



CITY OF SPRING PARK
CITY COUNCIL AGENDA
OCTOBER 21, 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 September 16, 2019
 - b. Regular City Council Meeting Minutes from September 16, 2019
 - c. Resolution 19-15: Approving Local Water Management Plan
 - d. Snow Removal Contract Larson Lawnscape
 - e. Back Channel Brewery Special Event November 29th & 30th
5. PUBLIC FORUM **
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
 - a. Delinquent Utility Payment Assessment
8. PETITIONS, REQUESTS, & APPLICATIONS
 - a. Rembrandt Landscapes Conditional Use Permit Application
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. October 21, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. October 23 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - b. November 4 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department September 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.



CITY OF SPRING PARK
WORK SESSION MINUTES
SEPTEMBER 16, 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; Brian Hare, City Engineer; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. WEST ARM WEST FEASIBILITY STUDY REVIEW

City Engineer Hare presented a summary of the feasibility study including project history, options for improvements, and consequences of failure with current system. He also provided an update on removing the center pillar of the bridge.

City Administrator Tolsma discussed recent conversations with the Three Rivers Park District (TRPD) and Hennepin County Regional Rail Authority (HCRRA) and the general feeling is that they are willing to work with the City on whatever we want to achieve but the part where it gets fuzzy is when the discussions turn to which entity is going to pay for any changes.

City Administrator Tolsma also stated that the Mound Fire Department has said they would be satisfied with getting the road as close to compliant as possible due to the reality of the environment of the area; Fire Chief Pederson is pragmatic and is agreeable with a substantial improvement.

The City Council discussed the options presented including proposed cost/budgeting, timing, resident impact and input, and potential issues with property acquisition.

Mayor Rockvam stated he is in favor of moving forward on the water and sewer portions of the project but views the road and bridge options as separate projects due to the time and cost involved and also the property acquisition issues for the access road portion of the project.

Council Member Kane Palen asked why the City needs to do a special assessment for these types of projects.

City Engineer Hare discussed Spring Park's assessment policy and stated it is one of the most generous assessment rates he has seen.

Mayor Rockvam stated he needs more information, including resident input, before moving forward on the road and bridge portions of the project.

Council Member Hughes agreed with Mayor Rockvam.

Council Member Pavot stated there is a benefit to combining projects for cost savings. She added that she would like to fix the access road issue and finally get that road up to code and in compliance with NFPA.

Council Member Kane Palen agreed with Council Member Pavot and stated the history of this project is that it keeps on languishing. She added if the City is going to continue to improve its infrastructure then the Council needs to put more effort forth. She would like the City to put a calendar date on these infrastructure improvement projects and follow through.

City Administrator Tolsma stated that staff can prepare a survey for property owner input and see what feedback is received; perhaps the City is only hearing from a few residents and that their views may not reflect those of the majority on West Arm Road West.

Council Member Pavot stated it is important to get more information for cost and resident input, but she does not want these projects to be pushed aside. She wants the Council consider the long-term goals of the City especially where health and safety are concerned.

Council Member Horton stated she was also in favor of moving forward with water and sewer.

Council Members Kane Palen stated she agrees with the water and sewer improvements, but she has lived in this city too long and seen many improvement projects fall by the wayside. She added that cutting up projects also reduces the chances of getting competitive bids.

Council Member Pavot agreed that these infrastructure improvement projects have been issues for decades and does not want to see them pushed any further.

Mayor Rockvam stated he would not allow this issue to fall by the wayside. He added that he wants input from the property owners on West Arm Road West before any decisions are made other than water and sewer.

City Administrator Tolsma asked the Council for clarification about whether staff should move forward with taking bids for the water and sewer portion of the project.

The Council consensus was to move forward with taking bids on the water and sewer portion of the project on West Arm Road West.

City Administrator Tolsma stated that staff will begin looking at water and sewer bids and preparing a survey for the property owners on West Arm Road West to gather feedback on infrastructure improvements.

2. LOCAL WATER MANAGEMENT PLAN

Due to timing this item was tabled until a future work session.

