



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
JUNE 3, 2019 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. City Council Work Session Meeting Minutes from May 20, 2019
  - b. Regular City Council Meeting Minutes from May 20, 2019
  - c. Liquor, Cigarette, & Dinner Dance Annual Licenses
5. PUBLIC FORUM \*\*
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
  - a. Lord Fletcher's Fireworks Special Event – June 14<sup>th</sup>
  - b. Back Channel Brewery Fourth of July Special Event – July 4<sup>th</sup>
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council
  - b. City Staff
  - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
  - a. June 3, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
  - a. June 11 – Administration Committee – 12:00 PM
  - b. June 12 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
  - c. June 12 – Planning Commission – 6:00 PM
  - d. June 13 – LMCC – 7:00 PM
  - e. June 17 – City Council Work Session – 6:00 PM
  - f. June 17 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. LMCD Boater Safety Education Program Flyer
15. ADJOURNMENT

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\* 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 20, 2019 – 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: Jerome P. Rockvam, Mayor; Pamela Horton; Gary Hughes; Catherine Kane Palen; and Megan Pavot

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; Brian Hare, Assistant City Engineer; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. WEST ARM WEST FEASIBILITY STUDY PROPOSAL & POTENTIAL TIMELINE

City Engineer Kuno presented a proposal for a feasibility study for the proposed West Arm Road West project. He discussed aspects of the proposal including access issues, potential restoration issues, and overall cost analysis. He further discussed the scope of the project including the cost implications of the several options available to upgrade water and sewer infrastructure. He is also including a limited topographic survey on West Arm Road West to see what options potentially exist to relocate the road and make a true intersection with Island Drive.

Council Member Hughes stated he has discussed water and sewer issues with a resident who has lived on West Arm Road West since the 1970's and he could not recall a time where there has ever been an issue. He is questioning why the City would spend money to consider infrastructure improvements in an area that has never had an issue.

Mayor Rockvam added that there has never been a main break in that area compared to several breaks on Sunset Drive. He questioned why West Arm Road West was higher on the priority list than Sunset Drive. He also questioned why the City would consider other options when the lines could just be sliplined.

City Engineer Kuno responded that sliplining is one of the options and he wants to work with contractors in that area to look at options that are available to the City. He also stated that this infrastructure project was originally second on the priority list behind the Sunset Drive improvements. However, the Sunset Drive project was pushed to coordinate with Hennepin County's improvement projects in that area. He discussed flow data from 2012-2017 which shows inflow and infiltration (I&I) in the system and that televising videos show cracking pipes in that area. He further discussed how I&I increases the City's costs to the Met Council.

Mayor Rockvam stated he is personally against this feasibility study since the area hasn't had a break in 50 years. He agrees with sliplining the area but is not in favor of a study that would consider other options.

Assistant City Engineer Hare stated that he looked at televising videos and the West Arm Road West area had the most issues. He added that the area also has deterioration issues with the cast iron pipes and that is definitely a concern.

City Administrator Tolsma stated that since 2014 the City has done a significant amount of sliplining and it has made a big difference with I&I. He asked City Engineer Kuno if the Council consensus is to only look at the sliplining option, would a topographic survey still be required for the project?

City Engineer Kuno responded yes; it is an important first step in project design. The goal of this project is to get West Arm Road West up-to-date from a street and utilities standpoint so that the City doesn't have to worry about that area for another 25 years. He added that the City needs to start taking portions of the city and making improvements one portion at a time.

City Administrator Tolsma stated he doesn't believe further discussion is needed on this particular project but there is definitely a need for a discussion as to what the approach of the City is on how infrastructure projects should be managed and prioritized. The discussion of the West Arm Road West project is a smaller microcosm as to the infrastructure in the City in general.

Council Member Kane Palen asked the Council if they want to be proactive and improve the City or wait for something to break, be reactive, and apply patches?

Mayor Rockvam stated that City Engineer Kuno has made a good presentation and the Council just needs to vote on this issue so it doesn't drag on forever.

Council Member Hughes is in favor of doing infrastructure maintenance to keep things working until it is damaged beyond repair.

