



City of Oak Park Heights

Tree City USA

Winter 2016 Newsletter

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2017 City budget outlook

The City's Preliminary Budget for 2017 is \$5,639,646. The Preliminary Budget includes all operations and debt services for the next year and is a decrease of \$8,914 (.16 percent) from the 2016 budget.

The 2017 budget includes decreases in overall expenditures in each of the City departments except for an increase in amounts allocated for street maintenance which is to be used to fund the City's plan to mill and overlay many of the City roadways over the next several years. The decreases in expenditures is due to reductions in labor costs caused by staff retirements and replacements at a lower pay rate.

The snow plowing budget was decreased to an amount which is an estimated average of the last five years. The council developed a policy which established a reserve with unspent snow plowing budget funds from the prior years to be utilized if the current budget runs out of funds. This policy is for the purpose of alleviating large fluctuations from year to year and helps to stabilize the overall budget.

To fund the 2017 Budget, the Preliminary Tax Levy is \$5,193,661, an increase of \$2,068 (.04 percent) over the 2016 tax levy. The remaining balance of the budget, \$445,985, would be covered by funds derived from other sources such as fees, permits, earned interest and other revenues.

The following is a comparison of the 2017 Preliminary Budget to the 2016 Adopted Budget:

	2016 ADOPTED BUDGET	2017 PRELIMINARY BUDGET	INCREASE (DECREASE)
GENERAL GOV'T	\$ 1,417,132	\$ 1,394,172	\$ (22,960)
PUBLIC SAFETY	\$ 1,752,991	\$ 1,737,397	\$ (15,594)
PUBLIC WORKS	\$ 674,721	\$ 631,780	\$ (42,941)
PARKS AND RECREATION	\$ 183,241	\$ 178,472	\$ (4,769)
TRANSFERS FOR DEBT PAYMENTS	\$ 620,000	\$ 603,000	\$ (17,000)
TRANSFERS FOR CAPITAL IMPROVMENTS	\$ 1,000,475	\$ 1,094,825	\$ 94,350
TOTAL GENERAL FUND EXPENDITURE	\$ 5,648,560	\$ 5,639,646	\$ (8,914)

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2017 City budget outlook ...continued from Page 1

Impact on Residential Property

City residential property values are increasing on average 2.8 percent as compared to 2016. This increase in values and the Preliminary Tax Levy for 2017 would increase property taxes for a residential property by .8 percent. The following is an example: A home valued at \$205,500 in 2016 is valued at \$211,000 for 2017 taxes. The 2016 taxes were \$1,078.05, while 2017 is estimated to be \$1,086.60. An \$8.55 increase.

TAX LEVY CHANGES - RESIDENTIAL PROPERTY			
	TAX LEVY	TAXES ON A MEDIAN HOME	% INCREASE OVER 2015
TAX LEVY 2016			
2016 OPERATIONS	\$ 4,571,593		
2016 DEBT	\$ 620,000		
TOTAL 2016 TAXES	\$ 5,191,593	\$ 1,078.05	
INCREASE DUE TO VALUE INCREASE		\$ 8.10	0.75%
CHANGES TO LEVY			
OPERATIONS	\$ 19,068	\$ 12.29	1.14%
DEBT	\$ (17,000)	\$ (11.84)	-1.10%
TOTAL 2017 BUDGET INCREASE	\$ 2,068	\$ 0.45	0.04%
TOTAL INCREASE		\$ 8.55	0.79%
TOTAL 2017 PRELIMINARY TAX LEVY	\$ 5,193,661	\$ 1,086.60	0.79%

Truth in Taxation Hearing – December 13, 2016

The Preliminary Budget and Tax Levy is continuing to be reviewed and adjusted prior to its final adoption in December, however the City cannot increase the tax levy amount. The City's Annual "Truth In Taxation" meeting is scheduled for December 13, 2016, 7:00 pm at City Hall where the City will receive input from taxpayers on the 2017 Budget and Levy prior to any final changes and adoption.

Winter skating

Oak Park Heights maintains three rinks for park patron use. Brekke Park, located on 5500 Omar Avenue N. has a pleasure rink and a boarded hockey rink. Cover Park, located at 15366 58th Street N., which is on the same intersection of Beach Road and Peller Avenue, has a boarded hockey rink. Both parks have warming houses for patron's convenience.

