



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JUNE 5, 2017 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA*
 - a. Work Session City Council Meeting Minutes from May 15, 2017
 - b. Regular City Council Meeting Minutes from May 15, 2017
 - c. Annual Liquor, Cigarette, & Dance License Renewals
 - d. Lord Fletcher's Restaurant Special Event Permits – June 16th & June 25th
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
 - a. Back Channel Brewery – Taproom On-Sale & Growler Off-Sale Licenses
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
 - a. Ordinance 17-02: Sexual Predator Residency Restrictions
 - b. Resolution 17-10: Authorizing Summary Publication of Ordinance 17-02
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. 6-5-17 Claims for Payment
13. UPCOMING MEETINGS & TRAINING
 - a. June 7 – Police Commission – 8:00 AM
 - b. June 8 – LMCC – 7:00 PM
 - c. June 13 – Administration Committee – 12:00 PM
 - d. June 14 – Planning Commission with Comp Plan Committee to follow – 7:00 PM
 - e. June 14 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - f. June 19 – City Council Work Session – 6:00 PM
 - g. June 19 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. April PeopleService Report
 - b. Metropolitan Council Population & Household Numbers Estimate
15. ADJOURNMENT

* The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

** Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK
 WORK SESSION MINUTES
 MAY 15, 2017 – 6:00 PM
 SPRING PARK CITY HALL

CALL TO ORDER - The work session was called to order by Mayor Rockvam at 6:00 p.m.

Council Members Present: Jerry Rockvam, Mayor; Pamela Horton, Gary Hughes; Catherine Kane Palen, and Megan Pavot.

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; Nancy Jensen Back, City Attorney (arrived 6:03 p.m.); and Theresa Schyma, City Clerk.

1. GOAL SETTING SESSION SUMMARY – City Administrator Tolsma presented a summary of the April 24 City Council Goal Setting Session. The majority of the Council’s priorities fell into six broader categories (sidewalks & walkability, parks & recreation, infrastructure, community appearance, redevelopment, and public works evaluation). He discussed action steps and a draft timeline of priorities.

City Administrator Tolsma discussed a recent meeting with City Engineer Kuno and Hennepin County Public Works. The three main issues of discussion were sidewalks, a potential walking lane on Sunset Drive (County Road 51) and the draft schedule of overlay projects on county roads in Spring Park.

City Administrator Tolsma that the county currently has two overlay projects scheduled for 2019 – Sunset Drive and Shoreline Drive (County Road 15).

City Engineer Kuno added that the 2040 Hennepin County Bike Plan includes Sunset Drive.

Council Member Kane Palen stated that she understands the county isn’t overlaying Sunset Drive until 2019 but would like the road striped before that project since it is a safety issue.

Mayor Rockvam agreed with Council Member Kane Palen about making Sunset Drive safer and more walkable right now.

City Administrator Tolsma stated that the county was not opposed to the City’s ideas for improving walkability and safety on Sunset Drive.

City Administrator Tolsma stated that Hennepin County’s only focus with sidewalks is ramps and catch basins. In general, the City is responsible for sidewalks so staff is working on a plan and cost estimates to address the sidewalks that need the most immediate attention. He added that the county is willing to work with the City on retaining walls.

Council Member Hughes stated there is a 200 foot stretch of sidewalks that are in need of repair that should still be under warranty.

City Engineer Kuno stated that the contractor forgot to use a particular chemical on that 200 foot section and that the incorrect mixture has caused some issues. He added that staff will look into the warranty on that particular section.

City Administrator Tolsma discussed creating an ad-hoc committee of Council Members and Planning Commissioners to discuss redesigning the playgrounds at the City's two parks. He added that he met with a playground consultant in 2016 and the consultant stated that none of the playground equipment is currently compliant.

The City Council consensus was to have Council Members Hughes and Pavot represent the City Council on the committee so that the redesign project can move forward.

Mayor Rockvam asked for an update regarding the handicapped accessibility issues at the docks owned by 5th Street Ventures.

City Administrator Tolsma responded that City Building Official Qualle sent a letter to the property owner stating that action was required and he has received no response.

The City Council consensus was to move forward with action to condemn the property since the property owner is blatantly disregarding the City and ADA accessibility requirements while continuing to operate the facility and collect rent money.

Council Member Kane Palen requested an update on banners in front of commercial businesses.

City Administrator Tolsma responded that an inventory was completed last week and the commercial area on Sunset Drive to the post office is the main focus.

The City Council consensus was to add banners in front of all commercial businesses on Sunset Drive including Lord Fletcher's Old Lake Lodge.

2. SIDEWALK UPDATE & DISCUSSION – Council Member Hughes presented a PowerPoint with pictures of the current state of the City's sidewalks and the sections that need the most attention.

City Engineer Kuno discussed the recent evaluation of the City's sidewalks, meeting with Hennepin County Public Works staff, ADA accessibility requirements, and what projects would require upgrading the sidewalk ramps for ADA compliance. He added that the county will send somebody out this summer to evaluate catch basins that have settled and take care of any repairs that are necessary.

Mayor Rockvam suggested grinding down the hazardous sections now and encourage the county to upgrade the ramps with their proposed roadway work.

City Engineer Kuno stated he would put together cost estimates and options for sidewalk repairs and present them to the Council.

3. OUTDOOR STORAGE UPDATE – City Administrator Tolsma presented an update from the public hearing regarding outdoor storage and nuisance ordinances that occurred at the Planning Commission Meeting on May 10, 2017. He noted the participation from the community and that the Planning Commission decided to continue the hearing to their July 12 meeting. The Commission will reevaluate the proposed ordinances in June and make amendments prior to re-opening the public hearing in July.
4. ADJOURN - The work session was adjourned by unanimous consent at 7:02 p.m.

Date Approved: June 5, 2017

Theresa Schyma, City Clerk

Dan Tolsma, City Administrator



CITY OF SPRING PARK
CITY COUNCIL MINUTES
MAY 15, 2017 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:06 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Gary Hughes; Pamela Horton; Catherine Kane Palen; and Megan Pavot

Staff Present: Dan Tolsma, City Administrator; Nancy Jensen Back, City Attorney; and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

M/Hughes, S/Horton to adopt the meeting agenda.

Motion carried 5-0.

4. ADOPT CONSENT AGENDA

- a. Regular City Council Meeting Minutes from May 1, 2017
- b. Multiple Family Dock Licenses

Council Member Horton questioned the signage requirements and separation of parking, rest room facilities, and trash receptacle areas for dock renters.

City Administrator Tolsma responded that the Code does not specify that there needs to be additional or separate areas but simply that they need to be offered within a certain distance.

M/Pavot, S/Horton to adopt the Consent Agenda.

Motion carried 5-0.

5. PUBLIC FORUM - None.

6. PRESENTATIONS & GUEST SPEAKERS

- a. Vickie Schleuning – LMCD Executive Director

LMCD Executive Director Schleuning presented a PowerPoint with information on the services and activities of the LMCD. She further discussed the LMCD's 2017 Initiatives including recodification of the LMCD Code, increasing communication and public education, and collaborating with member cities to share information on important topics.

7. PUBLIC HEARINGS

a. MS4 Public Hearing – City Engineer Kuno discussed the City’s municipal separate storm sewer system (MS4) and the annual requirement to have a public hearing. He noted that the hearing is a chance for residents to ask questions and make comments regarding the City’s storm sewer system.

Mayor Rockvam opened the public hearing at 7:48 p.m.

Michael Mason, 3950 Del Otero Avenue, commented on the filtering process during construction activity on Shoreline Drive.

M/Hughes, S/Pavot to close the public hearing.

Motion carried 5-0.

8. PETITIONS, REQUESTS, & APPLICATIONS

a. Lord Fletcher’s Special Event Application – City Administrator Tolsma discussed the Special Event Application for May 27, 2017 at Lord Fletcher’s Old Lake Lodge. He further discussed the conditions for their existing 2017 live music permit.