3. 2020 PRELIMINARY BUDGET & LEVY

City Administrator Tolsma briefly discussed the 2020 preliminary budget and tax levy process. He stated the proposed general budget increase is 2.5% but the overall preliminary levy increase is 5.4%. He further discussed how the police and fire service increases of 2.8% impacted the general budget and levy. He added that the City is finally seeing some dividends on sliplining due to payments to the Met Council going down.

City Administrator Tolsma discussed the increasing costs for the City's two clean-up events each year. He stated that the program has the best of intentions, but staff have noticed items coming in from outside the city in order to take advantage of this generous program. A discussion should occur about what makes the most sense for the community going forward.

Mayor Rockvam responded that the City's semi-annual clean-up events should be discussed at a future work session.

4. MISCELLANEOUS – None.
5. ADJOURN – The work session was adjourned by unanimous consent at 7:12 p.m.

Date Approved: October 7, 2019

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



CITY OF SPRING PARK
CITY COUNCIL MINUTES
SEPTEMBER 16, 2019 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:17 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; Brian Hare, 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

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

Motion carried 5-0.

4. ADOPT CONSENT AGENDA

- a. City Council Work Session Meeting Minutes from August 19, 2019
- b. Regular City Council Meeting Minutes from August 19, 2019
- c. Ordinance 19-01: Amending Chapter 1 Related to Administrative Fines
- d. Ordinance 19-02: Amending Chapter 8 Related to Dog Licenses
- e. Ordinance 19-03: Amending Chapter 13 Related to Mobile Food Units
- f. Ordinance 19-04: Amending Chapter 12 Related to Tobacco
- g. Resolution 19-14: Approving Summary Publication of Ordinance 19-04
- ~~h. Resolution 19-15: Approving Local Water Management Plan~~

City Administrator Tolsma gave a summary of the proposed ordinances. He stated that the Tobacco 21 issue will be discussed at a future Police Commission Meeting.

Mayor Rockvam stated that all cities services by the Orono Police Department should have the same age requirements in regards to tobacco purchases for consistent enforcement.

M/Pavot, S/Kane Palen to adopt the Consent Agenda Items #4A-4G and to remove Item #4h from the agenda to be considered at a future meeting.

Motion carried 5-0.

5. PUBLIC FORUM

Michael Mason, 3950 Del Otero Avenue, stated that pull tabs were recently approved at a Council meeting and wanted to know how much of that money the City of Spring Park will receive hoping that it could offset some budget items.

Mayor Rockvam asked if the City could set a higher license fee.

City Administrator Tolsma stated there is a state mandate as to how much a city can charge for these licenses. He added that the pull tab license that was approved is not a money-making enterprise for this organization; the money raised goes to local charities.

6. PRESENTATIONS & GUEST SPEAKERS – None.
7. PUBLIC HEARINGS – None.
8. PETITIONS, REQUESTS, & APPLICATIONS – None.
9. ORDINANCES & RESOLUTIONS
 - a. Resolution 19-16: Approving Preliminary Levy

City Administrator Tolsma spoke briefly about the process of certifying the preliminary tax levy at 5.4% for \$1,128,501. He added that the Truth in Taxation hearing should occur at the December 2, 2019 City Council meeting and the final levy needs to be adopted no later than December 28, 2019.

Council Member Pavot stated that 2.9% of the increase was due to police and fire service increases.

City Administrator Tolsma discussed how public safety increases impact the overall budget.

Mayor Rockvam stated that if the City of Orono was the City's public works provider then snow plowing service wouldn't have to be factored into the budget anymore. He believes this option should be considered.

M/Pavot, S/Horton that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 19-16

RESOLUTION ADOPTING 2020 PROPOSED TAX LEVY

Motion carried 5-0. This resolution appears as Resolution No. 19-16.

M/Hughes, S/Pavot to set the Truth in Taxation Hearing for December 2, 2019 at 7:00 p.m.

Motion carried 5-0.

10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council

Mayor Rockvam presented Council Member Kane Palen with a certificate of appreciation for her service to the City of Spring Park.