Ice is made as soon as weather permits and usually takes up to two weeks to form a solid ice sheet thick enough to skate on.

Warming house Hours:

Weekdays: 3:30 PM—9:00 PM

Weekends: 9:00 AM—9:00 PM

Christmas Eve: 9:00 AM—3:00 PM

All Other Holidays: 9:00 AM—9:00 PM

Hydrants

Note the location of the nearest hydrant to your home. It is extremely helpful and appreciated that residents help city staff and the fire department in maintaining hydrants clear of snow. Keeping a hydrant clear and easily accessible could save precious time in the case of an emergency.

Trash receptacles

During a snow event on a trash pickup day, it is helpful to the street plowing crew when residents keep trash receptacles from creeping too far into the street. Please be aware on trash day if a snow event is occurring. The plows will likely be out.

Water main breaks

Water main breaks usually occur during freezing and thawing cycles which causes the ground to shift. To report a potential main-break, please call City Hall at 651-439-4439 during business hours and the Oak Park Heights Public Works Department emergency duty number at (651) 485-2304 after 4:30 PM or on weekends and holidays.

Risk trees

Winter is a good time to look for structural problems in trees in your yard and near your home. When leaves are gone, it is a lot easier to see risk issues such as broken, hanging limbs, cracks in large branches and main trunk unions, and decay issues such as cavities (wildlife holes, openings in the trunk), or conks (shelf fungi) on the main trunk, on large

branches, or at the base of the tree. If a large tree has died back from the top or has had signs of decline (small leaves, early fall coloration, thin leaf canopy) in the past few years, it should be examined for decay and other risk factors. Being proactive about tree risk situations can prevent serious damage and injury.

Hiring a tree service/landscape company

When hiring a tree service and or landscape company for tree pruning, chemical treatment or tree removals contractors are required to have a current Tree Worker's License with the City of Oak Park Heights as required by City Ordinance 1307. A current list of licensed tree workers can be obtained from City Hall.

Tree problems?

If you have a problem with a tree or shrub, such as insects, diseases, site factors, or just want to have a plant identified, call Lisa Danielson, the City Arborist at 651-439-4439 or via e-mail at ldanielson@cityofoakparkheights.com. She can either answer your question over the phone or make an appointment for a site visit. This service is free for residents of Oak Park Heights.



Go GREEN: Pay & View Oak Park Heights Utility Bills Online



We accept...



Pay ONLINE

Go to www.CityOfOakParkHeights.com

1. Click "Pay Utility Bill"
2. You will go to our payment processor's website where you should register and make your payment

Or CALL

1-877-885-7968 (have your bill handy to provide your account number)

View Bills Online

Go to www.CityOfOakParkHeights.com

1. Click "View Utility Bill"
2. You will go to our payment processor's website to register
3. You will get an email each time your bill is ready

You don't have to pay online to view your bills online.

WHY?

Help save natural resources by viewing and paying online.

- Easy, fast and secure
- Pay immediately, schedule a payment or set up Auto-Pay
- Keep costs down; opt out of paper bills
- Print receipts, view payment history and more



City Meetings (subject to change)

City Council:

2nd and 4th Tuesdays at 6:00 p.m. (during summer months, the Council may only meet once per month)

Planning Commission:

Typically the 2nd Thursday at 7:00 p.m.

Parks Commission:

3rd Monday at 7:00 p.m.

Agendas and Minutes are posted on the City's website:
www.cityofoakparkheights.com

Fourth quarter 2016 utility bills

There is an outdoor utility payment drop box located in the landscaped circle directly outside the City Hall entrance. This will allow for you to drive up to the box to drop off your payment rather than having to get out of your vehicle.

Utility bills for the fourth Quarter of 2016 (October 1 – December 31) will be mailed to residents in January and will be due February 9, 2017.

Auto pay is available. With auto pay, there is no need to waste time writing and mailing a check. Paying your utility bill electronically allows you to save time and money on stamps and late fees. The amount you owe on your utility bill is automatically withdrawn from the account you designate on the billing due date each month. You will continue to receive your bill so that you know the date and amount to be withheld from your account.

If you are interested in participating, please call or stop by City Hall to obtain an enrollment form. The form is also available on the City's website, under City Information, Forms & Handouts. Call Jennifer Pinski at City Hall, 651-439-4439, if you have questions.

