

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**October 22, 2019
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call

*Dave Bartholomay, Mayor
Matt Percy, Council Member
Mike Schweigert, Council Member
Jennifer Rauner, Council Member
Dean Goldberg, Council Member
Patrick Antonen, City Administrator*

3. Setting of Agenda

Note: Consent Agenda items will be acted on with one motion unless a council member requests their placement on the regular agenda -

4. a. Taxpayer Comments
b. Council Member Comments
c. Mayor Comments

5. COMMITTEE REPORTS

- a. Utilities Commission
- b. Fire Steering Committee

6. COUNCIL BUSINESS

- a. Consent Agenda

Item

Action

- | | |
|--|---------|
| 1. Minutes – October 8, 2019 (Enclosed) | Approve |
| 2. General Fund Disbursements (Enclosed) | Approve |
| 3. Police Disbursements (Enclosed) | Approve |
| 4. Fire Disbursements (Presented at Meeting) | Approve |
| 5. Resolution No. 2019-19 Election Polling Locations for 2020 | Approve |
| 6. Resolution No. 2019-20 Nominations for RCWD Board of Managers | Approve |

Council Action _____

- b. Public Hearing Storm Water Pollution Prevention Program (Memo)

Council Action _____

c. _____

Council Action _____

7. ADJOURNMENT

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Tuesday, October 8, 2019
7:00 p.m.**

1. CALL TO ORDER

Mayor Bartholomay called the meeting to order at 7:01 p.m.

2. ROLL CALL

Also present were Council Members Schweigert, Rauner and Percy and City Administrator Antonen. Council Member Goldberg was absent.

3. SETTING OF AGENDA

There were no changes to the agenda.

4. COMMENTS

a. Taxpayer Comments

There were no taxpayer comments.

b. Council Member Comments

There were no Council Member comments.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- Motivational speech to Centennial High School football team
- Mayor's Induction into CHS Hall of Fame
- Alexandra House Hope Fest
- Council and Utilities Commission work sessions for city administrator performance evaluation
- City chipping program
- Leaf pickup schedule
- Free benefit concert at St. Joseph of the Lakes Church
- Letter to Rice Creek Watershed District

City Administrator Antonen mentioned that Rice Creek Watershed District has updated their watershed management plan for 2020 through 2029 and has solicited feedback from all entities within the district. He said staff and city engineers have reviewed the 260-page plan, have attended meetings over the last year and are submitting comments to RCWD tomorrow. He added that many of the comments revolve around permitting.

5. COMMITTEE REPORTS

There were no committee reports.

6. COUNCIL BUSINESS

a. Consent Agenda

Items included:

1. Minutes: 09/24/19 Regular Council Meeting
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. Licenses

MOTION: Percy moved, seconded by Rauner, to approve the Consent Agenda as presented. **Motion carried 4-0.**

b. AFS Students

American Field Service volunteer Sue Davis gave a summary of the history of the program and mentioned there are three AFS Intercultural Programs students attending Centennial High School this year – Luna Torregrosa Lopez and Jimena Pinadao Gordo, both from Spain, and Elena Santucci from Italy.

Students spoke about their home country and family, and compared Centennial High School to their high school at home. 3537

c. Delinquent Utilities Accounts Hearing and Resolution No. 2019-17

Mayor Bartholomay explained this hearing is for accounts that are behind in charges for garbage, water and sewer. City Administrator Antonen mentioned those on the list have until the end of the month to pay before charges are certified to the county for collection through property taxes.

Council Member Rauner asked how the city gets paid in this process. Antonen said the county collects and sends the city a check, and the county is paid through a penalty fee.

Council Member Percy asked why there are addresses on the list that aren't physically in Circle Pines. Antonen explained those addresses are provided water and sewer by the city.

Mayor Bartholomay opened the public hearing at 7:40 p.m.

There were no comments from the public.

MOTION: Schweigert moved, seconded by Percy, to close the public hearing at 7:41 p.m. **Motion carried 4-0.**

Bartholomay noted the list is still preliminary and residents still have an opportunity to pay.

