



CITY OF SPRING PARK
WORK SESSION AGENDA
MARCH 19, 2018 – 5:00 PM
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. 5:00 – ENGINEERING UPDATES
 - A. CONCRETE MAINTENANCE PROJECT
 - B. SHORELINE ADA PROJECT
 - C. ASSET MANAGEMENT PLAN UPDATE

2. 6:00 – PLANNING UPDATES
 - A. PORT OF CALL REQUESTS
 - B. BACK CHANNEL BREWERY PATIO & MARKET DISCUSSION

3. 6:50 – LMCD UPDATE

4. MISCELLANEOUS

5. 6:55 – ADJOURN



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
<u>Construction Inspection</u>	<u>\$ 8,600</u>
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



March 19, 2018

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

SUBJECT: 2018 Shoreline Drive ADA Improvements Project – Opinion of Probable Costs Memo

Dear Mr. Tolsma,

Thank you for the opportunity to submit this memo regarding the 2018 Shoreline Drive ADA Improvements Project. We understand that the County intends to complete an overlay project on Shoreline Drive (CSAH-15) between Black Lake Road and the eastern City limit, as well as Interlachen Road (CSAH-125) from Shoreline Drive to the southern City limit, in 2019. If the City is interested in completing ADA upgrades to the pedestrian facilities prior to the proposed overlay, design services should begin this Spring to put the project in the best bidding environment. The City project would include APS signal system upgrades and complete replacement of pedestrian ramps in order to meet ADA requirements at the following intersections:

1. Shoreline Drive and Interlachen Road (APS Signal System and ADA Ramp Improvements)
2. Shoreline Drive and Spring Street (ADA Ramp Improvements Only)
3. Shoreline Drive and Sunset Drive (APS Signal System and ADA Ramp Improvements)
4. Shoreline Drive and Bayview Place (ADA Ramp Improvements and Potential APS)

Sambatek is submitting this memo in order to provide a Probable Cost and Schedule for the City project. ADA Ramp Improvement construction costs will vary from \$6,000 to \$10,000 per ramp based on size, location, grades, and casting adjustments. Signal System upgrades at Interlachen Road and Sunset Drive will include Accessible Pedestrian Signals. APS Signal System upgrade costs are estimated to be approximately \$20,000 per intersection. Signal System cost estimates were received from Hennepin County. The cost breakdown below includes total construction cost, contingency, legal, engineering, administration, and is as follows:

1. Interlachen Road ADA Ramps	\$ 66,700
2. Interlachen Road APS System Improvements	\$ 31,300
3. Spring Street ADA Ramps	\$ 30,000
4. Sunset Drive ADA Ramps	\$ 85,600
5. Sunset Drive APS System Improvements	\$ 31,300
6. Bayview Place ADA Ramps	\$ 38,800
7. <u>Shoreline Drive APS at Bayview Place</u>	<u>\$ 31,300</u>
Total Estimated Project Cost	\$ 315,600

City of Spring Park
March 19, 2018

Based on conversations with Hennepin County staff, we believe that Hennepin County will provide a 50% cost share on ADA upgrades and APS Signal System Improvements. We have requested a formal letter with partnering terms from the County, where as if they commit, the cost split would be as follows:

Partner	Cost Split	Project Cost
Spring Park	50%	\$157,800
Hennepin County	50%	\$157,800

In addition to Hennepin County's commitment, we can pursue additional funding opportunities with MnDOT, Hennepin County, and MCES.

In an effort to receive the most competitive bid pricing and meet the County's proposed overlay schedule, we recommend the following schedule for the 2018 Shoreline Drive ADA Improvements Project:

Topographic Survey	March 2018
Preliminary Design	April 2018 – May 2018
Final Design	June 2018 – July 2018
Bid / Award Contract	August 2018
Construction	September 2018 – June 2019

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 memo. 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

Enclosures

March 19, 2018

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

SUBJECT: 2018 Shoreline Drive ADA Improvements Project – Design Engineering Services Proposal

Dear Mr. Tolsma,

Thank you for the opportunity to submit this proposal regarding the 2018 Shoreline Drive ADA Improvements Project. We understand that the County intends to complete an overlay project on Shoreline Drive (CSAH-15) between Black Lake Road and the eastern City limit, as well as Interlachen Road (CSAH-125) from Shoreline Drive to the southern City limit, in 2019. If the City is interested in completing ADA upgrades to the pedestrian facilities prior to the proposed overlay, design services should begin this spring. The City project will include APS signal system upgrades and complete replacement of pedestrian ramps in order to meet ADA requirements at the following intersections:

1. Shoreline Drive and Interlachen Road (APS Signal System and ADA Ramp Improvements)
2. Shoreline Drive and Spring Street (ADA Ramp Improvements Only)
3. Shoreline Drive and Sunset Drive (APS Signal System and ADA Ramp Improvements)
4. Shoreline Drive and Bayview Place (APS Signal System and ADA Ramp Improvements)

Sambatek is submitting this proposal to complete the design engineering services for the proposed project. Design services will include Project Management, Surveying, and Bid Documents. Project Management will include project administration, attendance of meetings, and project correspondence. Surveying will include topographic survey and identification of manhole casting adjustments. Bid Documents will include development of construction plans, specifications, and cost estimates.