Cover Park—major improvements anticipated in 2017

Following up from the Park Development Concept Plan completed in 2015, the City will be undertaking improvements to Cover Park in 2017 and will likely include the demolition and removal of the current park shelter and the removal of the current hockey boards as well as construction of a new park shelter and expansion of parking areas – both anticipated to be at the north-end of the ice rink. New connecting trails to Oak Park Crossing Park and the St. Croix River Loop Trail will be completed. Conceptually, the new park shelter is a small four-season building that would offer year-round bathrooms and also act as warming house for the ice rink.



Much of the funding for the total project is anticipated to be derived from Xcel Energy contributions as well as Park Dedication fees paid to the City from development projects. At this time the site plans and building elevations are being developed for bidding in Spring 2017 and construction in summer 2017.

Parking pads and firewood storage

City Ordinance state that cars, trucks, trailers, boats, snowmobiles, water-skis, four-wheelers, motor homes and other similar items shall be parked in your garage or other accessory building, upon your driveway or an approved parking pad.

What is an approved Parking Pad?

An approved Parking Pad is a parking pad that is hard surfaced constructed of asphalt, concrete, cobblestone, paving block or crushed rock that meets minimum Class 5 material specifications and has at least a 4 inch deep base.

Designated parking pads shall extend directly from the driveway, away from the house and may be located within the front, side or rear yard setback. Parking pads must be set back at least 5 feet from rear yard property lines.

There are Limitations to What You Can Place on a Parking Pad

Your parking pad may be used for the placement of:

- No more than a total of two (2) recreational vehicles (boats, snowmobiles, etc.) or pieces of equipment (trailers, etc.), not including racing cars.
- Registered and operable passenger vehicles.
- No more than one (1) truck and/or trailer not to exceed a gross vehicle weight of 12,000 pounds, except when loading, unloading or rendering a service.
- Construction and landscaping materials currently being used on the premises.

Firewood Storage shall not be on a parking pad. Firewood shall be neatly stacked and stored in the side yard or rear yard or residential premises.

City department spotlight—Police Department

The Police Department provides overall public safety response in the city. The police department is the first response to all public safety incidents within the city to include; medicals, fire, criminal complaints, citizen assists, traffic accidents, ordinance violations, and emergency management. The department conducts many other preventative details and provides assistance to citizens in the community including: crime prevention, citizen education & community outreach, traffic enforcement & deterrence, animal control, and civil assists.

The department has a staff of 11 persons consisting of 10 sworn licensed officers and 1 clerical non-sworn position. We provide 24hour protection with patrol and investigation for all criminal activity within the city. We have a Chief of Police, Sergeant Investigator, Investigator School Resource Officer, 7 Patrol Officers, and records receptionist.



Back Row: Police Chief DeRosier; Officers Schroeder, Wynia, Tennessen, Givand, and Zwach
Front Row: Records Receptionist Kruse; Officers Vierling, Croft, Hicks, and Paradise

Oak Park Heights local business & development news

You may have noticed the construction in place around town. It's been an exciting time for the City with several new commercial construction projects in process.

New Businesses:

Freddi Fitness Studio (Small Group & Personal Training) – 13481 60th St. N.
Meals From The Heart – 5600 Memorial Ave. N.

Coming Soon (Under Construction):

Fiesta Cancun Mexican Grill & Bar – 5817 Neal Ave. N.
(Dec. 2016/Jan. 2017 Opening Anticipated)

Holiday Station Convenience Store & Car Wash - 5997 Osgood Ave. N.
(Dec. 2016/Jan. 2017 Opening Anticipated)

Oak Park Heights Retail Development

This is a mixed retail development located at 60th St. N. & Krueger Ln. N. that is comprised of three stand-alone structures. Two will be multi-tenant space structures and one will be a single occupant tenant structure.

The shell for one of the multi-tenant structures is under construction. No work on tenants as of yet. The single occupant tenant structure is also under construction and will be home to **Goodwill** – 5980 Krueger Ln. N. A March 2017 opening ins anticipated for Goodwill.

