



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
JULY 1, 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 June 17, 2019
  - b. Regular City Council Meeting Minutes from June 17, 2019
  - c. LMCD Port of Call Authorization
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
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
  - a. July 1, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
  - a. July 9 – Administration Committee – 12:00 PM
  - b. July 10 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
  - c. July 10 – Planning Commission – 6:00 PM
  - d. July 15 – City Council Work Session – 6:00 PM
  - e. July 15 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. Mound Fire Department May Report
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  
 JUNE 17, 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; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. DRAFT TOBACCO ORDINANCE

City Administrator Tolsma presented a history and summary of the draft tobacco ordinance. He stated there is a larger discussion happening in the State about the harmful effects of tobacco products and the longer you can delay someone from starting to smoke the better chance that fewer young people ever become smokers. He further stated that Hennepin County is also considering a countywide approach so that there is consistency amongst cities.

Mayor Rockvam asked if Mound or Orono have changed their ordinances to raise the purchasing age of tobacco products to 21 years old. He stated that since the City contracts with Orono for police services it would make sense to be consistent with enforcement policies.

City Attorney Tietjen stated there are other proposed changes to the ordinance besides raising the age limit. She detailed the changes including cleaning up language to bring the ordinance into compliance with State law and to address e-cigarettes and hookah lounges. She stated that raising the age limit is a City Council policy decision.

Council Member Pavot stated that another reason to consider the age increase is that 18 year olds are still in high school so changing the age to 21 would basically remove tobacco from high schools.

The City Council discussed waiting for feedback from Orono Police, potentially waiting for a county-wide change before amending the ordinance, and getting feedback from youth.

City Administrator Tolsma responded that he will discuss the draft ordinance at the next Police Commission Meeting to get the input of Police Chief Farniok.

2. CITY BEAUTIFICATION PROPOSAL

City Administrator Tolsma presented a summary of a new City beautification proposal from Norling's Lake Minnetonka Landscapes. He stated that the City has had essentially the same program in place for several years but with the recent cleanup attempts after the passage of the

outdoor storage ordinance there has been some interest in enhancing the City's beautification efforts. The primary idea is to still be fiscally responsible while improving the look mainly around the main corridor and boulevard area in the City. He further discussed proposed changes at City Hall.

The City Council discussed:

- City's annual \$35,000 budget to maintain the current beautification program;
- Timeline for implementing changes to the beautification plan;
- Upkeep and maintenance of wrought iron fencing especially during the winter months;
- Adding the City's parks to the beautification plan including flowers and fencing;
- Adding more planters throughout the City;
- The main corridor along Shoreline Drive is mainly private property so the City would have to approach owners;
- Relocating the sign at City Hall to a more prominent location; and
- Changes to City Hall separate from the beautification proposal including concrete work to the front steps and replacing/upgrading lighting fixtures on the exterior of the building;

The City Council consensus was to repair the lights along the front steps at City Hall that were vandalized over the winter months and not to change the style of those particular fixtures.

City Administrator Tolsma stated that any changes to the City's beautification plan would not be implemented until 2020 so the City Council can continue this discussion to a future work session and George Norling can be present for any questions.

3. MISCELLANEOUS – None.
4. ADJOURN – The work session was adjourned by unanimous consent at 6:59 p.m.

Date Approved: July 1, 2019

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Dan Tolsma, City Administrator

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Theresa Schyma, City Clerk



CITY OF SPRING PARK  
 CITY COUNCIL MINUTES  
 JUNE 17, 2019 – 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; Gary Hughes; Pamela Horton; Catherine Kane Palen; and Megan Pavot

Staff Present: Dan Tolsma, City Administrator; 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

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

Motion carried 5-0.

4. ADOPT CONSENT AGENDA

- a. Regular City Council Meeting Minutes from June 3, 2019
- b. Resolution 19-12: Designation of Annual Polling Place

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

Motion carried 5-0.

5. PUBLIC FORUM

Shirley Bren, Spring Park resident and Council appointed representative to the Gillespie Center, presented an update on the happenings at the Gillespie Center. She added that 30 new memberships were added during May which was Membership Month.

6. PRESENTATIONS & GUEST SPEAKERS

a. Jim Eichten – 2018 Audit Report - Jim Eichten, representative of the City’s audit firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A., presented a PowerPoint summary of the 2018 audit report and provided information on the City’s current financial condition. He stated that the compliance piece of the 2018 audit was satisfactory and there was only one finding to report; the City did not receive a broker certification form from the City’s investment advisor. However, he noted that item was corrected and he does not anticipate that finding on next year’s report. He stated the City is in stable financial condition and he was able to issue an unmodified and clean opinion for the City’s activities. He further stated that the utility rate adjustments were a solid

decision to help address depreciation and believes the City will begin to see the positive impact during next year's report.

