



CITY OF SPRING PARK
CITY COUNCIL AGENDA
MARCH 19, 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. Regular City Council Meeting Minutes from March 5, 2018
 - b. Garbage Hauler License Renewals
5. PUBLIC FORUM **
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
 - i. 2018 Concrete Maintenance Project Award
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. March 19, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. March 28 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - b. April 2 – City Council Regular Meeting – 7:00 PM
 - c. April 10 – Administration Committee – 12:00 PM
 - d. April 11 – Planning Commission (Time TBD)
 - e. April 11 – Comprehensive Plan Committee (Time TBD)
 - f. April 11 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department February Report
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.



4a

CITY OF SPRING PARK
CITY COUNCIL MINUTES
MARCH 5, 2018 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:00 p.m.

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

Staff Present: Dan Tolsma, City Administrator; 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 February 5, 2018
- b. LMCIT Liability Waiver

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

Motion carried 5-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

- a. Westonka Historical Society – Pamela Myers, Westonka Historical Society, spoke about the history of education in Spring Park and the surrounding communities. She also presented the City Council with a copy of the book “Classroom Voices,” in honor of the centennial celebration of the first graduating class at Mound Consolidated High School in the spring of 1918.

Mayor Rockvam suggested that a plaque be installed at City Hall to tell the history of the building including its years as a schoolhouse, original location, and other historical information.

The City Council consensus was to have an informational plaque installed at City Hall.

Ms. Myers offered her assistance with gathering the historical information for the plaque.

b. Water Patrol Annual Report – Council Member Hughes gave a PowerPoint presentation on the Hennepin County Water Patrol’s Annual Report including statistics and accomplishments from 2017 and their strategic plan for 2018.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS

a. Lord Fletcher’s Summer Concerts Special Event Application – City Administrator Tolsma presented a brief summary of the application and reviewed the list of recommended conditions for the Council to consider. He noted that there was a change in one of the conditions from previous years, an increase in the escrow amount due to the increased price of sound testing.

Mayor Rockvam questioned how often the City performs sound testing for Lord Fletcher’s.

City Administrator Tolsma responded that current practice is to have the City conduct noise testing on a random and unannounced date every year. It is good to have documentation that the noise generated from concerts at Lord Fletcher’s is within the State standards.

Mayor Rockvam reminded residents about the Cardigan Club at Lord Fletcher’s to voice any noise issues or concerns they may have. He further added that it seems that a lot of noise, including music, is coming from boats on Lake Minnetonka with loud stereo systems.

City Administrator Tolsma added that previous noise testing has shown that the loudest spikes in sound are when a loud boat with music goes through the channel or when a motorcycle drives by on the county road.

M/Horton, S/Pavot to approve Music Concert Series Permit No. 18-01MC for the Summer Concerts at Lord Fletcher’s Old Lake Lodge, 3746 Sunset Drive, pursuant to the final conditions presented as part of memo for Item #8a.

Motion carried 5-0.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council – None.

b. City Staff – City Administrator Tolsma commented on the recent winter storms with large amounts of snowfall in short periods of time and asked residents to be patient with snow removal efforts. City staff has been working with the snow removal contractor to find the best options for removing snow, including having it trucked out to a City parking lot to help ease the burden on the City’s narrow streets.

Council Member Kane Palen commended the snow removal contractor for using the appropriate amount of salt for the recent storms so that less salt is going into Lake Minnetonka.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

- a. March 5, 2018 Claims
- b. Purchase Order 18-01: Laserfiche Document Management System (No motion required)

City Administrator Tolsma presented a brief summary and history of the City's efforts to digitize and efficiently manage the City's documents.

Council Member Hughes suggested the new document management system be added as a topic to a future work session so the Council could see the system.

City Clerk Schyma stated that after installation and set-up she would demonstrate the new system for the City Council at a work session later in the year.

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. March 7 – Police Commission – 8:00 AM
- b. March 12 – Administration Committee – 12:00 PM
- c. March 14 – Planning Commission (Time TBD)
- d. March 14 – Comprehensive Plan Committee (Time TBD)
- e. March 14 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- f. March 19 – City Council Work Session – 6:00 PM
- g. March 19 – City Council Regular Meeting– 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department January Report

15. ADJOURNMENT

M/Hughes, S/Horton to adjourn the City Council Meeting at 7:43 p.m.

Motion carried 5-0.