Council Member Pavot stated that she would be recusing herself from the vote. Lord Fletcher’s manages other properties that one of Council Member Pavot’s bands performs at and doesn’t want there to be a conflict of interest.

M/Horton, S/Hughes to approve Lord Fletcher’s Special Event Application for May 27, 2017 with live music allowed from 3 – 8 p.m. as well as the same conditions for their existing live music permit.

Motion carried 4-0. (Pavot recused)

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

- a. Mayor & Council – None.
- b. City Staff – None.
- c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

- a. 5-15-17 Claims for Payment

Mayor Rockvam questioned the monthly maintenance fee for Ehlers.

City Administrator Tolsma responded that the City contracts with Ehlers to manage the City’s CD investments and there is a monthly management fee with that service. Since contracting with Ehlers a few years ago the City has received a much better return on the City’s investments.

Mayor Rockvram stated he would like to see a report with the average return on investments that compares numbers prior to and with Ehlers.

M/Horton, S/Kane Palen to approve all claims for payment.

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. May 24 – LMCD – 6:00 PM
- b. June 5 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. MFD April Report
- b. March Financial Report

15. ADJOURNMENT

M/Hughes, S/Pavot to adjourn the City Council Meeting at 8:02 p.m.

Motion carried 5-0.

Date Approved: June 5, 2017

Theresa Schyma, City Clerk

Dan Tolsma, City Administrator



STAFF MEMO

2017-2018 ANNUAL LIQUOR, CIGARETTE, &
DINNER DANCE RENEWAL LICENSES

1. **BACKGROUND:** Liquor, beer, wine, cigarette, and dinner dance licenses expire on June 30, 2017. All of the currently licensed businesses in the City were sent renewal information in April 2017. All renewal applications cover the period from July 1, 2017 to June 30, 2018. The City Code does not require a public hearing for renewals of these types of licenses. Annual license renewals can be approved as part of the Consent Agenda.
2. **DISCUSSION:** City staff received the following required materials for issuance of a license:
 -) Complete & signed renewal license applications
 -) Proof of liquor liability insurance (not required for Shoreline BP)
 -) Certificate of Compliance – Minnesota Workers’ Compensation Law
 -) All required license fees

Orono Police Chief Farniok has reviewed the application materials for the below named businesses. He did not see any basis for denial and submitted his signature for approval.

Tomsec, Inc. d/b/a Lord Fletcher’s, 3746 Sunset Drive

-) Liquor, beer, and wine - on, off, and Sunday sale
-) Dinner Dance

Mike’s Tonka Grill & BBQ, Inc., d/b/a Tonka Grill & BBQ, 4016 Shoreline Drive

-) Beer and wine – on sale

JDK Liquors, Inc. d/b/a MGM Wine & Spirits, 4659 Shoreline Drive

-) Liquor, beer, and wine – off sale
-) Cigarette

BANDLT Enterprises, Inc. d/b/a Shoreline BP, 4311 Shoreline Drive

-) Cigarette

3. **FINANCIAL CONSIDERATIONS:** All required licensing fees have been received.
4. **RECOMMENDATION:** Approve the 2017-2018 liquor, beer, wine, cigarette, and dinner dance renewal licenses for Lord Fletcher’s, Tonka Grill & BBQ, MGM Wine & Spirits, and Shoreline BP.



STAFF MEMO

LORD FLETCHER'S SPECIAL EVENTS

1. **BACKGROUND:** Lord Fletcher's Restaurant is requesting two special event permits. The first event is a fireworks show for a private event on Friday June 16th. The fireworks will be shot from a barge located on West Arm Bay (see map included with application). The show is expected to last approximately 15 minutes from 9:30 to 9:45pm. RES Pyrotechnics will have two licensed operators on site to conduct the display. This event also requires a permit from the Hennepin County Sheriff's Water Patrol, which would only be issued if the City approves of the event first.

The second event is a fundraising benefit for the University of Minnesota's Masonic Children's Hospital led by Minnesota Vikings player Kyle Rudolph. The event is scheduled for Sunday, June 25th and Lord Fletcher's is requesting permission to have additional live music from the hours of 1:00 to 2:30pm in addition to their existing permit which allows live music from 3:00 to 7:00pm for that day.

2. **DISCUSSION:** To date for this season there have been no complaints received by the City in regards to Lord Fletcher's summer music or special events. Additionally, both events have been reviewed and approved by the Orono Police Department and the Mound Fire Department.

CITY OF SPRING PARK
4349 WARREN AVENUE
SPRING PARK, MINNESOTA 55384
952-471-9051

APPLICATION FOR
SPECIAL EVENT PERMIT

Type of Permit

Permit Fee

Special Event

\$100.00

Name of Applicant RES Specialty Pyrotechnics, Inc.

Address 21595 286th Street, Belle Plaine, MN 56011

Telephone 952-873-3113

Responsible Party Erv Haman, cell 612.418.7280

(Please list here the name and telephone number of the contact person for the Event)

If applicable, submit a list of all persons and entities involved in the proposed Event, including organizers, promoters, financial underwriters, commercial sponsors, charitable agencies or organizations to be benefited by the Event, etc. Please include name, address and telephone number of each organization and the name of the contact person or responsible party.

List Attached List Not Applicable

Name and Description of Event: Fireworks display at Lord Fletchers for a VIP Private event, June 16, 2017 - approx. 9:30 PM

Address or Location of Event *(if a route is involved, please attach a map showing the start and finish of the Event, directional arrows and the proposed location of any tents, tables, water stations, portable toilets and other similar items)*

Lord Fletchers, 3746 Sunset Dr, Spring Park, MN 55384

Indoor Event Outdoor Event

Date(s) of Event June 16, 2017

Hours of Event approx 9:30-9:45 PM

Estimated Number of Persons Attending or Participating in the Event _____
(not to exceed the maximum number of persons which can legally and reasonably assemble at the Event location)

Plans for Sound Amplification and Sound Control *(include number and location of speakers - please attach site plan if applicable)* **PLEASE NOTE THAT THE EVENT MUST COMPLY WITH ALL CITY ORDINANCES REGARDING NOISE CONTROL.**

Plans for Parking and Traffic Control

Plans for Security and Safety (describe the proposed procedures for set-up; take-down; operation; first aid; crowd control - including the number of security guards, hours of availability and areas of deployment; lighting - if the Event is to occur at night; and any other proposed security and safety measures)

Plans for Vendors or Concessionaires (list all vendors and concessionaires proposed to participate in the Event and their locations and describe the business or service to be provided)

Plans for Food and Beverages (describe the types of food and beverages to be served, locations, and procedures for trash collection and disposal)
PLEASE NOTE THAT A SEPARATE LICENSE IS REQUIRED FOR THE SALE AND/OR SERVICE OF ALCOHOLIC BEVERAGES.

Plans for Sanitation and Trash Collection (describe plans for site clean-up and for trash collection and disposal, including the number and type of trash/recycling receptacles and their locations; list the person(s) responsible for clean-up for the Event; and list the number and locations of any portable toilets to be used for the Event)

Request for Use of City Services/Equipment *(describe any City services or equipment requested for the Event such as cones, barricades, signs, etc.)*

Insurance *(please attach a copy of either an insurance policy or a certificate of insurance for the Event which lists the City as an additional insured and which includes the policy number and amount of insurance coverage)*

PLEASE NOTE THAT ADDITIONAL PERMITS OR LICENSES MAY BE REQUIRED BY THE CITY, STATE, COUNTY OR OTHER AGENCIES FOR YOUR EVENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DETERMINE WHICH LICENSES AND PERMITS ARE REQUIRED FOR THE PROPOSED EVENT AND TO OBTAIN SUCH LICENSES AND PERMITS IN ADVANCE OF THE EVENT.

The applicant agrees to defend, indemnify, and hold harmless the City, its Council members, employees, officers, contractors and agents from and against any and all liability, claims, damages, costs, judgments and expenses, including attorneys fees, resulting directly or indirectly from any act or omission arising out of caused by or related to the conduct of the activities authorized by the permit.