Council Member Kane Palen thanked the Council and wanted to speak about the proposed rental ordinances that she believes are important to the City of Spring Park. She asked the Council to seriously consider the long-term rental ordinance that the Planning Commission is currently reviewing. She believes the City should be protecting its residents especially considering the health and safety impacts.

Mayor Rockvam announced the vacancy on the Council and asked interested residents to contact staff for more information.

Council Member Pavot requested an update on outdoor storage enforcement.

City Administrator Tolsma provided an update including that staff have received approximately 30 complaints and that there has been great progress since most complaints have been resolved/closed. He added that surprisingly a lot of people were thankful to have a consistent process in place when they were required to clean-up their properties. He stated that there are a few difficult enforcement and clean-up situations that are going to take more time and investment since the owners have refused to bring their properties into compliance. He further described the enforcement process.

City Attorney Tietjen discussed the administrative citation ordinance and the assessment process that follows.

b. City Staff – None.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS

a. Purchase Order 19-01: Wilkes Park Playground Improvements

City Administrator Tolsma gave a brief summary of the proposed Wilkes Park Playground improvements.

Council Member Kane Palen asked about the standing water issue at Thor Thompson Park.

City Administrator Tolsma responded that Norling's has had it on their schedule to complete the restoration on that playground. He added that it is a challenge to find the most favorable time of year to reestablish the sod but that it is on the schedule.

Mayor Rockvam discussed a grading issue at a residential property on Del Otero Avenue.

City Administrator Tolsma responded that there have not been any projects on Del Otero Avenue related to grading changes; he added that the biggest problem is elevation. He stated that a number of streets have the same issue because there is no storm sewer and curb and gutter which are typically the best option to resolve those kinds of issues.

Mayor Rockvam stated he believes that a lot can be accomplished with swales and wants to find a permanent resolution for the resident on Del Otero Avenue.

M/Hughes, S/Horton to approve Purchase Order 19-01 for Wilkes Park Playground Improvements.

Motion carried 5-0.

12. CLAIMS FOR PAYMENT

- a. September 16, 2019 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. September 18 – Police Commission Meeting – 8:00 AM
- b. September 25 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- c. October 7 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department August Report
- b. Mound Fire Department Press Release
- c. Household Hazardous Waste Collection Events Flyer

15. ADJOURNMENT

The meeting was adjourned by unanimous consent at 8:10 p.m.

Date Approved: October 7, 2019

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk

4/c

**CITY OF SPRING PARK
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION NO. 19-15

**RESOLUTION APPROVING THE CITY OF SPRING PARK
LOCAL WATER MANAGEMENT PLAN**

WHEREAS, a stake holder comment period was conducted and all comments were addressed; and

WHEREAS, the City of Spring Park is committed to protecting its water resources through prudent planning and implementation of modern rules; and

WHEREAS, all complete planning applications submitted after the approval must comply with the rules and standards laid out in the Local Water Management Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Spring Park approve of the Spring Park Local Water Management Plan.

ADOPTED by the City Council of the City of Spring Park this 21st day of October, 2019.

CITY OF SPRING PARK

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

4/d

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

**SNOW REMOVAL AGREEMENT
OCTOBER 15, 2019 - MAY 15, 2022**

THIS AGREEMENT, is made as of the _____ day of _____, 2019 by and between the **City of Spring Park, Minnesota**, a Minnesota municipal corporation (hereinafter "the City") and Larson LawnScape, Inc., a Minnesota business corporation (hereinafter "the Contractor").

WITNESSETH: That the Contractor, for and in consideration of the payment or payments hereinafter specified to be made by the City at the times and in the manner set forth in this Agreement, hereby covenants and agrees to furnish and provide all materials, service, labor, equipment and supplies necessary to perform its obligations under this Agreement in accordance with the terms set forth herein.

1. CONTRACTOR'S DUTIES. The Contractor shall remove snow and ice from the City streets and sidewalks as conditions demand. The foregoing notwithstanding, the Contractor shall complete plowing of City streets before 6:00 A.M. (morning rush hour) and 3:00 P.M. (evening rush hour). Contractor agrees to a response time on calls for service from the City of no longer than 30 minutes.