Date Approved: March 19, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



STAFF MEMO

GARBAGE HAULER ANNUAL LICENSES

1. **BACKGROUND:** Spring Park Garbage Hauler licenses expire March 31, 2018. All six of the currently licensed garbage haulers in the City were sent renewal information in February 2018. Those garbage haulers are: Aspen Waste, Blackowiak Disposal, Empty Can Sanitation, Republic Services, Waste Management, and Randy's Sanitation.
2. **DISCUSSION:** Prior to the March 9, 2018 deadline, City staff received the required application materials for the renewal of the 2018 Garbage Hauler licenses for Aspen Waste, Blackowiak Disposal, Empty Can Sanitation, Republic Services, Waste Management, and Randy's Sanitation.

All applicants have returned the following required materials for issuance of a license:

- Complete & signed Garbage Hauler license renewal application
- Copy of Certificate of Liability Insurance
- Performance bond
- List of motor vehicle information for all trucks operating in Spring Park
- All required license fees

In addition, all garbage haulers were made aware of the City's noise ordinance and road restrictions and also that there will be no exemptions granted to garbage trucks for either of these issues.

To ensure that there is no interruption in garbage hauling service for the residents of Spring Park, the City Council is encouraged take action at tonight's meeting.

3. **FINANCIAL CONSIDERATIONS:** All required licensing fees have been received.
4. **RECOMMENDATION:** Approve the renewal of the 2018 Garbage Hauler licenses for Aspen Waste, Blackowiak Disposal, Empty Can Sanitation, Republic Services, Waste Management, and Randy's Sanitation.



March 19, 2018

Honorable Mayor and Members of the City Council
City of Spring Park

Subject: City of Spring Park
2018 Spring Park Concrete Maintenance Project
Sambatek #21104

Dear Mayor and Council Members:

As requested, we have obtained bids for the 2018 Spring Park Concrete Maintenance Project. We received five bids on the project:

Bid Results	Alternate 1	Alternate 2	Alt 2 + WARW Swale
Create Construction	\$ 25,200.00	\$ 32,622.50	\$ 36,622.50
Standard Sidewalk	\$ 28,320.00	\$ 37,315.00	\$ 40,315.00
Barber Construction, Inc.	\$ 34,133.75	\$ 57,457.50	\$ 61,457.50
GL Contracting, Inc.	\$ 42,011.20	\$ 62,102.50	\$ 66,631.70
KLR Construction, Inc.	\$ 63,453.00	\$ 109,939.70	\$ 121,589.70

The West Arm Road West Concrete Swale line item was included in Alternate 1, but accidentally omitted from Alternate 2. The cost to install the concrete swale should be added to Create Construction's Alternate 2 bid price for a revised construction cost of **\$36,622.50**.

The low bidder was Create Construction. We have not worked with Create Construction so we requested references from them. Create Construction submitted two references as shown below. Sambatek contacted both references in order to validate a credible work history. Representatives from both Coon Rapids and Columbia Heights spoke well of their quality of work and attention to detail.

City of Coon Rapids
Alex Wiebe
Civil Engineer
763-767-6412

City of Columbia Heights
Kathy Young
Assistant City Engineer
763-706-3704

Shoreline Drive Sidewalk

Alternate 1 includes the high priority sections of sidewalk repair identified during our field review (625 square feet). Create Construction's bid price is \$10 per square foot for Alternate 1, which is typical for small concrete projects. Alternate 2 includes both the high and medium priority repairs (2,865 square feet). Create

Construction was able to split their fixed costs (mobilization, traffic control, etc.) out over the higher quantity of sidewalk which resulted in a lower unit price in alternate 2 of \$6 per square foot. This represents a 40% cost savings for the Shoreline sidewalk repair work in Alternate 2.

We have reviewed the unit bid prices submitted by Create Construction and compared their unit costs to other projects that have been recently bid in the area. Based on our review, we believe that the bid submitted by Create Construction is a competitive bid. It is our opinion that a contract for the Alternate 1 (**\$25,200.00**) or Alternate 2 plus West Arm Road West Concrete Swale (**\$36,622.50**) should be awarded to Create Construction as it fits with the City's budget for the project.

If you have any questions or need additional information, please contact me at 763.746.1635 or mkuno@sambatek.com.

Sincerely,



Mike Kuno, PE
Director, Municipal Services

March 19, 2018

Mr. Dan Tolsma
City Administrator
City of Spring Park
4349 Warren Avenue
Spring Park, MN 55384

SUBJECT: 2018 Spring Park Concrete Maintenance Project – Construction Services Proposal

Dear Mr. Tolsma,

Thank you for the opportunity to submit this proposal to assist the City with the 2018 Concrete Maintenance Project. We understand that the City intends to install new concrete at the following locations:

1. West Arm Road West – Concrete Drainage Swale
2. Shoreline Drive – Sidewalk and Driveway Apron Replacements
3. Channel Road – Concrete Flumes
4. Park Lane – Concrete Playground Curb

Sambatek is submitting this proposal to complete the Construction Services for the proposed project. Construction Services will include Project Management, Construction Staking, and Construction Inspection Services. Construction Staking will include staking and field design services for areas 1 and 4 as identified above. Construction Inspection will be part-time as needed for areas 1-4. Sambatek proposes to complete the scope of services for a not-to-exceed fee of:

<u>Construction Services</u>	
Project Management	\$ 1,100
Construction Staking	\$ 8,300
Construction Inspection	\$ 8,600
Total	\$ 18,000

I look forward to working with the City of Spring Park on this project and would appreciate the opportunity to discuss any questions you may have regarding this proposal. Please feel free to contact me at 763.746.1635 or mkuno@sambatek.com if you would like to discuss.

