



**CITY COUNCIL REGULAR AGENDA**  
**TUESDAY, FEBRUARY 21, 2023**  
**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 - February 6, 2023 City Council Meeting
  - [B.](#) Approval of Claims - General Disbursement No. 23-01 - \$520,421.38
  - [C.](#) Resolution 2023-07 - Certifying Unpaid Escrow Accounts - Anoka County
  - [D.](#) Resolution 2023-08, Approving Sale of Property Owned by the City of Spring Lake Park
  - [E.](#) Temporary On-Sale Liquor License - Tower Days
  - [F.](#) Public Right-of-Way Application - CenterPoint Energy
  - [G.](#) Public Right-of-Way Application - CenterPoint Energy
  - [H.](#) Public Right-of-Way Application - CenterPoint Energy
  - [I.](#) Contractor's Licenses
  - [J.](#) Sign Permit
- 7. DEPARTMENT REPORTS**
  - [A.](#) Police Report
  - [B.](#) Recreation Report
- 8. ORDINANCES AND/OR RESOLUTIONS**
- 9. NEW BUSINESS**
- 10. REPORTS**
  - A. Attorney's Report
  - [B.](#) Engineer's Report
  - C. Administrator's 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 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

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

### **DISCUSSION FROM THE FLOOR**

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

### **PUBLIC HEARINGS**

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

The following format will be used to conduct the hearing:

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

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

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

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on February 6, 2023 at the City Hall, at 7:00 PM.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

#### MEMBERS PRESENT

Councilmember Ken Wendling  
Councilmember Barbara Goodboe-Bisschoff  
Councilmember April Moran  
Mayor Bob Nelson

#### MEMBERS ABSENT

Councilmember Lisa Dircks

#### STAFF PRESENT

Building Official Jeff Baker, Public Works Director Terry Randall, Police Chief Josh Antoine, Engineer Phil Gravel, Attorney John Thames, Administrator Daniel Buchholtz

#### VISITORS

John Connelly, Twin Cities North Chamber of Commerce  
Mike & Rebecca Keeman, 7914 Van Buren Street NE, Spring Lake Park MN 55432  
Mohamad El Haidari

### 3. PLEDGE OF ALLEGIANCE

### 4. ADDITIONS OR CORRECTIONS TO AGENDA

Administrator Buchholtz requested that items 8A-8K be removed from the Agenda since the properties passed their pre-council inspections

### 5. DISCUSSION FROM THE FLOOR

Mr. Mohamad El Haidari discussed the location of the new smoke shop across from the Spring Lake Park High School. He stated that the City Code says that it cannot be within 1/2 mile of the school. He said he only brought this issue to the attention of the Council since parents were asking him to speak on behalf of smoke shops.

Administrator Buchholtz clarified the City Code setback for tobacco license from a school as 500 ft, not 1/2 mile.

A. Twin Cities North Chamber of Commerce – John Connelly

Mr. John Connelly from the Twin Cities North Chamber of Commerce gave an overview of the Chambers vision and what the Chamber does for the Community.

**6. CONSENT AGENDA**

- A. Approval of Minutes – January 17, 2023 City Council Meeting
- B. Contractor’s Request for Payment No. 3 – DPG – Able Park shelter
- C. Resolution 2023-05 Accepting Monetary Donation from Spring Lake Park Lions
- D. 2023 First Half Assessment – Suburban Rate Authority
- E. Contractor’s License
- F. Sign Permits
- G. Business License

Motion made by Councilmember Wendling to approve the Consent Agenda.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

**7. DEPARTMENT REPORTS**

A. Public Works Report

Public Works Director Randall stated that the Department has done lots of plowing and they are rebuilding the plows. He noted that there were two water main breaks and Valley Rich made the repairs. Director Randall stated that, as time permits, he is clearing snow away from the mailboxes.

B. Code Enforcement Report

Building Official Baker stated that he conducted 6 pre-council inspections on the properties slated for revocations all passed, the other 5 properties up for revocation paid the outstanding rental fees. Building Official Baker thanked the Code Enforcement staff for the time spent on mailing and posting the properties.

Building Official Baker updated the City Council on on-going construction projects. He stated that Able Park passed all the rough-in inspections. He noted that City Moving & Storage has been issued a Temporary Certificate of Occupancy.

**8. PUBLIC HEARINGS – Removed**

**9. ORDINANCES AND/OR RESOLUTIONS**

- A. Resolution 2023-06, Declaring the Official Intent of the City of Spring Lake Park to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Bonds to be Issued by the City of Spring Lake Park

Administrator Buchholtz stated that in order to use Bond proceeds to reimburse City reserves the Council needs to pass a resolution decreasing its interest to do so. He stated that City Council has approved similar resolutions in the past for other projects.

Motion made by Councilmember Wendling to Resolution 2023-06, Declaring the Official Intent of the City of Spring Lake Park to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Bonds to be Issued by the City of Spring Lake Park.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

**10. NEW BUSINESS**

- A. Phone System Proposal

Administrator Buchholtz reported that the City's phone service has reached end of life and is in need of replacement. He stated staff budgeted funds for 2023 to replace the current system with a cloud-based system

Administrator Buchholtz discussed the advantageous of moving to a cloud-based phone system:

- Phone rental –if phone needed to be replaced, there would be no cost.
- No maintenance on site since everything is stored in the Cloud – the Cloud system will have 5 layers of failover built in to make sure it is always working. In addition to that, if power went out in City Hall the phone system would still work since it is offsite, and staff would be able to use it via cell phone apps even if the building internet or electricity is out.
- No more hardware to replace as it ages out.
- Mobility - desktop and mobile apps that work as the office desk phone, so calls can be made and received from anywhere without transferring or using personal numbers.
- Greater flexibility- simple to expand users as needed without having to add additional costly equipment
- Expanded features that will contribute to improved operational efficiency and communication (For example, there are built-in chat and instant message abilities,

screen share, video calls, and presence indicators so that you can share info much more quickly than phone calls and emails.)

- Streamline/Consolidate: Conferencing and online meeting capabilities are built in - no need for other platforms and applications for conference calls and meetings such as Teams, Zoom, etc.

Administrator Buchholtz noted that the new system would work with the remodeling of City Hall since the phones function over the internet.

Motion made by Councilmember Goodboe-Bisschoff to Approve the Phone System Proposal.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

B. Authorize Conditional Job Offer for Public Works Maintenance Position

Administrator Buchholtz stated that staff received nine applicants and interviews three candidates. The interview panel consisted of Public Works Director Randall, Lead Maintenance Work DeBoer and himself. Administrator Buchholtz said that staff is recommending Trevor Heller for the vacant position subject to passage of a pre-employment drug test.

Public Works Director Randall indicated that training would be done by Seasonal Employee Ken Prokott and himself.

Motion made by Mayor Nelson to make a Conditional Job Offer to Trevor Heller for Public Works Maintenance Position.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

C. Schedule Work Session

Administrator Buchholtz requested that the City Council Work Session be moved from Monday, February 13, 2023 to Tuesday, February 21 at 5:30 PM right before the 7:00 PM Council Meeting. Councilmember Moran stated that she has a conflict with the time. Administrator Buchholtz stated he would send out a poll to the Council for available dates of the members.

**11. REPORTS**

A. Attorney Report -- No report

B. Engineer's Report

Engineer Gravel gave an update on the Municipal State Aid Account Funding.

C. Administrator Report

Administrator Buchholtz gave an update on projects for 2023 in conjunction with funding from the Municipal State Aid Fund.

**12. OTHER**

A. Approve Motion to Go Into Closed Session As Permitted by M.S. 13D.05, subd.3(c) to Consider Sale of Lot 4, Block 1 McKinley Manor Addition

Mayor Nelson stated that the City Council will be going into a closed session to discuss the potential sale of Lot 4, Block 1 McKinley Manor Addition, pursuant to M.S. 13d.05, subd.3 (c).

Motion made by Councilmember Wendling to close the regular Council Meeting, pursuant to State Law.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

Mayor Nelson recessed the regular meeting at 7:54 PM

Mayor Nelson reconvened the regular Council Meeting at 7:57 PM

Attorney Thames stated that the City Council discussed the sale of Lot 4, Block 1 McKinley Manor Addition.

Motion made by Councilmember Goodboe-Bisschoff to approve a Purchase Agreement to sell Lot 4, Block 1 McKinley Manor Addition.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

B. Correspondence - None

C. Mayor Nelson updated the Council on the activities of the Beyond the Yellow Ribbon.

**13. ADJOURN**

Motion made by Councilmember Wendling to adjourn.

Voting Aye: Councilmember Wendling, Councilmember Goodboe-Bisschoff, Councilmember Moran, Mayor Nelson. Motion carried.

The meeting was adjourned at 7:58 PM.

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Robert Nelson, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