2. CONTRACTOR'S UNDERSTANDINGS.

A. It is understood and agreed that the Contractor has, by careful examination, satisfied itself as to the nature and location of the work, the conformations, character, quality and quantity of the work and all other matters which can in any way effect the work under this contract. No verbal agreement with any officer, agent or employee of the City, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

B. It is understood by the Contractor that the use of subcontractors must receive written approval from the City Administrative Officer before any work is commenced. If the City approves the use of a subcontractor and the Contractor uses a subcontractor, the Contractor must pay the subcontractor within 10 days of the receipt of payment from the City for undisputed services provided by the subcontractor, and the Contractor must pay the subcontractor interest of 1½% per month on any undisputed amount not paid to the subcontractor within said 10-day period in accordance with Minnesota Statutes 471.425, Subd. 4a.

C. It is understood by the Contractor that the ordering and storing of salt shall be their responsibility, and that that no salt will be stored on City Property unless authorized in advance by the City Administrator.

D. It is understood by the Contractor that if any work is performed is deemed unsatisfactory by the City Administrator, the Contractor shall correct the problem to the City's satisfaction.

3. BONDS AND INSURANCE. Before the Contractor is permitted to engage in the business of snow removal and/or salting/sanding City streets, The Contractor will keep in full force for the duration of this agreement the following insurance:

A. WORKERS COMPENSATION. The Contractor shall maintain workers' compensation insurance to the extent and limits required by applicable law for all employees employed by it and all subcontractors shall be required to maintain said insurance on identical terms as are set forth herein. Before commencement of work, the Contractor shall provide to the City a Certificate of Insurance showing evidence of this coverage or provide evidence of qualification as a self-insurer of workers' compensation.

B. EMPLOYERS LIABILITY COVERAGE. If any employees of the Contractor are engaged in hazardous or other work not covered by the aforesaid workers' compensation Insurance, the Contractor shall provide, and shall require any subcontractor to provide, employer's liability coverage in the same amounts and on the same terms as are set forth herein for the Contractor's public liability coverage, for the protection of said employees.

C. PUBLIC LIABILITY AND PROPERTY DAMAGE. The Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,500,000 per occurrence. The CGL insurance shall cover, without limitation, liability arising from public liability, personal injury, accidental death, property damage, and contractually assumed liability covering obligations assumed under this Agreement. The City shall be named as an additional insured on the policy and the policy shall contain a waiver of subrogation as to the City. Before commencement of work, the Contractor shall provide to the City a Certificate of Insurance acceptable to the City. The certificate and the required insurance policy shall contain a provision that the coverage afforded under the contract will not be cancelled or permitted to expire until at least 30 days written notice has been given to the City.

D. AUTOMOTIVE INSURANCE. The Contractor shall maintain automobile liability insurance on all self-propelled vehicles used in connection with the performance of this contract, whether owned, non-owned or hired with a combined single limit of not less than \$1,500,000 each accident. Before commencement of work, the Contractor shall provide to the City a Certificate of Insurance acceptable to the City. The certificate and the required insurance policy shall contain a provision that the coverage afforded under the contract will not be cancelled or permitted to expire until at least 30 days written notice has been given to the City.

4. INDEMNIFICATION. The Contractor shall (and shall cause any subcontractor to) defend, indemnify and save harmless the City, its officers, elected officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature, including those based upon negligence or strict liability in tort, and including those brought for property damage, bodily injury or death, by reason of any act or omission by the Contractor, its subcontractors, agents, employees, or anyone else it controls or exercises control over, in the performance of the work or otherwise arising out of or relating to the Contractor's work or performance under this Agreement. The Contractor understands and agrees that the obligation to indemnify the City under this Agreement is not limited or affected by the amount of insurance obtained and carried by Contractor in connection with this

Agreement. This obligation of the Contractor to indemnify the City shall survive termination of this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise.