MOTION: Rauner moved, seconded by Percy, to approve **Resolution No. 2019-17**, a Resolution Adopting a Certification of Delinquent Utilities. **Motion carried 4-0.**

d. Delinquent City Accounts Hearing and Resolution No. 2019-18

City Administrator Antonen explained this is for city fees, in this case lawn mowing charges.

Mayor Bartholomay opened the Public Hearing at 7:43 p.m.

There were no comments from the public.

MOTION: Rauner moved, seconded by Schweigert, to close the public hearing at 7:43 p.m. **Motion carried 4-0.**

MOTION: Schweigert moved, seconded by Percy, to approve **Resolution No. 2019-18**, a Resolution Adopting a Special Assessment. **Motion carried 4-0.**

7. ADJOURNMENT

MOTION: Rauner moved, seconded by Percy, to adjourn the meeting at 7:44 p.m. **Motion carried 4-0.**

Mayor

Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
10/13/2019						
120415 LESTER BUILDINGS LLC						
J007805	1	Invoice	LESTER BUILDING 50X80 MATERIAL DEL	10/13/2019	33,579.00	10/19
Total J007805:					33,579.00	
Total 120415 LESTER BUILDINGS LLC:					33,579.00	
191200 SYNCHRONY BANK						
101319	1	Invoice	ANTI SEIZE LUBE	10/13/2019	2.69	10/19
101319	2	Invoice	ANTI SEIZE LUBE	10/13/2019	2.70	10/19
101319	3	Invoice	GLOVES	10/13/2019	17.98	10/19
Total 101319:					23.37	
Total 191200 SYNCHRONY BANK:					23.37	
220170 VERIZON WIRELESS						
9839308916	1	Invoice	Sept Cell Phones	10/22/2019	154.59	10/19
Total 9839308916:					154.59	
Total 220170 VERIZON WIRELESS:					154.59	
Total 10/13/2019:					33,756.96	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
10/14/2019						
30360 CASEY'S BUSINESS MASTERCARD						
102219	1	Invoice	Sept Fuel	10/22/2019	582.24	10/19
Total 102219:					582.24	
Total 30360 CASEY'S BUSINESS MASTERCARD:					582.24	
30480 CENTENNIAL UTILITIES						
102219	15	Invoice	Sept Utilities	10/22/2019	50.52	10/19
102219	16	Invoice	Sept Utilities	10/22/2019	19.54	10/19
102219	17	Invoice	Sept Utilities	10/22/2019	19.54	10/19
102219	18	Invoice	Sept Utilities	10/22/2019	96.14	10/19
102219	19	Invoice	Sept Utilities	10/22/2019	28.57	10/19
Total 102219:					214.31	
Total 30480 CENTENNIAL UTILITIES:					214.31	
30640 CINTAS						
4032431498	1	Invoice	CH Cleaning	10/22/2019	76.90	10/19
Total 4032431498:					76.90	
4032431516	1	Invoice	Shop Cleaning	10/22/2019	9.33	10/19
4032431516	2	Invoice	Shop Cleaning	10/22/2019	9.33	10/19
Total 4032431516:					18.66	
Total 30640 CINTAS:					95.56	
90200 INNOVATIVE OFFICE SOLUTION,LLC						
IN2698299	1	Invoice	Calendars/Planner	10/22/2019	44.12	10/19
Total IN2698299:					44.12	
IN2705797-1	1	Invoice	Planner/lanyards	10/22/2019	16.43	10/19
Total IN2705797-1:					16.43	
Total 90200 INNOVATIVE OFFICE SOLUTION,LLC:					60.55	
150180 OPTUM BANK						
9510028664	1	Invoice	Sept Monthly Fee	10/22/2019	3.38	10/19
9510028664	2	Invoice	Sept Monthly Fee	10/22/2019	4.50	10/19
Total 9510028664:					7.88	
Total 150180 OPTUM BANK:					7.88	
180550 CITY OF ROSEVILLE						
226858	1	Invoice	Oct IT Support	10/22/2019	1,005.20	10/19