The applicant agrees to comply with all applicable codes, ordinances, rules, and regulations of the City of Spring Park with respect to the Event, including, but not limited to, all codes, ordinances, rules and regulations governing alcohol, noise, nuisance, building occupancy, public safety, and fire safety.

The undersigned represents and warrants that the undersigned is authorized to represent, act on behalf of and bind the applicant.

The applicant states that the information contained in this application is true, correct and complete. If any information contained in this application is found to be false or to constitute a substantial misrepresentation of the Event, the application will be denied and/or the permit revoked.

Applicant: RES Specialty Pyrotechnics, Inc.

Date: May 22, 2017

Printed name: Camille Coman

Signature (and title):  (Office Manager)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MCGRIFF, SEIBELS & WILLIAMS, INC.
P.O. Box 10265
Birmingham, AL 35202

CONTACT NAME:	
PHONE (A/C, No, Ext): 800-476-2211	FAX (A/C, No):
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE	
INSURER A : James River Insurance Company	NAIC # 12203
INSURER B : National Liability & Fire Insurance Company	20052
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
R E S Specialty Pyrotechnics
21595 286th Street
Belle Plaine, MN 56011

COVERAGES

CERTIFICATE NUMBER: WFTCTJ3L

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	WVD					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			00376888	04/01/2017	04/01/2018	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ EXCLUDED
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> OTHER:			73APS071669	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			000376908	04/01/2017	04/01/2018	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Display Date: June 16, 2017

Location: Floating barge on Lake Minnetonka at Lord Fletcher's, 3746 Sunset Drive, Spring Park, MN 55384
City of Spring Park, MN; Hennepin County, MN; Justin Netzing, aka Justice of Dragons; Lord Fletcher's
Above listed is/are included as Additional Insured respects to the General Liability policy as required by written contract.
Certificate Holder is Additional Insured under General Liability as required by written contract.

CERTIFICATE HOLDER

Lord Fletcher's
3746 Sunset Drive
Spring Park, MN 55384

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lord Fletcher's Private Event June 16, 2017

Lead Operator

Adam Guthrie License # B-0450

Assistants

Jerrod Christy License # B-0929

List of Materials

(170) 3" shells

(18) multishot cakes

**Lord Fletchers
June 16, 2017**

**Maximum Shell Size: 3"
NFPA 1123 Fallout Zone Radius: 210 ft**



CITY OF SPRING PARK
4349 WARREN AVENUE
SPRING PARK, MINNESOTA 55384
952-471-9051

JUN - 1 REC'D

**APPLICATION FOR
SPECIAL EVENT PERMIT**

Type of Permit

Permit Fee

Special Event..... \$100.00

Name of Applicant LORD Fletchers

Address 3746 SUNSET DR.

Telephone 952-471-8513

Responsible Party TOM EMER

(Please list here the name and telephone number of the contact person for the Event)

If applicable, submit a list of all persons and entities involved in the proposed Event, including organizers, promoters, financial underwriters, commercial sponsors, charitable agencies or organizations to be benefited by the Event, etc. Please include name, address and telephone number of each organization and the name of the contact person or responsible party.

List Attached List Not Applicable

Name and Description of Event

Kyle Rudolph of the Minnesota Vikings
WANTS TO DO A CHILDRENS FUNDRAISER
AT LORD Fletchers. He is Requesting A
BAND TO play FROM 1pm - 2:30 pm
with SAME SOUND levels AS in our permit
FOR Summer Music. We would then play
our Regular BAND FROM 3-7pm THAT
Day.

Plans for Security and Safety (describe the proposed procedures for set-up; take-down; operation; first aid; crowd control - including the number of security guards, hours of availability and areas of deployment; lighting - if the Event is to occur at night; and any other proposed security and safety measures)

OUR Security STAFF

Plans for Vendors or Concessionaires (list all vendors and concessionaires proposed to participate in the Event and their locations and describe the business or service to be provided)

N/A

Plans for Food and Beverages (describe the types of food and beverages to be served, locations, and procedures for trash collection and disposal)
PLEASE NOTE THAT A SEPARATE LICENSE IS REQUIRED FOR THE SALE AND/OR SERVICE OF ALCOHOLIC BEVERAGES.

N/A

Plans for Sanitation and Trash Collection (describe plans for site clean-up and for trash collection and disposal, including the number and type of trash/recycling receptacles and their locations; list the person(s) responsible for clean-up for the Event; and list the number and locations of any portable toilets to be used for the Event)

N/A

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Kyle Rudolph's End Zone

[\(/civicrm/pcp/info?snippet=2\)](/civicrm/pcp/info?snippet=2)

Benefits: Kyle Rudolph's End Zone



Goal \$ 50,000.00

\$ 14,135.00 raised

[Give Now](https://crowdfund.umn.edu/civicrm/contribute/transact?id=5&bcplid=553&reset=1) (https://crowdfund.umn.edu/civicrm/contribute/transact?id=5&bcplid=553&reset=1)

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Kyle Rudolph has been committed to University of Minnesota Masonic Children's Hospital since being drafted by the Minnesota Vikings in 2011. Whether he is visiting patients at their bedside, signing autographs for families, sponsoring movie nights in the Wilf Family Auditorium, or hosting fundraising events like an NFL Draft Party, Kyle's dedication to Masonic Children's Hospital is a true inspiration.

He has now committed to a new initiative to build a state-of-the-art 2,500 sq ft. patient family centered space at Masonic Children's Hospital. With a lead gift made by Kyle and Jordan Rudolph, they are "moving the chains" and looking to partner with the community to rally around the creation of **Kyle Rudolph's End Zone**.

Children and teens need a space for laughter and play. A place to hang out and be themselves. This is especially true while they are facing health challenges. **Kyle Rudolph's End Zone** was designed to help children and teenagers find a place to play, relax, engage in healing therapies, and socialize with other kids who know what it's like to spend time in the hospital. **Kyle Rudolph's End Zone** will be staffed by Child Family Life specialists, trained in helping patients and families navigate the emotional, mental and physical demands during their stay at University of Minnesota Masonic Children's Hospital. No adults allowed -- unless they are ready to play!

Please consider joining the team and making a gift to support **Kyle Rudolph's End Zone**. Together, we can give kids more days to play, nights to dream, and more time to just be kids!

Help spread the word

Please help us and let your friends, colleagues and followers know about our page:

Tweet

Share 0

Like

Be the first of your friends to like this.



STAFF MEMO

PUBLIC HEARING FOR BACK CHANNEL
BREWERY - NEW TAPROOM ON-SALE
AND GROWLER OFF-SALE LICENSE

1. **BACKGROUND:** The Spring Park City Code was amended on October 17, 2016 to allow brewery/taprooms to operate in the City. On December 19, 2016 the owners of Back Channel Brewing Co. were granted a conditional use permit to allow for a brewery/taproom at 4787 Shoreline Drive. This public hearing is regarding the issuance of new taproom on-sale and growler off-sale licenses.

The City Code requires a public hearing to be conducted prior to the issuance of a new taproom license. Notice of the public hearing must be published at least 14 days prior to the public hearing. If the City were to wait to conduct the public hearing process for Back Channel Brewing Co. until the State issues a Brewer's License then the opening day of the business would be impacted by a minimum of one month at the height of summer activity.

2. **DISCUSSION:** City staff consulted with licensing specialists at the Minnesota Department of Public Safety's Alcohol and Gambling Enforcement Division. The MN AGED stated that the City can complete the public hearing process prior to issuance of the State Brewer's License.
 - 1) The MN AGED will hold all licensing paperwork received from the City until the State completes all required investigations and inspections.
 - 2) After State approval, the City will receive and hold the licenses until the brewery owners have met all requirements listed in their Conditional Use Permit (Resolution No. 16-22) and obtained a Certificate of Occupancy from the City Building Official.
 - 3) The brewery owners will receive their new taproom on-sale and growler off-sale licenses which will allow them to open for business.