5. INDEPENDENT CONTRACTOR. All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the City. The Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

6. TERM; TERMINATION. The term of this Agreement shall commence on October 15, 2019 and end on May 15, 2022. The foregoing notwithstanding, in the event of willful failure or neglect by the Contractor or its employees or agents to comply with the prescribed terms and conditions contained in the Agreement, or any applicable laws, ordinances, restrictions and regulations, or if Contractor fails to perform services under this Agreement to the satisfaction of the City, in the City's sole discretion, this Agreement may be terminated by the City upon delivery of 30 days written notice to the Contractor.

7. PAYMENT. The City agrees to pay the Contractor on the basis of contract prices set forth in the Contractor's proposal, which is attached hereto as Exhibit A. Payment shall be made no more frequently than twice a month. Contractor shall provide the City with detailed invoices which show the per hour, per equipment and separate costs between plowing sidewalks and streets and sanding. The City will pay all uncontested invoices in the same manner as other claims submitted to the City and in accordance with state law.

8. NOTICES. All notices required to be given by either party pursuant to this Agreement shall be in writing and sent to the other party at the following addresses:

To the City: City of Spring Park
 Attention: City Administrator
 4349 Warren Avenue
 Spring Park, MN 55384

To the Contractor: _____

All notices shall be deemed received when delivered, if hand-delivered, or three business days after deposit with the United States Postal Service, postage prepaid. Notices by telefax or email alone are not sufficient. The addresses for notices may be changed by the parties from time to time by delivery of written notice to the other party as provided herein.

9. HEADINGS AND CAPTIONS. The headings and captions of sections and paragraphs are for purposes of convenience of reference only and shall not be used to construe the meaning of any provision contained in this Agreement.

10. VALIDITY; SEVERABILITY. The provisions of this Agreement are severable. If any provision or provisions of this Agreement shall be held to be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired.

11. EQUAL OPPORTUNITY. In performing this Agreement, the Contractor will ensure that no person was or is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise has been or will be subjected to discrimination.

12. ENTIRE AGREEMENT; AMENDMENT. This Agreement and any attached exhibits constitute the entire agreement between the City and the Contractor and supersede any and all other written or oral agreements between the parties. This Agreement can be modified or amended only by written agreement signed by the City and the Contractor.

13. THIRD PARTY RIGHTS. The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

14. DATA PRACTICES. Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the City concerning data requests.

15. AUDIT. The Contractor must allow the City, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

16. WAIVER. Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

17. NO ASSIGNMENT. Except as expressly detailed in section 2(b), this Agreement may not be assigned by either party without the written consent of the other party.

18. COMPLIANCE WITH LAWS. The Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date the Contractor agrees to provide the applicable services.

19. APPLICABLE LAW. This Agreement will be governed and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first written above.

Contractor:

By _____

Its _____

City of Spring Park, Minnesota

By _____

Jerry Rockvam, Mayor

By _____

Dan Tolsma, City Administrator

EXHIBIT A

"When quality counts"



LAWN SCAPE

September 26, 2019

**ALL SEASON PROPERTY MAINTENANCE
COMMERCIAL • RESIDENTIAL**

952.472.9244

City of Spring Park

Attn: Dan Tolsma, City Administrator

Thank you for the opportunity to provide our snowplowing services for last year's snow season.

We are submitting a SNOW REMOVAL AGREEMENT (3 year) for 10-15-19 thru 5-15-22 our pricing remains the same as last year.

Listed prices INCLUDE operator and equipment:

- 1. Per ton, applied:**
 - a. White salt (above 10 degrees)\$185.00**
 - b. Green salt, treated, DOT\$240.00**

(NOTE: we supply salt stored at our shop, so there are no storage fees, no loading or hauling fees, and no rental of salt bin fees.)

- 2. Per hour, BOBCAT/TOOLCAT, blade or bucket.....\$115.00**
- 3. Per hour, BOBCAT/TOOLCAT, blower or sweeper..\$135.00**
- 4. Per hour, Plow truck\$85.00**
- 5. Per hour, Dump truck\$85.00**
- 6. Per hour, SIDEWALK tractor, blade, blower, brush ..\$95.00**

Requested snow relocation to your designated areas, to be invoiced hourly with equipment rates listed above. Please let us know if there are any questions or concerns.