The Council thanked Mr. Eichten for his presentation.

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 discussed Mound Fire Department providing safety training to staff at Rockvram Boatyards. Employees are trained to handle fire, medical, and hazmat situations to help maintain safety on Lake Minnetonka.

b. City Staff – None.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. June 17, 2019 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

a. June 19 – Police Commission Meeting – 8:00 AM

b. June 26 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM

c. July 1 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

a. Mound Fire Department Happenings

b. LMCD Aquatic Invasive Species Master Plan Flyer

c. PeopleService April O&M Report

Council Member Hughes discussed the PeopleService report that included details about replacing the fire hydrant on Northern Avenue due to leaking. He questioned how the City knows when hydrants are leaking and if more hydrants need to be replaced due to age.

City Administrator Tolsma responded that semi-annual hydrant flushing is a good test to find hydrants that have issues. He added that the age of the hydrant doesn't necessarily mean that it needs to be replaced just that certain hydrants need to be monitored more closely which is why the City flushes twice per year. He further stated that hydrant flushing improves water quality and that

Shawn Wilson of PeopleService does a good job of monitoring hydrants and resolving issues quickly.

Mayor Rockvam asked City Administrator Tolsma to prepare an agreement for snowplowing services next year so that the City has more time to work out a plan.

City Administrator Tolsma responded that he is preparing a three-year contract this summer.

15. ADJOURNMENT

The meeting was adjourned by unanimous consent at 7:38 p.m.

Date Approved: July 1, 2019

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Dan Tolsma, City Administrator

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Theresa Schyma, City Clerk



# LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • TELEPHONE 952/745-0789 • FAX 952/745-9085

June 13, 2019

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

Dear Mr. Tolsma:

The Lake Minnetonka Conservation District (LMCD) is charged with the processing and issuing Watercraft for Hire (charter boat) licenses, as well as any respective alcoholic beverage licenses.

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 the 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."

The LMCD has received applications for a new Non-intoxicating Liquor License and Watercraft for Hire Certificate of Registration. The applicant, Steve Bedell of Tonka Yacht Rental, seeks to operate the charter boat *Fait Accompli* on Lake Minnetonka with ports of call within your municipality.

A public hearing for the license was held at the June 12, 2019 LMCD Board Meeting. The Board voted to grant the license, on condition of completion of remaining application items, including the securing of municipal certificates for ports of call.

Please find enclosed Municipal Certification form(s) for the applicant's request to use of ports of call within your municipality during the 2019 boating season.

The LMCD respectfully requests your verification and return of the enclosed forms as soon as possible. Please do not hesitate to call if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Cook', is written over a horizontal line.

Matthew Cook | Environmental Administrative Technician

ENC: Municipal Certification Forms



**MUNICIPAL CERTIFICATION FOR  
WATERCRAFT FOR HIRE AND/OR LIQUOR LICENSE  
AUTHORIZED PORT OF CALL  
APPROVAL FOR 2019**

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:**

Tonka Yacht Rental  
4823 Bartlett Blvd  
Mound, MN 55364

**Name of Watercraft for Hire:**

Fait Accompli

**Maximum Passenger Capacity:**

30

**Port of Call**

Lord Fletchers  
Wayzata City Dock  
Lafayette Club  
Maynards

**Authorized Municipality**

City of Spring Park  
City of Wayzata  
City of Minnetonka Beach  
City of Excelsior

**Berthed Location**

Seton Channel, 4801 Shoreline Drive

**Berth Municipality**

City of Mound

**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 for the city listed below and is entitled to a Lake Minnetonka Conservation District Watercraft for Hire Certificate of Registration and/or alcoholic beverage license there under.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Municipality

