple Valley, Minnesota

Mark was project manager. He managed the hydraulic analysis and reports, and was responsible for the final review. This water study done in 2002 analyzed the projected 2020 water demand for the City of Apple Valley. Estimations included a daily average of 9.1 MGD with an estimated daily maximum of 29.5 MGD. The proposed ultimate water system will be developed according to this plan and will include six new Jordan wells, one new 1.5 MGD elevated storage tank, approximately six miles of additional trunk water distribution mains, and one 12-MGD expansion to the City's existing water treatment plant.

Comprehensive Water Works Plan Update, Rockford, Minnesota

Mark was project manager. He managed the hydraulic analysis and reports, and was responsible for the final review. The report presents a comprehensive water works plan for the existing, near-term, and ultimate areas that can be served by the Kettenacker Well Field. The ultimate Kettenacker Well consists of one new well, a new 500,000 gallon elevated storage tank, a high-pressure zone, and approximately 4.5 miles of new trunk water main.

Rockford HPZ Booster Station

Mark served as project manager for this booster station controlled by hydropneumatic tanks. This project involved constructing a 24-foot by 22-foot masonry building, installing two split-case pumps, process piping and equipment, electrical controls, SCADA system, a valve manhole, and site work.

Water Storage Facilities

One of the most experienced water tower engineers in Minnesota, Mark has designed and inspected single pedestal tanks, legged tanks, standpipes, and ground storage reservoirs for more than 60 communities in Minnesota and Wisconsin. His designs take long-term operation and maintenance into account, while considering vandalism prevention, storage, and communication applications. Sizes range from 75,000-gallon tanks to 5,000,000-gallon reservoirs. He has also overseen the antenna installations and modifications on many of these tanks.

Patrick is a seasoned water professional whose care focus has been on planning, design, and construction water infrastructure for municipal clients. His experience, technical capabilities, and business knowledge help project team successfully deliver high quality sustainable design to owners. Patrick provides technical leadership and design development for water project, including water treatment plant process design, disinfection, storage, and conveyance.

EDUCATION

Master of Business Administration, International Business Emphasis, W.P. Carey School of Business, Arizona State University, Tempe, Arizona, 2009

Bachelor of Science, Civil Engineering, University of Nebraska, Lincoln, Nebraska, 2002

REGISTRATIONS

Professional Engineer #047763, Commonwealth of Virginia

Professional Engineer #54348, State of Minnesota

Professional Engineer #48571, State of Colorado

Professional Engineer #83895, State of California

Professional Engineer #45912, State of Arizona

PROJECT EXPERIENCE

Bellvue WTP Improvements Package B*, Greeley, Colorado

CMAR Design Manager responsible for the managing, developing the design, and providing QAQC of several process components for the new 20 MGD Plant Upgrade. This project includes the design of a new 20 MGD process train including new rapid mix basins, flocculation basins, sedimentation basins with inclined plate settlers, dual media filters, filter blowers, and significant site improvements. Patrick was responsible for coordinating design activities with CMAR contractor and construction phase Owner's Representative including project scheduling, constructability, GMP reviews, procurement, commissioning planning, and project phasing coordination. Additionally, Patrick managed and designed the early out civil/site pipeline package which included 48" through 60" steel water mains, miscellaneous yard piping, and large diameter isolation valve designs. Estimated Project Value \$26M.

* denotes projects completed with other firms

Union Hills Water Treatment Plant*, Phoenix, Arizona

Project Engineer in charge of designing several facilities required for the Granular Activated Carbon Implementation Design Project at the Union Hills Water Treatment Plant. Specific design responsibilities include a 160 MGD GAC Contactor Pump Station including GAC feed pumps, backwash pumps, a dedicated service water pump station, and hydro-pneumatic tank system. In addition, the project included the design of new Granular Activated Carbon (GAC) Contactors, Chlorine Dioxide Facility, and additional yard piping and grading modifications. The total estimated cost for the project is \$42 Million.

Loudoun Water Raw Water Intake and Potomac Raw Water Pumping Station*, Loudoun County, Virginia

Project Manager responsible for the ongoing design of a 40 MGD Raw Water Intake on the Potomac River, a 250 ft. tunnel, 125 ft. deep shaft, a Raw Water Pump Station, approximately ¼ mile of 42" Raw Water Transmission Main, and associated site upgrades. Specific project responsibilities include project management, project scoping, scheduling, fee development, budget management, resource management, technical management of all process mechanical activities, coordination of all design activities, quality assurance, construction scheduling, opinion of probable construction costs, and coordination of all QA/QC activities. Project included Asset Management hierarchy and submission requirements for the Loudoun Water Asset Management System. The total estimated construction cost is \$35 Million.

CAP Water Treatment Plant Expansion Project*, Scottsdale, Arizona

Engineer responsible for the design of a dissolved air flotation thickened sludge pump station and overall WTP site modifications. This portion of the design project was included as a change of scope and was completed in less than one month. The overall construction value for the entire project is \$80 Million.

Regional Water Purification Facility GMP Package No.1*, Rifle, Colorado

Project Manager responsible for the redesign of an 8 MGD WTP final disinfection, pumping, and site development GMP Package. This project was originally developed at another site. The redesign included resizing the Disinfection Contact Basin based on revised standards, redesigning the Finished Water Pump Station, a surge analysis of the pump station and pipeline, site development, planning for the design of the future GMP Package No. 2 including the main treatment facility, analyzing the hydraulics of the Raw Water Pump Station, and coordination with the design of the new solar drying beds.

* denotes projects completed with other firms

In his 22 years of providing engineering service, Mr. Capelle has developed the ability to effectively manage the design, planning, and implementation of municipal, water treatment, and water supply projects. Ryan has provided service on over 50 water treatment facilities and other water infrastructure projects during his career. Ryan is the water group leader in Stantec's Minneapolis office. Ryan's background includes a master's degree in Infrastructure Systems Engineering from the University of Minnesota, feasibility studies, funding applications, water treatment facility design, lift stations, wells, development reviews, and street/utility reconstruction. His unique range of project management, design and construction experience has enhanced his ability to provide quality designs that result in successful projects.

EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota, Minneapolis, Minnesota, 1998

Master of Science, Infrastructure Systems Engineering, University of Minnesota, Minneapolis, Minnesota, 2002

REGISTRATIONS

Professional Engineer #PE-10171, State of North Dakota

Professional Engineer #41310-6, State of Wisconsin, 2010

Professional Engineer #43142, State of Minnesota

MEMBERSHIPS

Member, American Water Works Association

Member, American Society of Civil Engineers

PROJECT EXPERIENCE

Water Treatment

Chlorine Damage Repairs at Water Treatment Plant No. 2, Benson, Minnesota

As project manager, Ryan worked with the League of Minnesota Cities Insurance Trust to determine scope for this project that addressed damage to the City's water treatment plant caused by chlorine. Stantec prepared construction documents and assisted the City with bidding services.

