



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JANUARY 2, 2018 – 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 Meeting Minutes from December 18, 2017
 - b. Regular City Council Meeting Minutes from December 18, 2017
 - c. Resolution 18-01: Naming Official Depository
 - d. Resolution 18-02: Establishing Order of Business
 - e. Resolution 18-03: City Appointments
 - f. Resolution 18-04: Dates of Meetings, Holidays, & Office Hours
 - g. Resolution 18-05: Pre-authorization of Certain Payments
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
 - a. Ordinance 18-01: Fee Schedule
 - b. Resolution 18-06: Authorizing Summary Publication of Ord. 18-01
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. January 2, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. January 9 – Administration Committee – 12:00 PM
 - b. January 10 – LMCD – 7:00 PM
 - c. January 10 – Planning Commission – 7:00 PM
 - d. January 16 (Tuesday) – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department Press Release
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
 DECEMBER 18, 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; Nancy Jensen Beck, City Attorney; Bob Kermis, Acting City Planner; and Theresa Schyma, City Clerk.

1. SHORELINE DRIVE REDEVELOPMENT DISCUSSION – City Administrator Tolsma and Acting City Planner Bob Kermis presented a summary of a potential redevelopment opportunity on Shoreline Drive to gauge City Council interest in the proposed use since it would require rezoning the property. The property is currently zoned commercial but the interest is for high-density residential or possibly a mixed-use development. The City was contacted by a realtor who is trying to get some feedback for the potential buyer of the site. The realtor also requested feedback on factoring in the adjacent site into his redevelopment plan.

Mayor Rockvam asked if the owners of the adjacent site have been consulted about this potential redevelopment since the realtor is asking about property that is currently not listed for sale.

City Administrator Tolsma stated that the City has not received specific plans or notes about discussions with the property owner of the adjacent site. However, there have been rumors about the property owner wanting to retire and sell his property. The adjacent site is actually three separate parcels so the owner may only be looking to sell one parcel.

Mayor Rockvam stated he is in favor of seeing redevelopment at that site and thinks this type of use is in line with the current 2040 Comprehensive Plan discussions for the City.

Council Member Pavot stated that her main concerns would be increased traffic and the height of a high-density development. She further stated that the City would need to be diligent about infrastructure planning and making sure those infrastructure improvements actually happen on schedule so that the City’s infrastructure isn’t overwhelmed with increased use and demand.

City Administrator Tolsma responded that sewer and water availability as well as traffic congestion would all be looked at when there are more definitive plans in place. The City Council is not committing to anything with this discussion or feedback to the realtor. He stated that the realtor only wants feedback as to whether or not the Council is open to high-density residential or mixed-use on that site so that his client knows whether or not he should continue to pursue the property.

Council Member Kane Palen stated she is in favor of redevelopment on the original site but is still undecided about including the adjacent site.

Council Member Hughes stated he is open to redevelopment at the site but he has concerns about increased traffic.

Council Member Horton stated she is in favor of redevelopment on the original site but not in favor of anything concerning the adjacent site.

The City Council consensus was to have City staff make contact with the potential developer and let them know the Council would like to see further plans and are open to rezoning the property.

2. 2018 STAFF WAGES – City Administrator Tolsma presented a summary of the options and proposed staff wages for 2018. Graph A offered a 0% increase, Graph B offered a 2.3% cost of living (CLI) increase, Graph C offered a 3% increase, and Graph D offered a 4% increase. He also reviewed the previous year's staff wage increases.

Council Member Pavot stated that the 2.3% CLI increase does not include a merit increase for staff and a quality staff is the greatest asset any city can have. She added that Spring Park staff has done a great job in 2017 with production and strategy.

Mayor Rockvam stated that when the 2018 tax levy was approved at the December 4 City Council meeting the City Council factored in a 3% increase in staff wages.

City Administrator Tolsma responded that a 3% wage increase was the placeholder when considering the 2018 tax levy; however, the budget can be adjusted to factor in whatever percentage increase the City Council is comfortable with.

The City Council consensus was to make a motion at the regular Council meeting to approve the 2018 City of Spring Park staff wages that were presented in Graph D with a 4% increase. The 2018 increase will be for all City staff including City Administrator Tolsma.

3. FEE SCHEDULE DISCUSSION – City Administrator Tolsma reviewed the current fee schedule. He stated that the fee schedule should be revisited on an annual basis to ensure the City is keeping current with all fees. He added that most changes to the fee schedule are to clean up outdated language and make the fees more efficient and in line with how staff processes licenses, permits and requests.

City Administrator Tolsma asked the Council to review the suggested changes and provide feedback. He specifically discussed:

- Changing special event applications to a tiered system;
- Sign permit escrow and late application fees;
- Streamlining food truck fees;
- Itemizing water meter fees; and
- Reorganizing the fees for requests for copies.