Respectfully submitted,

Mike Kuno, PE
Director of Municipal Services

2018 MOUND FIRE DEPARTMENT ACTIVITY REPORT
Emergency Response and Firefighter Hours Detail

MAR 10 2018

MONTH: February

City	Call Type	2018				2017			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	7	135	17	404	9	150	16	445
	Rescue	11	174	36	627	15	240	30	459
	Duty Officer	1	1	1	1	1	1	2	3
MINNETONKA BEACH	Fire	2	70	5	135	0	0	1	11
	Rescue	0	0	1	19	0	0	0	0
	Duty Officer	0	0	0	0	0	0	0	0
MINNETRISTA	Fire	1	13	5	101	1	13	3	52
	Rescue	4	79	5	100	1	25	4	114
	Duty Officer	1	2	1	2	0	0	0	0
SHOREWOOD	Fire	0	0	0	0	0	0	0	0
	Rescue	0	0	0	0	0	0	1	22
	Duty Officer	0	0	0	0	0	0	0	0
SPRING PARK	Fire	0	0	6	116	0	0	1	24
	Rescue	7	160	20	372	4	53	8	110
	Duty Officer	0	0	2	2	0	0	0	0
MUTUAL AID	Fire	2	74	4	134	1	18	2	50
	Rescue	0	0	0	0	1	16	2	26
STAND BY	Weather, Special Event, Etc.	0	0	0	0			0	0

Total Activity All Cities	Fire	12	292	37	890	11	181	23	582
	Rescue	22	413	62	1118	21	334	45	731
	Duty Officer	2	3	4	5	1	1	2	3
	Stand By	0	0	0	0	0	0	0	0
	TOTAL	36	708	103	2013	33	516	70	1316

Monthly Activity by Call Category	2018	2017
COMMERCIAL	8	1
RESIDENTIAL	27	24
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	1	8
SERVICE CALLS (Smoke/CO Detectors)	2	1
LEGITIMATE FIRE ALARMS	1	1
FALSE FIRE ALARMS	1	3

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2018		2017	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	0	0	2
MUTUAL AID CALLS GIVEN	2	4	2	4
TRAINING/MAINTENANCE HOURS	386	694.5	393.5	749.75

142

**Mound Fire Department
Incident Reports - Spring Park
February, 2018**

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
Total Fire Calls				0	Total Fire Hours		0
68	2/1/2018	Spring Park	4523 Shoreline Drive, #314	Rescue	EMS	Cancelled upon arrival	17
71	2/3/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Transported	12
73	2/5/2018	Spring Park	4695 Shoreline Drive	Rescue	EMS	Transported	16
78	2/8/2018	Spring Park	4001 Sunset Drive	Rescue	EMS	Transported	23
85	2/12/2018	Spring Park	4164 Shoreline Drive	Rescue	EMS	Transported	34
94	2/19/2018	Spring Park	4501 Shoreline Drive, #121	Rescue	EMS	Assisted	24
95	2/19/2018	Spring Park	4599 Shoreline Drive	Rescue	EMS	No Transport	34
Total Rescue Calls				7	Total Rescue Hours		160
Total Duty Officer Calls				0	Total Duty Officer Hours		0
TOTAL FIRE, RESCUE & DUTY OFFICER CALLS				7	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS		160

Mound Fire Department
City of Spring Park
January through February, 2018

Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
11	1/3/2018	4601 Shoreline Drive, #11	x			Burnt Food	N	Y
14	1/5/2018	4527 Shoreline Drive		x		Overheated Equipment	N	Y
23	1/8/2018	2450 Island Drive	x			Leaky Pipe found	N	Y
31	1/14/2018	4601 Shoreline Drive	x			Water in Detector	N	Y
42	1/18/2018	4144 Shoreline Drive	x			Investigated - Reset Alarm	N	Y

2018 YTD TOTALS

FIRE ALARM	4			False Alarms	0	
SMOKE DETECTOR		1		Legitimate Alarms	5	
CO DETECTOR			0	Preventable		5
TOTAL - ALL ALARMS	5					