City staff has been working with the owners of the brewery to ensure that everything is being done according to Code. Conducting the public hearing process in this manner will simply help the business be able to open the doors once everything has been inspected and approved instead of delaying the process further.

The new licenses would cover the period from July 1, 2017 to June 30, 2018. City staff received the following required materials for issuance of a license:

-) Complete & signed license application
-) Proof of liquor liability insurance
-) Certificate of Compliance – Minnesota Workers' Compensation Law
-) All required license fees

Orono Police Chief Farniok has reviewed the application materials and completed the background investigation. He did not see any basis for denial and submitted his signature for approval.

The notice of public hearing was published in The Laker on May 20, 2017.

3. FINANCIAL CONSIDERATIONS: All required licensing fees have been received.
4. RECOMMENDATION: Conduct and close the public hearing and by motion approve the issuance of new taproom on-sale and growler off-sale licenses for Back Channel Brewery, 4787 Shoreline Drive, contingent upon the brewery owners meeting all requirements listed in their Conditional Use Permit (Resolution No. 16-22) and obtaining a Certificate of Occupancy from the City Building Official prior to receiving their licenses.

RESOLUTION NO. 16-22

**CITY OF SPRING PARK
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ADOPTING A CONDITIONAL USE PERMIT FOR A BREWERY
TAPROOM
LOCATED AT 4787 SUNSET DRIVE
WITHIN THE CITY OF SPRING PARK**

WHEREAS, Back Channel Brewing has applied for a conditional use permit at their property located at 4787 Sunset Drive with parcel number 181-172-3330048 in the City of Spring Park; and

WHEREAS, City Staff has reviewed submitted plans and prepared a planning report dated December 8, 2016; and

WHEREAS, the Planning Commission of the City of Spring Park met and held a public hearing on December 14, 2016 to consider the application materials, the December 8, 2016 planning report, applicant presentation, and public testimony; and

WHEREAS, the Planning Commission of Spring Park upon closing the public hearing on December 14, 2016 and voted to approve the conditional use permit for a brewery / taproom by a vote of 4 to 0 based on the findings and conditions of the NAC planning report dated December 8, 2016; and

WHEREAS, the City Council of the City of Spring Park met on December 19, 2016 to consider the conditional use permit application; and

WHEREAS, the City Council of the City of Spring Park agrees with the findings and conditions of the NAC report dated December 8, 2016, as amended by the Planning Commission

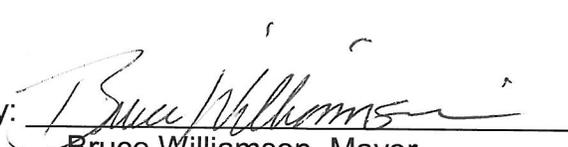
NOW, THEREFORE BE IT RESOLVED that the City Council of Spring Park, Minnesota hereby approves the conditional use permit for a brewery / taproom subject to the following decision:

1. The applicant shall obtain and provide evidence of the following licenses prior to occupancy of the site. Any site or building plan improvements prior to receipt of these licenses is at the applicants:
 - a. Brewer's License from the State of Minnesota
 - b. Taproom license from the City of Spring Park
 - c. Growler Sales and License from the City of Spring Park
2. The applicant shall comply with the production, consumption, and sales limits of the Spring Park Zoning Code.
3. The west side of the building shall be signed "loading zone no parking".
4. Applicant shall provide a description of the brewing equipment and process and means for controlling odor.

5. Applicant shall verify that the size of the trash enclosure is large enough to meet the businesses trash and recycling needs. No trash or recycling equipment shall be stored outside the trash enclosure.
6. Applicant shall provide a description and schedule for the repair of the existing parking lot.
7. A detail of the outdoor area shall be provided that addresses following items:
 - a. The expansion of the concrete sidewalk south of the building to provide a uniform floor level and surfacing.
 - b. Identification the preferred fence and submission of a gate detail and gate latch.
 - c. Demonstration of the minimum 36-inch clear aisle between the tables and chairs. Provide a 36-inch aisle between the table and fence to allow movement around the table. All area must be disability accessible.
 - d. Any umbrellas or other shade devices in the outdoor are must provide a minimum of a 7-foot vertical clearance.
8. Applicant shall provide a single building elevation that specifies the exterior wall treatments.
9. The Monument sign is approved subject to the application and issuance of a sign permit and the applicants shall confirm that the proposed sign lighting is stationary and cannot be rotated or directed away from the sign.
10. Subject to the comments of the City Engineer.
11. Applicant shall secure a building permit for all building renovations and be subject to the comments of the City Building Official.
12. Staff meet with the applicant to provide a detailed Landscape Plan for the Shoreline Drive area.
13. Applicant provides details that show the elevation of the fence and outdoor seating area.

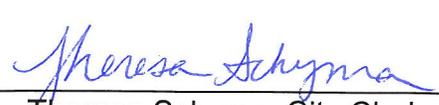
ADOPTED by the City Council of the City of Spring Park this 19th day of December, 2016.

CITY OF SPRING PARK

By: 

Bruce Williamson, Mayor

ATTEST:

By: 

Theresa Schyma, City Clerk



STAFF MEMO

ORDINANCE REGARDING SEXUAL
PREDATOR RESIDENCY RESTRICTIONS &
RESOLUTION FOR SUMMARY PUBLICATION

1. **BACKGROUND:** In March of 2017, Police Chief Farniok approached all cities that contract with Orono for police services to determine if there was interest in adopting residency restrictions for sexual predators.

The City Council discussed sexual predator residency restrictions at the March 20 and April 17, 2017 Spring Park City Council Work Sessions. The City Council consensus was to proceed with having the City Attorney prepare an ordinance after staff consulted with Police Chief Farniok about the options available in regards to the distance restriction.

2. **DISCUSSION:** City Attorney Jensen Beck has researched the reasonableness of the distance restriction options available to a city with a smaller land area like Spring Park. Her conclusion is that 1,000 feet is the highest reasonable distance that should be considered for a couple of reasons. A larger distance requirement would:
 - 1) Cover the entire City and basically restrict residency in Spring Park; and
 - 2) Have the potential for sexual predators to be concentrated in one area of the community.

A resolution for summary publication is also being considered. The verbatim text of ordinance amendments can be burdensome, unnecessary, and expensive for publication. Publishing the title and a summary of the ordinance will clearly inform the public of the intent and effect of the ordinance. The summary of the ordinance was prepared according to Minnesota Statue 331A.01, Subd. 10.

3. **RECOMMENDATION:** Approve Ordinance No. 17-02 amending Chapter 22 of the Spring Park City Code regarding sexual predator residency restrictions and to approve Resolution No. 17-10 authorizing summary publication of the ordinance.

ORDINANCE NO. 17 -02

**CITY OF SPRING PARK
HENNEPIN COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 22 OF THE SPRING PARK CITY CODE
BY RE-NUMBERING ARTICLE IV - CONTROLLED SUBSTANCES – TO ARTICLE V
AND BY CREATING A NEW ARTICLE IV - SEXUAL PREDATOR RESIDENCY
RESTRICTIONS**

THE CITY COUNCIL OF THE CITY OF SPRING PARK, MINNESOTA ORDAINS AS FOLLOWS:

SECTION 1. Chapter 22 of the Spring Park City Code is hereby amended by re-numbering Article IV – Controlled Substances as Article V – Controlled Substances.

SECTION 2. Chapter 22 of the Spring Park City Code is hereby further amended by adding a new Article IV which reads as follows:

ARTICLE V. SEXUAL PREDATOR RESIDENCY RESTRICTIONS

Sec. 22-70 - Findings and Intent.

(a) Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Studies have shown that sexual offenders are likely to use physical violence and to repeat their offenses. and many sexual offenders commit numerous offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. This makes the cost of sexual offender victimization to society at large, while incalculable, clearly exceedingly high.