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

Date: January 2023  
 Page: 1  
 Claim Res. #23-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
73211	ALLEGRA PRINT & IMAGING	LAMINATED ELECTION POSTERS	\$	176.15
73212	AMERICAN MESSAGING	PW PAGER	\$	5.03
73213	AMY & STEVE STEINER	UTILITY OVERPMNT REFUND	\$	213.87
73214	ANOKA CO TREASURY DEPT	JOINT POWERS AGREEMENT	\$	124.92
73215	CITY OF BLAINE	2023 CAPITAL BUDGET 1ST HALF	\$	10,753.00
73216	BOYER FORD TRUCKS	RING HD/LP ADJ LH	\$	10.30
73217	CARSON, CLELLAND & SCHREDER	ATTORNEY FEES	\$	7,612.14
73218	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	2,875.42
73219	CINTAS	FLOOR MATS	\$	247.88
73220	CIVICPLUS LLC	MUNICODE MEETINGS PREMIUM ANNUAL RENEW	\$	4,066.00
73221	COMPUTER INTEGRATIONS TECHNOLOGIES	AGREEMENT MANAGED BACKUP	\$	720.00
73222	EMBEDDED SYSTEMS, INC	SIRENS 01.01.23-06.30.23	\$	581.16
73223	GOPHER STATE ONE-CALL INC	LOCATES	\$	17.55
73224	GREENHAVEN PRINTING	2023 RECYCLING MAILER	\$	1,108.00
73225	INVERIS TRAINING SOLUTIONS	RANGE BACKSTOP REPLACEMENT	\$	38,155.00
73226	JENDI PROPERTIES	CERTIFIED ADMIN ASSESSMENTS REVERSAL	\$	675.00
73227	RICHARD KRAMER	UNIFORM ALLOWANCE REIMBURSEMENT	\$	125.12
73228	LEXIPOL, LLC	POLICY & SUPP MANUALS, PROCEDURES	\$	9,483.00
73229	LITTLE FALLS MACHINE, INC	PLOW HITCH	\$	2,453.55
73230	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$	1,767.80
73231	MBPTA	MBPTA MEMBERSHIP-PEARSON	\$	100.00
73232	METRO CITIES	2023 METRO CITIES MEMBERSHIP DUES	\$	3,093.00
73233	DEANNA MILLER	CROCHETING W/ DEANNA	\$	25.00
73234	MN CHIEFS OF POLICE ASSOCIATION	MEMBERSHIPS-KRAMER/FISKE, DUES	\$	725.00
73235	MURPHY CREATIVE DESIGN	2023 RECYCLING MAILER DESIGN	\$	200.00
73236	NASASP	NASASP ANNUAL MEMBERSHIP DUES	\$	39.00
73237	NETWRIX CORPORATION	CONTRACTUAL SERVICES	\$	4,573.79
73238	NORTH METRO MAYORS ASSOCIATION	2023 NWMA ANNUAL MEMBERSHIP DUES	\$	2,718.00
73239	SCHMITTY & SONS TRANSPORTATION	DAY BUS MPLS QUEENS CRUISE	\$	184.80
73240	SLP FIRE DEPT	FIRE PROTECTION SERVICES JAN 2023	\$	22,012.00
73241	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	168.06
73242	THE SHERWIN WILLIAMS CO	PAINT	\$	238.84
73243	TRI-COUNTY LAW ENFORCEMENT ASSOC.	ANNUAL DUES	\$	75.00
73244	VISUAL COMPUTER SOLUTIONS	CONTRACTUAL SERVICES	\$	1,802.50
73245	XCEL ENERGY	MONTHLY UTILITIES	\$	2,922.20
73246	AMERITAS	PAYROLL	\$	37.42
73247	CENTRAL PENSION FUND	PAYROLL	\$	866.70
73248	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	144.37
73249	DELTA DENTAL	PAYROLL	\$	1,026.42
73250	L.E.L.S	PAYROLL	\$	337.50
73251	LOCAL 49	PAYROLL	\$	87.50
73252	MN CHILD SUPPORT PMNT CENTER	PAYROLL	\$	235.50
73253	NCPERS GROUP LIFE INS	PAYROLL	\$	16.00
73254	PREFERRED ONE INSURANCE COMPANY	PAYROLL	\$	13,416.29
73255	ADVANCED GRAPHIX INC	2022 BLACK DODGE DURANGO	\$	335.00
73256	AID ELECTRIC SERVICE, INC	B&S WIRE SWITCH	\$	144.66
73257	AMAZON CAPITAL SERVICES	SUPPLIES	\$	132.96
73258	ANOKA COUNTY TREASURY	NOV 2022 LANGUAGE LINE	\$	61.80
73259	ASPEN MILLS	UNIFORM ALLOW-BLOOMER /POLICE RESERVE	\$	264.99
73260	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$	125.00
73261	DO-GOOD.BIZ INC	PARK & REC NEWSLETTER PRINT/POSTAGE	\$	1,308.05
73262	HOUSE OF PRINT	PARK & REC BOOKS	\$	2,695.64
73263	IDC AUTOMATIC	GARAGE DOOR REPAIR	\$	341.72
73264	INDELCO PLASTICS CORPORATION	WATER PLANT PARTS	\$	204.16

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

Date: January 2023  
 Page: 2  
 Claim Res. #23-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
73265	INSTRUMENTAL RESEARCH	DECEMBER 2022 WATER TESTING	\$	80.00
73266	MARIE RIDGEWAY LISS, LLC	POWER PROGRAM	\$	350.00
73267	METRO SALES, INC	PRINTER	\$	155.52
73268	VADIM MUNICIPAL SOFTWARE	ASYST UB EBILLING MONTHLY TRANS FEES	\$	44.32
73269	WALTERS RECYCLING REFUSE SERV	MONTHLY RECYCLING SERVICES	\$	10,137.27
73270	WATER CONSERVATION SERVICE INC	LEAK DETECTION	\$	485.00
73271	BEN & EMILY SMITH	UTILITY OVERPMNT REFUND	\$	126.21
73272	BRENDA LAKSO	MATURE DRIVERS WITHDRAW	\$	29.00
73273	CINTAS	FLOOR MATS	\$	123.94
73274	CIVICPLUS LLC	MUNICODE ANNUAL SELF-PUB LIC RENEWAL	\$	2,200.00
73275	CORE & MAIN LP	SUPPLIES	\$	4,801.79
73276	COTTENS INC	PARTS	\$	285.26
73277	EMERGENCY AUTOMOTIVE TECHNOLOGIES	UNIT 218	\$	610.02
73278	HYDRAULIC SPECIALTY INC	PARTS	\$	65.85
73279	JONAH & THE WHALES, LLC	DEPOSIT FOR TOWER DAYS 2023	\$	1,000.00
73280	LEE'S HEATING & AIR	CHECKED FURNACES & REPAIRED LEAK IN PW	\$	450.00
73281	MANSFIELD OIL COMPANY	UNLEADED FUEL	\$	1,065.78
73282	METRO SALES, INC	TONER BOTTLE	\$	30.98
73283	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$	48,236.75
73284	MN DNR WATERS	MN DNR WATER PERMIT	\$	141.45
73285	MN RECREATION & PARK ASSOC	JOB POSTING-INTERNSHIP	\$	25.00
73286	ANOKA COUNTY CHIEFS OF POLICE ASSOC	YEARLY MEMBERSHIP	\$	168.00
73287	APPLIED CONCEPTS INC	LIDAR CHARGING PART	\$	144.00
73288	ASPEN MILLS	UNIFORM ALLOWANCE-LEMKE	\$	44.95
73289	COMCAST	8251 ARTHUR ST	\$	112.92
73291	FASTENAL COMPANY	PARTS	\$	18.38
73292	FERGUSON WATERWORKS #2518	PARTS	\$	71.82
73293	INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	\$	956.48
73294	J.R'S APPLIANCE DISPOSAL	CURBSIDE RECYCLING 1.10.23	\$	280.00
73295	LITTLE FALLS MACHINE, INC	PARTS	\$	189.15
73296	MARCO	MAINTENANCE AGREEMENTS	\$	1,312.49
73297	METRO-INET	DATA SERVICES	\$	152.00
73298	NORTHLAND TRUST SERVICES, INC	ANNUAL CONT DISCLOSURE REP FOR FISCAL 202	\$	435.00
73299	OPG-3, INC	SELF-HOSTED SUBSCR. MUNICIPALITY SITE LIC	\$	3,100.00
73300	TASC	COBRA ADMIN FEE	\$	31.04
73301	ANOKA COUNTY TREASURY	2022 CREDIT REPORT	\$	164.00
73302	ASPEN MILLS	UNIFORM ALLOWANCE-BENNEK	\$	213.58
73303	AT & T MOBILITY	CELL PHONE SERVICES	\$	1,035.31
73304	CAROUSEL MOTOR GROUP	AUTO SERVICE & REPAIR	\$	370.33
73305	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$	3,286.50
73306	CONNEXUS ENERGY	MONTHLY UTILITIES	\$	397.21
73307	DELTA DENTAL	COBRA PMNT	\$	79.71
73308	CAR WASH PARTNERS DBA MISTER CAR WASH	CAR WASHES	\$	36.00
73309	SOULO COMMUNICATION	BUS. CARDS-BLOOMER,SMITH, BROWN/ ENVELC	\$	613.95
73310	SPRING LAKE PARK LIONS	GAMBLING TAX REFUND	\$	44,254.31
73311	JOSH ANTIONE	CELL PHONE REIMBURSEMENT	\$	50.00
73312	CITY OF BLAINE	4TH QTR 2022 SLP PROP ON BLAINE WATER	\$	28,125.15
73313	CRYSTEEL TRUCK EQUIPMENT INC	TORSION SPRING	\$	59.65
73314	CITY OF FRIDLEY	SUMMER 2022 LADDER LEAGUE/FALL 2022 PRG	\$	817.48
73315	PITNEY BOWES INC	METER RENTAL	\$	134.52
73316	AMERITAS	PAYROLL	\$	37.42
73317	CENTRAL PENSION FUND	PAYROLL	\$	866.70
73318	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$	144.37
73319	DELTA DENTAL	PAYROLL	\$	1,026.42

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

Date: January 2023  
Page: 3  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
73320	L.E.L.S	PAYROLL	\$ 337.50
73321	LOCAL 49	PAYROLL	\$ 87.50
73322	MN CHILD SUPPORT PMNT CENTER	PAYROLL	\$ 235.50
73323	NCPERS GROUP LIFE INS	PAYROLL	\$ 16.00
73324	PREFERRED ONE INSURANCE COMPANY	PAYROLL	\$ 13,416.29
73325	JOSH ANTIONE	UNIFORM ALLOWANCE REIMBURSEMENT	\$ 30.00
73326	CINTAS	FLOOR MATS	\$ 126.79
73327	COMPASS MINERALS AMERICA	350 TONS OF ROAD SALT	\$ 29,465.81
73328	COMPUTER INTEGRATIONS TECHNOLOGIES	AGREEMENT COSTS	\$ 3,344.00
73329	EMERGENCY AUTOMOTIVE TECHNOLOGIES	AUTO EJECTS	\$ 228.31
73330	FERGUSON WATERWORKS #2518	GASKETS	\$ 267.38
73331	GENO'S SEWER & DRAIN CLEANING	CLEAR LINE 8085 JEFFERSON	\$ 310.00
73332	GOPHER STATE ONE-CALL INC	2023 ANNUAL FACILITY OPERATOR FEE	\$ 50.00
73333	GREEN LAMPS RECYCLING LLC	HOLIDAY LIGHTS + 2 BATTERIES	\$ 48.93
73334	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$ 100.00
73335	J.R'S APPLIANCE DISPOSAL	CURBSIDE RECYCLING 1.17.23	\$ 250.00
73336	MICHAEL LEDMAN	ADULT YOGA-JANUARY SESSION	\$ 222.75
73337	MANSFIELD OIL COMPANY	UNLEADED & DIESEL FUEL	\$ 1,585.99
73338	JILL MASON	GRANDPARENTS & ME CLASS	\$ 56.00
73339	MIKE LONG	COURT TIME 1.12 & 1.17.23	\$ 205.95
73340	MN CHIEFS OF POLICE ASSOCIATION	ETI CONFERENCE--KRAMER & FISKE	\$ 1,050.00
73341	MN PUBLIC FACILITIES AUTHORITY	LOAN REPAYMENTS	\$ 3,453.28
73342	NYSTROM PUBLISHING CO	JAN-MARCH 2023 NEWSLETTER	\$ 3,985.15
73343	ODP BUSINESS SOLUTIONS, LLC	POSTCARDS	\$ 79.80
73344	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$ 44.60
73345	SHRED-IT USA	SHREDDING SERVICE	\$ 142.62
73346	SPRING LAKE PARK LEASED HOUSING ASSOC. L	2ND HALF PMNT OF TIF NOTE FOR DIST 6-1	\$ 122,282.89
73347	WALTERS RECYCLING REFUSE SERV	JANUARY 2023 ORGANICS/TRASH SERVICES	\$ 595.84
73348	WELLS FARGO CREDIT CARD	CC PMNT	\$ 1,179.00
73349	XCEL ENERGY	MONTHLY UTILITIES	\$ 7,450.70
73350	TRAVIS BETZ	MENARDS REIMBURSEMENT-SUPPLIES	\$ 74.53
73351	ANOKA COUNTY TREASURY	LANGUAGE LINE	\$ 8.24
73352	HALEY MORRISON	2022 MILEAGE REIMBURSEMENT	\$ 25.50
73353	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$ 405.98
73354	CAR WASH PARTNERS DBA MISTER CAR WASH	CAR WASHES	\$ 36.00
73355	USS MINNESOTA ONE MT LLC	SOLAR	\$ 2,095.06
73356	VALLEY-RICH CO., INC	WATER MAIN BREAKS	\$ 26,124.75
<b>TOTAL DISBURSEMENTS</b>			<b>\$ 520,421.38</b>