Council Member Pavot stated her concern is waiting for a sewer main break that could get in Lake Minnetonka. The City has an opportunity to recoup some of the costs of the project with future savings on I&I. The City is incurring costs with the Met Council for not repairing the area.

City Administrator Tolsma said that the Council needs to have somewhat of a unified approach as to how the City should manage infrastructure improvements. It seems the Council is split between two lines of thinking – if it isn't broke, don't fix it versus the City should be proactive and keep the City on a schedule for upgrades.

Council Member Pavot stated that the City put it its infrastructure all at once and the concern is that when things start breaking they start breaking everywhere. She is in favor of being proactive so that the City isn't having to finance several potential catastrophic situations in a short time frame. The point of the feasibility report is to look at options.

Shirley Bren, 3935 Mapleton Avenue, asked the Council when they were actually going to do something with all of the information the City has received from engineers over the years. It seems there are constant discussions and payments for studies but the Council never takes action.

City Administrator Tolsma responded that Ms. Bren is getting to a more philosophical discussion that perhaps the City Council needs to have – what is the City’s approach for managing infrastructure improvements?

Council Members Kane Palen and Pavot stated they want to stop kicking the can down the road and see the data from a feasibility study to make a decision on infrastructure.

Council Member Horton agreed.

Mayor Rockvam and Council Member Hughes stated they were against the full feasibility study for West Arm Road West. Mayor Rockvam added that it appears the engineers will be able to move forward with the study since there will be a majority if the study is voted on at tonight’s regular meeting.

2. CITY BEAUTIFICATION PROPOSAL – Due to timing this item was tabled.
3. MISCELLANEOUS – None.
4. ADJOURN – The work session was adjourned by unanimous consent at 7:03 p.m.

Date Approved: June 3, 2019

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Dan Tolsma, City Administrator

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Theresa Schyma, City Clerk



CITY OF SPRING PARK  
 CITY COUNCIL MINUTES  
 MAY 20, 2019 – 7:00 PM  
 SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:08 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; Mike Kuno, City Engineer; Brian Hare, Assistant City Engineer; Mary Tietjen, 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

Council Member Hughes asked to correct Item #13A to reflect the start time of the work session has changed to 6:30 p.m.

Mayor Rockvam amended the agenda to add Item #11a – Feasibility Study for West Arm Road West Infrastructure Project.

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

Motion carried 5-0.

4. ADOPT CONSENT AGENDA
  - a. Regular City Council Meeting Minutes from May 6, 2019
  - b. R3/C3 Annual Dock Permits

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

Motion carried 5-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

a. Jenny Bodurka – Tour de Tonka. Ms. Bodurka, Youth and Adult Community Coordinator for Minnetonka Community Education, presented a PowerPoint regarding the August 3, 2019 Tour de Tonka. She stated that for the first time in 13 years the 2018 event had to be cancelled due to severe weather. She discussed available volunteer opportunities and the routes and special items planned for the 2019 event. She thanked the City Council for their support of this great community event.

b. Shirley Bren – Gillespie Center. Ms. Bren, Spring Park resident and Council appointed representative to the Gillespie Center, presented a report from most recent board meeting and discussed upcoming events and opportunities. She also announced that May is membership month at the Gillespie Center.

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 7:28 p.m.

M/Hughes, S/Horton to close the public hearing at 7:29.

Motion carried 5-0.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council

Council Member Hughes provided an update from Mound Fire Department including a discussion regarding fire calls, accomplishments, and future goals. He further discussed how the budget for fire services was impacted when Minnetonka Beach decided to leave the contract. He also mentioned the upcoming Mound Fire Department fish fry event on June 1.

City Administrator Tolsma added that the overall health of the Mound Fire Department budget is good. He further discussed the mutual aid agreement between the Mound and Long Lake Fire Departments.

b. City Staff – None.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS

a. Feasibility Study for West Arm Road West Infrastructure Project

City Engineer Kuno provided a summary of the proposal for a feasibility study for the 2020 West Arm Road West Infrastructure Project.