(b) It is the intent of this Article to serve the city's compelling interest to promote, protect and improve the health, safety and welfare of its citizens by establishing areas around locations where children regularly congregate in concentrated numbers, wherein certain sexual predators are prohibited from establishing temporary or permanent residence.

Sec. 22-71 - Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

Day Care Center – A facility licensed by the State of Minnesota in which care, supervision and training for individuals under the age of 18 is provided for part of a 24-hour period.

Designated Offender – Any person who has been categorized as a Level III predatory offender under Minnesota Statutes Section 244.052, a successor statute, or a similar statute from another state.

Park or Playground – Any land, including improvements, but excluding trails and sidewalks, operated by the city, county, or the Three Rivers Park District for the use by the general public as a recreational area.

Permanent Residence – A place where a person abides, lodges or resides for 14 or more consecutive days.

School – Any public or non-public educational institution that offers educational instruction to individuals under the age of 18.

Temporary Residence – A place, other than a person’s permanent residence, where a person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year or four or more consecutive or non-consecutive days during any month.

Sec. 70-279. - Residency Prohibition; Penalties; Exception.

(a) *Residency Prohibition.*

- (1) It is unlawful for any designated offender to establish a permanent residence or temporary residence within 1,000 feet of any school, day care center, park or playground.
- (2) For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence of the designated offender to the nearest outer property line of a school, day care center, park or playground.

(b) *Penalties.* A person who violates this section shall be punished by a fine not exceeding \$1,000, or by confinement for a term not exceeding 90 days, or by both such fine and confinement. Each day a person maintains a residence in violation of this Article constitutes a separate violation.

(c) *Exceptions.* A designated offender residing within a prohibited area as described in Subsection (a) does not commit a violation of this Section if any of the following apply:

- (1) The designated offender established the permanent residence or temporary residence and reported and registered the residence pursuant to M.S. § 243.166, § 243.167, or successor statute, prior to the effective date of this Section.
- (2) The designated offender was a minor when he or she committed the offense and was not convicted as an adult.
- (3) The designated offender is a minor.

- (4) The school, day care center, park or playground within 1,000 feet of the designated offender's permanent residence or temporary residence was designated or opened after the designated offender established the permanent residence or temporary residence and reported and registered the residence pursuant to M.S. § 243.166 or § 243.167, or successor statute.
- (5) The residence is also the primary residence of the designated offender's parents, grandparents, siblings, spouse or adult children.
- (6) The residence is a property owned by the Minnesota Department of Corrections.

SECTION 3. This Ordinance is effective immediately upon adoption and publication, whether published in full or in summary form.

ADOPTED by the Spring Park City Council on this 5th day of June, 2017.

CITY OF SPRING PARK

Jerome P. Rockvam, Mayor

ATTEST:

Theresa Schyma, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 17-10

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
AMENDING CHAPTER 22 OF THE SPRING PARK CITY CODE REGARDING
SEXUAL PREDATOR RESIDENCY RESTRICTIONS**

WHEREAS, on June 5, 2017 the Spring Park City Council adopted Ordinance No. 17-02 amending Chapter 22 of the Spring Park City Code regarding sexual predator residency restrictions; and

WHEREAS, the Spring Park City Council has determined that the publication of the title and a summary of Ordinance No. 17-02 would clearly inform the public of the intent and effect of the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED, that the Spring Park City Council authorizes that the following summary is hereby approved for official publication:

**SUMMARY PUBLICATION
ORDINANCE NO. 17-02**

**AN ORDINANCE AMENDING CHAPTER 22 OF THE SPRING PARK CITY CODE
REGARDING SEXUAL PREDATOR RESIDENCY RESTRICTIONS**

This summary of the ordinance is published pursuant to Minnesota Statute 331A.01, Subd. 10.

On June 5, 2017 the Spring Park City Council adopted Ordinance No. 17-02 amending Chapter 22 of the Spring Park City Code regarding sexual predator residency restrictions.

This ordinance causes it to be unlawful for any designated offender to establish a permanent residence or temporary residence within 1,000 feet of any school, day care center, park or playground.

Copies of the ordinance are available for public inspection in the City Clerk's office during normal business hours or upon request by calling Spring Park City Hall at 952-471-9051.

ADOPTED by the City Council of the City of Spring Park this 5th day of June 2017.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk



Date: May 16, 2017

To: City of Spring Park

From: Dallas Roggeman, Operator

O & M Report: April 2017

Spring Park Operations and Maintenance

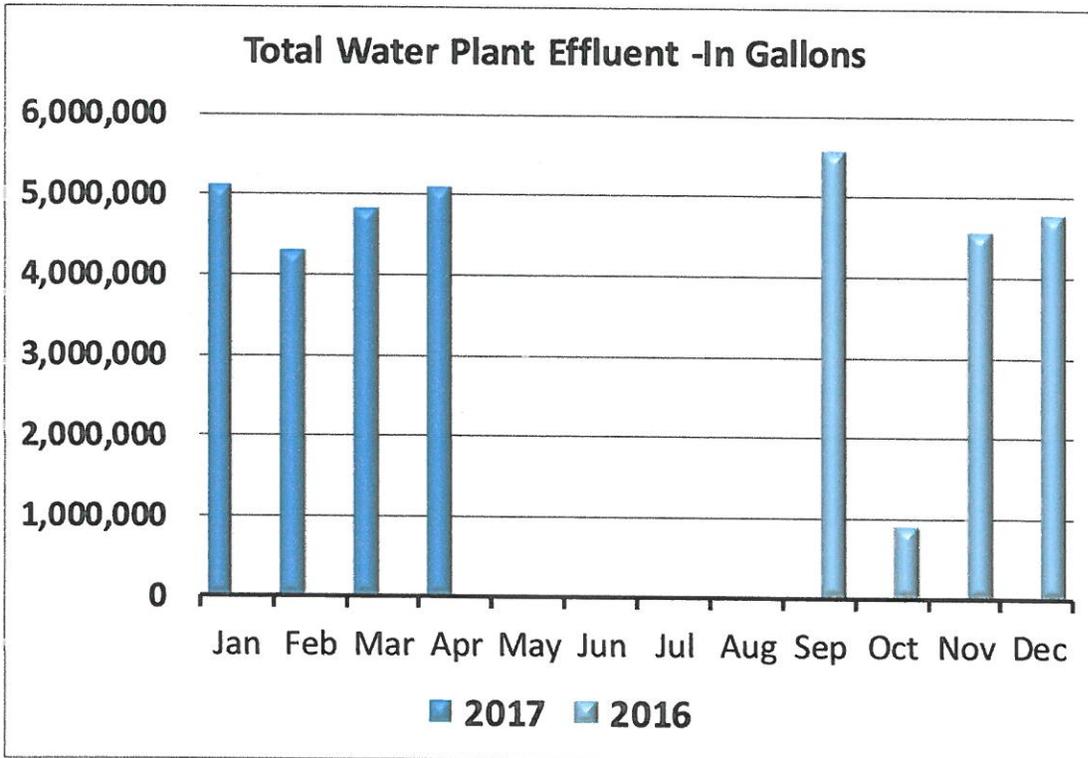
- Attended a DNR water supply plan workshop in Edina. This workshop's focus was on limiting water usage and waste. The water supply plan that each community needs to update every 5 years was also a main topic. Our current plan expires October 15th, 2018 and will need to be updated prior to that.
- Performed quarterly meter reads. There were a few new meter issues as there always is, but also a few that are no longer issues. I will be working to limit this number as much as possible.
- Worked with Temaca on getting the sprinkler systems up and running. We found a few issues here that will need to be resolved and are working towards that.
- Completed the utility rate survey that was sent to the office.
- Worked with Care Free Services to have our spring street sweeping done. Previously we were working with Pearson Brothers on this but they were not willing to take the debris which we do not have room for and needs to be dumped at an approved site. Care Free Services was willing to haul it away and stay in a comparable price range. I was satisfied with the quality of work they did also so it worked out good.
- After many conversations, I met with John Wood the property manager of 5th Street Venture and viewed the condition of their private sewer mains. They have some troublesome areas that I wanted him to be aware of and recommended they do some slip lining and could get a good price if they contract the work while the City is having work done. I am still waiting to hear back on that.
- Compiled and furnished water reporting data for the past 13 years to the DNR and EPA. This was mostly for the issues with the TCE.
- Worked with North Country Lawns on getting all the city lawns dethatched, along with debris and leaf removal.
- Met with Dan Larson of Wenk Associates to learn about the ground water pumping station they have near the trail behind the 5th street ventures area. What I learned is that they have 2 carbon filters (run 1 at a time) that treat roughly 25 gallons per minute