\*\*This list includes 2022 budget expenses\*\*

WHEREAS,

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

WHEREAS,

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

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

are proper.

NOW, THEREFORE BE IT RESOLVED:

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

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

Councilmembers:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

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

**RESOLUTION NO. 2023-07**

**RESOLUTION CERTIFYING UNPAID ESCROW  
ANOKA COUNTY**

**WHEREAS**, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 3.20.010(F)(2) of the Municipal Code of the City of Spring Lake Park, has provided that the uncollected escrow shall become a lien against the property and be certified against the property for collection in the same manner as taxes. (Exhibit A).

**NOW THEREFORE BE IT RESOLVED**, that the following uncollected escrow is deemed to be delinquent and is hereby determined to be liens against the real estate referred to herein, and that the same shall and is hereby certified to the County Auditor pursuant to Minnesota Statute 514.67 and Minnesota Statute 429.101 for the collection of said escrow along with taxes against property as other taxes are collected.

The foregoing resolution was moved for adoption by

Upon roll call, the following voted aye:

And the following voted nay: None

Whereupon the Mayor declared said resolution duly passed and adopted this 21<sup>st</sup> day of February 2023.

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Robert Nelson, Mayor

ATTEST:

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Daniel Buchholtz, City Administrator

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

I, Daniel Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 2023-07, A Resolution Certifying Unpaid Escrow, adopted by the Spring Lake Park City Council at their regular meeting on the 21st day of February 2023.

(SEAL)

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Daniel Buchholtz, Administrator, Clerk/Treasurer

Dated:

**EXHIBIT A  
UNPAID ESCROW FEES**

<b>PID #</b>	<b>Escrow Amount</b>	<b>Admin Fee</b>	<b>Total Assessment</b>
01-30-24-14-0016	\$ 560.71	\$ 125.00	\$ 685.71
02-30-24-21-0098	\$1284.40	\$ 125.00	\$1409.40

**RESOLUTION NO. 2023-08**

**RESOLUTION APPROVING SALE OF PROPERTY OWNED BY THE  
CITY OF SPRING LAKE PARK**

**WHEREAS**, the City of Spring Lake Park, Minnesota, is the owner to real property legally described as follows:

Lot 4, Block 1, McKinley Manor Addition, Anoka County, Minnesota (the “Property”);  
and

**WHEREAS**, on February 6, 2023, the Spring Lake Park City Council approved a Purchase Agreement conveying the Property to Richard and Holly Russie, husband and wife, (“Buyers”)’ and

**WHEREAS**, the City Council wishes to further document its prior approval of the conveyance of the Property to Buyer.

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

1. The conveyance of the Property to Buyer as set forth in the purchase agreement between the parties is approved.
2. The Mayor, Administrator, Clerk/Treasurer, City Attorney and other city staff, as needed, are authorized to carry out and complete the transaction and execute required documents.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:



Whereupon the Mayor declared said resolution duly passed and adopted this 21st day of February, 2023.

---

Robert Nelson, Mayor

ATTEST:

---

Daniel R. Buchholtz, Administrator

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

I, Daniel Buchholtz, duly appointed and qualified City Clerk in and for the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, do hereby Certify that the foregoing is a true and correct copy of Resolution No. 21-37, A Resolution Approving Sale of Property Owned by the City of Spring Lake Park, adopted by the Spring Lake Park City Council at their regular meeting on the 20th day of September 2021.

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

\_\_\_\_\_  
Date



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization  Date of organization  Tax exempt number

Organization Address (No PO Boxes)  City  State  Zip Code

Name of person making application  Business phone  Home phone

Date(s) of event  Type of organization  Microdistillery  Small Brewer  
 Club  Charitable  Religious  Other non-profit

Organization officer's name  City  State  Zip Code

Organization officer's name  City  State  Zip Code

Organization officer's name  City  State  Zip Code

Location where permit will be used. If an outdoor area, describe.  
Spring Lake Park Tower Days, Lions Lakeside Park  
7840 Pleasant View Dr, Spring Lake Park, MN 55432

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
West Bend Insurance  
\$1,000,000.00

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival  Yes  No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**

**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



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

SAP# 106114764

MGCH# 23-69474

NAME/COMPANY: CENTERPOINT ENERGY

GOPHER 1-CALL REG. NO.: 0029

ADDRESS: 700 LINDEN AVE W, MINNEAPOLIS, MN 55403

PHONE: 612-476-4795 DARIN (CPE TECH) FAX: \_\_\_\_\_

E-MAIL ADDRESS: philip.woutat@centerpointenergy.com

NAME OF REPRESENTATIVE: NPL

REPRESENTATIVE PHONE NO'S.: 612-363-9698 - RON

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

INSTALL 2 MAIN TIE IN'S WITH ANODES, INSTALL 1 TEST POINT WITH ANODE, INSTALL 13 ANODES

MULTIPLE LOCATIONS AS DESIGNED ON MAP

START DATE: On or after 4/1/2023

COMPLETION DATE: By 10/31/2023

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: Restoration of site to previous or better condition.

*OK. 2/7/23*

*Philip M. Woutat*  
 Authorized Representative Signature

Please waive permit fees per franchise agreement

2/6/2023

Date

### FOR OFFICE USE ONLY

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

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

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

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

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

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

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

MGC# 23-69474

Scale: 1" = 500'