Mayor Rockvam asked about the timetable to receive the report.

City Engineer Kuno responded that developing the study would take approximately two months so the City Council should be able to review it at the August work session.

M/Kane Palen, S/Pavot to approve the proposal from Sambatek for an amount not to exceed \$54,000 for a feasibility study for the West Arm Road West Infrastructure Project.

Mayor Rockvam requested a roll call vote.

Motion carried 3-2. (Ayes – Pavot, Horton, Kane Palen; Nays – Hughes and Rockvam)

12. CLAIMS FOR PAYMENT

- a. May 20, 2019 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. May 22 – LMCD Work Session at ~~6:00~~ 6:30 PM with Regular Meeting at 7:00 PM  
b. June 3 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. March PeopleService Report  
b. Mound Fire Department Annual Report Excerpt  
c. Mound Fire Department 68<sup>th</sup> Annual Fish Fry Flyer

15. ADJOURNMENT

M/Hughes, S/Pavot to adjourn the City Council Meeting at 7:46 p.m.

The meeting was adjourned by unanimous consent at 7:46 p.m.

Date Approved: June 3, 2019

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Dan Tolsma, City Administrator

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Theresa Schyma, City Clerk



## STAFF MEMO

2019-2020 ANNUAL LIQUOR, CIGARETTE, &  
DINNER DANCE RENEWAL LICENSES

1. **BACKGROUND:** Liquor, beer, wine, cigarette, and dinner dance licenses expire on June 30, 2019. All of the currently licensed businesses in the City were sent renewal information in April 2019. All renewal applications cover the period from July 1, 2019 to June 30, 2020. 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. However, please note that on December 22, 2018 the Orono Police Department conducted an alcohol compliance check and one business, MGM Wine & Spirits, did fail the compliance check when someone at the business sold alcohol to an underage person. An administrative citation in the amount of \$100 has been paid by the business owner.

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

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

**Water Carrier LLC d/b/a Vann, 4016 Shoreline Drive**

- Beer and wine – on sale

**Back Channel Brewing Collective LLC, 4787 Shoreline Drive**

- Taproom on-sale, Brewer growler off-sale, and Sunday 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 2019-2020 liquor, beer, wine, cigarette, and dinner dance renewal licenses for Lord Fletcher's, Vann, Back Channel Brewing Collective LLC, MGM Wine & Spirits, and Shoreline BP.



## STAFF MEMO

LORD FLETCHER'S SPECIAL EVENT  
APPLICATION WITH FIREWORKS

1. **BACKGROUND:** Lord Fletcher's Old Lake Lodge has submitted a special event application for a private event to be held on Friday, June 14, 2019. The event is scheduled from 6 p.m. to midnight and is proposed to include fire dancers and fireworks. This will be the fourth time this event has been held at Lord Fletcher's. There have been no issues reported during their previous events.

The event also features outdoor live music from 6 p.m. to 9 p.m. but this musical act was part of their summer music concert series permit that was approved by the City Council on March 18, 2019.

2. **DISCUSSION:** The request for fire dancers and fireworks require a special event application. The event organizer is proposing to have fireworks at the event that will be shot from a barge located on West Arm Bay. The show is expected to begin at approximately 10 p.m. and to last for about 15 minutes. Pyrotechnic Display, Inc. will have licensed operators on site to conduct the display. Furthermore Fire Chief Pederson has informed the event organizers that they must provide qualified staff with boats for securing the fallout radius area safety zone. This precaution is for the safety of casual boat traffic going through the channel plus observers on land and water.

A list of draft conditions is attached for Council review. The event organizers will need to coordinate with the Mound Fire Department, Orono Police Department, and Hennepin County Water Patrol prior to the event to ensure that all necessary safety precautions have been taken.

3. **FINANCIAL CONSIDERATIONS:** All required fees have been received.
4. **RECOMMENDATION:** Approve Special Event Application No. 19-09 for Lord Fletcher's Old Lake Lodge for an event on June 14, 2019 with the attached list of conditions.