Arthur Street Water Treatment Plant (Well 5), Spring Lake Park, Minnesota

Ryan served as a project engineer for this water treatment plant that was constructed in 2003.

Interim Water Treatment Facilities, Cottage Grove, Minnesota

In 2017 the City of Cottage Grove was notified by the Minnesota Department of Health that 8 of its 11 wells were over the newly established health index values for perfluoroalkyl substances (PFAS). The response required the full attention of Stantec's multi-discipline team led by Ryan, working in unison with members from various departments of the City to deliver the project under emergency design/build conditions. The project was successful in delivering safe, compliant drinking water for residents within 84 days and was awarded the American Public Works Association (APWA) Project of the Year Award in 2017.

Stacy Water Treatment Plant, Stacy, Minnesota

Ryan served the City of Stacy as the project manager for a state of the art water treatment facility designed to reduce radium to drinking water standards. Ryan guided the City through the funding process and was able to secure the maximum grant to loan value through the USDA – Rural Development funding program for the City. The project included construction of a new well, demolition of an existing water tower, construction of the new Water Treatment Plant and modifications to the City Hall to attain ADA accessibility and compliance. The project was substantially completed in February 2018 and has successfully passed tests for Radium 226/228 with no detection.

Water Treatment Facility, Granite Falls, Minnesota (Project Manager)

During the design for this 0.84 mgd lime softening water treatment facility project, Ryan collaborated with City staff to incorporate their desired process and hydraulic design elements. Ryan worked with the City staff to deliver the construction phase of this project.

Water Treatment Plant Expansion, Inver Grove Heights, Minnesota (Project Manager)

The City of Inver Grove Heights chose Stantec to design and provide construction assistance of their 6.02 MGD manganese removal water treatment facility. Expansion adds two backwash tanks, four filter cells and laboratory, as well as additional accommodations for staff needs. Ryan served as the project manager, provided process design, construction management, and contract administration.

Water Treatment Facility, Albany, Minnesota (Project Engineer)

Ryan was responsible for process design. The Albany Water Treatment facility is designed to remove arsenic, iron and manganese at a peak flow rate of 2.0 million gallons per day (MGD). There is a 200,000 gallon clearwell for water storage built into this treatment plant. Currently, there are two 1,000 gpm pumps that serve the High Zone, and one 1,000 gpm pump to serve the Low Zone. This plant is expandable to a 4.0 MG capacity in the future when necessary.

SW Water Treatment Plant, Sartell, Minnesota (Project Engineer)

Ryan was responsible for process design of a new 6 MGD conventional gravity filter plant for iron and manganese removal. The plant was designed to be easily expanded to 16 MGD.

Water Treatment Facility, Cokato, Minnesota

Ryan was responsible for performing hydraulic design and writing process specifications. This project consisted of the construction of a new water treatment plant to meet demands for the removal of arsenic, iron, and manganese from the City's groundwater supply. Work included select demolition, excavation, dewatering, backfilling, grading, paving, concrete, masonry, process equipment, well work, interior and underground piping, painting, HVAC, plumbing, electrical, and correlated items.

Jeromy is a senior mechanical engineer with over 20 years of experience. He joined Stantec in 2011 and specializes in the design of mechanical systems including heating, ventilation, air conditioning, plumbing, and fire protection. His work experience spans all project phases from schematic design, design development, and detailed design through contract administration, substantial performance and reviews, and project closeout. Through his career, Jeromy has designed energy-efficient and cost-effective systems for a variety of facilities including schools, multi-family housing, office buildings, and water and waste treatment facilities. Jeromy excels at matching system functionality with the client's budget, desired technical sophistication, and energy conservation goals.

EDUCATION

Bachelor of Science, Mechanical Engineering,
University of Alaska, Fairbanks, Alaska, 1995

REGISTRATIONS

Professional Engineer #10176, State of Alaska

Professional Engineer #53856, State of Minnesota

Professional Engineer #24136, State of Iowa

Professional Engineer #PE-27131, State of North
Dakota

Professional Engineer #E-45580, State of
Wisconsin

MEMBERSHIPS

Member, American Society of Heating,
Refrigerating & Air-Conditioning Engineers

Member, American Society of Mechanical
Engineers

PROJECT EXPERIENCE

Water and Wastewater

Gilbert Wastewater Treatment, Gilbert, Minnesota

Jeromy was the mechanical engineer of record and responsible for the HVAC, plumbing, and fire protection design. He also provided construction support. The 60+ year old treatment facility was upgraded to include MBR (membrane bioreactor) treatment. The existing buildings were renovated for the upgraded process. New buildings in the project included the MBR building, office and laboratory space, and generator and equipment storage building.

Chisago Lakes Joint Collection and Treatment System Assessment, Chisago City, Minnesota

Jeromy evaluated the condition of the HVAC and plumbing equipment. Reported on remaining equipment life and necessary repairs, and provided a cost estimate and 10 year plan capital improvement plan. The system serves four communities. The facility included laboratory and office space, treatment buildings, chlorine storage, with a variety of makeup air units, furnaces, AC units, oil tanks, water heaters, and emergency fixtures.

Stacy Water Treatment Facility, Stacy, Minnesota

Jeromy provided construction support including reviewing shop drawings and field modifications.

Cottage Grove PFAS Filtration, Cottage Grove, Minnesota

Jeromy was the mechanical engineer of record for two filter buildings to house PFAS filtration for the municipal water system. Award: 2017 APWS Project of Year – Minnesota.

Jeromy Reed PE

Senior Mechanical Engineer

Clear Lake Well #3 and Pumphouse, Clear Lake Minnesota

Jeromy was the mechanical engineer of record. This project added a well, chlorine injection, chemical storage, and space for future water treatment equipment to the municipal water system.

Hastings Chlorine Disinfection Improvements, Hastings, Minnesota

Jeromy was the mechanical engineer of record. The project added chlorine storage and treatment to four wellhouses and the water treatment plant. Ventilation for the chlorine and chemical storage rooms was added or upgraded to current standards as required.

Unalaska Backflow, Unalaska, Alaska

Jeromy was the mechanical engineer of record. This project upgraded the water utility's backflow protection program by upgrading or installing DCBA or RPBA at 30 facilities, including power plants, schools, docks, and municipal buildings. Standard details and specifications were also produced for on-going administration of the program.

Kwethluk School Renovation / Replacement, Kwethluk, Alaska

Jeromy was the mechanical engineer of record and managed the plumbing and mechanical design teams stationed in multiple offices in two states. The village presented several challenges including being nearly 7 feet below the USACE design flood level resulting in routine flooding every spring. This project replaces a school that was constructed in the 1970-80 and reaching the end of its useful life. A well provides water for the school and receives on site treatment. Waste is discharged into a low pressure municipal sewer system. The utility building forms the hub of water and waste utilities for the school campus including educational facilities and teacher housing. Fuel is stored at a community tank farm near the power plant a quarter mile away. The fuel transfer system was upgraded. The design included waste heat recovery from the power plant.