MAP #3

Install New Main Tie and 17# Anode @ TP 54 on East 30622 Section

53' ECL Jefferson  
39' NCL Sanburnol Dr

Install 17# Anode

169' NCL Manor Dr  
36' ECL Service Rd

Install 17# Anode

100' ECL Terrace Rd  
18' SCL Sanburnol Dr NE

Install 17# Anode

85' WCL Madison St NE  
23' SCL Manor Dr NE

Install Additional Main Tie and 17# Anode in Existing TP 4

36' ECL Monroe St NE  
14' SCL Sanburnol Dr NE

Install 17# Anode

40' NCL Manor Dr NE,  
22' ECL Monroe St NE

Install CP Test Point w/17# Anode

850' ECL Monroe St NE,  
18' SCL Lund Ave NE

Install 17# Anode

125' NCL 84th Ave NE,  
18' ECL Monroe St NE

Install 17# Anode

75' SCL 84th Ave NE,  
18' WCL Terrace Rd

Install 17# Anode

590' ECL Terrace Rd  
22' NCL 84th Ave NE

Install CP Test Point w/17# Anode

60' SCL 83rd Ave NE,  
18' WCL Terrace Rd

Install 17# Anode

315' NCL 82nd Ave NE,  
18' WCL Terrace Rd

Install 17# Anode

480' ECL Terrace Rd,  
18' SCL Ione Ave NE

Install 17# Anode

720' ECL Monroe St NE  
18' NCL 84th Ave NE

Install Additional 17# Anode in Existing TP 30

N-TP Black Tape  
700 Monroe St  
16' ECL Monroe St,  
117' SCL Ione Ave

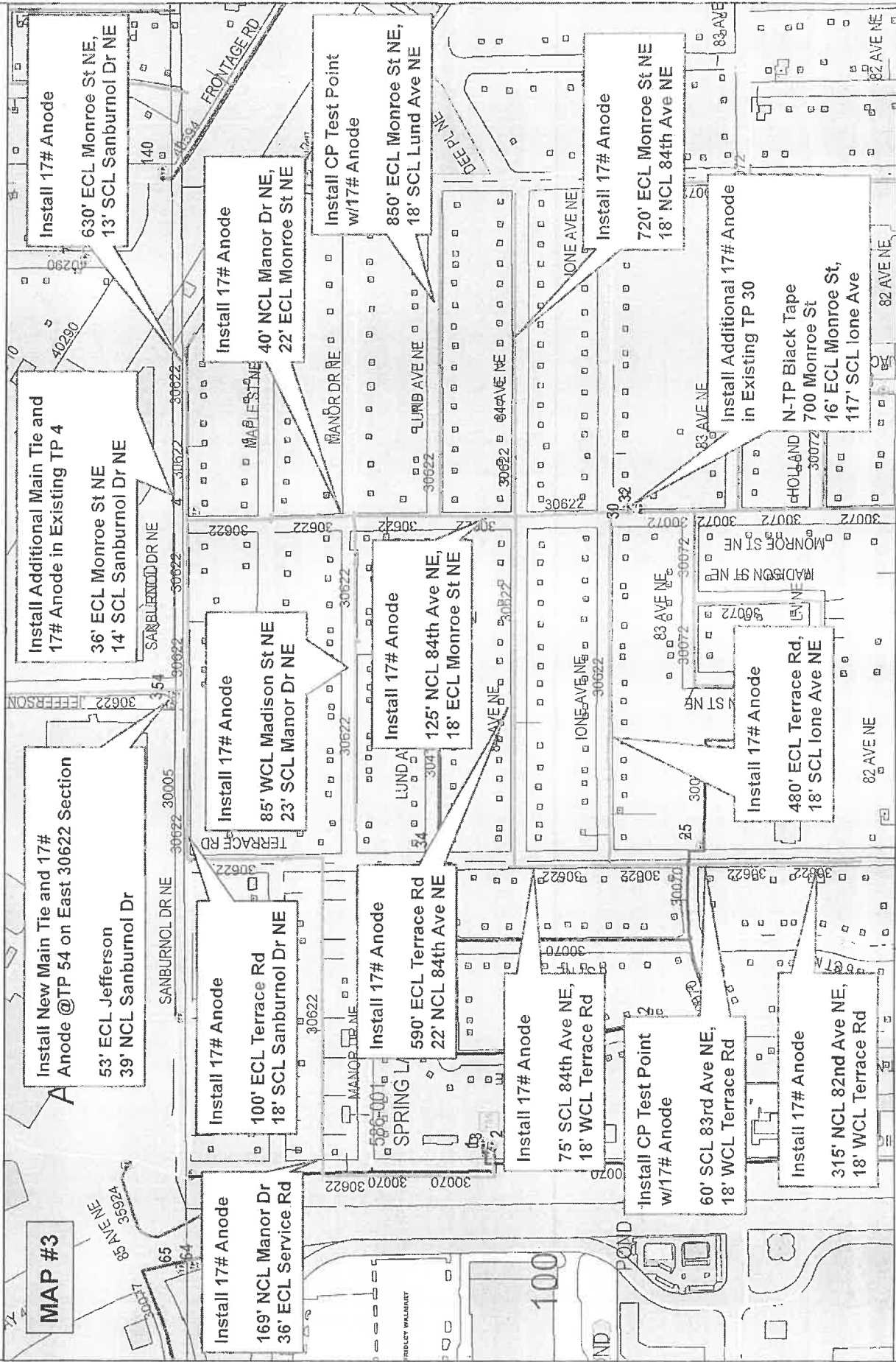
Work Order #: MAP #3  
Design Date: 09/27/2022

City: Spring Lake Park  
Quad/Sec/Twp/Rng: NE/2/30/24

CP Section #: 30622  
CP Area: 2013

Designed By: Andrew Kieve  
Designer Phone #: 612-441-1213

106114764





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

SAP# 106118696

MGC# 23-69477

NAME/COMPANY: CENTERPOINT ENERGY

GOPHER 1-CALL REG. NO.: 0029

ADDRESS: 700 LINDEN AVE W, MINNEAPOLIS, MN 55403

PHONE: 612-476-4795 DARIN (CPE TECH)

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

E-MAIL ADDRESS: philip.woutat@centerpointenergy.com

NAME OF REPRESENTATIVE: NPL

REPRESENTATIVE PHONE NO'S.: 612-363-9698 - RON

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

INSTALL 2 TEST POINTS & 10 ANODES

MULTIPLE LOCATIONS AS DESIGNED ON MAP

START DATE: On or after 4/1/2023

COMPLETION DATE: By 10/31/2023

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: Restoration of sites to previous or better condition.

2/7/23  
OK [Signature]

Philip M.K. Woutat  
 Authorized Representative Signature

Please waive permit fees per franchise agreement

2/7/2023

Date

### FOR OFFICE USE ONLY

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

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

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

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

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

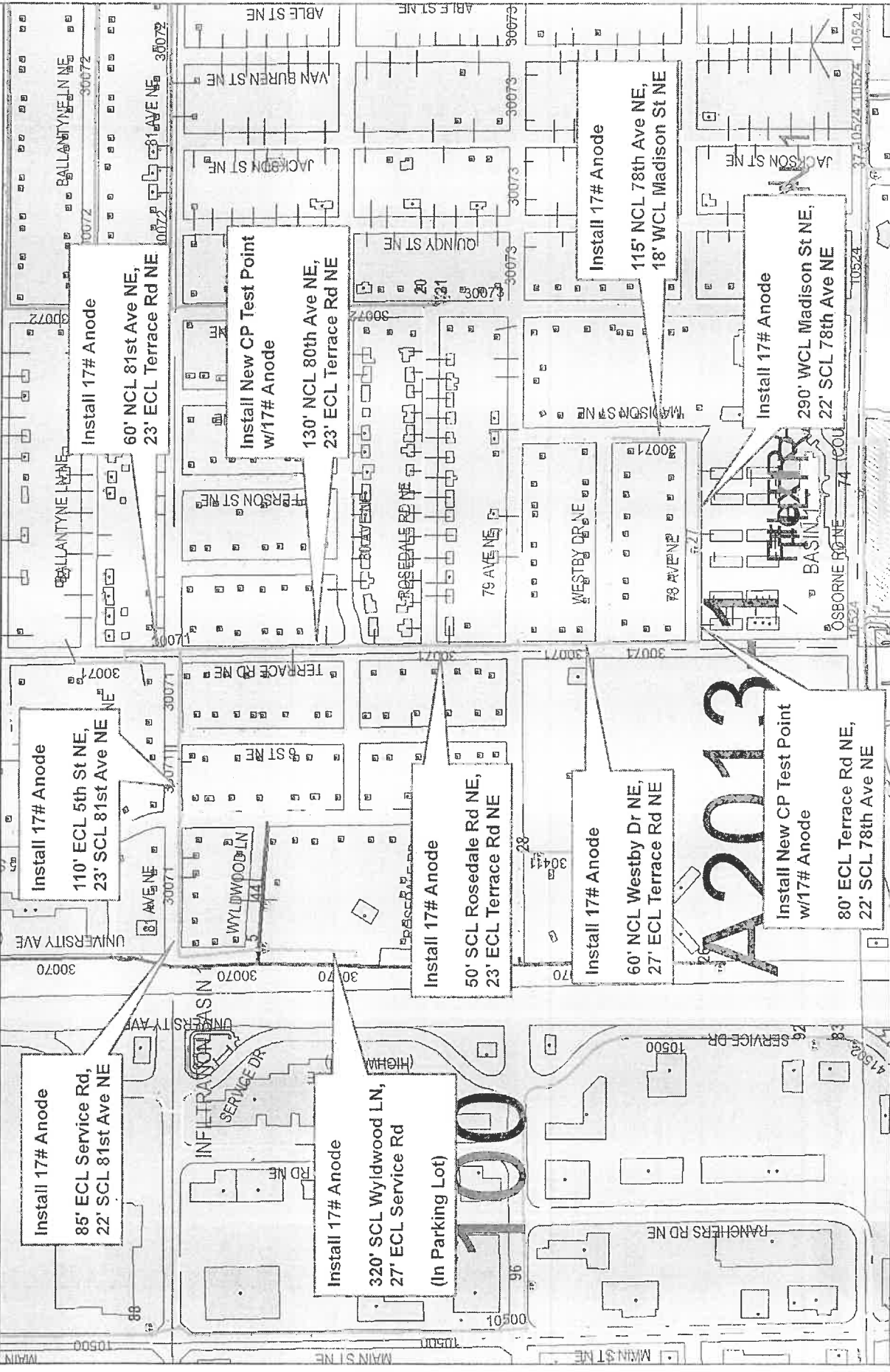
**APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227  
 48 HOURS PRIOR TO COMMENCING WORK**



Scale: 1" = 500'

MCC# 23-69477

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



Work Order #: 106118696  
Design Date: 09/27/2022

City: Spring Lake Park  
Quad/Sec/Twp/Rng: SE/2/30/24

CP Section #: 30071  
CP Area: 2013

Designed By: Andrew Kleve  
Designer Phone #: 612-441-1213



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

SAP# 106118694

MGC# 23-69476

NAME/COMPANY: CENTERPOINT ENERGY

GOPHER 1-CALL REG. NO.: 0029

ADDRESS: 700 LINDEN AVE W, MINNEAPOLIS, MN 55403

PHONE: 612-476-4795 DARIN (CPE TECH)

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

E-MAIL ADDRESS: philip.woutat@centerpointenergy.com

NAME OF REPRESENTATIVE: NPL

REPRESENTATIVE PHONE NO'S.: 612-363-9698 - RON

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

INSTALL 1 TEST POINT & 10 ANODES AT GAS MAIN

MULTIPLE LOCATIONS AS DESIGNED ON MAP

START DATE: On or after 4/1/2023

COMPLETION DATE: By 10/31/2023

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: Restoration of sites to previous or better condition.