Pizza Ranch – 5785 Minnesota Ave. N.
(Opening Mid-Late December, 2016)

Simonet's Furniture – 5745 Memorial Ave. N.
(March 2017 Opening Anticipated)

If you are interested in learning more about the progress of development projects or are interested in proposed development, please contact the City at 651.439.4439.

Garbage and recycling

Garbage pickup in Oak Park Heights is every Thursday (on the weeks containing New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas, pickup will be on Friday). Please have your trash container curbside by 7:00 a.m. on pickup day. To facilitate better snow removal and mail delivery, bring containers from the street as quickly as possible after disposal.

Recycling pickup is every-other-Thursday (except those weeks with holidays noted above). The recycling calendar is available on the City's website, along with information on what can be recycled and where to bring hazardous waste and electronics for disposal.

Sanitary sewer use

The City's Public Works Department provides for the collection, operation and maintenance of a wastewater system that ultimately leads to treatment and the return of water back to the ecological system at an environmentally safe level.

Oak Park Heights has approximately 28 miles of sanitary sewer mains, roughly 750 sanitary sewer manholes and four lift stations. Each year about 30,000 linear feet or roughly six miles of the City's sanitary sewer mains are cleaned and inspected. Mains that require a higher level of maintenance are cleaned more frequently. This routine maintenance helps to prevent blockages and sewer backups; however when unauthorized items are flushed into the sanitary sewer, the City's ability to prevent backups is no longer controllable.

As a resident, you play a key role in preventing sanitary sewer backups. To help prevent backups, please dispose of the following items properly by NOT dumping in a drain or flushing down the toilet:

- ◆ Diapers
- ◆ "Flushable" wipes (These do not dissolve, therefore they clog sanitary sewer lines and pumps)
- ◆ Cooking grease and oil
- ◆ Sanitary napkins
- ◆ Rags or shop towels
- ◆ Garage waste products such as oil, grease, gasoline, antifreeze
- ◆ Household waste such as ashes, corrosives, glass, metals, paint, poisons, or solvents
- ◆ Yard waste such as sand, soil, or mud.

Sanitary sewer problems should be reported to the City of Oak Park Heights Public Works Department during business hours by calling City Hall (651) 439-4439. The public works department also has a 24 hour emergency only hotline (651) 485-2304. OPH, as in many other Cities across Minnesota, the sewer main is owned by the City of OPH. City staff are responsible to maintain the City main lines. The sewer service or lateral from your home, business or other property to the City sewer main is the property owner's responsibility. That means the property owner is responsible for clearing any blockages in the service lateral between the home and the main.

WINTER PARKING REMINDER

Parking regulations are in effect November 1st through March 31st. No parking is allowed on City streets during the hours of 1:00am and 6:00am.

Winter parking restrictions are put in place in an effort to enable snow removal equipment the opportunity to do a top quality and efficient job in removing snow from city streets. Please be aware that these parking restrictions are in place AND ENFORCED regardless of whether or not there has been recent snowfall. Vehicles left parking on the streets may be removed without notice by the Oak Park Heights Police Department. Move off the streets for overnight parking for the winter to avoid citations and towing. Please help us by obeying the winter parking restrictions.

Attention Pet Owners

Leash law reminder

The City of Oak Park Heights City Council updated its Leash Law Ordinance effective March 1, 2015. All dogs and cats that are off the premises of the owner must be on a leash at all times and under control of the owner or another designated person. If you do not have your dog or cat on a leash, you will be in violation of the new Ordinance.



Clean up after your pet

Also, when you are out walking your pet, please remember to bring a plastic bag. Pet owners are required by City Ordinance to clean up pet waste on public and private property. Removal and proper disposal of pet waste helps keep our City clean and healthy.

Pet licenses

All dogs and cats in the City for more than 30 days are required to have a City Pet License. There is no charge for this service and it could save your pet from a trip to the animal shelter. Bring proof of your pet's rabies vaccination to City Hall to receive a pet license and tag. For more information, please call City Hall at 651-439-4439. City Ordinances can be viewed on the City's website: www.cityofoakparkheights.com.

Frozen pipes in the winter months

Your water lines may be at risk of freezing during prolonged periods of bitter cold. Water service lines that run from the main line to the home are private property as are the water shut-off boxes. The City does not have the capacity to thaw frozen private water lines.