Mr. Oehrlein has been with Stantec since 1987 serving as an Electrical Engineering Technician, Project Manager, and leader of the Minneapolis Building Services Team. His primary responsibilities include project management, electrical and control design, writing specifications, and electrical construction administration. Primarily Chuck designs electrical and control systems for water and wastewater facilities and related generator design, and Supervisory Control and Data Acquisition (SCADA) Systems. Chuck also has over 32 years of experience with lighting design, conducting energy audits, and designing security card access, CCTV systems and fire protection systems.

EDUCATION

Associate Degree, Electrical, Dunwoody College, Minneapolis, Minnesota, 1986

Associate Degree, Computer Information Systems, Dunwoody College, Minneapolis, Minnesota, 1984

REGISTRATIONS

Certified Engineering Technologist / Technician, National Institute for Certification in Engineering Technologies

PROJECT EXPERIENCE

Water

Terrace Park and Well 5 Water Treatment Plants, Spring Lake Park, Minnesota

As project manager, Chuck was responsible for the design and electrical construction engineering services of the power distribution, SCADA (including radio telemetry to remote sites), standby generator, lighting, fire alarm, and security systems..

Water Treatment Plant No. 3, Wayzata, Minnesota

As project manager, Chuck was responsible for the design and electrical construction engineering services of the power distribution, SCADA (including radio telemetry to remote sites), standby generator, lighting, fire alarm, and security systems for this new water treatment facility.

Water Treatment Facility Expansion / Garage / Vehicle Wash Bay - Apple Valley, Minnesota

Chuck was responsible for the electrical and control design and construction engineering for this 6.5 million gallon per day expansion of the existing treatment facility. The project also included a 12,000 square foot garage / shop expansion to the water plant and a vehicle wash bay addition to the adjacent Central Maintenance Facility. The electrical design included a new 2500 amp electric service, renovation and relocation of the existing 1250 KW generator, all new 480 volt power distribution, interior and exterior lighting, and card access, fire alarm, and security systems. The design also included a complete new water plant control system.

Water Treatment Plant, Stacy, Minnesota

As project manager for the electrical and control related , Chuck was responsible for the design and electrical construction engineering services of the power distribution, SCADA (including radio telemetry to remote sites), standby generator, lighting, fire alarm, and security systems for this new water treatment facility.

Chuck W. Oehrlein

Electrical Designer

Southwest Water Treatment Plant and Generator Design, Sartell, Minnesota

As project manager, Chuck was responsible for the design and electrical construction engineering services of the power distribution, SCADA (including radio telemetry to remote sites), standby generator, lighting, fire alarm, and security systems. Chuck also designed a portable generator set and “generator ready connections” for the City’s pump houses, lift stations, and East Water Treatment Facility.

Various Water Treatment Projects, Richfield, Minnesota

Chuck was responsible for multiple projects for the lime softening at water treatment facilities and related wells, towers, and lift stations to remove existing controls, filter equipment, chemical feed equipment, lighting, security systems, CCTV systems, and electrical equipment and replace with new. The demolition of the existing systems and installation of the new system occurred while all facilities were in use.

Wastewater

Lift Station 1 (Arthur Street) and Lift Station No. 2 (Biffs) Replacement, Spring Lake Park, Minnesota

Chuck was responsible for the electrical / control design and electrical / control related construction services for these two projects. Design work included power distribution, new on-site generators, lift station controls, radio telemetry, and associated modifications to the SCADA master

Wastewater Treatment

Lift Station Evaluation, St Paul, Minnesota

Chuck managed the electrical portion of a comprehensive evaluation of 23 sanitary lift stations and 6 storm lift stations. He evaluated all electrical and control aspects of the stations including services, power distribution, standby power, controls, instrumentation and radio telemetry/SCADA. The study ultimately led to Stantec designing the upgrade and/or replacement of 17 lift stations and also the design of a complete new dial up telephone based SCADA system. This evaluation report consisted of an extensive data collection and organization effort followed by a field evaluation of each station that focused on the structural, mechanical, and electrical aspects at each individual station. In addition, the system was evaluated as a whole, and some lift stations were eliminated through the effective use of additional gravity sewer. An upgrade plan for each station was prepared, and then the stations were then ranked in order of importance and condition and a CIP was created for the City of St. Paul to upgrade their lift station system.

Wastewater Treatment Facility Improvements - Cold Spring, Minnesota

Chuck was responsible for the design and electrical construction engineering services of the power distribution, SCADA system, process instrumentation, and lighting systems. Upgrades included a complete new control system for the facility. Upgrades to the plant treatment process included replacement of the existing blowers, diffusers, and clarifier drive assembly, and rehabilitated 40 year old control building. Blowers were automatically controlled by VFDs receiving a signal from a dissolved oxygen probe.

Mr. Paulson has more than 40 years of architectural design experience in municipal, corporate, commercial, institutional, health care, hospitality, and leisure/entertainment areas. Bruce specializes in technical detail design services to help ensure final products mirror or enhance the client's intended vision.

EDUCATION

Associate Degree, Drafting and Design, Duluth Area Vocational Technical Institute, Duluth, Minnesota, 1976

REGISTRATIONS

Licensed Architect #20910, State of Minnesota

Licensed Architect #9354, State of Wisconsin

MEMBERSHIPS

Member, American Institute of Architects

PROJECT EXPERIENCE

Water

Water Treatment Plant Expansion, Inver Grove Heights, Minnesota (Project Architect)

This project included expanding the existing water treatment facility on Babcock Trail by adding a second filter cell room, backwash tank, lunch room, conference room, bacteria lab, and a second restroom.

Water Treatment Facility, Carver, Minnesota (Architect)

Stantec provided planning, design, contract administration, and construction engineering services for this water treatment plant that was the first in the City of Carver. We provided expertise regarding radium removal, due to the high levels of radium in Carver.

Water Treatment Facility, Albany, Minnesota (Project Architect/Designer)

The Albany Water Treatment facility is designed to remove arsenic, iron and manganese at a peak flow rate of 2.0 MGD. There is a 200,000 gallon clearwell for water storage built into this treatment plant. Currently, there are two 1,000 gpm pumps that serve the High Zone, and one 1,000 gpm pump to serve the Low Zone. This plant is expandable to a 4.0 MG capacity in the future when necessary.

Water Treatment Plant Expansion, Inver Grove Heights, Minnesota (Project Architect)

This project included expanding the existing Water Treatment Facility on Babcock Trail by adding a second Filter Cell Room, Backwash Tank, Lunch Room, Conference Room, Bacteria Lab, and a second restroom.

SW Water Treatment Plant, Sartell, Minnesota (Project Architect/Designer)

Bruce worked closely with the City staff to develop an exterior design that used the same materials as the existing North Water Treatment Facility and adding a few other materials to give this facility its' own identity while keeping it recognizable as a City-owned facility. This project involved the design and construction of a new 6 MGD conventional gravity filter plant for iron and manganese removal. The plant was designed to be easily expanded to 16 MGD.