The City Council consensus was to have City staff move forward with the changes to the fee schedule so that it can be presented at the January 2, 2018 Regular City Council Meeting for a vote.

4. CONFIRM OPEN BOOK MEETING DATE & TIME – City Administrator Tolsma reviewed the proposed open book meeting date & time

The City Council consensus was to make a motion at the regular Council meeting to set the Open Book Meeting date for Wednesday, April 18, 2018 from 6:00 – 7:30 PM.

5. MISCELLANEOUS – None.
6. ADJOURN – The work session was adjourned by unanimous consent at 6:58 p.m.

Date Approved: January 2, 2018

Theresa Schyma, City Clerk

Dan Tolsma, City Administrator



4/6

CITY OF SPRING PARK
CITY COUNCIL MINUTES
DECEMBER 18, 2017 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:03 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 Beck, 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 December 4, 2017

M/Horton, S/Kane Palen to adopt the Consent Agenda.

Motion carried 5-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS – None.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

- a. Mayor & Council – Council Member Hughes reviewed the new 2017-2018 LMCD Winter Rules booklets that are available at City Hall and the LMCD offices.

Council Member Pavot presented an update from the most recent Police Commission meeting. She reviewed recent police activities and calls for service, including an increase in calls where mental

health services are necessary. She added that the Orono Police Department is being proactive and collecting resources to assist when responding to these types of calls.

- b. City Staff
 - i. 2018 Staff Wages

M/Hughes, S/Pavot to approve the 2018 City of Spring Park staff wages that were presented in the Staff Memo for Item #10 (b)(i) as Graph D with a 4% increase.

Mayor Rockvam requested a roll call vote.

Motion carried 5-0. (Hughes, Horton, Rockvam, Pavot, Kane Palen - ayes)

- ii. 2018 Open Book Meeting

M/Horton, S/Hughes to approve setting the Open Book Meeting date for Wednesday, April 18, 2018 from 6:00 – 7:30 PM.

Motion carried 5-0.

- c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS - None.

12. CLAIMS FOR PAYMENT

- a. December 18, 2017 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. January 2 (Tuesday) – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Orono Police Department Alcohol Compliance Checks
- b. Mound Fire Department November Report

15. ADJOURNMENT

M/Pavot, S/Horton to adjourn the City Council Meeting at 7:13 p.m.

Motion carried 5-0.

Date Approved: January 2, 2018

4/c

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

RESOLUTION 18-01

NAMING OFFICIAL DEPOSITORY

BE IT RESOLVED by the City Council of the City of Spring Park that Wells Fargo Bank of Minnesota, Mound is hereby appointed the official depository for the funds of the City of Spring Park retroactive to January 1, 2018.

BE IT FURTHER RESOLVED that Wells Fargo Bank of Minnesota, Mound, is hereby directed to honor and pay any checks or orders when signed by the Mayor and City Clerk or their duly appointed alternates as indicated on signature card duly executed and previously transmitted to said depository for the withdrawal or transfer of funds on deposit in said bank in whatever form.

BE IT FURTHER RESOLVED that in case such deposits shall at any time exceed Two Hundred and Fifty Thousand (\$250,000) dollars, said depository shall immediately furnish bond or securities in lieu of bond as collateral according to law.

BE IT FURTHER RESOLVED that said bank shall be entitled to rely upon this resolution until written notice of modification or revision has been furnished to and received by said bank.

ADOPTED by the City Council of the City of Spring Park this 2nd day of January, 2018.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

4/d

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

RESOLUTION 18-02

ESTABLISHING ORDER OF BUSINESS

BE IT RESOLVED by the City Council of the City of Spring Park that the business of the City Council shall be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Adopt Agenda
4. Adopt Consent Agenda
5. Public Forum
6. Presentations & Guest Speakers
7. Public Hearings
8. Petitions, Requests, Applications
9. Ordinances and Resolutions
10. Reports of Officers & Committees
11. New Business & Communications
12. Claims for Payment
13. Upcoming Meetings & Training
14. Miscellaneous (Information Only)
15. Adjournment

ADOPTED by the City Council of the City of Spring Park this 2nd day of January, 2018.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

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

RESOLUTION 18-03

RESOLUTION FOR APPOINTMENTS

WHEREAS, The City Council of the City of Spring Park has established a policy at the start of each new year to appoint committee members, recommending bodies, and other constituents to serve the City; and

WHEREAS, a Council Member is appointed to serve on the Administrative Committee; and

WHEREAS, a Council Member is appointed to serve on the Police Commission Committee; and

WHEREAS, a Council Member is appointed to serve on the Fire Commission Committee; and

WHEREAS, a Council Member is appointed to serve on the LMCD Committee; and

WHEREAS, a Council Member and/or resident is appointed to serve on the LMCC Committee; and

WHEREAS, a Council Member is appointed to serve as Planning Commission Ex-Officio; and

WHEREAS, dates and times of these meetings will be posted or announced at regular Council meetings; and

WHEREAS, the terms of these appointments expire December 31 each year *or until a qualified successor is found to be acceptable.*

NOW THEREFORE BE IT RESOLVED that the City Council will approve the attached list of appointments of the City of Spring Park in January each year and does hereby approve this policy.