**2019 MOUND FIRE DEPARTMENT ACTIVITY REPORT**  
**Emergency Response and Firefighter Hours Detail**

MONTH: **MAY**

City	Call Type	2019				2018			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	7	107	33	699	11	198	40	829
	Rescue	19	325	75	1204	14	288	78	1376
	Duty Officer	0	0	5	5	5	5	9	9
MINNETONKA BEACH <i>(for 2018 YTD Total Calls / Hours Reference)</i>	Fire			0	0	1	20	7	174
	Rescue			0	0	0	0	2	32
	Duty Officer			0	0	0	0	0	0
MINNETRISTA	Fire	2	22	7	109	4	78	19	391
	Rescue	6	122	21	407	2	25	12	283
	Duty Officer	2	2	3	3	0	0	1	2
SHOREWOOD	Fire	0	0	0	0	0	0	0	0
	Rescue	0	0	0	0	0	0	0	0
	Duty Officer	0	0	0	0	0	0	2	2
SPRING PARK	Fire	2	27	10	180	7	235	18	455
	Rescue	10	181	38	613	5	93	38	664
	Duty Officer	1	1	3	3	0	0	2	2
MUTUAL AID	Fire	1	39	18	706	3	73	11	313
	Rescue	0	0	0	0	0	0	1	14
STAND BY	Weather, Special Event, Etc.	0	0	0	0	0	0	1	52

Total Activity All Cities	Fire	12	195	68	1694	26	604	95	2162
	Rescue	35	628	134	2224	21	406	131	2369
	Duty Officer	3	3	11	11	5	5	14	15
	Stand By	0	0	0	0	0	0	1	52
	TOTAL	50	826	213	3929	52	1015	241	4598

Monthly Activity by Call Category	2019	2018
COMMERCIAL	8	5
RESIDENTIAL	38	34
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	4	13
SERVICE CALLS (Smoke/CO Detectors)	1	2
LEGITIMATE FIRE ALARMS	5	2
FALSE FIRE ALARMS	1	1

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2019		2018	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	1	1	2
MUTUAL AID CALLS GIVEN	1	18	3	12
TRAINING/MAINTENANCE HOURS	392.75	2009.5	313	1580

14a

**Mound Fire Department  
Incident Reports - Spring Park  
May, 2019**

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
166	5/3/2019	Spring Park	4787 Shoreline Drive	Fire	Haz Cond - Fuel Spill	Applied Floor Dry	13
183	5/15/2019	Spring Park	4599 Shoreline Drive, #202	Fire	Burnt Food	Ventilated	14
<b>Total Fire Calls</b>				<b>2</b>	<b>Total Fire Hours</b>		<b>27</b>

165	5/3/2019	Spring Park	4527 Shoreline Drive #209	Rescue	EMS	Transported	13
167	5/4/2019	Spring Park	4559 Shoreline Drive	Rescue	EMS	Transported	23
172	5/6/2019	Spring Park	4501 Shoreline Drive, #222	Rescue	EMS	Transported	31
179	5/13/2019	Spring Park	4501 Shoreline Drive	Rescue	EMS	Transported	12
181	5/13/2019	Spring Park	2400 Interlachen Road, #202	Rescue	EMS	No transport	25
188	5/16/2019	Spring Park	4559 Shoreline Drive, #319	Rescue	EMS	Transported	13
201	5/25/2019	Spring Park	4501 Shoreline Drive	Rescue	EMS	Transported	19
202	5/25/2019	Spring Park	4523 Shoreline Drive, #315	Rescue	EMS	Transported	19
208	5/29/2019	Spring Park	4154 Shoreline Drive	Rescue	EMS	Cancelled	6
210	5/30/2019	Spring Park	4742 West Arm Road	Rescue	EMS	No transport	20
<b>Total Rescue Calls</b>				<b>10</b>	<b>Total Rescue Hours</b>		<b>181</b>

186	5/16/2019	Spring Park	2400 Interlachen Road	Rescue	Assist	Changed Battery	1
<b>Total Duty Officer Calls</b>				<b>1</b>	<b>Total Duty Officer Hours</b>		<b>1</b>

<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER CALLS</b>				<b>13</b>	<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER HOURS</b>		<b>209</b>
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# Mound Fire Department

City of Spring Park  
January - May, 2019

## Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
25	1/24/2019	2400 Interlachen Road	x			Burnt Food - Ventilated	N	Y
67	2/20/2019	4400 West Arm Road	x			Cancelled upon arrival	Y	Y
138	4/15/2019	4300 Shoreline Drive	x			Investigated, found problem riser	N	Y
141	4/17/2019	4601 Shoreline Drive	x			Caused by water leak	N	Y

### 2019 YTD TOTALS

FIRE ALARM	4			False Alarms	1	
SMOKE DETECTOR		0		Legitimate Alarms	3	
CO DETECTOR			0	Preventable		4
TOTAL - ALL ALARMS	4					