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
Total 226858:					1,005.20	
226896	1	Invoice	Oct. Phones	10/22/2019	168.00	10/19
Total 226896:					168.00	
Total 180550 CITY OF ROSEVILLE:					1,173.20	
200225 TOLL GAS & WELDING SUPPLY						
40107278	1	Invoice	Welding Supplies	10/22/2019	1.89	10/19
40107278	2	Invoice	Welding Supplies	10/22/2019	1.89	10/19
Total 40107278:					3.78	
Total 200225 TOLL GAS & WELDING SUPPLY:					3.78	
Total 10/14/2019:					2,137.52	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
10/16/2019						
20360 BLUE TARP CREDIT SERVICES						
43391848	1	Invoice	RAINSUIT	10/22/2019	34.99	10/19
Total 43391848:					34.99	
Total 20360 BLUE TARP CREDIT SERVICES:					34.99	
30501 CITY OF CENTERVILLE						
102219	1	Invoice	POLICE STATE AID	10/22/2019	48,774.11	10/19
Total 102219:					48,774.11	
Total 30501 CITY OF CENTERVILLE:					48,774.11	
80015 HEALTH PARTNERS						
92798078	1	Invoice	NOV HEALTH INS	10/22/2019	1,377.47	10/19
92798078	2	Invoice	NOV HEALTH INS	10/22/2019	911.01	10/19
Total 92798078:					2,288.48	
Total 80015 HEALTH PARTNERS:					2,288.48	
90151 IMAGE PRINTING & GRAPHICS, INC						
155301	1	Invoice	NAME BADGES BLDG INSPECTOR	10/22/2019	41.76	10/19
Total 155301:					41.76	
Total 90151 IMAGE PRINTING & GRAPHICS, INC:					41.76	
120400 CITY OF LEXINGTON						
102219	1	Invoice	POLICE STATE AID	10/22/2019	40,180.40	10/19
Total 102219:					40,180.40	
Total 120400 CITY OF LEXINGTON:					40,180.40	
130100 MAMA						
419	1	Invoice	MAMA MEETING 9/26/19 PA	10/22/2019	10.00	10/19
Total 419:					10.00	
Total 130100 MAMA:					10.00	
131080 MN UNEMPLOYMENT INS						
102219	1	Invoice	RD UNEMP 3RD QTR	10/22/2019	2,495.50	10/19
Total 102219:					2,495.50	
Total 131080 MN UNEMPLOYMENT INS:					2,495.50	
140600 NORTHERN SANITARY SUPPLY CO						
4139	1	Invoice	SOAP	10/22/2019	49.79	10/19
4139	2	Invoice	SOAP/DEGREASER/HAND CLEANER	10/22/2019	43.14	10/19

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
4139	3	Invoice	SOAP/DEGREASER/HAND CLEANER	10/22/2019	21.57	10/19
Total 4139:					114.50	
Total 140600 NORTHERN SANITARY SUPPLY CO:					114.50	
160270 PHILIPS TREE CARE, LLC						
12829	1	Invoice	BROADLEAF HERBICIDE APPL	10/22/2019	1,920.50	10/19
Total 12829:					1,920.50	
Total 160270 PHILIPS TREE CARE, LLC:					1,920.50	
160520 PRESS PUBLICATIONS INC						
645868	1	Invoice	PAT NOTICE	10/22/2019	23.44	10/19
Total 645868:					23.44	
Total 160520 PRESS PUBLICATIONS INC:					23.44	
180700 RUM RIVER CONST. CONSULTANTS						
212	1	Invoice	BLDG INSPECTIONS sept	10/22/2019	189.90	10/19
Total 212:					189.90	
Total 180700 RUM RIVER CONST. CONSULTANTS:					189.90	
191000 SUPERIOR STRIPING, INC						
46747	1	Invoice	CH PARKING LOT STRIPING	10/22/2019	600.00	10/19
Total 46747:					600.00	
Total 191000 SUPERIOR STRIPING, INC:					600.00	
200230 TOMFORD LANDSCAPING INC						
1650	1	Invoice	CITY HALL DEMO LANDSCAPE	10/22/2019	4,000.00	10/19
Total 1650:					4,000.00	
Total 200230 TOMFORD LANDSCAPING INC:					4,000.00	
240100 XCEL ENERGY						
102219	2	Invoice	STREET LIGHT ELEC	10/22/2019	94.53	10/19
Total 102219:					94.53	
Total 240100 XCEL ENERGY:					94.53	
Total 10/16/2019:					100,768.11	
Grand Totals:					136,662.59	

Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0

Report Criteria:

Invoice Detail.GL Account = 10110100-506477506710,70210100-702499702730

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
10/19	10/16/2019	12853	ANOKA COUNTY ATTORNEY	CONTROLLED SUBSTANCE FOFEIT DI	253.00
10/19	10/16/2019	12854	ASPEN MILLS, INC	CLPD PATCHES	329.00
10/19	10/16/2019	12855	AXON ENTERPRISE, INC	SIGNAL SIDEARM YEAR 2 PMT	1,920.00
10/19	10/16/2019	12856	BCA	3RD QTR CJDN ASSESS	390.00
10/19	10/16/2019	12857	CENTURY LINK	COMMUNICATIONS	120.84
10/19	10/16/2019	12858	CITY OF CIRCLE PINES	DWI FORFEITURE DISTRIBUTION '02	167.00
10/19	10/16/2019	12859	COVERALL OF THE TWIN CITIES INC	CLEANING SERVICE OCT	780.00
10/19	10/16/2019	12860	DEARBORN NATIONAL	NOV LIFE/DISABILITY INS	1,417.42
10/19	10/16/2019	12861	DELTA DENTAL	NOV DENTAL	1,317.40
10/19	10/16/2019	12862	DON'S CIRCLE SERVICE	VEHICLE REPAIRS & MTC	302.33
10/19	10/16/2019	12863	FRATTALLONES HARDWARE, INC.	EVIDENCE BAGS	54.86
10/19	10/16/2019	12864	HEALTH PARTNERS	NOV HEALTH INS	11,769.66
10/19	10/16/2019	12865	CITY OF LEXINGTON	DWI FORFEITURE DISTRIBUTION 12 F	471.00
10/19	10/16/2019	12866	METRO SALES, INC	COPIER CONTRACT USAGE CHG	49.90
10/19	10/16/2019	12867	CITY OF ROSEVILLE	OCT PHONE SERVICES	773.00
10/19	10/16/2019	12868	STATE OF MINNESOTA	RM CONTROLLED SUBSTANCE FORF	28.00
10/19	10/16/2019	12869	STREICHER'S, INC	.223 CAL PRACTICE AMMO 1 BOX	194.25
Grand Totals:					20,337.66