Bruce P. Paulson AIA

Architect

Water Treatment Facility No. 3, Wayzata, Minnesota (Project Architect/Designer)

The new Wayzata Water Treatment Facility No. 3 replaces the existing Water Treatment Plant No. 1 located at the same site. Bruce worked closely with City staff, neighbors, and City Council members to develop an exterior treatment that complied with the stringent City of Wayzata design guidelines. This project involved the design and construction of a new 3 MGD conventional gravity filter plant for iron and manganese removal.

Water Treatment Plant, Granite Falls, Minnesota (Project Architect)

This project replaced the existing water treatment facility with a new facility. This project included working closely with the client during the design phases to ensure the interior layout and room adjacencies met circulation needs while maintaining efficiency for the plant operator and his staff. Stantec also worked with City staff to incorporate exterior building materials to match the new City Hall while adding several new items to give the new facility its own identity.

Community Institutional

New Public Works and Maintenance Facility, Austin, Minnesota (Project Manager/Project Architect)

Was the project manager and project architect responsible for designing the new facility. Stantec performed a site analysis and developed the new facility design based on the results of the space needs study. This new public works facility accommodates administration, street, sewer, sign, and maintenance departments. A cold storage building contains a secure area for the police department impound.

Ambulance Facility, Blooming Prairie, Minnesota

Bruce led the team of architects and engineers through this project which started as a feasibility study to renovate the existing ambulance facility. When the study concluded that additional space was required, he prepared several options for renovating and expanding the facility and then several options for a new facility.

New Public Works and Maintenance Facility, Austin, Minnesota (Project Manager/Project Architect)

Was the project manager and project architect responsible for designing the new facility. Helped to prepare a site analysis and develop a space needs study. This new public works facility accommodates administration, street, sewer, sign, and maintenance departments. A cold storage building contains a secure area for the police department impound.

New Fire Station and Public Works Facility, Carver, Minnesota (Project Manager/Project Architect)

Served as project manager and project architect for this nearly 20,000 square foot combination fire station/public works building.

I am passionate about water. Problems surrounding water comprise one of the largest and most complex challenges of our time. Surface water supplies are over allocated, groundwater sources are over-drawn and contaminated, and as a global society our water demand continues to rise. While our industry has taken significant steps forward in developing a deeper understanding of the challenges and of technologies that may provide answers, there is still much work to be done. As a young engineer at Stantec, I am excited to be a part of the solution to this potable water crisis through successful client partnerships, implementation of sustainable technologies, and outside-of-the-box thinking.

EDUCATION

M.S. Civil Engineering - Environmental Emphasis,
University of Minnesota, Minneapolis, Minnesota,
2019

B.S. Civil Engineering, University of Minnesota,
Minneapolis, Minnesota, 2017

CERTIFICATIONS & TRAINING

EIT Environmental Engineering #152986,
Minnesota Board of AELSLAGID, St. Paul,
Minnesota, 2017

AWARDS

2018 Environmental Engineers of the Future
Scholar

2017 Central States Water Environment
Association Academic Excellence Award

2017 Simon and Claire Benson Award, Top
graduating undergraduate student from the
department of Civil, Environmental, and Geo-
Engineering UMN.

PROJECT EXPERIENCE

Drinking Water Treatment

Benson Chlorine Damage Repairs, Benson, MN
(Project Engineer)

After the City of Benson experienced chlorine
damage to significant process and electrical
equipment at their Water Treatment Plant, they
approached Stantec to design and bid a Chlorine

Damage Repairs project. Mr. Croll helped identify
items to be replaced or refurbished and developed
drawings and specifications for the project. Due to
the unique nature of the project, Mr. Croll and the
rest of the design team took special care to create
clear instructions for contractors and facilitate
smooth project delivery.

Groundwater Treatment

Disinfection Study and Implementation, Hastings,
Minnesota (Project Engineer)

The City of Hastings, MN was previously the
largest city in MN that did not employ continuous
disinfection of groundwater. After a positive E. coli
test, Hastings turned to Stantec to complete a
thorough investigation of disinfection alternatives.
Hastings did not want to assume traditional
methods would best fit their situation, and asked
that the alternative analysis include technologies
such as ozonation, filtration, U.V. disinfection, and
a no-disinfection alternative focused on
infrastructure improvements. Mr. Croll researched
each alternative, including through collaboration
with the University of Minnesota, prepared a report
for the city summarizing pros and cons of each
disinfection type and developed budget level cost
estimates for the alternatives. The project also
included meetings with the City Council and a
community Open House. Once the Client had
selected their preferred Alternative, Mr. Croll
worked to develop final drawings and
specifications for each implementation site.

* denotes projects completed with other firms

Groundwater Biological Denitrification Pilot Study, Cold Spring, Minnesota (Project Engineer)

The City of Cold Spring, MN was interested in exploring alternative technologies to reduce high nitrates in their groundwater. Stantec teamed with AdEdge to pilot a unique denitrification technology tailored to groundwater treatment, utilizing the biotta(R) process developed by Carollo. Mr. Croll reviewed pertinent rules and regulations to ensure the pilot met appropriation guidelines and coordinated permit application with the Minnesota Department of Health. During pilot operation, Mr. Croll reviewed performance data to verify pilot operation and identify potential problems. Mr. Croll also provided pilot support to City staff to ensure smooth operation, including lab testing to inform full scale design. At the conclusion of the pilot Mr. Croll conducted data analysis and developed a Technical Memo to summarize pilot performance and provide guidance for full-scale design.

Well #3 and Wellhouse, Clear Lake, Minnesota

The City of Clear Lake's current water supply was not sufficient for future growth, and so they approached Stantec to develop another well. The Client was highly sensitive to cost while also wanting to create space for future treatment vessels, as other City wells had developed high nitrates after regular use. On this project, Mr. Croll developed building layouts for a wellhouse with consideration towards future treatment needs, created pressure filter and piping layout as a future treatment option, and helped develop the specifications and plans.

Regional Pilot Study for PFAS Treatment, Cottage Grove, Minnesota

PFAS contamination is widespread in the East Metro area of Minneapolis-St. Paul. In order to evaluate ion exchange as a potential treatment technology, the Minnesota Pollution Control Agency approved a pilot plant evaluating ion exchange in the community of Cottage Grove. Mr. Croll provided background research on PFAS treatment technologies and previous ion exchange pilot studies, basic engineering calculations, and calculation review to aid pilot planning and design.

Cold Spring Water Treatment Facility, Cold Spring, Minnesota (Project Engineer)

Mr. Croll developed the basis of design and process model for the full-scale biological denitrification drinking water treatment plant in Cold Spring, MN. The treatment facility, which was a continuation of the pilot study completed for the same technology, utilized AdEdge denitrification filters and blending to meet the Minnesota effluent nitrate limits for drinking water.