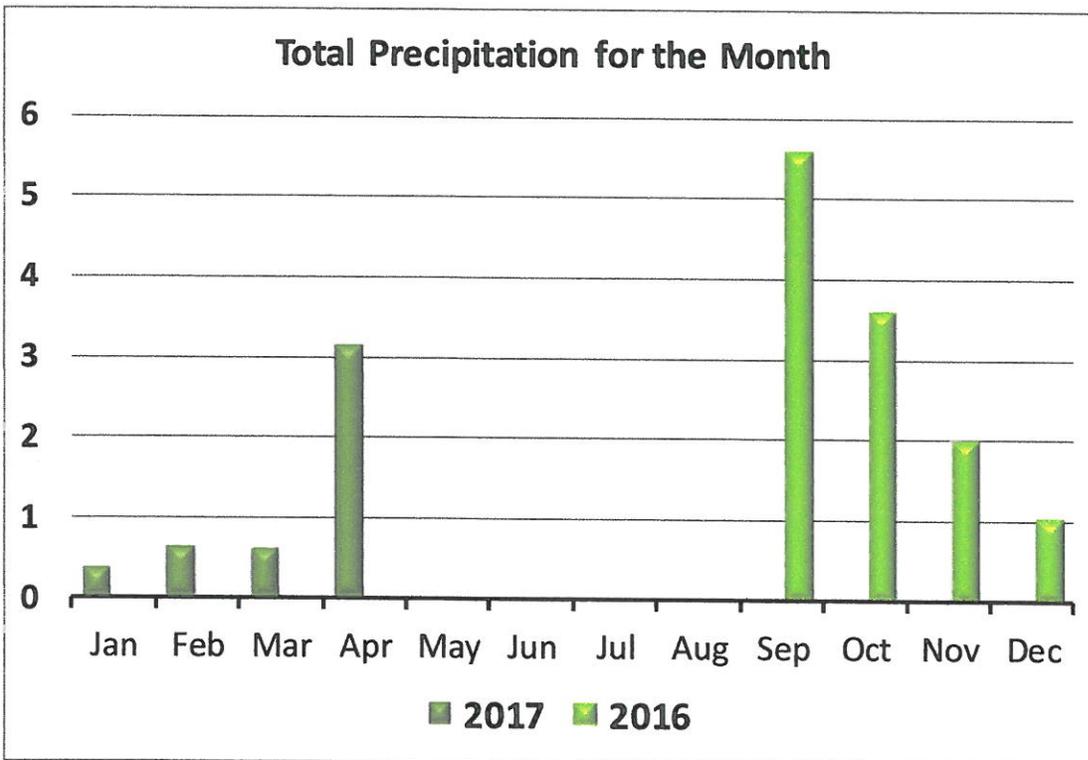
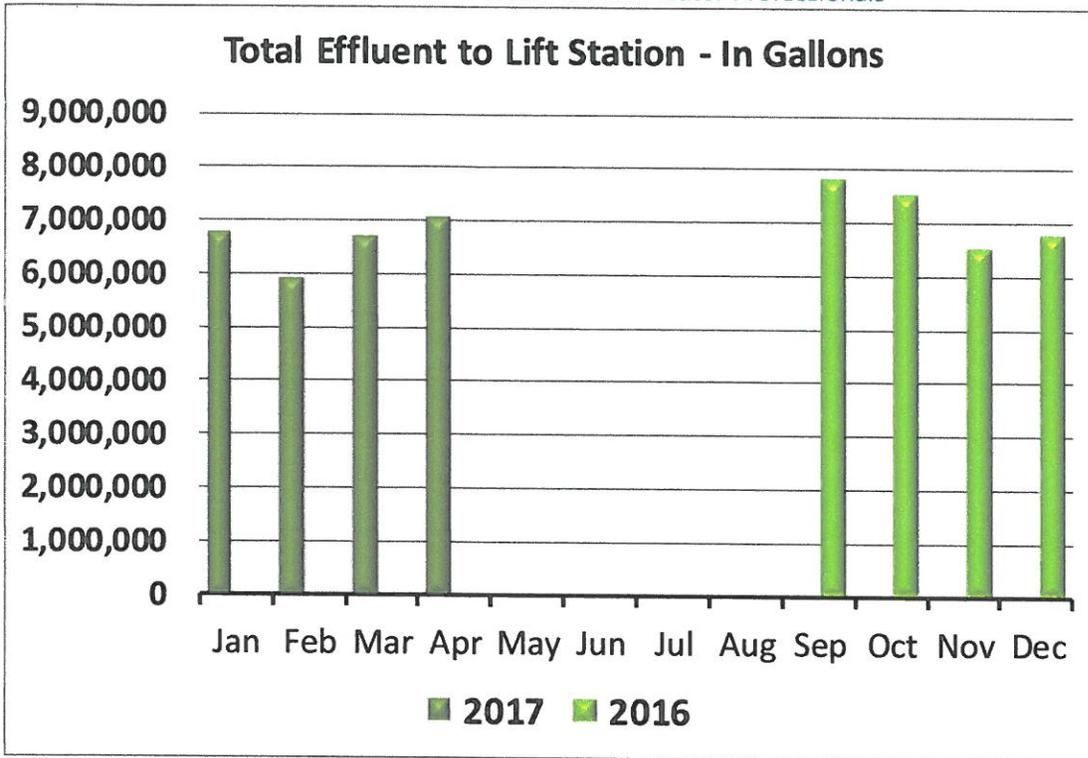


nonstop (it was previously 7 months a year but now have methods to treat all year long) to remove TCE from the ground water. This water is then sent to the lake roughly 350 (was 150) feet away. This station at its time of build was in the "hot zone" for TCE. They are now considering expanding by adding 2 more wells and treating 75gpm and have even considered some type of air stripper like we just installed at the water treatment facility. If they do expand they may need to backwash some water to our sewer system, but it would be very minimal. They started treating water in 2004 and have noticed a significant drop in the level of ground water location in the area. When they initially started treating the water, the TCE was around 2000 parts, now is around 700. They have also considered pumping in the lake below the lake level where there is also high TCE levels. I will keep you posted as I hear more.

- On Friday April 14th, road restrictions came off and all signs were removed.
- Along with Power System Services, replaced the seals on the water pump at lift station #6. I noticed it was leaking coolant after its last exercise cycle.
- As you are aware, the water treatment plant is up and running on the new system. With some final programming with quality control and the cleaners coming in to remove the construction dust particles we were ready for our tour with the Spring Park City Council and the MPCA. The MPCA was very pleased with our system and the tour, they posted a few pictures and comments on the MPCA twitter page. We still have a few minor things to finish up on the project but nothing that will prevent us from running the new system.
- Attended the City Council goal setting meeting. This meeting was very helpful in understanding what everyone's priorities are. It is my hope that we can work together and resolve any issues before they become a major concern. It may be helpful if we could prioritize the list starting with what we feel is the most important and start chipping away in that order. I am open to any suggestions you may have or if you see something around town that I may not have don't hesitate to reach out to me at any time. Cell # 320-305-0748 and Email: droggeman@peopleservice.com.
- For a second time, we had an intern from the St. Cloud Technical College Water Environmental Program come visit our facility to view the new air stripper. It is something different for the students to see as they are a bit uncommon but starting to populate more and more in the industry.
- Monitoring and adjusting the levels of Poly Phosphate we are feeding as part of the new system at the water treatment facility. The Poly helps prevent deposit build in the holes of the trays in the air stripper. As corrosion starts to build up in/on these holes the pressure will increase to an inoperable level over time. When this occurs, the trays will need to be removed and pressure washed. The Poly is a pretty expensive chemical so it is important to find a fine line for best results while keeping spending costs down. I will continue to monitor this closely.