Sambatek proposes to complete the scope of services for a not-to-exceed fee of:

Project Management	\$ 3,000
Surveying	\$ 8,000
<u>Bid Documents</u>	<u>\$ 34,000</u>
Total	\$ 45,000

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

Enclosures

Dan Tolsma

From: Alan Brixius <abrixius@nacplanning.com>
Sent: Thursday, March 15, 2018 3:53 PM
To: Dan Tolsma; Theresa Schyma
Cc: nancy.jensen.beck@gmail.com; Scott Qualle (SQualle@mnspect.com)
Subject: Paddle Pubs

Dan:
You current have two applications for Paddle Pub port of call license. These require a zoning compliance letter from the city. In review of our zoning code pertaining to this issue I offer the following comments.

1. The Marina Shopping Center is zoned C-2 Shopping Center District. This district allows as permitted uses all commercial retail sales and service uses subject to provisions governing the following.
 - a. Screening from residential districts
 - b. Controlling outdoor lighting
 - c. Provision of required parking
 - d. Description of site access and on-site circulation
 - e. Provisions to control noise
 - f. Council may addition conditions to specific site it finds necessary to protect the public health, safety and welfare of the public.

2. Within the C-2 zoning district, dock facilities as regulated by the LMCD are permitted accessory uses.

The marina use is allowed use in the C-2 District, however, the Port of Call is an outdoor activity in close proximity to the residential neighborhood to the west. In this regard, the Port of Call will need to demonstrate that it will function in a manner that will be compatible with the adjoining land uses and will not become a source of nuisance complaints. To meet the city zoning requirements and to receive zoning approval the applicant must provide the city with a narrative/plan that demonstrates compliance with the aforementioned items and also addresses: schedule of events, operation hours, site/ dock trash receptacles and site clean- up, provision of toilet facilities, dock disability access and methods for controlling noise.

The port of call license must be reviewed renewed annually, it the applicant does not operate with the conditions of the approved plan/ narrative or if the use results in substantiated nuisance complaints the city will not be under obligation to approve future port of call license applications.

**2018 MUNICIPAL CERTIFICATION
WATERCRAFT FOR HIRE AND/OR
LIQUOR LICENSE AUTHORIZED PORT OF CALL**



LMCD Code Section 3.07, Subd. 3 and 5.44 Subd. 2 states "No ports of call shall be authorized **without first securing a certificate from the municipality** within which such port of call lies stating that the activities to be conducted by the applicant at the port of call are in compliance with municipal zoning laws."

Name & Address of Applicant:

PaddleTap, LLC
13690 Theresa Place
Eden Prairie MN 55346

Name of Charter Boat:

Rossi

Maximum Passenger Capacity:

26

Port of Call:

1. 5th Street Ventures
2. Lord Fletchers
3. Metro Lakes Marina
4. Wayzata City Dock
5. Excelsior City Dock

Municipality:

1. City of Spring Park
2. City of Spring Park
3. City of Mound
4. City of Wayzata
5. City of Excelsior

Type of Liquor License:

Non-Intoxicating Malt Liquor -
Consumption/Display

I certify that the above watercraft for hire applicant operating the respective named charter boat, with or without a liquor license, has met the municipal ordinance requirements of the city listed below and is entitled to a Lake Minnetonka Conservation District Watercraft for Hire Certificate of Registration and/or alcoholic beverage License afore referenced above.

Authorizing Municipality

Representative Signature

Date

Print Name & Title

Comments (Optional):

**2018 MUNICIPAL CERTIFICATION
WATERCRAFT FOR HIRE AND/OR
LIQUOR LICENSE AUTHORIZED PORT OF CALL**



LMCD Code Section 3.07, Subd. 3 and 5.44 Subd. 2 states "No ports of call shall be authorized **without first securing a certificate from the municipality** within which such port of call lies stating that the activities to be conducted by the applicant at the port of call are in compliance with municipal zoning laws."

Name & Address of Applicant: PaddleTap, LLC
13690 Theresa Place
Eden Prairie MN 55346

Name of Charter Boat: Serenity

Maximum Passenger Capacity: 16

Port of Call:	Municipality:
1. 5th Street Ventures	1. City of Spring Park
2. Lord Fletchers	2. City of Spring Park
3. Metro Lakes Marina	3. City of Mound
4. Wayzata City Dock	4. City of Wayzata
5. Excelsior City Dock	5. City of Excelsior

Type of Liquor License: Non-Intoxicating Malt Liquor -
Consumption/Display

I certify that the above watercraft for hire applicant operating the respective named charter boat, with or without a liquor license, has met the municipal ordinance requirements of the city listed below and is entitled to a Lake Minnetonka Conservation District Watercraft for Hire Certificate of Registration and/or alcoholic beverage License afore referenced above.