Wastewater Treatment

East Itaska Joint Sewer Board WWTF Improvements, (Project Engineer)

The East Itaska Joint Sewer Board (EIJSB) needed improvements to their lagoon WWTF in order to meet more stringent TSS and TP limits. Mr. Croll compared process design alternatives for pond aeration using fine bubble diffusers, tertiary filtration, and ultraviolet light disinfection, and developed specifications for the selected technologies. Additionally, Mr. Croll created hydraulic profile calculations and created budget level cost estimates through research of various processes and discussion with vendors. He also worked to create a detailed construction cost estimate for the project.

** denotes projects completed with other firms*



Approach

Project Team Leadership

As your project manager, Mark Rolfs will be the City's single point of contact throughout the project. Mark will be responsible for seeing that the Stantec team responds efficiently and swiftly when a project is assigned to our team.

Upon authorization of the project, Mark will become the primary point of contact with Terry Randall and will ensure that adequate resources and expertise are provided for the project. Mark will bring a fresh focus on client service and responsiveness to this project. The entire Stantec team—including process, electrical, mechanical, architectural, and structural experts—is located in our Minneapolis office.

It will be critical to engage City staff throughout the project. Integrated with project team activities, this will incorporate your facility knowledge and help the City's needs are met every step along the way.

Team Communication

Mark will be the primary contact for all project related management related topics. In addition, Mark will ensure that project team members are communicating effectively with Spring Lake Park on all project technical issues. At Stantec, we recognize different people prefer different communication styles. Some people want all communication provided by email. Some people prefer a phone call to discuss ongoing project details. We will work with the Spring Lake Park Project Manager on the desired method of communication.

Stantec will document project meetings, site visits, key decisions and project task status; and provide project communication documentation to the Spring Lake Park Project Manager.

Our Staff Will Be Able to Meet on Demand

The best plan must be flexible to deal with unforeseen circumstances. Meetings become necessary overnight and new developments create the need to adjust a work plan. There will be cases when Spring Lake Park staff and project team members must collaborate on a task with urgency. Also, interaction with public and communities inevitably produce issues that require changes in the course of action.

Our team has the ability to handle planned and unplanned meetings as well as inspections on short notice and is enhanced by the following benefits we bring to each project:

- Close proximity to Spring Lake Park and the project area
- Core team is located in Minneapolis
- Commitment to strong project management
- Staff workload management which prioritizes commitment to Spring Lake Park

Our team knows the Arthur Street WTP and its history from the original design in 2003. Our experience with this facility will allow for efficient project delivery .



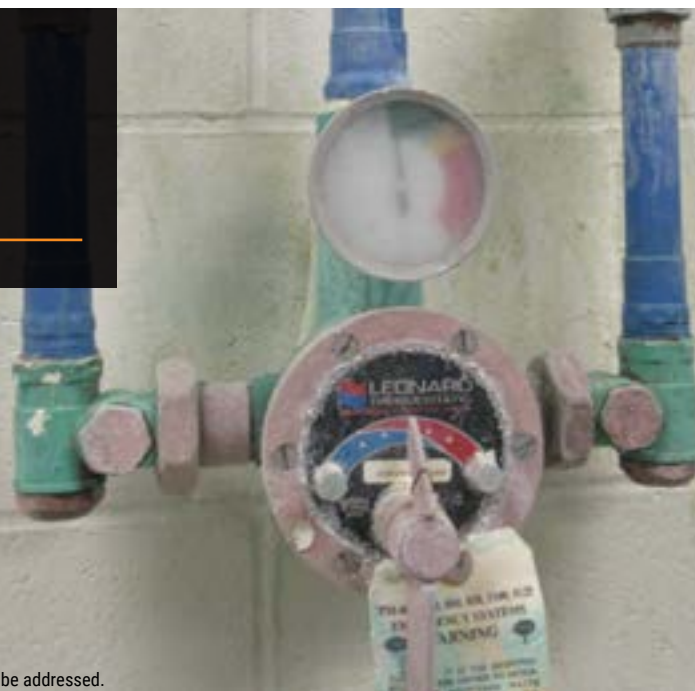
Project Approach

We will put the lessons learned over time and our understanding of chlorine damage repairs to work for you. The following summarizes a few of the specific ways that we will provide the service you deserve:

1. Throughout the project we will listen to your staff to obtain key parameters required for success; so that those parameters can stand as our objectives and be the focus of our work.
2. Provide accurate assessment and verification of the various conditions present in the facility by trained professionals in each discipline of work.
3. Verify proper documentation of conditions observed.
4. Discuss design alternatives that Stantec has implemented at other chlorine damage rehabilitation projects and collaboratively determine the best solutions for Spring Lake Park.
5. Careful preparation of plans and specifications with project specific requirements that clearly inform the bidder about the project expectations and instructions for carrying out the work prescribed by the team.
6. Provide accurate cost estimating and understanding of current market conditions and materials pricing to establish and/or verify a reliable budget. This includes Opinions of Probable Construction Costs at 30%, 60%, 90% and the Final Bid Package.
7. Timely and professional communication of rehabilitation and/or replacement of specific project elements.
8. Effective communication among project stakeholders including the City Staff, Spring Lake Park citizens, Stantec, League of Minnesota Cities Insurance Trust (LMCIT), Minnesota Department of Health (MDH), contractors, sub-contractors.
9. Review the drawings with MDH to solidify that the design meets 10 States Standards and will be compliant when MDH conducts follow up on site surveys.
10. Professional services during bidding to eliminate headaches for your staff. We will handle the details, advertising, hosting the pre-bid meeting, preparing addenda, responding to questions, determining equals, opening bids and tabulating the results and communicating results to you and LMCIT.
11. Assist with award of the project to the responsive responsible bidder.
12. Review pay applications to verify that they accurately reflect the level of completion achieved to protect your interests.
13. Carry out project progress meetings and provide on-site direction to clarify and enforce the project documents. We will represent your interests and advocate for you.
14. Verify satisfactory installation for both labor and materials and follow up to gather proper operation and maintenance manuals, record drawings, insurance, lien waivers, and project closeout paperwork.
15. Follow up with operations and general contractor regarding warranty issues.
16. Listen again to make sure our comprehension was accurate in the initial stages of the project and to offer an opportunity to adjust our services to meet expectations or conditions that may have evolved throughout the course of the project.

The items above represent a grab sample of the ways we will provide the level of service requisite with the value we place on the relationship that has allowed Stantec and Spring Lake Park to work together over the last six decades.

We will put the lessons learned over time and our understanding of chlorine damage repairs to work for you.



Corrosion is impacting the facility components and must be addressed.



The chlorine leak caused damage to the backflow preventers that serve the water supply to the chlorine feed systems.

League of Minnesota Cities Insurance Trust Experience

Stantec has experience working with the League of Minnesota Cities Insurance Trust (LMCIT) on similar projects.