- Took our first TCE sample on the new system with Brian Noma of the Minnesota Department of Health. I will let you know the results when I receive them. The air stripper is designed to move roughly 99% of the TCE.
- Worked with Modern Roadways on getting the patch work done on Warren Ave. We will be having this street seal coated also later this summer.
- Presented Dan with bids for repairing the tennis courts, and adding pickle ball lines.
- Other Miscellaneous tasks include: replace street signs as needed, monitor Lord Fletchers grease trap and lift station cleaning, lower and raise the American flags as required, add softener salt at city hall, complete water and sewer locates as needed, complete water shut offs and turn ons as needed, get bids for miscellaneous projects, completed the monthly fluoride report and sent to the state, took (2) monthly bacteria water samples, conducted field tests on the water weekly, monitored lift stations, completed monthly work orders and maintenance on all equipment, daily rounds/logs at the WTP, attend staff meetings, clean as needed.





Water	Units	April-17	March-17	April-16
Average Daily Pumped	gallons	169,820	155,494	0
Maximum Daily Pumped	gallons	217,000	211,000	0
Total Monthly Pumped	gallons	5,094,600	4,820,300	0
Well #1 Pumped	gallons	916,700	25,000	0
Well #1 Average Pumped	gallons	30,557	806	0
Well #2 Pumped	gallons	1,474,600	38,000	0
Well #2 Average Pumped	gallons	49,153	1,226	0
Well #3 Pumped	gallons	2,717,900	4,777,900	0
Well #3 Average Pumped	gallons	90,597	154,126	0
Fluoride used	gallons	10.4	9.4	0.0
Fluoride Average used	gallons	0.3	0.3	0.0
Poly Phosphate used	pounds	46.4	0.0	0.0
Poly Phosphate Average used	pounds	1.5	0.0	0.0
Chlorine used	lbs	120	129	0
Chlorine Average used	lbs	4	4	0
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	267,590	232,020	0
Average Daily Pumped Wastewater	gallons	236,420	216,770	0
Lift Station Effluent to Met Council	gallons	7,092,640	6,719,830	0
Precipitation	inches	3.15	0.60	0.00

Completed Work Order General Report

WO# 24184.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 4/3/2017 Printed Scheduled 4/1/2017 Delinquent 5/1/2017 Completed 4/11/2017
Equipment	5308-EXT	Fire Extinguishers		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	Inspect, tip upside down bang with rubber hammer, check to see if charged.			
Notes	Tools Required: rubber hammer, pen two new extinguishers in the new portion of the WTP			

WO# 24185.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 4/3/2017 Printed Scheduled 4/1/2017 Delinquent 5/1/2017 Completed 4/10/2017
Equipment	5308-GEN	Generators		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators #1, 2, 3, 5 run automatically weekly, the WTP, #6 (runs the 1st Wednesday of every month) and the portable needs to be run manually.			
Notes	the generator at LS #6 is leaking coolant when it runs			

WO# 24186.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 4/3/2017 Printed Scheduled 4/1/2017 Delinquent 5/1/2017 Completed 4/10/2017
Equipment	5308-LS-1	Lift Station #1		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 			
Notes	all floats were clean amp draws Pump #1 5.7, 6.1, 5.9 #2 5.5, 5.6, 6.2			

WO# 24187.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 4/3/2017 Printed Scheduled 4/1/2017 Delinquent 5/1/2017 Completed 4/10/2017
Equipment	5308-LS-2	Lift Station #2		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 			
Notes	all floats were clean amp draws Pump #2 5.8, 5.6, 5.6 Pump #2 5.8, 5.8, 5.8			

WO#	24188.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	5308-LS-3	Lift Station #3							Printed
Location	5308-Spring Park								Scheduled 4/1/2017
Task	MPM Monthly Preventative Maintenance							Delinquent 5/1/2017	
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 								
Notes	all floats were clean amp draws Pump #1 6.5, 6.3, 6.6 Pump #2 6.4, 6.2, 6.3								

WO#	24189.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	5308-LS-4	Lift Station #4							Printed
Location	5308-Spring Park								Scheduled 4/1/2017
Task	MPM Monthly Preventative Maintenance							Delinquent 5/1/2017	
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 								
Notes	all floats were clean amp draws Pump #1 8.2, 7.4, 7.8 Pump #2 12.5, 11.5, 11.7								

WO#	24190.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	5308-LS-5	Lift Station #5							Printed
Location	5308-Spring Park								Scheduled 4/1/2017
Task	MPM Monthly Preventative Maintenance							Delinquent 5/1/2017	
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 								
Notes	all floats were clean amp draws pump #1 5.6, 5.6, 5.5 Pump #2 5.8, 5.7, 5.6								

WO#	24191.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	5308-LS-6	Lift Station #6							Printed
Location	5308-Spring Park							Scheduled 4/1/2017	
Task	MPM Monthly Preventative Maintenance							Delinquent 5/1/2017	
								Completed 4/10/2017	
Instructions	1. Test power fail and high level alarm and verify project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.								
Notes	all floats were clean amp draws Pump #1 38.3 Pump #2 39.0 Pump #3 38.7								

WO#	24250.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	6308-CL-G-MON	Chlorine Gas Monitor							Printed
Location	6308- Spring Park							Scheduled 4/1/2017	
Task	MPM Monthly Preventative Maintenance							Delinquent 5/1/2017	
								Completed 4/11/2017	
Instructions	Test sensor and alarm system. Place a teaspoon of calcium hypochlorite into a plastic bottle and keep the bottle capped until ready to test the sensor. Open the bottle and place the mouth near the sensor. The DVM reading will rise rapidly. Immediately remove the bottle as it is best to expose the sensor to the high concentrations as briefly as possible. If the sensor does not respond when the bottle is held near the sensor, the sensor must be replaced. Confirm red light on building is working.								
Notes									

WO#	24251.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	6308-DHD	Dehumidifiers							Printed
Location	6308- Spring Park							Scheduled 4/1/2017	
Task	PREVENTATIVE MAINTENANCE							Delinquent 5/1/2017	
								Completed 4/11/2017	
Instructions	Check filters and replace if needed. Assure drain line is clear.								
Notes									

WO#	24183.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
Create Reason	Triggered by Calendar	Created By	vkube						Created 4/3/2017
Equipment	6308-EWS	Eye Wash Station							Printed
Location	6308- Spring Park							Scheduled 4/2/2017	
Task	MPM Monthly Preventative Maintenance							Delinquent 5/2/2017	
								Completed 4/11/2017	
Instructions	Flush eye wash and inspect for proper working order.								
Notes									

WO# 24252.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By vkube		<table border="1"> <tr><td>Created 4/3/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 4/1/2017</td></tr> <tr><td>Delinquent 5/1/2017</td></tr> <tr><td>Completed 4/11/2017</td></tr> </table>	Created 4/3/2017	Printed	Scheduled 4/1/2017	Delinquent 5/1/2017	Completed 4/11/2017
Created 4/3/2017									
Printed									
Scheduled 4/1/2017									
Delinquent 5/1/2017									
Completed 4/11/2017									
Equipment	6308-GSF	Gravity Sand Filter							
Location	6308- Spring Park								
Task	MPM Monthly Preventative Maintenance								
Instructions	Flush PVC line above backwash sludge tank into the backwash sludge tank until clean (there is a piece of PVC pipe with a coupler attachment to hook up to drain this)								
Notes									