## APPROVED CONDITIONS

LORD FLETCHERS SPECIAL EVENT –  
FRIDAY, JUNE 14<sup>TH</sup>

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### SPECIAL EVENT CONDITIONS

1. Event organizer must obtain a fireworks display permit from the Mound Fire Department.
2. Event organizer must obtain a permit from the office of Hennepin County Water Patrol.
3. Event organizer must notify the Long Lake Fire Department prior to the event.
4. The event organizer must send notice of the event to all properties within 2,000 feet of the property. The City will provide the event organizer with a list of properties to be notified.
5. Any additional conditions recommended by the Mound Fire Department and the Orono Police Department shall be complied with.



## STAFF MEMO

BACK CHANNEL BREWERY  
SPECIAL EVENT – 4<sup>TH</sup> OF JULY

1. **BACKGROUND:** Back Channel Brewery has submitted an application for a special event to be held on Thursday, July 4, 2019. The event is scheduled from 12 p.m. to 11 p.m. and is proposed to include outdoor live music (DJ) from 12 p.m. to 9 p.m. The event would also allow for patrons to have alcoholic beverages in a defined area of the south parking lot which will be demarcated with barriers.
2. **DISCUSSION:** The request for outdoor music and alcohol require a special event application and a one-day temporary on-sale license that should be included in the motion if approved by the Council.

A list of draft conditions is attached for Council review. The event organizers will need to coordinate with the Mound Fire Department, Orono Police Department, Hennepin County Water Patrol, and Hennepin County Public Health Department prior to the event to ensure that all necessary safety precautions have been taken.

3. **FINANCIAL CONSIDERATIONS:** All required fees have been received.
4. **RECOMMENDATION:** Approve Special Event Application No. 19-10 and Temporary On-Sale Liquor Licenses for Back Channel Brewery for an event on July 4, 2019 with the attached list of conditions.



## APPROVED CONDITIONS

### BACK CHANNEL BREWERY SPECIAL EVENT – THURSDAY, JULY 4<sup>TH</sup>

#### SPECIAL EVENT CONDITIONS

1. Event organizer must obtain a one day temporary on-sale liquor license from the Minnesota Department of Alcohol & Gambling Division.
2. Any alcoholic beverages being taken outside of the principal building shall be limited to a defined area that must be demarcated with barriers. At no point shall any alcoholic beverages be allowed outside of the demarcated outdoor area or the principal building.
3. Live music (including music played by a DJ) will be permitted between the hours of 12:00 pm and 9:00 pm. Additionally, all noise shall comply with section 18-122 of the Spring Park City Code. In the event of legitimate complaints made to the Orono Police Department Back Channel Brewing shall be required to comply with any and all recommendations made by the Orono Police Department to bring the noise levels into compliance.
4. The event organizer must send notice of the event to all properties within 350 feet of the Brewery. The City will provide the event organizer with a list of properties to be notified.
5. Any additional conditions recommended by the Mound Fire Department and the Orono Police Department shall be complied with.



SAVE THE LAKE

# 2019 Lake Minnetonka Boater Safety Education Program



The Lake Minnetonka Boater Safety Education Program is a great way to learn how to safely operate a boat and obtain a Minnesota DNR Watercraft Operator's Permit. Youth ages 12 to 17 years and adults are encouraged to attend. Hands-on demonstrations will provide practical boating skills. Course presenters work with participants and share unique Lake Minnetonka boating experiences and key on-board safety best practices to provide a great learning experience. Parents, guardians, or mentors are encouraged to attend the class with youth to further enhance the training value.