Stantec has worked with LMCIT on various water treatment projects ranging from filter media disruptions to chlorine damage repairs. Combining experience with LMCIT with the long-standing working relationship with Spring Lake Park will result in a successful project. The following summarizes key advantages to the Stantec/Spring Lake Park team:

- The collective team including Stantec and Spring Lake Park worked together to conduct condition assessments and prepare preliminary cost estimates for the proposed project. This familiarity with the project results in efficiency and accuracy in delivery of the design and implementation phases of the project.
- Stantec understands the process of resolving claims in a manner that achieves concurrence with the LMCIT. Our team recently prepared construction documents, carried out bidding services and is in the implementation phase for another very similar chlorine damage repair project in Benson.
- We know LMCIT expectations down to the particulars such as:
 - Contract language
 - Review process
 - Replacement requirements of like-kind materials
 - Added value and due diligence
- We understand LMCIT protocol for review and approval of the contract documents. Our recent experience with a similar project in Benson enabled us to engage with LMCIT staff and learn what they need to have in-hand to process a claim. We are prepared to leverage these interactions to serve as a liaison between LMCIT and Spring Lake Park.
- By working with LMCIT our team knows there are specific requirements when dealing with insurance claims that must be adhered to when prescribing repairs such as "like kind replacements." Keeping the specifications within LMCIT guidelines streamlines the process and lends to an efficient project.

How Stantec will Quickly Mobilize to Meet your Schedule

Stantec will develop a detailed schedule using critical path method (CPM) scheduling tools to align the timing for each activity with the necessary resources. The schedule will incorporate estimates of effort and duration for activities and deliverables so that specific assigned project staff members have both the technical capabilities and time to meet project deadlines.

In addition, the Gantt chart will be designed as a linked series of activities, deliverables, and milestones so that repercussions of changes in tasks or schedule can be easily assessed and considered. A schedule overview has been provided on the next page detailing our conceptual project approach. This schedule will be updated with Spring Lake Park's input when Stantec is selected.

PROJECT SCHEDULE	2019	2020												2021
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Notice to Proceed	●													
Kickoff Meeting		■												
Prepare Bidding Documents		■	■	■										
Approve Bidding Documents & Authorize Bids				■										
Publish Advertisement for Bids					■									
Open Bids					■									
Award Project & Sign Contracts						■								
Begin Construction <i>(activities that allow plant to remain online)</i>							■	■	■	■	■	■	■	■
Begin Construction <i>(activities that take plant offline)</i>										■	■	■	■	■
Project Closeout														●

Quality Control Procedures

Stantec has developed and maintains a Quality Assurance/Quality Control Plan (QA/QC Plan) to meet the specific needs of our clients and project requirements. The hallmarks of Stantec’s QA/QC Plan are:

- Communication
- Defined organizational structure
- Specific duties and responsibilities
- Definition of design standards and design control
- Independent technical reviews
- Regular cost control and schedule evaluations
- Staff training and recordkeeping
- And last as well as first, COMMUNICATION

This program formalizes QC procedures, including record keeping, dissemination of information, QC milestone schedules, lines of responsibility, and QC organizational structure. We use a pre-established, written procedure for QA/QC of all project documents. It is distributed to and reviewed with the entire team for each assignment.

The Project Manager maintains an ongoing dialogue, through regularly scheduled internal project meetings and communication, with key project staff and team members. Prior to issuance of milestone or final documents, the Project Manager reviews and confirms adherence to QA/QC protocols.

We recognize the importance of having a long-term relationship with your City and we will not take that for granted.

Construction Cost Control Measures

Stantec understands the important role accurate cost estimating plays in an Owner’s decision process. Providing Spring Lake Park with objective information on the cost of various options during the design phase helps the City and Stantec decide on the best course of action when making project decisions.

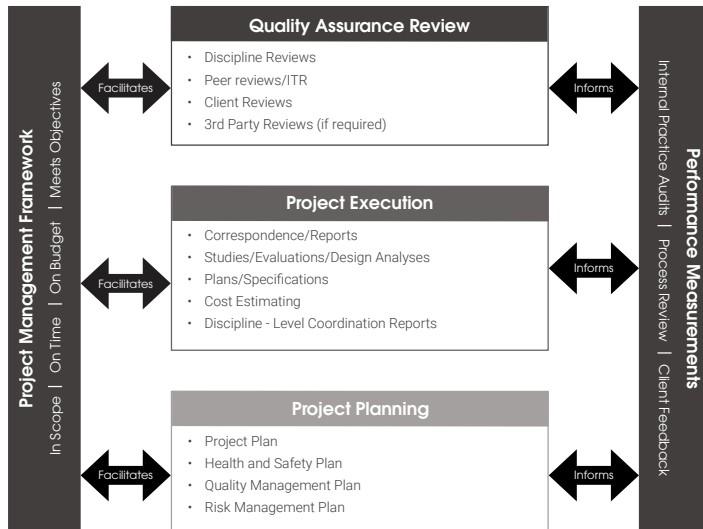
To provide solid estimating services, Stantec uses its in-house team of construction managers to prepare detailed estimates. These personnel are trained in construction estimating and are able to provide detailed cost breakdowns by construction division.

This is accomplished using a variety of tools, including RS Means, the National Construction Estimator, Micro- Computer Aided Cost Engineering Systems Second Generation (MCASES II), web-based costing tools, and our historical database of project costs based upon similar project types. This information provides a solid estimate of project costs to the City, prevents scope creep, and alleviates any surprises during the bidding process.

Additionally, our construction services team has experience serving the City of Spring Lake Park and understands your expectations. Our experienced team will work with you to deliver successful projects while minimizing construction costs.

STANTEC QUALITY MANAGEMENT SYSTEM

Certified to the ISO 9001:2000 Standard



Responsibilities		
Clients	Practice Area	Employee
<ul style="list-style-type: none"> • Written SOW • Timely Interaction • Project Objectives 	<ul style="list-style-type: none"> • Mentoring • Tools • Training and Development • Standardized Project Delivery Framework 	<ul style="list-style-type: none"> • Education • Licensing • Continuing Education • Professional Involvement

Budget Summary Sheet

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

Project Name:		Chlorine Repairs			
Client :		City of Spring Lake Park			
Date:		12/4/2019			
Project Manager:		Mark Rolfs			
Brief Description of Intent and Scope:					
Upgrade the Ogilvie WWTP including demolition of existing facilities, upgrading existing facilities, and construction of a new well, headworks building, aeration basins, final clarifiers, and a new Chemical and Control Building. See contract scope of work for additional details.					
Task	Description	Direct Labor Hours	Labor Cost	Expenses	Total Fee
100	Project Management	43	\$ 6,771.00	\$ -	\$ 6,771
200	Project Kick Off and Preliminary Investigations (1 week)	29	\$ 4,447.00	\$ -	\$ 4,447
400	60% Drawing and Specification Development (1 Months)	134	\$ 19,190.50	\$ 29.00	\$ 19,220
500	100% Drawing and Specification Development (1 month)	162	\$ 23,498.50	\$ 29.00	\$ 23,528
600	Bidding Support, & Construction	239	\$ 34,059.00	\$ 580.00	\$ 34,639
Total		606	\$ 87,966.00	\$ 638.00	\$ 88,604

Design with community in mind



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 1.6.20 Meeting**
File No.: R-18GEN

Note: Updated information is shown in *italics*.