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period
10/16/2019										
10794 ANOKA COUNTY ATTORNEY										
ANOKA CO	10794	101619	1	Invoi	DWI FORFEITURE DISTRIBUTION '04 MERC	10/16/2019	10/16/2019	195.00	905-42-2105-650	10/19
ANOKA CO	10794	101619	2	Invoi	CONTROLLED SUBSTANCE FOFEIT DISTRIB	10/16/2019	10/16/2019	58.00	905-42-2105-650	10/19
Total 10794 ANOKA COUNTY ATTORNEY:								253.00		
11565 ASPEN MILLS, INC										
ASPEN MIL	11565	244412	1	Invoi	CLPD PATCHES	10/16/2019	10/16/2019	329.00	901-42-2100-218	10/19
Total 11565 ASPEN MILLS, INC:								329.00		
11685 AXON ENTERPRISE, INC										
AXON ENT	11685	SI-2+25	1	Invoi	SIGNAL SIDEARM YEAR 2 PMT	10/16/2019	10/16/2019	1,920.00	901-42-2100-570	10/19
Total 11685 AXON ENTERPRISE, INC:								1,920.00		
20113 BCA										
BCA	20113	000005	1	Invoi	3RD QTR CJDN ASSESS	10/16/2019	10/16/2019	390.00	901-42-2100-386	10/19
Total 20113 BCA:								390.00		
30485 CENTURY LINK										
CENTURY	30485	101619	1	Invoi	COMMUNICATIONS	10/16/2019	10/16/2019	120.84	901-42-2100-321	10/19
Total 30485 CENTURY LINK:								120.84		
30750 CITY OF CIRCLE PINES										
CITY OF CI	30750	101619	1	Invoi	DWI FORFEITURE DISTRIBUTION '02 VOLVO	10/16/2019	10/16/2019	167.00	905-42-2105-650	10/19
Total 30750 CITY OF CIRCLE PINES:								167.00		
31253 COVERALL OF THE TWIN CITIES INC										
COVERALL	31253	707026	1	Invoi	CLEANING SERVICE OCT	10/16/2019	10/16/2019	780.00	901-42-2100-401	10/19
Total 31253 COVERALL OF THE TWIN CITIES INC:								780.00		
40278 DEARBORN NATIONAL										
DEARBOR	40278	101619	1	Invoi	NOV VOL LIFE	10/16/2019	10/16/2019	412.08	901-21850	10/19
DEARBOR	40278	101619	2	Invoi	NOV LIFE/DISABILITY INS	10/16/2019	10/16/2019	1,005.34	901-42-2100-130	10/19
Total 40278 DEARBORN NATIONAL:								1,417.42		
40300 DELTA DENTAL										
DELTA DEN	40300	779419	1	Invoi	NOV DENTAL COBRA CL	10/16/2019	10/16/2019	84.60	901-11600	10/19
DELTA DEN	40300	779419	2	Invoi	NOV DENTAL	10/16/2019	10/16/2019	1,232.80	901-42-2100-130	10/19
Total 40300 DELTA DENTAL:								1,317.40		
40700 DON'S CIRCLE SERVICE										
DON'S CIR	40700	101619	1	Invoi	VEHICLE REPAIRS & MTC	10/16/2019	10/16/2019	37.15	901-42-2100-404	10/19
DON'S CIR	40700	217721	1	Invoi	VEHICLE REPAIRS & MTC	10/16/2019	10/16/2019	28.00	901-42-2100-404	10/19
DON'S CIR	40700	217747	1	Invoi	VEHICLE REPAIRS & MTC	10/16/2019	10/16/2019	237.18	901-42-2100-404	10/19
Total 40700 DON'S CIRCLE SERVICE:								302.33		
60650 FRATTALLONES HARDWARE, INC.										
FRATTALL	60650	101619	1	Invoi	WINDSHIELD FLUID	10/16/2019	10/16/2019	16.14	901-42-2100-213	10/19

Name	Vendor #	Invoice	Seq	Type	Description	Invoice Date	Pmt Due Date	Total Cost	GL Account	GL Period
FRATTALL	60650	101619	2	Invoi	HOOK	10/16/2019	10/16/2019	9.98	901-42-2100-201	10/19
FRATTALL	60650	101619	3	Invoi	EVIDENCE BAGS	10/16/2019	10/16/2019	28.74	901-42-2100-217	10/19
Total 60650 FRATTALLONES HARDWARE, INC.:								<u>54.86</u>		
80250 HEALTH PARTNERS										
HEALTH PA	80250	929047	1	Invoi	NOV HEALTH INS	10/16/2019	10/16/2019	11,769.66	901-42-2100-130	10/19
Total 80250 HEALTH PARTNERS:								<u>11,769.66</u>		
120400 CITY OF LEXINGTON										
CITY OF LE	120400	101619	1	Invoi	DWI FORFEITURE DISTRIBUTION 12 FORD	10/16/2019	10/16/2019	471.00	905-42-2105-650	10/19
Total 120400 CITY OF LEXINGTON:								<u>471.00</u>		
130460 METRO SALES, INC										
METRO SA	130460	INV144	1	Invoi	COPIER CONTRACT USAGE CHG	10/16/2019	10/16/2019	49.90	901-42-2100-403	10/19
Total 130460 METRO SALES, INC:								<u>49.90</u>		
180500 CITY OF ROSEVILLE										
CITY OF R	180500	022686	1	Invoi	OCT IT SUPPORT	10/16/2019	10/16/2019	360.00	901-42-2100-403	10/19
CITY OF R	180500	022690	1	Invoi	OCT PHONE SERVICES	10/16/2019	10/16/2019	413.00	901-42-2100-321	10/19
Total 180500 CITY OF ROSEVILLE:								<u>773.00</u>		
190770 STATE OF MINNESOTA										
STATE OF	190770	101619	1	Invoi	RM CONTROLLED SUBSTANCE FORFEITUR	10/16/2019	10/16/2019	28.00	905-42-2105-650	10/19
Total 190770 STATE OF MINNESOTA:								<u>28.00</u>		
190910 STREICHER'S, INC										
STREICHE	190910	I139086	1	Invoi	.223 CAL PRACTICE AMMO 1 BOX	10/16/2019	10/16/2019	194.25	901-42-2100-215	10/19
Total 190910 STREICHER'S, INC:								<u>194.25</u>		
Total 10/16/2019:								<u>20,337.66</u>		