ADOPTED by the City Council of the City of Spring Park this 2nd day of January, 2018.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

**CITY OF SPRING PARK
 SPRING PARK, MINNESOTA
 APPOINTMENTS FOR YEAR 2018**

- | | |
|--|---|
| 1. ACTING MAYOR | Hughes |
| 2. ACCOUNTANT | Abdo Eick & Meyers, LLP |
| 3. AUDITOR | MMKR, James Eichten |
| 4. CITY ATTORNEY | Nancy Jensen Beck |
| 5. CITY PROSECUTING ATTORNEY | Greg Keller |
| 6. EMERGENCY MANAGEMENT DIRECTOR
LOCAL COORDINATOR | Chief of Police
PeopleService |
| 7. CITY ENGINEER | Sambatek, Mike Kuno |
| 8. CITY ASSESSOR | Hennepin County |
| 9. OFFICIAL SIGNATURES
ALTERNATE SIGNATURES | Mayor, City Clerk
Acting Mayor, City Administrator |
| 10. OFFICAL NEWSPAPER | The Laker |
| 11. WEED INSPECTOR
ALTERNATE | Mayor
Kane Palen |
| 12. ADMINISTRATIVE COMMITTEE
ALTERNATE | Rockvam, Hughes
Pavot |
| 13. GILLESPIE CENTER REPRESENTATIVES
(City may appoint up to 2 representatives; at least 1 shall be a Council Member) | Horton, Bren (resident) |
| 14. POLICE COMMISSION
ALTERNATE
(City may appoint up to 2 representatives) | Rockvam, Pavot, Administrator
Kane Palen |
| 15. PLANNING COMMISSION EX-OFFICIO
ALTERNATE | Kane Palen
Horton |
| 16. BEAUTIFICATION COMMISSION | Planning Commission |

- 17. LAKE MINNETONKA CABLE COMMISSION Horton, Williamson (resident)
 (City may appoint up to 2 representatives; at least 1 shall be a Council Member)

- 18. SUBURBAN RATE AUTHORITY (SRA) City Administrator

- 19. DATA PRACTICES COMPLIANCE OFFICIAL City Clerk
 RESPONSIBLE AUTHORITY City Clerk

- 20. INVESTMENT, FINANCE, & PERSONNEL Rockvam, Pavot, Administrator

- 21. FIRE COMMISSION Hughes, Administrator
 ALTERNATE Kane Palen
 (City may appoint up to 2 representatives)

- 22. LMCD BOARD OF DIRECTORS Hughes (term ends 01/21)

- 23. PLANNING COMMISSIONERS Homan (term ends 5/18)
 Avalos (term ends 5/19)
 Hoffman (term ends 5/19)
 Mason (term ends 5/20)
 Kaczanowski (term ends 5/20)

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

RESOLUTION 18-04

DATES OF MEETINGS, HOLIDAYS & OFFICE HOURS

WHEREAS, the City of Spring Park has established a program of setting administrative office hours for Spring Park City Hall and dates for City Council, Planning Commission, and other various committee meetings; and

WHEREAS, the City Council has appointed Commissioners and committee members to represent the City as a recommending body; and

WHEREAS, the meetings and committees will meet on specific dates as listed; and

WHEREAS, if these meetings and committee dates are changed unless listed below, they will be announced at regular Council meetings.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Spring Park that the following dates are designated for the purpose of such meetings:

1. Council Meetings will be held on the first and third Monday of each month at the Spring Park City Hall at 7:00 p.m. unless they fall on a legal holiday in which case they will meet on the succeeding day.
2. Council Study Sessions will be held the third Monday of the month starting at 6:00 p.m. unless they fall on a legal holiday in which case they will meet on the succeeding day.
3. Planning Commission Meetings will be held on the second Wednesday of each month at the Spring Park City Hall at 7:00 p.m.
4. Administrative Committee Meetings will be held on the Tuesday of the week following the council study session of each month.
5. Investment, Finance, & Personnel Committee Meetings will be held periodically and time and place will be announced at regular Council Meetings.
6. Police Commission Meetings will be held periodically and time and place will be announced at regular Council Meetings.
7. Fire Commission Meetings will be held periodically and time and place will be announced at regular Council Meetings.

NOW THEREFORE BE IT FURTHER RESOLVED, by the City Council of the City of Spring Park that the normal administrative office hours for Spring Park City Hall will be Monday through Friday 8:00 a.m. to 4:30 p.m. Furthermore, summer administrative office hours will be Monday through Thursday 7:30 a.m. to 5:00 p.m. and Fridays 7:30 to 11:30 a.m. starting the Monday before Memorial Day weekend and ending the Friday before Labor Day weekend.