Here's what you can do to prepare:

- Monitor the weather reports for extended periods of severe cold; then take action.
- Allow warm air to circulate in the area where the water comes in to the house.
- Leave utility room doors open and clear space around the waterline.
- Remove contents of vanity cupboards and leave the doors open.
- If possible/practical leave snow cover over the area where your lateral water line runs from the curb stop to the house.
- Run your cold water closest to the water line entry point for a couple minutes and then take the temperature of the water. Please first notify the City if you must leave your water running.
- If water from the tap is below 40 degrees Fahrenheit it is recommended that you let your cold water run from this faucet at a pencil thickness until a few days after frigid temperatures subside.
- You may want to run your faucet non-stop overnight when temperatures typically dip lower or no water is being used for a period of time. Monitor such flows and keep track of water use and proactively inform the City that you are running water to preclude a frozen water line. The City will make appropriate adjustments to water and sewer billings for homes that do run water to prevent freeze-up.

Snow plowing

The City has contracted with Raleigh Trucking for plowing services during the 2016-2017 winter season. Raleigh Trucking has provided plowing services to the City of Oak Park Heights for approximately 37 years, and many of the company's employees have several years to decades of experience plowing the same City routes. When it snows, please remember the following:



- ◆ City collector streets and arterial streets are plowed first. Residential streets and cul-de-sacs plowing occurs after collector and arterial streets are cleared.
- ◆ City staff is responsible for plowing trails. Trail plowing begins as soon as vital infrastructure property is cleared of snow.
- ◆ To minimize property damage, snow is piled within cul-de-sacs. Snow removal occurs when lack of storage space necessitates it be done.
- ◆ Not only can blowing and or throwing snow from private property onto the public street cause hazardous road conditions; it also violates MN Statute 169.42. Please do not throw snow from your driveway on to the City street.
- ◆ During snow events keep trash bins back from the street so plows may pass without damaging your trash bin.
- ◆ Snowplows inadvertently obstruct mailboxes with high snow accumulation. Residents are responsible for keeping their own mailbox clear of snow.
- ◆ The City will repair or replace properly installed mailboxes that are physically struck by a snowplow. A temporary mailbox will be provided until a permanent post can be installed in spring.
- ◆ The City repairs major lawn damage from to snowplow blades. Major lawn damage will be repaired with black dirt and seed in the spring (Typically in May). Minor scratch and divot repair is the property owner's responsibility.
- ◆ To advise the City about a slick intersection or to report property damage caused by a snowplow, please call City Hall at (651) 439-4439.

Winter driving tips from the Police Department

Make sure you give your vehicle time to warm up and make sure the windows are clear of snow and ice, and well defrosted. Slow down and leave extra space between yourself and other vehicles. Keep a winter survival kit in your vehicle, the kit should include:

- Candles and lighter or matches that can be used to melt snow for drinking water
- A metal cup
- A basic first aid kit
- A flashlight with spare batteries
- Snack foods for energy, such as candy bars
- Cell Phone: an old cell phone with power cord even if it no longer has a service plan is still allowed to call 911.

So throw that old cell phone & power cord in your glove box.

Other items that should be included are mittens, extra hat, boots, a blanket, jumper cables and shovel. Remember, if you become stranded, never leave your vehicle and consider carrying a cell phone that can be used for emergency calls.

Street light out in your neighborhood? Contact City Hall

Your help in identifying street lights that are not working is very important, as we rely solely on your notification assistance. Once City staff is aware of a light out, we contact Xcel Energy immediately to help make sure the light is repaired in a reasonable amount of time. Xcel Energy Streetlighting Department strives to repair outages within two business days of notification that the light is out or not working properly. To report a City street light out, please contact City Hall at 439-4439.

If possible, have the following information available:

- Property address and/or nearest cross street to where the light pole is located.
- Whether the light is located on a corner, midblock, or in a cul-de-sac.
- The nature of the problem (i.e. light is out, light is blinking, light is broken).

City of Oak Park Heights receives prestigious City of Excellence Award

Each year, the League of Minnesota Cities recognizes cities who do outstanding work that promotes quality of life in Minnesota cities. This year, the City of Oak Park Heights received the award for the work it did to turn the former fly ash site by Club Tara into the beautiful Oak Park Crossing Park. The City worked with volunteers, local businesses, and residents to turn the vacant land into a useful space with trails, park pavilions, benches, a playground, and a new parking lot. The City received the award because of the community engagement method used to enhance the quality of life for its citizens.