10/16/2019 GL Period Summary

GL Period	Amount
10/19	<u>20,337.66</u>
Grand Totals:	<u><u>20,337.66</u></u>

Grand Totals: 20,337.66

Report GL Period Summary

<u>GL Period</u>	<u>Amount</u>
10/19	<u>20,337.66</u>
Grand Totals:	<u><u>20,337.66</u></u>

Vendor number hash: 1483763
Vendor number hash - split: 1696435
Total number of invoices: 20
Total number of transactions: 25

<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Open Terms	<u>20,337.66</u>	<u>.00</u>	<u>20,337.66</u>
Grand Totals:	<u><u>20,337.66</u></u>	<u><u>.00</u></u>	<u><u>20,337.66</u></u>

**STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF CIRCLE PINES**

RESOLUTION NO. 2019-19

**RESOLUTION ESTABLISHING PRECINCT AND
POLLING LOCATIONS FOR 2020 ELECTION YEAR**

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution each year no later than December 31st, polling places for each election precinct; and

WHEREAS, the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2020 are as follows:

Precinct 1 - Centennial Fire Station # 1, 2 East Road, Circle Pines

Precinct 2 - Circle Pines City Hall, 200 Civic Heights Circle, Circle Pines

BE IT FURTHER RESOLVED that the Circle Pines City Council directs the clerk to make all necessary notifications and preparations for elections held in 2020 as required by MN Statute, Rule and Administrative Policy of the City.

Adopted by the City Council this 22nd day of October, 2019.

Dave Bartholomay, Mayor

ATTEST:

(SEAL)

Patrick Antonen, City Administrator

RESOLUTION NO. 2019-20

**STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF CIRCLE PINES**

Resolution Submitting a List of Three Eligible Nominees to Anoka County for the Open Manager Position on Rice Creek Watershed District Board of Managers

WHEREAS, the city received notice of an opening on the Rice Creek Watershed District Board of Managers; and

WHEREAS, the county notified the city they can submit a list of Nominations to the Anoka County Board of Commissioners per Minnesota Statue 103D.311; and

WHEREAS, the city wishes to have representation on the Rice Creek Watershed District; and

WHEREAS, the three nominees are all Circle Pines residents; and

WHEREAS, listed below the City of Circle Pines nominates the following individuals for Anoka County Board of Commissioners to consider:

- Jan Kreminski – 248 Pine Hollow Drive
- Matt Percy – 43 East Golden Lake Road
- Dennis Dorgan – 25 West Golden Lake Road

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Circle Pines, Minnesota does hereby submit a list of three names for consideration by the Anoka County Board of Commissioners per Minnesota Statue 103D.311 at least 60 days before the expiration of the term of the board managers' term who expires.

Adopted by this 22nd day of October, 2019.

David Bartholomay, Mayor

(SEAL)

Patrick Antonen, City Administrator



200 Civic Heights Circle
Circle Pines, MN 55014
Office: (763) 784-5898
TDD: (763) 784-9724

CIRCLE PINES

Fax: (763) 785-2859
www.circle-pines.mn.us

TO: City Council Members
FROM: Chandra Peterson *CP*
DATE: October 16, 2019
RE: SWPPP Public Hearing

The goal of the National Pollutant Discharge Elimination System (NPDES) permit is to restore and maintain the chemical, physical, and biological integrity of waters of the state through management of Municipal Separate Storm Sewer System (MS4s) through the preparation of the Storm Water Pollution Prevention Program (SWPPP).