*OK - 2/7/23  
TR*

*Philip M. Woutat*  
 Authorized Representative Signature

Please waive permit fees per franchise agreement

2/6/2023

Date

### FOR OFFICE USE ONLY

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

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

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

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

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

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



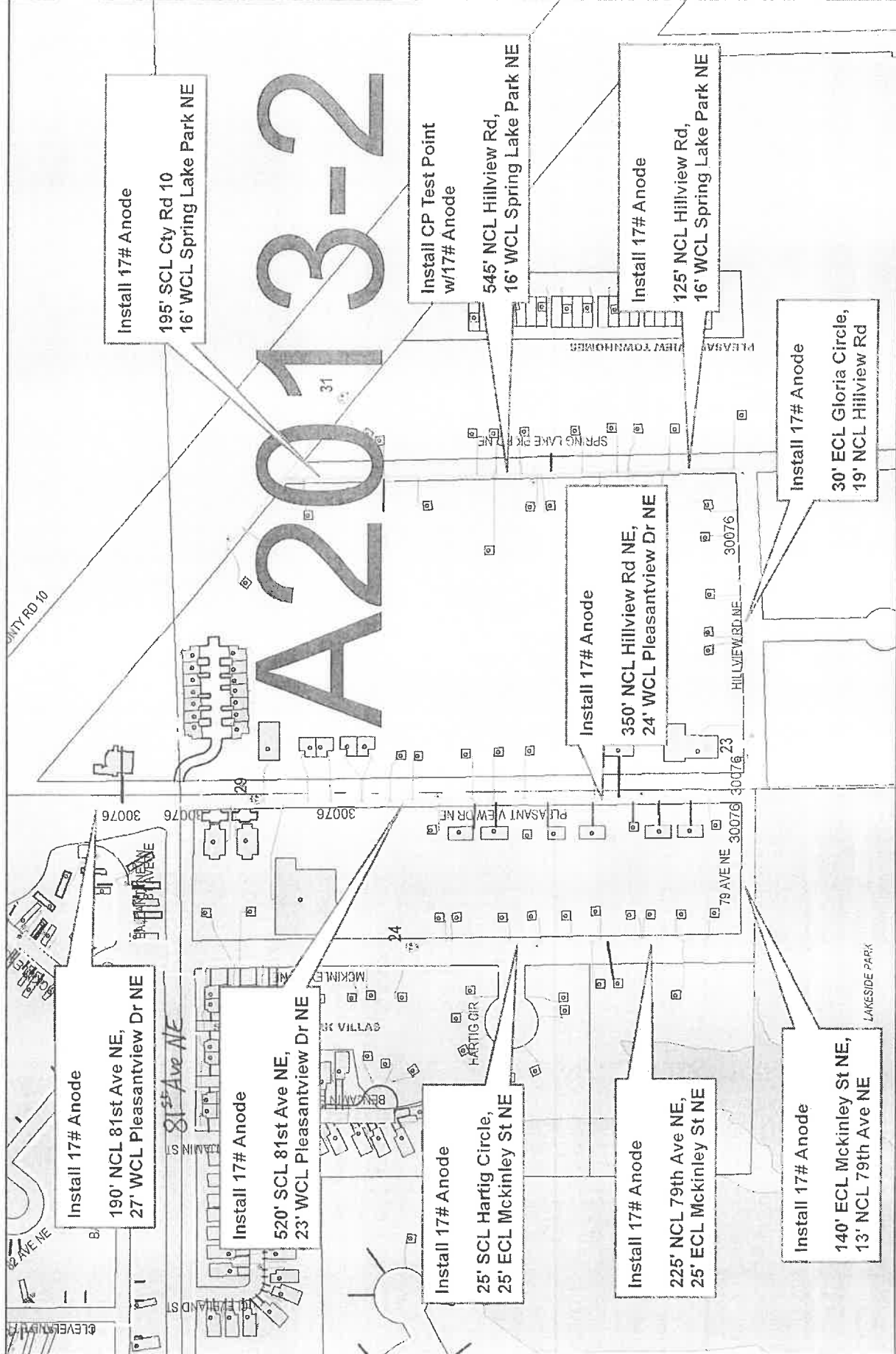


North

MGC# 23-69476

Scale: 1" = 297'

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



Work Order #: 106118694  
Design Date: 09/27/2022

City: Spring Lake Park  
Quad/Sec/Twp/Rng: SW/6/30/23

CP Section #: 30076  
CP Area: 2013

Designed By: Andrew Kleve  
Designer Phone #: 612-441-1213

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

## Contractor's Licenses

February 21, 2023

### Mechanical Contractor

Marsh Heating & Air

### Plumbing Contractor

Professional Mechanical Services, LLC.

### Sign Contractor

Signminds, Inc.

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

## Sign Permit

February 21, 2023

### Sign Permit

Hi-Stakes Café & Bar

Approval contingent on receiving square footage for

Snoopy Café

awning signage

8299 University Avenue NE



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

**Sign Permit Application**

DATE: 2-11-23  
NAME OF APPLICANT: Dan Freih  
ADDRESS OF APPLICANT: 8299 University Ave NE.  
TELEPHONE NUMBER OF APPLICANT: 612-290-5163  
**NAME OF BUSINESS AND LOCATION** of building structure, or lot to which or upon which the sign is to be attached or erected Hi-Stakes Cafe + Bar

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

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.

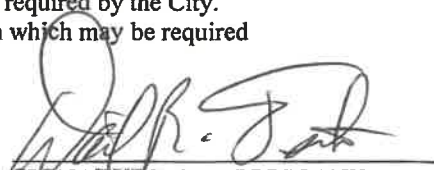
Name of person, firm or corporation erecting the structure: Dan Freih

Address: 8299 University Ave NE

Is an Electrical Permit required? No

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

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

  
SIGNATURE OF APPLICANT

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

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

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

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

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:**

SQUARE FOOTAGE OF FRONT OF BUILDING: \_\_\_\_\_

SQUARE FOOTAGE OF ALL EXISTING SIGNS: \_\_\_\_\_

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: \_\_\_\_\_

10,000

599.5

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 PRECEDING THE COUNCIL MEETING.

**DRAWING:**

Proposed

Pylon 9'x14' = 126x2 = 252

Awnings?

Awning 100' Long  
3' - wide  
2' - tall

3000 - 30%  
599.5 - Existing  
2400.5 Remaining

Road Sign - North facing  
South facing

9'

14'

Snoopy's Cafe  
Dog

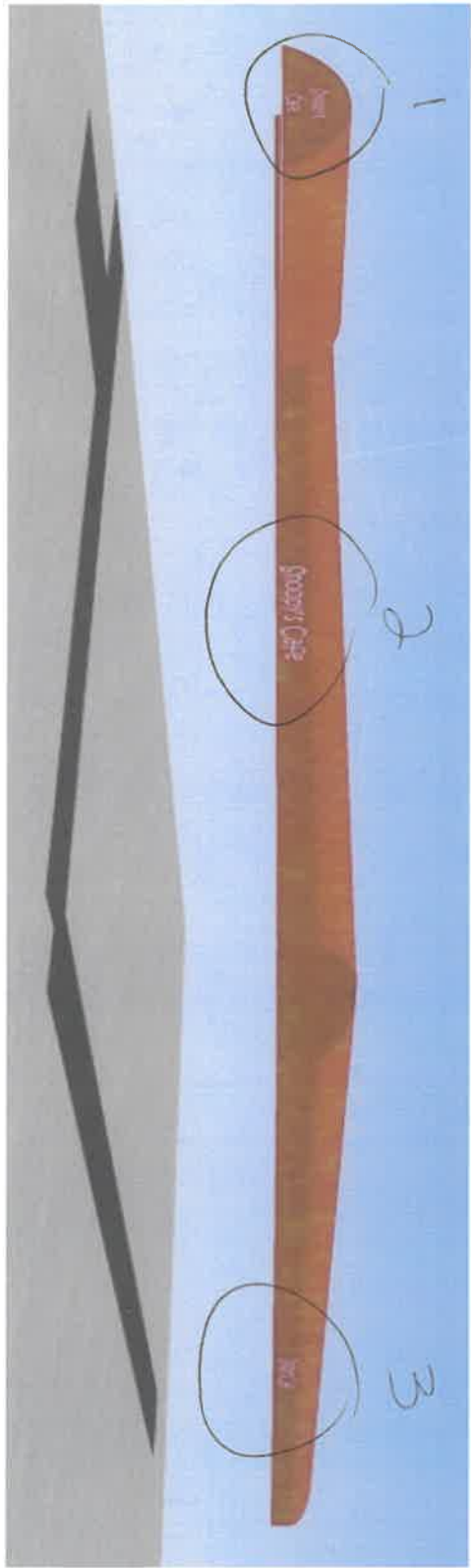
Existing

Pylon 96x2 = 192

Building 100x4 = 400

Building 7.5

- 1.
- 2.
- 3.



proposed



*proposed*

$96 \times 2 = 192$   
 ~~$96 \times 4 = 384$~~   
 $100 \times 4 = 400$

Listing



12' x 8' x 2

5' x 20' x 2

5' x 20' x 2



Staying  
18" X 5'  
7.5A

18" X 5'  
7.5A

Removing  
11" X 16' 15A



11" x 16" Removing  
15A





## Police Report

January 2023

Submitted for Council Meeting: February 21, 2023

The Spring Lake Park Police Department responded to or generated seven hundred and sixty-four calls for service for the month of January 2023. This is compared to responding to or generating six hundred and sixty-six calls for service in January 2022.

The Spring Lake Park Police Department would like to recognize our “Reserve Program” for their volunteer service that they provide the police department and our community. The “Spring Lake Park Police Department 2022 Reserve Unit Annual Report” is provided in your council packets. During the course of 2022, our Reserve Unit consisting of three individuals worked two hundred and seven hours in our community throughout the year. The reserves provide services that would normally take up a considerable amount of time of our officers. This allows our officers to focus on other incidents in our community. Utilizing the 2021 Dollar Value of Volunteer Hours for the State of Minnesota, this equated to approximately \$6,692.31 in wages saved. Our Reserve Unit Coordinators are currently Sergeant Richard Kramer and Officer Aaron Imig. Sergeant Richard Kramer and Officer Aaron Imig are currently recruiting and looking to add several officers to the program. Ideally, we would like to run a program of ten reserve officers. On behalf of myself and the Spring Lake Park Police Department Officers, I would personally like to thank each and every one of our Reserve Unit Officers for their volunteer service and dedication they display on every shift to the police department and our community. They have and will continue to be an important part of our department and our community. Again, thank you for your service!

School Resource Officer Imig reports handling ten calls for service for the month of January 2023, along with conducting twenty-seven student contacts, seventeen student escorts and eight follow up investigations. For further details see Officer Imig’s attached report.

Investigator Bennek reports handling thirty-one cases for the month of January 2023, twenty-nine felony and two misdemeanor case. Investigator Bennek also continues to monitor six forfeiture cases. For further details see Investigator Bennek’s attached report.

The month of January 2023 has been a busy month for myself as well, besides handling the day to day operations of the police department, I attended several meetings and events in January 2023 including several Lexipol onboarding policy meetings, JLEC governance, JLEC board meeting, Coffee with a Cop,

Sherriff Stuarts retirement party and newly elected Sherriff Wise's swearing in. I also, attended the MN Chiefs of Police CLEO and Command Academy starting on January 30<sup>th</sup> through February 3<sup>rd</sup>.

The Police department has acquired a new tool for de-escalation and high priority incidents in the month of January. I was contacted by Transcend Robotics out of California and was notified that I had won a raffle at the IACP conference for a Mini vantage rapid deployment robot. This robot will be our eyes in situations where we would either be blind or have to have an officer gather reconnaissance. This tool will help to keep our officers and individuals safer on a wide variety of potentially high priority calls. I will have the robot on display and available for demonstration on the night of the City council meeting. As always you are more than welcome to come in and see a more in-depth demonstration at any time.

This conclude my report for the month of January 2023.

I can answer any questions at this time?

City of Spring Lake Park  
Police Department  
2022 Reserve Unit



# Annual Report

## INTRODUCTION

Spring Lake Park Police Department Reserve Program started in 2006 and has been very useful to our department over the last 17 years. During the past year, members of the Reserve Program have contributed 207 volunteer hours.

The Reserve Program had been talked about for years and was finally approved in 2006. We started with just 5 Reserve members and we currently have 3. The Reserve Unit is down on staff and volunteer hours, as Reserves have resigned for various reasons, and filling the vacant spots has been very difficult with the current social climate. We are currently accepting applications.