**DATE** Monday, June 10, 2019 from 8:00 am - 6:00 pm (Registration 7:45 am)

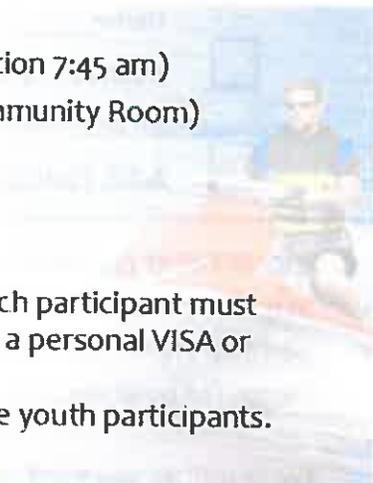
**LOCATION** Westonka Public Schools' Education Service Center (Community Room)  
5901 Sunnyfield Rd E, Minnetrista

**COURSE COST** Free

**PERMIT FEE** \$24.95

- In order to obtain a Watercraft Operator's Permit, each participant must register and pay the exam fee prior to the class using a personal VISA or MASTERCARD.
- If requested, the LMCD will send a check to reimburse youth participants.

**LUNCH** Complimentary lunch and snacks for participants



## PARTICIPANT CHECKLIST - Things to Know

### Before Class

### Bring to Class

- |   |  |
|---|--|
| <input type="checkbox"/> Set up your boater safety education course account from the MN DNR website link at <a href="http://www.boat-ed.com/minnesota">www.boat-ed.com/minnesota</a> . You will be required to pay the \$24.95 fee at registration. | <input type="checkbox"/> Youth bring a Parent/Guardian/Mentor (Recommended).   |
| <input type="checkbox"/> Bring the Username and Password, specific to each person testing, to class in order to log in to course materials and exam.  | <input type="checkbox"/> Your Course Account information from DNR weblink including Username and Password.   |
|   | <input type="checkbox"/> An operable laptop or iPad with Google Chrome loaded to access internet-based curriculum and exam. Bring a charger and be sure you know the passwords to log in to the mobile device. Free Wi-Fi provided at class. |

If you have questions, contact Vickie Schleuning at 952-745-0789 or [vschleuning@lmcd.org](mailto:vschleuning@lmcd.org).

*The Lake Minnetonka Boater Safety Education Program is offered through the Lake Minnetonka Conservation District (LMCD) Save the Lake Fund, and partner agencies Hennepin County Sheriff's Office Water Patrol, Minnesota DNR, and Mound Fire Department.*

Save the Lake is a non-profit fund investing in the environmental quality and recreational enjoyment of Lake Minnetonka.



SAVE THE LAKE

# REGISTRATION FORM

## 2019 Lake Minnetonka

### Boater Safety Education Program



**Monday, June 10, 2019 from 8:00 am - 6:00 pm (Registration starts 7:45 am)**

**Westonka Public Schools' Education Service Center (Community Room)  
5901 Sunnyfield Rd E, Minnetrista**

#### I. PARTICIPANT INFORMATION (Check all that apply)

Who is taking the exam for the Watercraft Operator's Permit?

Youth taking test (must be 12 to 17 years old at test date)

Name \_\_\_\_\_ Age \_\_\_\_\_

Adult taking test: Name \_\_\_\_\_

Parent/Guardian attending but not testing:

Adult Participant: Name \_\_\_\_\_

#### II. ABOUT THE ONLINE EXAM FEE

In order to obtain a Watercraft Operator's Permit, a \$24.95 online exam fee is required prior to class using a personal VISA or MASTERCARD and participants must pass the exam. For youth, the LMCD will reimburse the Permit fee upon request. Reimbursement checks will be mailed within a couple of weeks.

For Youth, do you want to donate the Permit fee to Save the Lake Fund?  Yes  No, reimburse me

#### IV. CONTACT INFORMATION

##### Participant Information

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

##### Emergency Contact

(Required for Youth Participants)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### IV. SPECIAL NEEDS

Do the participants have any special needs or accommodations? Yes  No  (If yes, specify below)

**Submit via email, mail, or fax to: Tammy Duncan, [lmcd@lmcd.org](mailto:lmcd@lmcd.org)  
Lake Minnetonka Conservation District, 5341 Maywood Road, Suite 200, Mound, MN 55364  
952-745-0789 (Office) · 952-745-9085 (Fax)**

**Be sure to read the Participant Checklist for items to complete prior to class and to bring to class so you are prepared to have a great learning experience!**

Save the Lake is a non-profit fund investing in the environmental quality and recreational enjoyment of Lake Minnetonka.

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