Who's Who in City Government

The local government in the City of Oak Park Heights is made up of a City Council and a Mayor. The Mayor and four Councilmembers are elected to the Council by the residents of the City of Oak Park Heights. The Mayor and Councilmembers are elected at the general election held in November in even-numbered years. Officials are elected for a four-year term, but may be re-elected for any number of additional terms. The City Council meets the second and fourth Tuesdays of each month. The Council agenda is posted at City Hall and on the City's website. The public is welcome and invited to attend the meetings. Meetings are also broadcasted on local channel 16 and are posted to the City's website.

The Mayor and Councilmembers work closely with City staff and the City Administrator to ensure that the best interest of the citizens of Oak Park Heights always comes first. They strive to provide and promote a living environment with

quality public services and facilities while protecting and preserving the City's cultural, historical, and natural resources. The City Hall houses five departments: City Administration, Finance, Building, Public Works, and Police. The City contracts with other firms to provide legal services, planning services, engineering services, and forestry services. The City also contracts with Bayport Fire to provide fire services.

The City has developed the following core values: excellent and quality in the delivery of services; fiscal responsibility; ethics and integrity; treating citizens with respect as our customers; positive relations with the community; responsiveness; visionary leadership and planning.

Contact information for City Hall and the Mayor and Councilmembers can be found on the back of this newsletter.

Prepare for emergencies—building a basic home preparedness kit

The City has received some phone calls about what responses and resources might be available to residents in the event of a large-scale public emergency. There are numerous situations that could arise including responding to and managing for conditions as a result of severe weather. In these events, the City's primary goals are ensuring immediate public safety, protection from fires and restoring water and sewer services as quickly as possible.

Residents should be advised that the City of Oak Park Heights maintains an Emergency Preparedness Plan that will be implemented in the event the City experiences a storm. The City's Police and Public Works Departments, along with the Bayport Fire Department would immediately implement the strategies in the plan.

Downed power lines can be the most dangerous aspect of storm clean-up, and residents are requested to not make attempts to clear tress, limbs and braches that may be entangled in power lines. Generally, the electricity distributions system in the City as operated by Xcel Energy lie underground in most areas, however extreme caution should be taken until trees and limbs are first verified as safe for removal.

We have all been made aware of concerns about cyber-attacks on the "power grid", pandemic situations or other terrorist events, etc. These are situations where responses will be largely coordinated through County, State or Federal officials and would be plainly beyond the scope of the City to manage or address directly.

Despite this, what the City can offer at this time is that HOME PREPAREDNESS is always wise and would be beneficial in ANY of these circumstances large or small. Enclosed in this newsletter is some general information from FEMA (Federal Emergency Management Agency) about preparing for these events.

Taking a few simple steps now can make responding to and managing for emergencies easier for you and your family.

The City does have further information as well as County, State and Federal contact information should you have other questions. Please call 651-439-4439 and ask for Eric Johnson, City Administrator.

Two related website links can be found below that provide more information:

<https://www.ready.gov/publications>

<https://www.co.washington.mn.us/1104/Planning-and-Preparedness>

The City of Oak Park Heights is on Facebook!

Find and "Like" the City of Oak Park Heights on Facebook to receive up-to-date information on events, meetings, programs, and city news, including information on emergencies, utilities, road construction, and links to information from other agencies that affects our residents.



Preparing Makes Sense.

The likelihood that you and your family will survive a house fire depends as much on having a working smoke detector and an exit strategy, as on a well-trained fire department. The same is true for surviving a terrorist attack or other emergency. We must have the tools and plans in place to make it on our own, at least for a period of time, no matter where we are when disaster strikes. Just like having a working smoke detector, preparing for the unexpected makes sense.

Get ready now.

1 Get a Kit of Emergency Supplies.

Be prepared to improvise and use what you have on hand to make it on your own for **at least three days**, maybe longer. While there are many things that might make you more comfortable, think first about fresh water, food and clean air.

Consider two kits. In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.

You'll need a gallon of **water** per person per day for drinking and sanitation. Include in the kits a three day supply of **non-perishable foods** that are easy to store and prepare such as protein bars, dried fruit or canned foods. If you live in a cold weather climate, include **warm clothes** and a sleeping bag for each member of the family.