The City of Circle Pine's SWPPP identifies the goals and Best Management Practices (BMP) that will be undertaken to meet the requirements of the NPDES Phase II Rules. Measurable goals have been established for each of the BMPs included in the SWPPP along with an implementation plan and the persons responsible for implementing the BMPs.

A list of the BMPs are attached

One of the BMP is public participation and involvement. This minimum control measure requires the city to provide measures to receive public input and opinion on the adequacy of the SWPPP. Therefore, the city is holding a public hearing to receive input from the public regarding the adequacy of the SWPPP. Comments from the public will be recorded and included in the annual report.

The action from the Council is to receive and make record of input from the public regarding the SWPPP and a record of decision.

Enclosure: (1) BMP List

BMP ID	Activities	Responsible Department
GENERAL	0-A Develop Written Partnership Agreements	Engineering
	0-B Review/Update to Enforcement Response Procedures	Engineering
MCM 1	1-A Education Activity Implementation Plan	Manager
	1-B City Website	Manager
	1-C City Newsletter	Manager
	1-D Coordination of Education Program	Manager
MCM 2	2-A Comply with Public Notice Requirements	Engineering
	2-B Annual Meeting	Engineering
	2-C Public Input Consideration and Response Procedures	Engineering
	2-D Online Availability of Stormwater Pollution Prevention Program Document	Engineering
MCM 3	3-A Storm Sewer System Mapping	Engineering
	3-B Illicit Discharge Detection and Elimination (IDDE) and Enforcement Ordinance/Rules	Engineering
	3-C Illicit Discharge Detection and Elimination (IDDE) Program	Engineering
	3-D IDDE Program Updates	Engineering
	3-E Illicit Discharge Inspections	Engineering
	3-F Illicit Discharge Investigation	Engineering
	3-G Standard Operating Procedures (SOPs)	Engineering
MCM 4	4-A Construction Site Stormwater Runoff Ordinance	Engineering
	4-B Construction Site Implementation of Erosion and Sediment Control BMPs	Engineering
	4-C Waste Control BMP's for Construction Site Operators	Engineering
	4-D Construction Site Plan Review	Engineering
MCM 5	4-E Receipt and Consideration of Non-Compliance for Construction Site Stormwater Controls	Engineering
	4-F Stormwater Compliance Inspections	Engineering
	4-G Standard Operating Procedures (SOPs)	Engineering
	4-H Develop Enforcement Response Procedures (ERPs)	Engineering
	4-I Permit Update	Engineering
	4-J Prioritize Inspections	Engineering
	4-K Permit Application System	Engineering
	5-A Site Plan Review Program	Engineering
	5-B Surface Water Management Ordinance	Engineering
	5-C Stormwater Management Plan	Engineering
5-D Update Ordinance to Meet New Permit Requirements	Engineering	
5-E Standard Operating Procedures (SOPs)	Engineering	
5-F Document Pertinent Project Information	Engineering	
MCM 6	6-A Parking Lots & Street Cleaning	Public Works
	6-B Storm Sewer Inspection Program	Public Works
	6-C Inspection of All Exposed Stockpile, Storage and Material Handling Areas	Public Works
	6-D Structural Stormwater BMP Maintenance Program	Public Works
	6-E Asset Management System for Record Reporting and Retention	Public Works
	6-F Evaluation of Inspection Frequency	Public Works
	6-G Landscaping and Lawn Care	Public Works
	6-H Road Salt Application Review	Public Works
	6-I Evaluation of Proposed Stormwater Infiltration Projects for Impacts on Source Water	Public Works
	6-J Park and Open Space Training	Public Works
MCM 7	6-K Fleet and Building Maintenance Training Program	Public Works
	6-L Stormwater Systems Maintenance Training Program	Public Works
	6-M Spill Prevention & Control Plans for Municipal Facilities	Public Works
	6-N Facility Inventory	Public Works
6-O Pond Assessment Procedures & Schedule	Public Works	

*Refer to specific BMP summary sheets in the SWPPP for additional details on each activity