The Spring Lake Park Police Department Reserve Unit is made up of individuals who volunteer their time to assist the Spring Lake Park Police Department with various needs and projects throughout the year. Without the help of our Reserve Program, the Police Department would likely incur additional overtime costs and be less responsive to the needs of our citizens and the community.

We have people from all walks of life in the Reserve Unit. Most members work in the civilian sector and just wish to assist the Police Department while still helping their community. All members have or will complete the Anoka County Reserve Academy and/or a training period with the Spring Lake Park Police Department.

The primary responsibility of the Reserve Unit is to assist patrol officers in the delivery of quality service.

Specific tasks performed by Reserve Officers are:

- Assist at traffic accidents or traffic stops and overseeing the towing of impounded vehicles.
- Assist at crime scenes in securing the perimeter and searching for evidence.
- Transport prisoners to the Anoka County Jail and the two Detoxification Centers that we use; Ramsey County and Missions Detox in Plymouth.
- Assist at the City's Annual Tower Days Parade, which is a huge help to the City and the Police Department.
- Assist with Nite to Unite, Santa Parade, Touch a Truck, Panther 5k, and other events that come up during the year.

In emergency situations, members may be called into City Hall to assist the Police and Fire Departments with a variety of duties.

Our current Reserve Unit has 3 members. We are currently accepting applications/recruiting to try and bring our unit's numbers up.

<b><u>Name</u></b>	<b><u>Appointment Date</u></b>	<b><u>Position</u></b>
Robert Schmidt	02-2006	Reserve Lieutenant
Erik Hendrickson	12-2016	Reserve Sergeant
Steve Soderquist	03-2009	Reserve Officer

## SUMMARY OF SERVICE

Members of the Spring Lake Park Reserve Unit volunteered as of 12-31-2022, 207 hours to the program and the community. With our 3 active reserves in 2022, on average they each volunteered 69 hours. This equates to \$6,692.31 in wages saved based on 2021 Dollar Value of Volunteer Hours (see below).

The below information comes from the nonprofit: Independent Sector

### State Values for Volunteer Time

Value of a Volunteer Hour, by State: 2021			
Alabama: \$26.89	Illinois: \$30.97	Montana: \$26.48	Rhode Island: \$29.17
Alaska: \$31.34	Indiana: \$26.76	Nebraska: \$27.44	South Carolina: \$26.59
Arizona: \$28.00	Iowa: \$26.40	Nevada: \$26.18	South Dakota: \$25.52
Arkansas: \$23.79	Kansas: \$26.87	New Hampshire: \$30.75	Tennessee: \$26.02
California: \$35.56	Kentucky: \$24.83	New Jersey: \$32.39	Texas: \$28.14
Colorado: \$31.51	Louisiana: \$26.33	New Mexico: \$24.32	Utah: \$29.14
Connecticut: \$33.35	Maine: \$26.77	New York: \$34.59	Vermont: \$28.14
Delaware: \$28.47	Maryland: \$32.82	North Carolina: \$27.63	Virginia: \$30.80
D.C.: \$50.48	Massachusetts: \$36.38	North Dakota: \$27.95	Washington: \$34.87
Florida: \$27.68	Michigan: \$28.35	Ohio: \$27.07	West Virginia: \$25.07
Georgia: \$27.66	Minnesota: \$32.33		
Hawaii: \$32.10			



Idaho: \$26.11	Mississippi: \$22.57	Oklahoma: \$24.96	Wisconsin: \$27.87
	Missouri: \$27.21	Oregon: \$29.75	Wyoming: \$27.13
		Pennsylvania: \$27.98	

The Reserve Unit assisted the Spring Lake Park Police Department with 174 hours of patrol time, which assisted our officers with transports, accidents scenes and towed vehicle inventories.

The Reserve Unit continues to be a great asset to our department. The Police Officers welcome and appreciate their time, skill, and service each Reserve Officer brings to a shift.

Thank you to the Spring Lake Park Police Reserve Officers for their continued service to our city.

Prepared by Sgt Richard Kramer and Aaron Imig

1/27/23

# Spring Lake Park Police/ School Resource Officer Report

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	9	27	17	8
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School	1			
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations				
Totals:	10	27	17	8

\*refers to consultations with students not requiring a police report

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	3
Students charged with other crimes	
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	7



Investigator

Tony Bennek

# Spring Lake Park Police Department

## Monthly Report

January 2023

## Total Case Load

### Case Load by Level of Offense: 31

Felony	29
Gross Misdemeanor	0
Misdemeanor	2

### Case Dispositions:

County Attorney	28
Juvenile County Attorney	0
City Attorney	3
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

### Forfeitures:

Active Forfeitures	6
Forfeitures Closed	0

# Parks and Recreation Department

## January 2023 Report

### Recreation Programs

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- Youth recreational activities offered during the month include:
  - Art Academy – 4-week session
  - Karate
  - Dungeons & Dragons
  - Dance Classes
  - Grandparent and Me art class
  - Family Snow Day at Able Park
  - Rev Sports Basketball 4-week session
- Adult recreational activities held during the month included:
  - North Metro Volleyball League – Women- 5 teams registered with SLP, a total of 11 teams
  - North Metro Volleyball League – Co-rec – 4 teams registered with SLP, a total of 14 teams
  - Pickleball Skills Class
  - Art painting classes
  - Yoga
  - Selling Your Home Seminar
  - How to use Uber for Transportation
  - Cross Country Skiing
  - Medicare 101
  - Social Media education sessions:
    - Polar Trek Fitness Challenge
    - Evening Trip to Orpheum Theater
    - Day Trip to Church Basement Ladies Performance
  - Extended Tour – Collette Travels - Hawaii
  - Book, Bingo and Card Clubs
  - Indoor Walking

### Parks

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- Able Park Building reconstruction project - Work continues on doors and windows. Furnace arrived and will be installed in February. Indoor paneling is to be installed in February. Interior painting, bathroom tile and fixture installation are due to be completed in the next month.
- Rinks are being flooded by Public Works.
- The Park and Recreation Commission approved SLP Troop 714's request to create and maintain a small Kindness Rock Garden at Lakeside Lions Park. The garden will be kept

inside a planter area and does not affect park maintenance. Please visit the website below to gain a better understanding of the project.

<https://www.thekindnessrocksproject.com/>

## Tower Days - June 8-11, 2023

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- Musical groups (Jonah and the Whales on Saturday evening and Free and Easy on Sunday evening), Lumberjacks and fireworks vendor are contracted to return.
- Donations from SLP Lions received and greatly appreciated for their continued support both financial and with volunteers. Additional sponsorship letters were sent at end of January.
- The Committee's next meeting will be held on Tuesday, February 28 at 6:30pm City Hall. If interested in joining the committee please contact Kay at [kokey@slpmn.org](mailto:kokey@slpmn.org)
- As events and activities are confirmed, they will be posted on [www.slprec.org](http://www.slprec.org) website.

## Department Activity

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- Staff have been reconnecting with community senior living apartments and facilities to promote our programs to their residents.
- Staff is working on summer program development, seasonal hires and catalog development.
- Director Okey attended the following meetings and events during the month:
  - City Council session
  - Construction meetings on Able Park Building
  - Park and Recreation Commission monthly meeting
  - Park and Recreation Commission Meeting
  - Tower Days Planning Meeting

## Upcoming Activities

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- Youth Softball Registrations open. Early bird registration ends March 22
- Youth Spring Break Days: Edinborough Park, MN Children's Museum, Zero Gravity
- Easter Egg Hunt April 1
- Snowshoeing
- Jason Sow Live Audience, Lunch & Museum
- First Time – Mature Driver's
- Travel Show March 7 10:00am for upcoming Collette travel tours to Portugal, Croatia, Holland, Costa Rica and Hawaii
- Registration open for the following extended tours:
  - Mystery Tour – May 5-7, 2023 and Branson Holiday – November 2023

Music in the Park



# SUMMER DINE AND DANCE

Wednesdays 6:30–8:00pm

## LAKESIDE LIONS PARK

7840 Pleasant View Dr

CONCESSIONS AVAILABLE BY  
SLP BEYOND THE YELLOW RIBBON

SLP High School Jazz Band  
May 31

The Castaways, classic rock  
June 14

Vinnie Rose, acoustic guitar  
June 28

Jimtones, rock & oldies  
July 12

Everett Smithson Band, country & blues  
July 26

Beatle's Tribute – 1963–1966  
August 9



City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 02.21.23 Meeting**  
File No.: R-18GEN

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

**2023 MS4 Permit and SWPPP Update (193805251).** Annual Report is due by June 30<sup>th</sup>. The Annual Public Meeting can be held in June. Pond, structural BMP, and outfall inspections due by July 31<sup>st</sup>. Program analysis and annual training is due in December.

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

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

**City Hall Building (193805580 and 193806049).** The Design Phase for a possible city hall remodel project started in January 2023. The schedule calls for obtaining construction bids in late 2023. A kick-off meeting was held on January 26, 2023. *Meeting with staff held on February 7<sup>th</sup>.*

**2022-2023 City of Mounds View Street Project (trail in Spring Lake Park along Co. Rd 10):** SAP 183-020-009 (193805303). Spring Lake Park's portion of this project is a segment of bituminous trail along the south side of Co. Rd. 10 east of Sprig Lake Road to the east city limits (without lighting). *Highway 10 trail construction will occur in 2023. Spring Lake Park needs to consider pavement markings on Spring Lake Rd., Hillview Rd., and Pleasant View Dr.*

**2024 Sanburnol Drive and Elm Drive NE (19380\_\_\_\_\_).** Sanburnol Drive was last reconstructed in 1998. The roadway surface is deteriorating and is in need of rehabilitation. Sanburnol Drive is a shared road between the cities of Spring Lake Park and Blaine. This project will be lead by Spring Lake Park but it will be a cooperative project between Blaine and Spring Lake Park. *Currently working with Blaine to arrange geotechnical borings.*

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

**Suite Living Spring Lake Park (Hampton Cos. project at 525 Osborne).** *A site work and landscaping inspection needs to be completed in 2023. The remining financial surety will be held until a final inspection (including landscaping) and CCWD sign off in 2023.*

Please contact Phil Carlson, Peter Allen, Bruce Paulson, or me if you have questions or require additional information.

# **CORRESPONDENCE**





# North Metro TV

January 2023 Update

## Program Production

In January, a total of **72 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **62:45:00 hours of new programming**.