Authorizing Municipality

Representative Signature

Date

Print Name & Title

Comments (Optional):



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

MEMORANDUM

TO: Dan Tolsma
FROM: Alan Brixius
DATE: February 19, 2018
RE: Spring Park – Back Channel Brewery
FILE NO: 175.01

BACKGROUND

Back Channel Brewery at 4787 Shoreline Drive has made the following inquiries:

1. Building expansion to provide a smoking area for their customers.
2. Request to expand the outdoor patio by 20 feet by 40 feet at the front of the building.
3. Provision of an outdoor game area.
4. Request for a weekly farmer’s market in the north parking lot of the site.

Requests 2 through 4 will increase the area for outdoor activities and drinking. Per staff meeting discussion, this will be presented to Council for their direction. The following sections provide an analysis of each request for the City Council.

SMOKING AREA

A building expansion to provide a smoking area can be done for this site. There appears to be space and adequate setbacks on the south and west sides of the building to accommodate some building expansion.

Any smoking room expansion will need to meet City zoning setbacks, but it will also need to comply with State Statutes related to this use and building design. Scott Qualle should be contacted for more information on code requirements for a smoking room.

EXPANDED OUTDOOR PATIO

The applicant’s original development application indicated the following building and patio dimensions:

Total Building Area	3,316 square feet
Brewing Area	1,200 square feet
Taproom Area	1,700 square feet
Bathroom, Hallway, Office	400 square feet
Patio Area	510 square feet

Patio Percentage of Customer Area:
 $510 \div 1,700 = 30\%$
 $510 \div (1,700 + 400) 2,100 = 24\%$

The applicant’s site plan requests a 40 foot by 20 foot (800 square feet) expansion of the outdoor patio. This would result in a total patio area of 1,310 square feet. This is 62% to 77% of the customer floor space inside the building. This greatly exceeds the 30% standard established by code.

In addition to expanded patio seating, the applicant seeks to establish an outdoor area for games. Within this area, customers would both participate in games and drink beer. The site plan suggests this area be located southwest of the building. This raises the following issues:

1. Does the game area count as part of the outdoor drinking floor area?
2. The outdoor play areas should be fenced to avoid customers taking drinks away from the site.
3. The southwest location introduces additional outdoor activities toward Seton Channel. The City received concerns related to outdoor activities and noise from Seton Chanel residential property owners.

In considering these expanded outdoor areas, the City must consider the aforementioned issues. If the requests are viewed favorably, a zoning text amendment should be undertaken to accommodate these uses.

Lord Fletcher’s in Spring Park presents a similar operation to what is being requested by Back Channel Brewery. Examination of an aerial photo of Lord Fletcher’s reveals the following:

- | | |
|---------------------------------|----------------------------------|
| 1. Principal Building Footprint | Approximately 11,950 square feet |
| 2. Deck Area | Approximately 8,600 square feet |
| 3. Gazebo/Volleyball Court | Approximately 3,385 square feet |
| 4. Three Volleyball Courts | Approximately 10,750 square feet |

While Lord Fletcher's pre-existed the ordinances and is a legal non-conforming use, the outdoor deck and recreational areas consist of approximately 190% of the principal building footprint area.

This existing example may be impetus for allowing some expansion of Back Channel's outdoor activities. It should be noted that Lord Fletcher's has also generated nuisance issues associated with outdoor activities.

If the Council is open to expanding the outdoor patio and allowing a games area, staff offers the following options:

1. Eliminate the size restriction on outdoor dining and drinking, provided the following conditions are met:
 - a. The area is defined by a permanent fence.
 - b. The outdoor seating areas shall be required to provide parking equal to the indoor dining or drinking areas.
 - c. The location of the outdoor dining or drinking areas shall not interfere with on-site parking or traffic circulation.
2. The City Council may choose to limit the outdoor area to a size equal to the indoor customer service areas. The same additional conditions above would be imposed. The game areas would need to fit within the dining drinking area.

FARMER'S MARKET

Back Channel Brewery has requested the opportunity to establish a farmer's market to be located within its northern parking lot. This event would be held Wednesday evenings or Sunday afternoons between May and the end of September.

The City has approved temporary garden sales for the Marina Shopping Center in the past. In review of the Back Channel request, the following concerns are raised:

1. The proposed farmer's market area will occupy 23 parking stalls serving the taproom. The applicant must demonstrate adequate parking for the principal use.
2. The short term duration presents concerns for set up and tear down. Operations may result in requests for longer durations.
3. Controlling outdoor consumption of beer. The outdoor dining requires a permanent fence to control the access to and consumption of beer outside the building. The applicant must demonstrate how this would be contained within the farmer's market area.

4. The farmer's market is another outdoor activity that may generate nuisance issues for adjoining properties.

In considering this request, staff requests Council direction on the acceptability of this use at this location. If they deem appropriate, Back Channel may pursue a conditional use for outdoor sales/rental displays within a C-2 District.

CONCLUSION

Staff is supportive of Back Channel's efforts to bring more people to Spring Park to patronize local businesses. We are, however, cautious when this involves outdoor activities. Staff seeks direction from the Council on these issues.

c: Theresa Schyma
Nancy Beck
Joe Meehan
Josh Leddy



Hennepin County Property Map

Date: 3/16/2018



No results

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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Hennepin County Property Map

Date: 3/16/2018



No results

Comments:

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