Some potential terrorist attacks could send tiny microscopic "junk" into the air. Many of these materials can only hurt you if they get into your body, so think about creating a barrier between yourself and any contamination. It's smart to have something for each member of the family that covers **their mouth and nose**, such as two to three layers of a cotton t-shirt, handkerchief or towel or **filter masks**, readily available in hardware stores. It is very important that the mask or other material fit your face snugly so that most of the air you breathe comes through the mask, not around it. Do whatever you can to make the best fit possible for children.

Also, include **duct tape** and **heavyweight garbage bags or plastic sheeting** that can be used to seal windows and doors if you need to create a barrier between yourself and any potential contamination outside.

2 Make a Plan

For What You Will Do in an Emergency.

Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and your loved ones.

Develop a Family Communications Plan. Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. **Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency.** It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members. Be sure each person knows the phone number and has coins or a prepaid phone card to call the emergency contact. You may have trouble getting through, or the phone system may be down altogether, but be patient.

Depending on your circumstances and the nature of the attack, the first important decision is whether you stay, put or get away. You should understand and plan for both possibilities. Use common sense and the information you are learning here to determine if there is immediate danger. **Watch television and listen to the radio for official instructions as they become available.**

Create a Plan to Shelter-in-Place. There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering-in-place and sealing the room can be a matter of survival. **If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room. Consider precutting plastic sheeting to seal windows, doors and air vents.** Each piece should be several inches larger than the space you want to cover so that you can duct tape it flat against the wall. Label each piece with the location of where it fits.

Use all available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place. Quickly bring your family and pets inside, lock doors, and close windows, air vents and fireplace dampers. Immediately turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents. Understand that sealing the room is a temporary measure to create a barrier between you and contaminated air. Watch TV, listen to the radio or check the Internet for instructions.

Create a Plan to Get Away. Plan in advance how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have

options in an emergency. If you have a car, keep at least a half tank of gas in it at all times. **Become familiar with alternate routes as well as other means of transportation** out of your area. If you do not have a car, plan how you will leave if you have to. **Take your emergency supply kit**, unless you have reason to believe it is contaminated and lock the door behind you. Take pets with you if you are told to evacuate; however, if you are going to a public shelter, keep in mind they may not be allowed inside. If you believe the air may be contaminated, dine with your windows and vents closed and keep the air conditioning and heater turned off. Listen to the radio for instructions.

Know Emergency Plans at School and Work. Think about the places where your family spend s time: school, work and other places your family frequents. **Talk to your children's schools and your employer about emergency plans.** Find out how they will communicate with families during an emergency. If you are an employer, be sure you have an emergency preparedness plan. Review and practice it with your employees. A community-working together during an emergency also makes sense. **Talk to your neighbors about how you can work together.**

3 Be Informed About What Might Happen.

Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family communications plan, are the same for both a natural or man-made emergency. However, there are significant differences among potential terrorist threats, such as biological, chemical, explosive, nuclear and radiological, which will impact the decisions you make and the actions you take. By beginning a process of learning about these specific threats, you are **preparing yourself** to react in an emergency. Go to www.ready.gov to learn more about potential terrorist threats and other emergencies or call 1-800-BE-READY (1-800-237-3239) for a free brochure.

Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. With these simple preparations, you can be ready for the unexpected. **Get ready now.**

4 Get Involved in Preparing Your Community.

After preparing yourself and your family for possible emergencies, take the next step and get involved in preparing your community. Join **Citizen Corps**, which actively involves citizens in making our communities and our nation safer, stronger and better prepared. We all have a role to play in keeping our hometowns secure from emergencies of all kinds. Citizen Corps works hard to help people prepare, train and volunteer in their communities. Go to www.citizencorps.gov for more information and to get involved.

Recommended Supplies to Include in a Basic Kit:

- Water** one gallon per person per day, for drinking and sanitation
- Food** at least a three-day supply of non-perishable food
- Battery-powered radio and extra batteries**
- Flashlight and extra batteries**
- First Aid kit**
- Whistle** to signal for help
- Filter mask** or cotton t-shirt, to help filter the air
- Moist towelettes** for sanitation
- Wrench or pliers** to turn off utilities
- Manual can opener** for food (if kit contains canned food)
- Plastic sheeting and duct tape** to shelter-in-place
- Garbage bags and plastic ties** for personal sanitation
- Unique family needs**, such as daily prescription medications, infant formula or diapers, and important family documents

This common sense framework is designed to launch a process of learning about citizen preparedness. For the most current information and recommendations, go online to <http://www.ready.gov>.