- 25 programs were produced by the public
- 43 programs were produced by NMTV staff
- 4 programs were produced by City staff

## Van Shoots

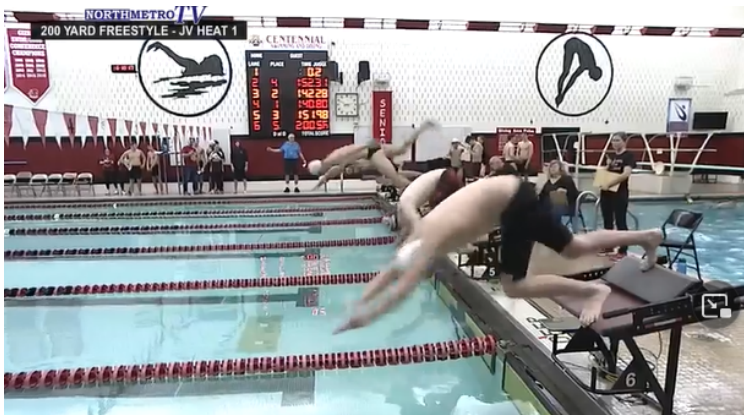
The HD production truck was utilized for 36:00:00 hours of production in January. The following events were produced live and/or recorded for additional playback:

- Boys Swim & Dive: Maple Grove vs. Centennial
- Boys Swim & Dive: Spring Lake Park vs. Blaine
- Girls Hockey: Blaine vs. Centennial/Spring Lake Park
- Girls Basketball: Armstrong vs. Spring Lake Park
- Boys Basketball: Centennial vs. Blaine
- Boys Hockey: Centennial vs. Spring Lake Park

## vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/stream 5 events. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Girls Basketball: Blaine vs. Centennial
- Girls Hockey: Osseo/Park Center vs. Centennial
- Boys Hockey: Centennial vs. Blaine
- Girls Hockey: Fargo North/South vs. Blaine
- Boys Hockey: Spring Lake Park vs. Blaine



## Most Viewed YouTube School Event

Boys Swim & Dive: Maple Grove vs. Centennial  
484 Views

## Live Workshops

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Workshop	Instructor	Organization	Students
Studio	Eric Houston	Blaine High School Business Professionals of America	3
<b>1 Workshop</b>			<b>3 Students</b>

## VOD Workshop Views

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Workshop	Type	# of Views	Hours Viewed
Batman's Greatest Villains	Mini	116	10.25 hrs
Columbo: One More Thing	Mini	3201	400 hrs
King of the Cowboys 4 – John Wayne	Mini	50	3 hrs
King of the Cowboys 3 – Randolph Scott	Mini	182	11.25 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	131	8.25 hrs
King of the Cowboys 1 – Strong and Silent	Mini	54	4.75 hrs
Great British Game Shows	Mini	53	1.75 hrs
We Love Lucy: The Lucille Ball Story	Full	77	9.25 hrs
The Immortal Ingrid Pitt	Mini	652	27 hrs
The Oscars: 90 Years of the Academy Awards	Full	50	7.25 hrs
Tim Curry Horror Picture Show	Mini	20	.25 hrs
Back to the Eighties: The Decade's Biggest...	Full	11	1.25 hrs
James Bond: 50 Years of 007	Full	12	1 hrs
Eurovision: A Celebration	Mini	5	.25 hrs
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	558	65 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	NA	NA
TV's Greatest Christmas Specials	Full	7	1.75 hrs
Chicago Christmas Classics	Mini	453	20.75 hrs
Let's Go Ghostbusters: Filmation's Haunted Heroes	Mini	NA	NA
Monster Movies of the 40s and 50s	Full	272	17 hrs
Monster Movies of the 20s and 30s	Full	11	.25 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	6	.5 hrs
The Cult of Caroline Munro	Mini	2566	85.5 hrs
The Marilyn Monroe Story	Full	NA	NA
Nick at Nite: A TV Viewer's Dream	Mini	47	2 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	23	4 hrs
Hollywood Goes to War: World War II	Full	73	6 hrs
Come on Down: Game Shows of the 70s and 80s	Full	87	21.75 hrs
The Quiz Show Scandals and Other Game Shows...	Full	224	97 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	8	1 hr
The Marx Brothers: Groucho, Harpo, Chico...	Full	63	4.75 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	NA	NA
<b>36 VOD Workshops</b>		<b>9,012 Total Views</b>	<b>812.75 Hours Viewed</b>



## Most Viewed YouTube Workshop

Columbo: One More Thing  
3,201 Views

## YouTube Stats

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Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	26,847	33,656	2,176.25	64	375,076
<b>TOTAL:</b>	<b>26,847</b>	<b>33,656</b>	<b>2,176.25</b>	<b>64</b>	<b>375,076</b>

## NMTV Website Stats

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Month	Number of Users	Number of Views	Live Stream Views
January	5,568	10,793	1,625
<b>TOTAL:</b>	<b>5,568</b>	<b>10,793</b>	<b>1,625</b>

## Home Movie Transfers

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Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	225	51	59	0	0	\$764.92
<b>TOTAL:</b>	<b>225</b>	<b>51</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>\$764.92</b>

## Production Highlights

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### NMTV News Highlights

Each week Danika Peterson and Eric Nelson create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some January highlights include:

- It's Time for Christmas Tree Recycling
- Wargo Nature Center is a Winter Wonderland
- Beware of Food Fads



- Anoka-Hennepin Educational Foundation Looks to Fund Innovative Teacher Grants
- Blaine Dance Team Performs in Florida Bowl Game
- Snow Time: Centerville Keeping Streets Plowed Despite Recent Storms
- Jolly Green Creature: Anoka resident creates Snowasaurus

In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,176 local stories** archived for viewers on the **NMTV YouTube channel**. The channel can be accessed through the northmetrotv.com website.



**Most Viewed YouTube News Story**

Blaine Dance Team Performs in Florida Bowl Game  
540 Views

**Popular Public Safety Videos**

Municipal Producer, Trevor Scholl, has been working on a new series of videos intended to highlight our local public safety employees. So far, he has produced three episodes. While the first episodes have highlighted police employees, he is working to get some fire employee interviews as well. The police officer videos have received almost 900 views on the NMTV YouTube page.



**Marketing Team**

Various members of the NMTV staff have organized a marketing team to find ways to publicize the many commercial services that we offer. The team formed and started meeting weekly, in January, and has accomplished quite a bit. So far, new rates for services have been determined, a uniform billing system established, a marketing video for the website is being created, and new print and electronic promotional materials are being developed.

**Mayor's Minutes**

Trevor Scholl has also been contacting Member City Mayors to schedule recordings of winter Mayor's Minutes. So far he has been able to coordinate Centerville's and Lexington's episodes. The show serves as a forum for Mayors to highlight issues and events in their Cities that they would like the residents to know about. He is working to schedule additional interviews.



**Guns N Hoses Update**

Special Projects Coordinator, T.J. Tronson, continues to work with Wes Pederson to produce the February 24<sup>th</sup> Guns N Hoses event. The match will be recorded and live streamed to both the cable channel and YouTube.

**BHS Business Professionals of America**

Students from the Blaine High School Business Professionals of America have been working with Studio Manager, Eric Houston, to create a presentation video. Editing was completed in January and the video was submitted to the competition. The video got them through regionals and into the state competition, so they will be back in February to do some additional work.



## City Productions

In January, Municipal Producer, Trevor Scholl, completed five productions. They included two episodes of Mayor's Minutes and two episodes of his public safety employee profiles. Completed programs include:

- Mayor's Minutes: Centerville Winter 2023
- Mayor's Minutes: Lexington Winter 2023
- Public Safety Profile: Kelsey Smith, SLP PD
- Public Safety Profile: CLPD Officer Tyler Schroeder
- CenterStage: Atlas Villas



New and ongoing projects include:

- Winter Mayor's Minutes
- Public safety employee profiles
- NMTV services marketing video
- Rookery show
- Blaine Facebook live town halls

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.

## Public Access Programs

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Title	Producer	Runtime
MN Heals	Lorrie Henderson	00:20:46
Bad Movie Bros	Eric Houston	00:38:38
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:44:43
Christ Lutheran Church Worship (4 episodes)	Chance Amundson	03:51:03
Christ Lutheran Church Worship Message (4 episodes)	Chance Amundson	01:33:34
Lovepower (4 episodes)	Rick Larson	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Oak Park Community Church (5 episodes)	David Turnidge	03:31:58
<b>25 New Programs</b>		<b>18:40:423 New Hours</b>

## NMTV Staff Programs

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Title	Producer	Runtime
Anoka County Board Organizational and Regular Meeting (1/3/23)	T.J. Tronson	01:14:17
Anoka County Board Meeting (1/24/23)	T.J. Tronson	02:00:25
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	00:49:38
Centerstage: Atlas Villas	Trevor Scholl	00:01:30
Mayor's Minutes: Centerville Winter 2023	Trevor Scholl	00:04:34
Public Safety Profiles: Kelsey Smith, SLP PD	Trevor Scholl	00:04:28
Mayor's Minutes: Lexington Winter 2023	Trevor Scholl	00:04:17
Public Safety Profiles: CLPD Officer Tyler Schroeder	Trevor Scholl	00:05:22
Boys Swim & Dive: Maple Grove/Centennial	Kenton Kipp/Ted Leroux	02:10:22
Boys Swim & Dive: Spring Lake	Kenton Kipp/Ted Leroux	01:53:17

Park/Blaine		
Girls Hockey: Blaine/Centennial-Spring Lake Park	Kenton Kipp/Ted Leroux	01:22:48
Girls Basketball: Armstrong/Spring Lake Park	Kenton Kipp/Ted Leroux	01:24:45
Boys Basketball: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:18:29
Boys Hockey: Centennial/Spring Lake Park	Kenton Kipp/Ted Leroux	01:26:30
Girls Basketball: Blaine/Centennial	Kenton Kipp/Ted Leroux	01:26:46
Girls Hockey: Osseo-Park Center/Centennial	Kenton Kipp/Ted Leroux	01:31:17
Boys Hockey: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:26:52
Girls Hockey: Fargo North-South/Blaine	Kenton Kipp/Ted Leroux	01:20:03
Boys Hockey: Spring Lake Park/Blaine	Kenton Kipp/Ted Leroux	01:36:01
Sports Den (4 episodes)	Kenton Kipp/Ted Leroux	01:25:59
<b>24 New Programs</b>		<b>22:46:40 New Hours</b>