NOW THEREFORE BE IT FURTHER RESOLVED, by the City Council of the City of Spring Park that on the following holidays the office will be closed in 2018:

January 1, Monday, New Year's Day
January 15, Monday, Dr. Martin Luther King, Jr. Day
February 19, Monday, Presidents Day
May 28, Monday, Memorial Day
July 4, Wednesday, Independence Day
September 3, Monday, Labor Day
November 12, Monday, Veteran's Day (observed)
November 22, Thursday, Thanksgiving
November 23, Friday, (swap for Columbus Day)
December 24, Monday, (floating holiday)
December 25, Tuesday, Christmas
January 1, 2019, Tuesday, New Year's Day

ADOPTED by the City Council of the City of Spring Park this 2nd day of January, 2018.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

4/g



STAFF MEMO

PRE-AUTHORIZATION OF CERTAIN CITY CLAIM PAYMENTS

1. **BACKGROUND:** The City Council is required to review expenditures before payments are made. However, Minnesota Statute § 412.271 permits that a City Council can delegate authority in the payment of certain claims and disbursements that do not require prior Council approval.

Certain claim payments are already issued prior to Council approval including payroll activity (staff and Council), monthly insurance premiums, and postage. As a formality the Council should adopt a resolution pre-authorizing City staff to pay these claims under standards and procedures established by the City Council.

Furthermore, staff is suggesting that certain routine disbursements be added to the list of pre-authorized payments so that more of the City's debts can be paid in an efficient and timely manner.

2. **DISCUSSION:** It is in the City's best interest to pay debts in a timely manner for many reasons including reputation and so that finance charges are not incurred for bills not paid within the allotted timeframe. Business and contractor cycles do not always align with the City Council meeting schedule, especially when a meeting could be cancelled due to lack of critical business to be considered or lack of a quorum.

The following are types of claims where Council approval is not required: judgments, principal or interest on obligations where the exact amounts have been previously fixed by contract, rent, other fixed charges determined under a contract that the Council has previously authorized, and wages that have been previously set by either the Council or State law.

City staff will continue to provide two lists of claims and payments at all City Council Meetings: 1) a list of all pre-authorized claims for informational purposes at the next regularly scheduled meeting after payment of those claims; and 2) the regular claims and disbursements spreadsheet for items that require prior Council approval and will need to be considered and voted on at that meeting.

Please note, the City Attorney has reviewed this memo and the accompanying resolution.

3. **RECOMMENDATION:** Approve a resolution approving pre-authorization of certain City claim payments.

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

RESOLUTION 18-05

**RESOLUTION APPROVING PRE-AUTHORIZATION OF CERTAIN CITY CLAIM
PAYMENTS**

WHEREAS, the Spring Park City Council is required to review expenditures before payments are made, and

WHEREAS, Minnesota Statute § 412.271 permits that a City Council can delegate authority in the payment of certain claims and disbursements that do not require prior Council approval, and

WHEREAS, business and contractor billing cycles do not always align with the City Council meeting schedule, and

WHEREAS, some businesses and contractors include finance charges for bills not paid within 10, 15, 20, or 30 days, and

WHEREAS, it is in the City's best interest to pay debts in a timely manner.

THEREFORE BE IT RESOLVED, that the Spring Park City Council authorizes City staff to issue payments, drawn on the proper fund, for the following expenditures:

All utilities (water, sewer, electrical, natural gas, telephone, etc.); postage; payroll activity; lease and rental payments; monthly insurance premiums; miscellaneous claims and office expenses not to exceed \$7,500; principal or interest on bond obligations where the exact amounts have been previously fixed by contract; replenishment of the petty cash fund; and other set payments from a contract that was previously approved by the City Council.

AND BE IT FURTHER RESOLVED, that City staff will present documentation regarding payment of the above mentioned claims to the City Council for its review at its next regularly scheduled meeting.

ADOPTED by the City Council of the City of Spring Park this 2nd day of January, 2018.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk



STAFF MEMO

AMENDING APPENDIX A – SCHEDULE OF
FEES AND CHARGES

1. **BACKGROUND:** City staff reviews the City’s fee schedule on an annual basis to ensure the City is keeping current with all fees. City staff recommends making the fee schedule more efficient and updating language to reflect how staff actually processes certain requests. The City Council reviewed the proposed changes to the fee schedule at the December 18, 2017 City Council work session and provided feedback.

The proposed ordinance was posted on the City’s website and in the lobby of City Hall at least 10 days prior to the January 2 City Council meeting.

2. **DISCUSSION:** It is in the City’s best interest to make certain that fees remain current in regards to how much time and money certain licenses, permits and requests cost the City to process.