WO# 24253.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By vkube		<table border="1"> <tr><td>Created 4/3/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 4/1/2017</td></tr> <tr><td>Delinquent 5/1/2017</td></tr> <tr><td>Completed 4/11/2017</td></tr> </table>	Created 4/3/2017	Printed	Scheduled 4/1/2017	Delinquent 5/1/2017	Completed 4/11/2017
Created 4/3/2017									
Printed									
Scheduled 4/1/2017									
Delinquent 5/1/2017									
Completed 4/11/2017									
Equipment	6308-WELL-1	Well #1							
Location	6308- Spring Park								
Task	MONTHLY-PM								
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.								
Notes	drawdowns are recorded daily from the scada system								

WO# 24254.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By vkube		<table border="1"> <tr><td>Created 4/3/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 4/1/2017</td></tr> <tr><td>Delinquent 5/1/2017</td></tr> <tr><td>Completed 4/11/2017</td></tr> </table>	Created 4/3/2017	Printed	Scheduled 4/1/2017	Delinquent 5/1/2017	Completed 4/11/2017
Created 4/3/2017									
Printed									
Scheduled 4/1/2017									
Delinquent 5/1/2017									
Completed 4/11/2017									
Equipment	6308-WELL-2	Well #2							
Location	6308- Spring Park								
Task	MONTHLY-PM								
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.								
Notes	draw downs are recorded daily from scada system								

WO# 24255.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By vkube		<table border="1"> <tr><td>Created 4/3/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 4/1/2017</td></tr> <tr><td>Delinquent 5/1/2017</td></tr> <tr><td>Completed 4/11/2017</td></tr> </table>	Created 4/3/2017	Printed	Scheduled 4/1/2017	Delinquent 5/1/2017	Completed 4/11/2017
Created 4/3/2017									
Printed									
Scheduled 4/1/2017									
Delinquent 5/1/2017									
Completed 4/11/2017									
Equipment	6308-WELL-3	Well #3							
Location	6308- Spring Park								
Task	MONTHLY-PM								
Instructions	Conduct draw down test. Examine well head for unusual wear or vandalism.								
Notes	draw downs are recorded daily from scada system								

Report Totals	Downtime Hours 0	Part Cost	\$0.00
		Labor Cost	\$0.00
		Vendor Cost	\$0.00
		Equip/Tool Cost	\$0.00
		Total Cost	\$0.00

May 15, 2017

Dan Tolsma, City Administrator
 City of Spring Park
 4349 Warren Ave
 Spring Park, MN 55384-9711

Dear Mr. Tolsma:

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2016. This is an annual process governed by *Minnesota Statutes* 473.24. Please note that these estimates are different from the Council's local forecasts that your community has reviewed before. Forecasts look ahead to the coming decades; the annual estimates communicated below look back in time to the previous year.

2016 Annual Population Estimate

The Metropolitan Council estimates that the City of Spring Park had 1,697 people and 950 households as of April 1, 2016. Household size averaged 1.638 persons per household.

How was this estimate calculated?

We estimate households and population with a housing-stock-based method, which involves three questions:

1. *How many housing units did your community have?*
2. *How many households occupied these housing units?*
3. *How many people lived in these occupied housing units?*

This letter includes an overview of our estimation method along with a report showing the data inputs and calculations used to develop the preliminary estimates. For more information, visit <https://www.metrocouncil.org/populationestimates> , or contact me at 651-602-1513.

This estimate is only 10 people (for example) higher than my community's 2015 estimate. Does this mean that my community added only 10 people between 2015 and 2016?

No, not necessarily. Each year, we update our data and refine our methods, so estimates from different years are not directly comparable. Instead, we recommend examining growth since the 2010 Census.

How can my community provide feedback on this estimate?

We welcome discussion of the 2016 preliminary estimates and invite you to review and comment on them. Please send any written comments or questions to Matt Schroeder, Metropolitan Council Research, 390 Robert Street North, Saint Paul, MN 55101; or by e-mail to Matt.Schroeder@metc.state.mn.us. *Under Minnesota Statutes 473.24, we must receive your comments, questions, or specific objections, in writing, by Saturday, June 24, 2017.*

What happens after my community provides feedback?

The Council will certify final estimates by July 15, 2017 for state government use in allocating local government aid and street aid.

Sincerely,



Matt Schroeder
 Senior Researcher

2016 Annual Population Estimates

Spring Park city, Hennepin County, Minnesota

Households:	950	Population in Households:	1,556	Average Household Size:	1.638
Housing Total:	1,072	Population in Group Quarters:	141		
Occupancy Rate:	88.62%	Total Population:	1,697		

The Metropolitan Council's Annual Estimates account for housing stock changes since April 1, 2010. These include housing units permitted and other changes. Other changes are due to demolitions, building conversions (units added or lost), city boundary changes (units annexed in or out), and other changes reported by city and township staff. We assume that 95% of single-family detached units, 90% of townhome/duplex/triplex/quadplex units, and 85% of multifamily units permitted in 2015 were completed and occupiable by April 1, 2016; the remainder are occupiable in the future and will count toward next year's estimates (for April 1, 2017).

Manufactured homes are counted each year from Metropolitan Council surveys of manufactured home park operators and local governments. Other housing (boats, RVs, etc. used as housing) comes from the most recent American Community Survey estimates.

	<u>Housing Stock</u> <u>April 1, 2010</u>	<u>Permitted and</u> <u>built since 2010</u>	<u>Other changes</u> <u>since 2010</u>	<u>Housing Stock</u> <u>April 1, 2016</u>
Single-family-detached:	226	4	-4	226
Townhomes:	52	0	0	52
Duplex, 3-, 4-plex units:	21	0	0	21
Multifamily units:	773	0	0	773
Manufactured homes:	0			0
Other (boats, RVs, etc. as shelter):	0			0
Housing Total:	1,072			1,072

Each housing type has a specifically estimated occupancy rate and average household size. These data come from the most recent Community Survey estimates, decennial census data from the U.S. Census Bureau, and the U.S. Postal Service (for occupancy rates only). For more detail, please see the full methodology, available online from <https://www.metrocouncil.org/populationestimates>.

Definitions: A household is a group of people (or one person alone) occupying a housing unit.

The number of occupied housing units and the number of households are equivalent.

Population in Group Quarters (or institutional housing) is counted separately through an annual Metropolitan Council survey.

	<u>Housing Stock</u> <u>April 1, 2016</u>	<u>Occupancy</u> <u>Rate 2016</u>	<u>Occupied with</u> <u>Households</u>	<u>Persons Per</u> <u>Household</u>	<u>Population in</u> <u>2016</u>
Single-family-detached:	226	84.89%	192	1.705	327
Townhomes:	52	91.48%	48	1.705	82
Duplex, 3-, 4-plex units:	21	93.78%	20	1.039	21
Multifamily units:	773	89.22%	690	1.633	1,126
Manufactured homes:	0	91.26%	0	1.000	0
Other:	0	Counted only if occupied	0	2.172	0
Housing Total:	1,072		Households: 950	In Households:	1,556
				In Group Qtrs:	141
				Total Population:	1,697

Census 2020 is starting now

An important message from the Minnesota State Demographic Center

Make sure your community gets its fair share of funding in the decade ahead

Before 2020 Census forms appear in mailboxes, the Census Bureau needs addresses. If the Bureau doesn't know that a new subdivision or apartment building has sprung up, residents could go uncounted. And that would mean less federal and state funding for your community.



In July 2017, the Census Bureau will invite local governments to help verify and update a database of all residential addresses through its Local Update of Census Addresses (LUCA) program. Counties, cities, and townships will be asked to review the Census Bureau's address file, check it for accuracy, and supplement the file with new or additional addresses. The review itself will begin in early 2018.

What do you need to do?

Just look for the **Census Bureau's LUCA** invitation in July. The Bureau will mail packets to the highest elected official of your county, city, or township and "cc" any additional contacts it has on file. You can help by making sure that that packet doesn't get accidentally overlooked. LUCA registrations must be returned to the Census Bureau by December 2017.



Have more questions? Send us an email: demography.helpline@state.mn.us
We're pretty friendly.