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Prepare for Emergencies Now: Information to Get Ready.



FEMA

Federal Emergency Management Agency
U.S. Department of Homeland Security
Washington, D.C. 20472



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GET INVOLVED IN LOCAL GOVERNMENT TWO EXCITING OPPORTUNITIES

Cable Commission Citizen Rep Vacancy

The Central St. Croix Valley Joint Cable Communications Commission is a joint powers entity representing the cities of Oak Park Heights, Bayport, and Stillwater, and the townships of Baytown and Stillwater. The cities each have one elected and one citizen representative that attend regular meetings. The commission meets every other month on the third Wednesday at 7:00 p.m. The commission is the franchising authority for cable television in our area. They are in charge of making sure that the franchise with the cable company is being followed and negotiating a new franchise, when appropriate. At meetings, the commission takes action on several issues such as approving budget expenditures, joining telecommunications organizations, keeping informed on legislative cable franchise issues, and handling complaints regarding cable services.

There is an opening for a citizen representative from the City of Oak Park Heights. If you are interested in this exciting opportunity, please contact City Hall at 651-439-4439.

Planning Commission Vacancy

The City of Oak Park Heights is seeking Oak Park Heights residents who are looking for an interesting and rewarding opportunity to participate in the development and governance of Oak Park Heights.

Applications are now being accepted to fill a vacancy (or vacancies) on the Planning Commission. Commission terms are three years, running from June to May. The Commission typically meets at 7:00 p.m., the 2nd or 3rd Thursday of each month, and periodically holds workshops or other special meetings.



The Planning Commission is comprised of five members, who are appointed by the City Council to serve on the Commissions in an advisory capacity. The Planning Commission serves as the City's planning agency and conducts public hearings on matters affecting zoning, subdivision and building regulations, land use development and comprehensive planning. Other matters are referred to the Planning Commission by the City Council from time to time.

For consideration, pick up an application packet at Oak Park Heights City Hall, 14168 Oak Park Blvd. N. or print one from the City's website: www.cityofoakparkheights.com.

Completed applications shall be accepted for consideration until 4:30 p.m., Friday, January 6, 2017. For additional information contact City Administrator, Eric Johnson at (651) 439-4439 or via Email at eajohnson@cityofoakparkheights.com.

City of Oak Park Heights

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Fax: 651-439-0574

Police non-emergency: 651-439-4723
Police Emergency: 911

Office Hours:
Monday through Friday
8:00 a.m. to 4:30 p.m.
excluding legal holidays

MAYOR

Mary McComber: 351-7879

COUNCILMEMBERS

Chuck Dougherty: 491-0419
Mike Liljegren: 351-2742
Mike Runk: 439-5458
Mark Swenson: 270-5385

CITY ADMINISTRATOR

Eric Johnson

Visit our Website!

www.cityofoakparkheights.com

*The Oak Park Heights
newsletter
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Comments are welcome.
651-439-4439*

City of Oak Park Heights

Winter 2016 Newsletter

LOOKING FOR YOUR STORIES AND MEMORIES FOR 2017 PARTY IN THE PARK

The year 2017 marks the 160th anniversary of the platting of Oak Park. The City of Oak Park heights is combining an anniversary celebration with its annual Party in the Park. Party in the Park is usually held on National Night Out, but in 2017, the City will be having this event on June 8 and will be encouraging neighborhoods to organize their own National Night Out events on August 1st in order to get to know their neighbors and promote public safety. If you would like an Oak Park Heights Police Officer to stop by your neighborhood event, please contact the Police Department at 651-439-4723 to request that.

For the Party in the Park/160th Anniversary Celebration, we are requesting residents to gather pictures, memories, and stories which depict the history of the City. We hope to display those at the event for others to see. If you have any mementos or memories to share, please contact City Clerk Jennifer Pinski by phone at 651-439-4439 or by e-mail at jpinski@cityofoakparkheights.com.