This proposed ordinance makes the following changes to the City Code:

- Changes special event applications to a tiered system;
- Alters the sign permit escrow and late application fees;
- Streamlines food truck fees including removing the “per day” fee;
- Increases the “Investigation Fee” for licenses and makes the fee consistent in each section of the fee schedule;
- Itemizes water meter fees including adding a charge for requesting a second water meter;
- Reorganizes fees for any copies that are requested; and
- Clarifies the fees for non-sufficient fund (NSF) checks, false alarms, and candidate filing.

3. **RECOMMENDATION:** Approve Ordinance No. 18-01 amending Spring Park City Code Appendix A – Schedule of Fees and Charges to update the fee schedule and related language and to approve Resolution No. 18-06 authorizing summary publication of the ordinance.

**CITY OF SPRING PARK
SPRING PARK, MN**

ORDINANCE 18-01

**AMENDMENT AND RESTATEMENT OF CITY CODE
APPENDIX A – SCHEDULE OF FEES AND CHARGES**

Chapter 1. General Administration		
	<i>Administrative Citations and Fines</i>	
§1-14	General fines for violations/citations	
	First offense	100.00
	Second offense	150.00
	Third offense (and all subsequent offenses)	200.00
	Fines for violation of Chapter 11 – Dock Permits	See below
	Fines for violation of Chapter 34 – Lawn Sprinkling	See below
Chapter 4. Alcoholic Beverages		
	<i>Alcohol</i>	
§4-31(c)	Beer, 3.2 on-sale	532.00
§4-31(a)	Beer, 3.2 off-sale	80.00
§4-31 (b)	Taproom, growler off-sale	100.00
§4-31 (d)	Taproom, on-sale	2,000.00
§4-31(c)	Liquor, intoxicating on-sale (payable in 2 equal installments on 6/1 and 12/31)	10,050.00
§4-31(e)	Liquor, intoxicating Sunday sale	200.00
§4-31(a)	Liquor, intoxicating off-sale	100.00
§4-92	Wine, on sale	1,064.00
Chapter 6. Amusements and Entertainments		
	<i>Amusement Device</i>	
§6-163	Owner	293.00
§6-165	Operator	37.40
	<i>Dance</i>	
§6-62	Single event	45.00
§6-105	Dinner dance – (payable in 2 equal installments on 6/1 and 12/31)	2,658.50

	<i>Music Concert</i>	
§6-70A	Single Event	45.00
§6-70A	Season	1,600
	<i>Special Event</i>	<u>Fee/Escrow</u>
§6-192	<u>Single Event Permit</u>	<u>100.00/250</u>
	<u>Single Event Permit with Live or Amplified Music</u>	<u>250/500</u>
	<u>Multi-Day Event Permit</u>	<u>250/1,000</u> <u>+ 100 for each</u> <u>additional day</u>

Chapter 10. Buildings and Building Regulations and Signs

	<i>Building Permit</i>	
§10-33	Permit fees	See Building Code Fee Schedule
	Plan review	See Building Code Fee Schedule
	State surcharge	See Building Code Fee Schedule
	<i>Mechanical Permit</i>	See Building Code Fee Schedule
	<i>Shed/Accessory Building Permit</i>	See Building Code Fee Schedule
§42-64	<i>Fence Permit</i>	See Building Code Fee Schedule
§10-98	<i>Sign Permit</i>	
	Temporary Sign Permit	235.00
	Temporary Sign Retainer	100.00
	Temporary Sign Late Application Fee	200.00
	Permanent Sign Permit	75.00
	Permanent Sign Escrow Deposit	500.00
	Permanent/ Temporary Sign Late Application Fee	50.00

Chapter 11. Docks

§11-12	Annual application fee – dock permit	200.00
§11-31	Violation – 1 st offense	250.00
§11-31	Violation – 2 nd offense	500.00
§11-31	Violation – 3 rd offense	750.00

Chapter 12. Businesses

	<i>Cigarette/Tobacco Products License</i>	
§12-82	License to sell	25.00

	Massage Services	
§12-213	Annual fee for establishment	250.00
§12-213	Investigation Fee for establishment license	150.00
§12-243	Annual Certificate to Practice Fee for person	100.00
§12-243	Investigation Fee – Certificate to Practice for person	150.00

Chapter 13. Peddlers, Solicitors and Transient Merchants

§13-32	License	25.00
§13-32	Food Truck License	50.00 75.00
§13-32	Food Truck Per Day Fee	5.00
	<u>Investigation Fee (if investigation is required by City Code)</u>	<u>150.00</u>

Chapter 26. Secondhand Goods

	Pawnbroker	
§26.61	License	25.00
§ 26-63	Investigation <u>Fee</u>	10 50.00
§ 26-64	Bond	1,000.00

Chapter 28. Solid Waste Management

§ 28-62	Solid Waste Collection License	
	1 st Vehicle	50.00
	Each additional vehicle	25.00
§ 28-64	Performance Bond	1,000.00
Art. III	Recycling bin	10.00