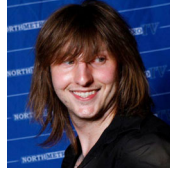
## City Meetings

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Title	Producer	Runtime
Blaine City Council Meeting (1/4/23)	T.J. Tronson	02:00:05
Blaine Planning Commission Meeting (1/10/23)	T.J. Tronson	00:17:42
Blaine City Council Meeting (1/18/23)	Trevor Scholl	01:59:08
Blaine Park Board Meeting (1/24/23)	Trevor Scholl/Eric Nelson	00:43:50
Centerville City Council Meeting (1/11/23)	Teresa Bender	00:44:40
Centerville Planning & Zoning Meeting (1/17/23)	Teresa Bender	01:48:37
Centerville EDA Meeting (1/18/23)	John Murphy	01:35:32
Centerville City Council Meeting (1/25/23)	Trevor Scholl	01:59:41
Circle Pines City Council Meeting (1/10/23)	Danika Peterson/Ray Flint	01:01:57
Circle Pines Utility Commission Meeting (1/18/23)	Danika Peterson/Ray Flint	00:41:41
Circle Pines City Council Meeting (1/24/23)	Ray Flint	00:40:36
Ham Lake City Council Meeting (1/3/23)	Trevor Scholl	00:20:18
Ham Lake Planning Commission Meeting (1/9/23)	Trevor Scholl/Eric Nelson	00:44:55
Ham Lake City Council Meeting (1/17/23)	Matt Waldron	00:28:36
Lexington City Council Meeting (1/5/23)	Lexington Staff	00:24:53
Lexington City Council Meeting (1/19/23)	Lexington Staff	00:12:45
Lino Lakes City Council Meeting (1/9/23)	Anne Serwe	00:12:23
Lino Lakes Planning & Zoning Meeting (1/11/23)	Anne Serwe	00:25:10
Lino Lakes City Council Meeting (1/23/23)	Anne Serwe	00:06:19
Lino Lakes Environmental Board Meeting (1/25/23)	Anne Serwe	01:44:16
Spring Lake Park City Council Meeting (1/3/23)	Ray Flint	00:48:51
Spring Lake Park City Council Meeting (1/17/23)	Ray Flint	00:39:14
Centennial Fire District Steering Committee Meeting (1/19/23)	Ray Flint	01:27:36
<b>23 New Programs</b>		<b>21:26:47 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).

## Video Production



Municipal Producer, Trevor Scholl, completed five productions in January. Programs include two episodes of Mayor’s Minutes, two episodes of the public safety employee profiles and another edition of CenterStage Centerville. Programs were also produced by T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

▪ January Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Centerstage: Atlas Villas	Trevor Scholl	00:01:30
Mayor’s Minutes: Centerville Winter 2023	Trevor Scholl	00:04:34
Public Safety Profiles: Kelsey Smith, SLP PD	Trevor Scholl	00:04:28
Mayor’s Minutes: Lexington Winter 2023	Trevor Scholl	00:04:17
Public Safety Profiles: CLPD Officer Tyler Schroeder	Trevor Scholl	00:05:22
Anoka County Board Organizational and Regular Meeting (1/3/23)	T.J. Tronson	01:14:17
Anoka County Board Meeting (1/24/23)	T.J. Tronson	02:00:25

Some projects that Trevor is working on or is scheduled to produce include:

- Winter Mayor’s Minutes
- Public safety employee profiles
- NMTV services marketing video
- Rookery show
- Blaine Facebook live town halls

## Equipment Consulting/Technical Support



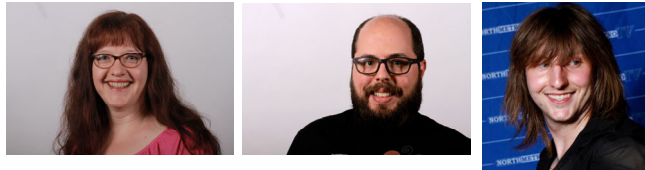
**Blaine**

- 1.3.23: Crestron system not working. Control room switch was dead. Ordered overnight replacement.



- 1.4.23: Overnight replacement part delayed due to storm. Drove to microcenter. Found a 24 port switch with POE+. Bought it and drove to Blaine city hall. Replaced malfunctioning switch. Tested mics, recorder, and LCS. All working. Will replace temporary switch with the 48 port version when it is delivered.
- Centerville**
- No assistance required.
- Circle Pines**
- No assistance required.
- Ham Lake**
- 1.12.23: Operated system for meeting recording. Tested all equipment to verify function. System good.
  - 1.24.23: Audio issues for meeting. Reviewed system with staff.
- Lexington**
- No assistance required.
- Lino Lakes**
- No assistance required.
- Spring Lake Park**
- 1.9.23: Broadcast pix rep called to see how the system is holding up.

## Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in January:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (1/4/23)	T.J. Tronson	02:00:05
Blaine Planning Commission Meeting (1/10/23)	T.J. Tronson	00:17:42
Blaine City Council Meeting (1/18/23)	Trevor Scholl	01:59:08
Blaine Park Board Meeting (1/24/23)	Trevor Scholl/Eric Nelson	00:43:50
Centerville City Council Meeting (1/11/23)	Teresa Bender	00:44:40
Centerville Planning & Zoning Meeting (1/17/23)	Teresa Bender	01:48:37
Centerville EDA Meeting (1/18/23)	John Murphy	01:35:32
Centerville City Council Meeting (1/25/23)	Trevor Scholl	01:59:41
Circle Pines City Council Meeting (1/10/23)	Danika Peterson/Ray Flint	01:01:57
Circle Pines Utility Commission Meeting (1/18/23)	Danika Peterson/Ray Flint	00:41:41

Circle Pines City Council Meeting (1/24/23)	Ray Flint	00:40:36
Ham Lake City Council Meeting (1/3/23)	Trevor Scholl	00:20:18
Ham Lake Planning Commission Meeting (1/9/23)	Trevor Scholl/Eric Nelson	00:44:55
Ham Lake City Council Meeting (1/17/23)	Matt Waldron	00:28:36
Lexington City Council Meeting (1/5/23)	Lexington Staff	00:24:53
Lexington City Council Meeting (1/19/23)	Lexington Staff	00:12:45
Lino Lakes City Council Meeting (1/9/23)	Anne Serwe	00:12:23
Lino Lakes Planning & Zoning Meeting (1/11/23)	Anne Serwe	00:25:10
Lino Lakes City Council Meeting (1/23/23)	Anne Serwe	00:06:19
Lino Lakes Environmental Board Meeting (1/25/23)	Anne Serwe	01:44:16
Spring Lake Park City Council Meeting (1/3/23)	Ray Flint	00:48:51
Spring Lake Park City Council Meeting (1/17/23)	Ray Flint	00:39:14
Centennial Fire District Steering Committee Meeting (1/19/23)	Ray Flint	01:27:36
<b>23 New Programs</b>		<b>21:26:47 New Hours</b>

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tigtrope system, and played back on each City channel.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	176	239:29:11
Centerville	59	88:20:19
Circle Pines	143	134:00:11
Ham Lake	57	33:53:27
Lexington	95	31:16:57
Lino Lakes	70	37:06:28
Spring Lake Park	88	68:12:48
<b>Totals:</b>	<b>688 Program Playbacks</b>	<b>632:19:21 Hours of Video Programming on Channels</b>

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to

citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in January:

**Blaine**

- Transcoded and uploaded 0 videos to Carousel.

**Centerville**

- Transcoded and uploaded 2 videos to Carousel.
- Created 1 new Carousel slide.

**Circle Pines**

- Transcoded and uploaded 0 videos to Carousel.

**Ham Lake**

- Transcoded and uploaded 0 videos to Carousel.

**Lexington**

- Transcoded and uploaded 1 video to Carousel.

**Lino Lakes**

- Transcoded and uploaded 0 videos to Carousel.

**Spring Lake Park**

- Transcoded and uploaded 1 video to Carousel.
- Created 3 new Carousel slides.

## Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in January:

**Blaine**

- 4 meetings bookmarked and placed on VOD.

**Centerville**

- 4 meetings bookmarked and placed on VOD.

**Circle Pines**

- 3 meetings bookmarked and placed on VOD.

**Ham Lake**

- 3 meetings bookmarked and placed on VOD.

**Lexington**

- 2 meeting placed on VOD.

**Lino Lakes**

- 4 meetings bookmarked and placed on VOD.

**Spring Lake Park**

- 2 meetings bookmarked and placed on VOD

# Administrative

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Issues dealt with in January include implementing the Strategic Plan, analyzing and processing Comcast's 4<sup>th</sup> quarter franchise and PEG fee reports, and providing information to members of the 2023 Cable Commission.

## **Q4 Franchise and PEG Fee Reports**

- Received 4th quarter franchise and PEG fee reports and payments from Comcast.
- Entered data into spread sheets for PEG fees received, franchise fees received, and gross revenues.
- Comcast franchise fees were up \$15,513 over the previous quarter. PEG fees were down \$2,966 over the previous quarter.
- 2022 gross revenue and franchise fees were not significantly lower than 2021 gross revenue and franchise fees.
- Subscriber numbers continue to decline.
- Income predictions continue to meet expectations.

## **Pay Study**

- Answered Dan Teshch's questions regarding whether the 4% COLA had been approved and implemented.

## **Strategic Plan**

- Established the marketing committee and met weekly
  - Established rates
  - Finalized billing procedure
  - Started on marketing materials
  - Discussed issues with closed captioning service and possible solutions
- Researched accounting services.
- Began reviewing ED tasks and responsibilities with staff.
- Continued to transfer Rose's office responsibilities to other staff.

## **Miscellaneous**

- Researched names and contact information for new Commission members.
- Calculated 2023 votes per city based on subscriber numbers
- Created 2023 Commission contact sheet.
- Sent On-Boarding materials to all Commission members.
- Contacted Commission members to gauge interest in Executive Committee.
- Updated NMTC History document to include 2022 events. Posted on website.
- Provided requested documents for 2022 audit of Commission finances.
- Attended eNATO webinar: Cable Franchising Today & the Future of ROW Franchising.
- Facilitated slight audio edit on meeting for SLP.
- Provided reminder that Commission alternates have to be elected officials.
- Facilitated meeting dropbox solution for Lino Lakes minutes.
- Did preliminary calculations regarding fees returned to Cities.
- Facilitated article regarding closed captioning for Centerville newsletter.
- Received and documented monthly Comcast subscriber reports.
- Read January Legal Report.
- Read industry articles.