2020 MS4 Permit (193802936).

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

2019 Sanitary Sewer Lining Project (193804547).

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

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

A comprehensive plant maintenance project to repair damage from a chlorine leak and to complete ongoing maintenance is being considered. The City Administrator has worked with the League of Minnesota Cities Insurance Trust (LMCIT) regarding the claim that was submitted and has received LMCIT concurrence that they will cooperate. *More information on this project will be presented in January.*

Garfield Pond Improvements Project (193804750): City Council approved award of the Construction contract on November 18, 2019. A Preconstruction Conference has been held. *Construction Contracts are being processed. Construction could begin in January depending on the weather.*

81st Avenue Signing Plan (193804889).

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

Stormwater Utility Plan (19380_____).

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

2020 Sewer Lining Plan (19380_____).

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

2020 Street Seal Coat and Crack Repair Plan (19380_____).

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

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

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

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

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

**Card that was included with the donation from Debbra Kuehn and Dennis Cooper.

Spring Lake Park Police Dept.

Thank you for your
excellent service to the
Community and the professional
way you handle your self.

Denny & Debbie



PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

December 19, 2019

Spring Lake Park City Council
c/o Mr. Dan Buchholtz, Administrator
Spring Lake Park City Hall
1301 81st Avenue NE
Spring Lake Park, Minnesota 55432

Dear Council Members:

SUBJECT: Quarterly Results for Radiochemical Monitoring, Spring Lake Park, Anoka County, PWSID 1020029

Enclosed are the results of the most recent radiochemical samples collected from your public water system in accordance with Minnesota Rules, Chapter 4720 and the Safe Drinking Water Act.

Quarterly monitoring for radiochemicals is being conducted on your water system to determine if your system meets the maximum contaminant level (MCL) for gross alpha and/or combined radium 226+228. Samples will be collected for four quarters and the test results will be averaged. After four quarters, if the annual average of results from the Terrace Park Treatment Plant exceeds the MCL for either of these contaminants, you will be required to notify the public that the MCL has been exceeded and to take corrective action. The following is a summary of the results:

Sampling Site: Terrace Park Treatment Plant

Contaminant: Combined Radium (-226 & -228)

MCL: Annual Average >5.4 pCi/L

Table with 5 columns: Date Collected, Results, Units, Sample#, Annual Average. Rows for 10/11/2019, 07/22/2019, 04/08/2019.

Contaminant: Gross Alpha in Water

MCL: Annual Average >15.4 pCi/L

Table with 5 columns: Date Collected, Results, Units, Sample#, Annual Average. Rows for 10/11/2019, 07/22/2019, 04/08/2019.


Spring Lake Park City Council
Page 2
December 19, 2019
PWSID 1020029

All required radiochemical samples will be collected by your public water system and submitted to the Minnesota Department of Health (MDH) laboratory for analysis. Sample bottle(s) will be mailed to you with a labform and date that you are scheduled to collect your next sample(s). We will notify you if any action by your system is required.

Gross alpha and radium 226+228 are naturally occurring contaminants that are found in groundwater throughout central and southern Minnesota. Long-term elevated levels of exposure to these contaminants may result in an increased risk of cancer.

This report should be placed in your records and a copy maintained on or near the water system premises and available for public inspection for not less than ten (10) years. If you have any questions, please contact Cindy Swanson at 651/201-4656 or email cindy.swanson@state.mn.us.

Sincerely,



Karla R. Peterson, P.E., Supervisor
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

KRP:BS

Enclosure

cc: Water Superintendent
Brian A. Noma, MDH St. Paul District Office



Final Report

Minnesota Department of Health
Public Health Laboratory
Environmental Laboratory Section
601 Robert St. N., P.O. Box 64899
St. Paul, MN 55164-0899
651-201-5300

PWSID: 1020029
System Name: Spring Lake Park
City: Spring Lake Park

Program Code: HC

Type: I

Date Received: 10/11/19 10:10
Rep. Temp. (°C): 12.6

Collector Name: Ken Prokott
Collector ID: None

MDH Sample Number: 19J0739-01

Location ID: E01
Sampling Point: Terrace Park Treatment Plant

Collect Date: 10/11/19
Collect Time: 09:10
Matrix: Drinking Water

Field Residual Chlorine Result: None
Field Fluoride Result: None
Field pH Result: None
Field PO4 Result: None

Results were produced by the Minnesota Department of Health, except where noted.

Radiochemical Parameters

Analyte	Result	Reporting Limit	Counting Uncertainty	Units	Batch	Prepared	Analyzed	Init.	Method	Qualifiers
Gross Alpha	9.1	3.0	3.3141	pCi/L	B9K0165	11/12/19 11:25	12/03/19 00:00	JJF	EPA 900.0	
Radium-226	1.6	1.0	0.2935	pCi/L	B9K0084	11/06/19 11:33	12/11/19 00:00	SAP	EPA 903.0/904.0	
Radium-228	2.2	1.1	0.9123	pCi/L	B9K0084	11/06/19 11:33	11/13/19 17:51	SAP	EPA 903.0/904.0	

Authorized by:

Paul Moyer, Environmental Laboratory Manager
Public Health Laboratory, Minnesota Department of Health

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Final Report

Minnesota Department of Health
 Public Health Laboratory
 Environmental Laboratory Section
 601 Robert St. N., P.O. Box 64899
 St. Paul, MN 55164-0899
 651-201-5300

PWSID: 1020029

Results were produced by Minnesota Department of Health, except where noted.

Batch B9K0084 - Radiochemistry Ra-226 Ra-228 Prep

Blank (B9K0084-BLK1)

Prepared: 11/06/19 11:33 Analyzed: 12/11/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Radium-226	<	1.0	pCi/L							SAP	
Radium-228	<	1.0	pCi/L							SAP	

LCS (B9K0084-BS1)

Prepared: 11/06/19 11:33 Analyzed: 12/11/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Radium-226	9.7	1.0	pCi/L	10.29		94	90-110			SAP	
Radium-228	16.3	1.0	pCi/L	17.61		92	80-120			SAP	

LCS Dup (B9K0084-BSD1)

Prepared: 11/06/19 11:33 Analyzed: 12/11/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Radium-226	10.9	1.0	pCi/L	10.29		106	90-110	12	20	SAP	
Radium-228	18.9	1.0	pCi/L	17.61		108	80-120	15	20	SAP	

Duplicate (B9K0084-DUP1)