Chapter 34. Utilities

§ 34-251	Plumbing permit	See Building Code Fee Schedule
	Public utilities	
§ 34-41	Sewer minimum charge per quarter per unit	7.50
	Sewer (per 1,000 gallons)	3.25
	Sewer/Met Council Charge (per 1,000 gallons)	2.50
§ 34-11	Sewer connection	50.00
	Water minimum charge per quarter per unit	12.00
§ 34-192	Water (per 1,000 gallons)	0-8999 2.50 9000-17,999 3.75 18,000+ 5.00
§ 34-221	Water connection	50.00
§ 34-224	Meter/ <u>radio read unit</u> installation or removal	35.00
	<u>Replace lost or damaged meter (due to tampering)</u>	<u>195.00</u>

	<u>Replace lost or damaged radio read unit (due to tampering)</u>	<u>140.00</u>
	Turn on or turn off	30.00
	Frost plate replacement	25.00
	Repair of meter/mounting horn/ <u>radio read unit</u>	40.00
	Test fee, residential per year	6.40
	Test fee, commercial per year	6.40
	<u>Second water meter fee</u>	<u>335.00</u>
§ 34-164	Special assessment search – water service application	10.00
§ 34-166	<i>Lawn Sprinkling Violations</i>	
	1 st violation	Written warning
	2 nd violation	50.00
	3 rd violation	75.00
	4 th violation	150.00
	Additional violations may result in misdemeanor prosecution	
	<i>Miscellaneous Fees/Copies (for nonresidents and mailed)</i>	
	Council agenda's each 0.50 — year	<u>15.00</u>
	Council minutes each 2.50 — year	<u>75.00</u>
	Planning Commission agenda's	<u>0.50 ea/7.50 yr</u>
	Planning Commission minutes	<u>2.50 ea/50.00 yr</u>
	Any of the above — single page	<u>0.25</u>
	Copies — miscellaneous page	<u>0.25 per page after first 30 pages</u>
	Mailing Labels	<u>10.00</u>
	Zoning Ordinance book	<u>50.00 Same as Copies</u>
	City Code book	<u>165.00 Same as Copies</u>
	<u>NSF check fee</u>	<u>30.00</u>
	<u>False alarm fee</u>	<u>1st 0.00</u> <u>2nd 0.00</u> <u>3rd 50.00</u> <u>4th 100.00</u> <u>5th + 250.00</u>
	<u>Candidate filing fee</u>	<u>2.00</u>

Chapter 42. Zoning/Planning		
§42.15	<i>Land use (Single Family/2 Family Residential)</i>	Fee/Escrow
	Variance request	250/500
	Vacation of public street, right of way or easement	150/1,000
	Rezoning application	200/300
	Conditional use permit	200/500
	Simple lot combination	100/1,000
	Site Plan/Building Plan Review	250/750
	Subdivision – Concept Plan Review	0/0
	Subdivision – Preliminary Plat Review	300/1,000
	Subdivision – Final Plat	300/1,000
	Environmental Review	300/750
	Ordinance Amendment or Rezoning	200/300
	Appeals	0/0
	Administrative Approvals	50/100
§42.15	<i>Land use (Multi-family Residential & Commercial Land Use)</i>	Fee/Escrow
	Variance request	300/1,000
	Vacation of public street, right of way or easement	300/500
	Rezoning application	300/500
	Conditional use permit	300/1,000
	Simple lot combination	300/1,000
	Site Plan Review	300/1,000
	Subdivision –Concept Plan Review	300/1,000
	Subdivision –Preliminary Plat Review	300/1,000
	Subdivision – Final Plat	300/1,000
	Environmental Review	300/750
	Ordinance Amendment or Rezoning	300/500
	Appeals	250/500
	Administrative Approvals	50/100

CITY OF SPRING PARK BUILDING CODE FEE SCHEDULE

Residential Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

Maintenance Permit Fees:

- Re-Roof: \$38.50 (see handout for building permit requirements) + State surcharge
- Re-Side: \$38.50 (see handout for building permit requirements) + State surcharge
- Re-Window: \$38.50 replacement of same size windows (Exception: egress windows – see handout)
- Re-Door (Exterior): \$38.50 replacement of same-size exterior doors
- Garage (overhead) door: \$38.50 replacement of same size doors

Zoning Permit Fees:

- Shed (under 200 sq. ft.) \$38.50; no state surcharge
- Fence (under 7' in height) \$38.50; no state surcharge
- Retaining Wall (under 4' in height) \$38.50; no state surcharge

(Sheds over 200 sq. ft., fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and permit fees are based on valuation)

Plumbing Permit Fees:

- New fixtures: \$5.00 per fixture with \$50.00 minimum fee
- Plumbing change outs (water heaters and water softeners): \$20.00 each plus state surcharge

Mechanical Permit Fees:

- New appliances: \$38.00 each (furnace, air conditioner, in-floor heating system, gas water heater) plus state surcharge
- Gas Line (with mechanical permit): \$10.00 per gas line, \$20.00 minimum, plus state surcharge
- Gas Line only permit: \$45.00 plus state surcharge
- Fire Place insert – \$38.50 plus state surcharge
- Fire Place (masonry) – Building permit required; fee based on valuation

Commercial Fees

(all projects not defined as residential above)

ALL Commercial permit applications require plan review, and permit fees are based on valuation (includes, reroof, re-side, re-window, and re-door).

Plumbing and Mechanical Permit Fees - Valuation Based Permits (1.25% of contract price) with minimum fees as follows:

- Building Permit minimum: \$75.00
- Plumbing minimum: \$55.00 + state surcharge
- Mechanical minimum: \$55.00 + state surcharge
- Gas line minimum: \$45.00 + state surcharge

Commercial Plumbing Plan Review:

Building Sewer and/or Water Service Only	\$150.00
Plumbing System:	
25 or fewer drainage fixture units	\$150.00
26-50 drainage fixture units	\$250.00
51-150 drainage fixture units	\$350.00
151-249 drainage fixture units	\$500.00
250 + drainage fixture units	\$3.00 X # of drainage fixture units (max. \$4,000)
Interceptors/Separators	\$70.00/each
Storm Drainage System Minimum	\$150.00
Internal Roof drain opening	\$50.00/each; max. of \$500.00
Storm Water Interceptor, Separator, or Catch Basin	\$70.00/each

Fire Sprinkler Systems require regular building permit; fees are based on valuation; no state surcharge

Fire Alarm Systems require regular building permit; fees are based on valuation

Demolition fees are based on valuation (contractor's cost estimate) and require a regular building permit

Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

<u>Value up to (and including):</u>	<u>Fee</u>	<u>For the first</u>	<u>Plus</u>	<u>For each additional:</u>
\$0 - \$500	\$38.50	\$500	-	-
\$500.01 - \$2,000	\$38.50	\$500	\$3.36	\$100 or fraction thereof
\$2,000.01 - \$25,000	\$88.90	\$2000	\$15.40	\$1000 or fraction thereof
\$25,000.01-\$50,000	\$443.10	\$25,000	\$11.11	\$1000 or fraction thereof
\$50,000.01-\$100,000	\$720.85	\$50,000	\$7.70	\$1,000 or fraction thereof
\$100,000.01-\$500,000	\$1,105.85	\$100,000	\$6.16	\$1,000 or fraction thereof
\$500,000.01-\$1,000,000	\$3,569.85	\$500,000	\$5.23	\$1,000 or fraction thereof
\$1,000,000.01 +	\$6,184.85	\$1,000,000	\$4.02	\$1,000 or fraction thereof

*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

Building Permit Related Fees – commercial and residential

- **Plan Check/Document Evaluation fee**: 65% of the Permit Fee for Residential and Commercial Projects. All valuation-based permits require plans/documents to be submitted for review
- **Residential Site Inspection (including initial S.E.C.)**, required for all new construction (new homes, detached garages, accessory structures): \$45.00
- **Commercial Site Inspection (including initial S.E.C.)**, required for all new construction (new buildings and accessory structures): \$90.00
- **S.E.C. (Soil and Erosion Control)** \$.0005 x permit valuation for all *Building* Permits except re-roof, reside, window replacement, decks & interior remodels. Minimum \$200.00 new home or commercial construction; minimum \$50.00 on any other non-exempt construction.
- **Demolition Permit Fees**: Based on valuation; regular building permit required.
- **Exterior Structures**:

Retaining Wall (over 4' in height):	based on valuation
Fence (over 7' in height):	based on valuation
Sheds (over 200 sq. feet):	based on valuation
- **Pre-moved in single family dwelling – code compliance inspection**: \$165.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure – code compliance inspection**: \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure**: \$275.00 (does not include foundation/interior remodel)
- **Manufactured home installation**: \$275.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Electric Permit fees**: See separate electric fee schedule

State Surcharge Fees

State Surcharge: Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B.148

State Surcharge is applicable on all permits unless otherwise noted.

Other Inspections and Fees

1. **Re-inspection Fee** - A re-inspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Reinspection fees shall also be assessed when: 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment shall be made payable to the Municipality: **\$60 each**

2. **Inspections outside of normal business hours** (will include travel time both ways – 2 hour minimum): **\$120/hr**

3. Inspections for which no fee is indicated, Miscellaneous and Special Services
(1 hour minimum): **\$60/hr**
4. Additional Plan Review required by changes, additions, or revisions to approved plans
(½ hour minimum) **\$60/hr**
5. Special Investigation fee (work started without obtaining a permit) – applies whether permit is issued or not: **100% of permit fee**
6. Copy charge (black/white 8 ½ x 11) – per side \$.25/sheet

Permit Valuation is based on supplied construction value with a minimum of the calculated value from the approved building department valuation schedule.