Source: 19J1079-01

Prepared: 11/06/19 11:33 Analyzed: 12/11/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Radium-226	0.2	1.0	pCi/L		<			27	20	SAP	WB
Radium-228	1.4	1.0	pCi/L		<			133	20	SAP	WB

Matrix Spike (B9K0084-MS1)

Source: 19J1080-01

Prepared: 11/06/19 11:33 Analyzed: 12/11/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Radium-226	8.7	1.0	pCi/L	10.29	<	82	80-120			SAP	
Radium-228	16.2	1.0	pCi/L	17.61	<	92	70-130			SAP	

Batch B9K0165 - Radiochemistry Alpha/Beta Prep

Blank (B9K0165-BLK1)

Prepared: 11/12/19 11:26 Analyzed: 12/03/19 00:00

FINAL REPORT

Report ID: 12132019135403

Generated: 12/13/2019 1:53:59PM

Authorized by:

Paul Moyer, Environmental Laboratory Manager
 Public Health Laboratory, Minnesota Department of Health

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Final Report

Minnesota Department of Health
 Public Health Laboratory
 Environmental Laboratory Section
 601 Robert St. N., P.O. Box 64899
 St. Paul, MN 55164-0899
 651-201-5300

PWSID: 1020029

Results were produced by Minnesota Department of Health, except where noted.

Batch B9K0165 - Radiochemistry Alpha/Beta Prep

Blank (B9K0165-BLK1) Prepared: 11/12/19 11:26 Analyzed: 12/03/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Gross Alpha	<	3.0	pCi/L							JJF	

LCS (B9K0165-BS1) Prepared: 11/12/19 11:26 Analyzed: 12/03/19 00:00

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Gross Alpha	46.7	3.0	pCi/L	52.86		88	80-120			JJF	

Duplicate (B9K0165-DUP1) Prepared: 11/12/19 11:26 Analyzed: 12/03/19 00:00

Source: 19J0387-01

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Gross Alpha	2.5	3.0	pCi/L		3.1			20	20	JJF	

Matrix Spike (B9K0165-MS1) Prepared: 11/12/19 11:26 Analyzed: 12/03/19 00:00

Source: 19J0386-01

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Gross Alpha	44.7	3.0	pCi/L	52.86	4.2	77	70-130			JJF	

Matrix Spike Dup (B9K0165-MSD1) Prepared: 11/12/19 11:26 Analyzed: 12/03/19 00:00

Source: 19J0386-01

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Init.	Qualifiers
Gross Alpha	39.4	3.0	pCi/L	52.86	4.2	67	70-130	13	20	JJF	M2

Data Qualifiers and Definitions

- M2 Matrix spike and/or matrix spike duplicate recovery was low; the associated laboratory control sample and/or laboratory control sample duplicate recovery was acceptable.
- WB Relative percent difference exceeded the laboratory acceptance limit. Result less than 5 times the RL.

FINAL REPORT

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Final Report

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Environmental Laboratory Section
601 Robert St. N., P.O. Box 64899
St. Paul, MN 55164-0899
651-201-5300

PWSID: 1020029

Work Order Comments

Collection name is Ken Prokott per B. Shafer. -CCS 10/11/19

FINAL REPORT

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December 1, 2019

Dear business operators, nonprofit leaders and stakeholders:

Effective January 1, 2020, the City has adopted parts of the state's new wage theft law, providing another avenue for recovery of unpaid wages. **The City's wage theft ordinance additionally requires employers in Minneapolis to provide sick and safe time accrual and use balances on all earnings statements, and distribute an employee notice poster to all new hires.**

As Director of the Minneapolis Department of Civil Rights, I am writing to help ensure you are fully aware of this important workplace regulation affecting businesses across the city. **A template prehire notice, FAQs, notice posters and resources are available at minneapolismn.gov/laborenforcement.**

If you have any questions, please do not hesitate to email us at wagetheft@minneapolismn.gov or call Minneapolis 311. Proactive consultations will not lead to enforcement action. We are here to help!

Apart from the Civil Rights Department's Labor Standards staff, the City's Small Business Team and Business Technical Assistance Program (BTAP) can answer questions and guide you toward information and assistance to help grow your business. Find out more at business.minneapolismn.gov or contact the Small Business Team directly at (612) 673-2499 or SmallBusiness@minneapolismn.gov.

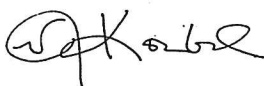
We all want to make it as easy as possible to understand what is required. Enclosed is a copy of the employee notice poster required for display and distribution to new hires. Please feel free to contact us or download copies (minneapolismn.gov/laborenforcement) when you need more.

Under the ordinance and existing state law (dli.mn.gov/wagetheft), employers must:

- Provide employees (and collect their signatures) with **written pre-hire notices** of certain employment terms (a template is available at minneapolismn.gov/laborenforcement);
- Adhere to a regularly scheduled payday; and
- Provide earnings statements at the end of each pay period.

The wage theft ordinance complements the City's minimum wage and sick and safe time ordinances.

Kind regards,



Velma Korb, Director, Department of Civil Rights

For reasonable accommodations or alternative formats please contact the Minneapolis Department of Civil Rights at 612-673-2697. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

Minneapolis Labor and Employment Rights

Wage Theft Prevention

All employees have a legal right to receive:

- Timely and full payment of all earnings.
- Written notice (at start of employment) of certain terms, such as pay rate(s) and pay schedule.
- Earning statements (e.g. paystubs) documenting payments and sick and safe time hours.

Minimum Wage Scheduled Increases

	100 or Fewer Employees	More than 100 Employees
	Small Business	Large Business
July 1, 2019	\$11.00	\$12.25
July 1, 2020	\$11.75	\$13.25
July 1, 2021	\$12.50	\$14.25
July 1, 2022	\$13.50	\$15.00*
July 1, 2023	\$14.50	
July 1, 2024	Equal to Large Business*	

*Increases to account for inflation, every subsequent January 1st.

Sick and Safe Time (access to certain time off work)

- Employers **must pay** for use at employee's base rate (except if they employ fewer than six employees).
- A minimum of one hour accrues for every 30 hours worked, capped at 48 per year and 80 overall.
- Hours begin accruing on first day of work and may be used 90 calendar days later (or earlier if employer allows.) Part-time workers are included.



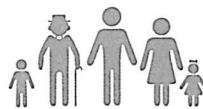
Sick Time

Medical or mental health condition, illness or injury



Safe Time

To address domestic abuse, sexual assault or stalking



Sick or Safe

Care for ill family member or during emergency closure of their school or place of care



Working. Thriving. Together.

Help make Minneapolis a healthier, more secure, and more productive community.

➤ Report Violations

- Call 311.
- File a report online at minneapolismn.gov/laborenforcement
- File a report in person at City Hall, room 239, 350 S. Fifth St.

➤ Retaliation Prohibited

Interference with the exercise of any right protected under the minimum wage, sick and safe time or wage theft prevention ordinances is punishable by fine(s) up to \$3,000 per employee.