Adopted by the City Council of Spring Park on the 2nd day of January, 2018

City of Spring Park

By _____
Jerome P. Rockvam, Mayor

Attest:

By _____
Theresa Schyma, City Clerk

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

RESOLUTION 18-06

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
AMENDING AND RESTATING APPENDIX A OF THE CITY CODE –
SCHEDULE OF FEES AND CHARGES**

WHEREAS, on January 2, 2018 the Spring Park City Council adopted Ordinance No. 18-01 amending and restating Appendix A of the Spring Park City Code regarding schedule of fees and charges; and

WHEREAS, the Spring Park City Council has determined that the publication of the title and a summary of Ordinance No. 18-01 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. 18-01**

**AN ORDINANCE AMENDING AND RESTATING APPENDIX A OF THE CITY
CODE – SCHEDULE OF FEES AND CHARGES**

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

On January 2, 2018 the Spring Park City Council adopted Ordinance No. 18-01 amending and restating Appendix A of the Spring Park City Code regarding schedule of fees and charges.

This Ordinance removes outdated fees and language and updates certain fees and language to be more in line with how staff processes licenses, permits and requests. This ordinance makes the following changes to the City Code: Changes special event applications to a tiered system; Alters the sign permit escrow and late application fees; Streamlines food truck fees including removing the “per day” fee; Increases the “Investigation Fee” for licenses and makes the fee consistent in each section of the fee schedule; Itemizes water meter fees including adding a charge for requesting a second water meter; Reorganizes fees for any copies that are requested; and clarifies the fees for non-sufficient fund (NSF) checks, false alarms, and candidate filing.

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 2nd day of January, 2018.

Attest:

Approved:

Theresa Schyma, City Clerk

Jerome P. Rockvam, Mayor



Contact The Mound Fire Department
Telephone 952-472-3555
Fax 952-472-3775
Email moundfire@moundfire.com
Website Moundfire.com

FOR IMMEDIATE RELEASE
December 12, 2017

MOUND FIRE DEPARTMENT HAPPENINGS

Mound, MN, December 12, 2017– During the month of November 2017, the Mound Fire Department responded to 18 fire related calls and 29 medical related calls, for a total of 47 callouts for the month. The total callouts through November 30th for Mound Fire Department Year-to-Date is 557.

In November, the Mound Fire Department was busy with public relations and safety events including:

- Annual Ice Safety presentations to approximately 450 primary school students at Hilltop and Shirley Hills Elementary School. The kids love this event and learn about the dangers of thin ice.
- Fire crews also had the honor of transporting Mr. and Mrs. Claus to and from the annual community tree lighting event.
- The Mound Fire Department Auxiliary held their annual Turkey Bingo on November 14th and the event was a huge success. Thank you to all who came out and supported the Auxiliary’s Turkey Bingo Event! The MFD Auxiliary donates several thousand \$\$ to the fire department every year.

Notable Events:

11/11/2017: On Saturday, November 11th at 15:47 hours the Mound Fire Department was dispatched to the 2000 block of Commerce Blvd for a report of a possible gas leak. Upon arrival a 100 lb propane gas tank was found to be leaking. The Mound Fire Department remained on scene to secure the tank and ventilate the area. There were no injuries to residents or firefighters.

11/23/2017: On Thursday, November 23rd at 14:11 hours the Mound Fire Department was dispatched to the 1700 block of Commerce Blvd for a report of a stove-top fire. Upon arrival it was found the fire that started on the stove-top had extended into the wall behind the stove and overhead microwave. The fire was extinguished and there were no injuries to the residents or firefighters.

Heating Safety

There is something about the winter months and curling up with a good book by the fireplace. But did you know that heating equipment is one of the leading causes of home fire deaths? With a few simple safety tips and precautions you can prevent most heating fires from happening.

BE WARM AND SAFE THIS WINTER!

- Keep anything that can burn at least three-feet away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- Have a three-foot “kid-free zone” around open fires and space heaters.
- Never use your oven to heat your home.
- Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer’s instructions.
- Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- Remember to turn portable heaters off when leaving the room or going to bed
- Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- Test smoke alarms at least once a month.



HEATING EQUIPMENT SMARTS

Install wood burning stoves following manufacturer’s instructions or have a professional do the installation. All fuel-burning equipment should be vented to the outside to avoid carbon monoxide (CO) poisoning.

Install and maintain CO Alarms to avoid the risk of CO poisoning. If you smell gas in your gas heater, do not light the appliance. Leave the home immediately and call 911.



FACT

Half of home heating fires are reported during the months of December, January and February.

If you would like more information, please contact The Mound Fire Department at 952-472-3555 or email at moundfire@moundfire.com.