Thank you,

John P Larson (952-472-9244)



STAFF MEMO

BACK CHANNEL BREWERY SPECIAL
 EVENT – SATURDAY, NOVEMBER 29TH &
 SUNDAY, NOVEMBER 30TH

1. **BACKGROUND:** Back Channel Brewery is requesting a permit for a two-day special event to be held on Saturday, November 29th and Sunday, November 30th. The event is scheduled from 2:00 p.m. to 11:00 p.m. on Saturday and 12:00 p.m. to 11:00 p.m. on Sunday. It is proposed to include an outdoor tent with live music from 4:00 p.m. to 9:00 p.m. on Saturday and from 12:00 p.m. to 9:00 p.m. on Sunday. The event would also allow for patrons to have alcoholic beverages in a defined area of the parking lot which will be demarcated with barriers.

The requests for outdoor music and alcohol require a special event application and a temporary on-sale license that should be included in the motion if approved by the Council.

A site plan and a list of draft conditions is attached for Council review. The event organizer will need to coordinate with the Mound Fire Department and the Orono Police Department prior to the event to ensure that all necessary safety precautions have been taken.



DRAFT CONDITIONS

BACK CHANNEL BREWING FALL CELEBRATION EVENT – NOV 29TH & 30TH

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. The Applicant must obtain a tent permit from the Mound Fire Department. Additionally, the tent must be inspected and approved by the Mound Fire Department as well as the City's Building Official (if State building code requires) prior to the event.
3. Any alcoholic beverages being sold or taken outside of the principal building shall be limited to confines of the tent and a defined outdoor area consistent with the approved site plan that must be demarcated with barriers. At no point shall any alcoholic beverages be allowed outside of the tent, demarcated outdoor area, or the principal building and patio area.
4. Any and all temporary entrances to the tent and/or outdoor area must be staffed by a designated ID/wristband monitor.
5. The Tent must be installed to the north of the building with the stage and speakers directed to the east.
6. Amplified live music (including music played a DJ) will be permitted between the hours of 4:00 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.
7. 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.
8. Any additional conditions recommended by the Mound Fire Department and the Orono Police Department shall be complied with.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

PLANNING REPORT

TO: Dan Tolsma
FROM: Alan Brixius / Ryan Saltis
DATE: October 10, 2019
RE: Rembrandt Landscapes Site/Building Plan Review with CUP for Outdoor Storage and Outdoor Sales
FILE NO: 175.01 19.05

BACKGROUND

Rembrandt Landscapes has submitted an application for a building/site plan review and a Conditional Use Permit for outdoor sales displays and outdoor storage for property located at 4636 Shoreline Drive. The proposed site plan is for outdoor storage and outdoor sales of landscaping materials. The proposal includes the installation of concrete storage bays surrounding the perimeter of the southeast section of the property and a paved surface for added parking stalls.

The site is zoned C-1, General Commercial. Under the C-1 zoning district retail sales and service businesses are permitted uses and outdoor storage and outdoor sales are allowed as conditional uses. The site currently has a building on the west side of the property that will be used as Rembrandt's office/retail space and indoor storage. The site is adjacent to Shoreline Drive to the south, C-1 zoning to the east and west, and the Dakota Rail Trail to the north.

Attached for reference:

- Exhibit A: Site Plans
- Exhibit B: Site Survey
- Exhibit C: Building Blueprints
- Exhibit D: Building and Outdoor Storage Elevations

ANALYSIS

Zoning.

The subject site is zoned C-1, General Commercial. Within the C-1 zoning district, outdoor storage and outdoor sales are allowed by conditional use with conditions outlined in the city's zoning ordinance:

(2) Accessory **outdoor sales/rental displays** subject to the following conditions:

- a. Submission of a site plan for review and approval of the zoning administrator that illustrates the size and location of the sales/rental display area and shows compliance with zoning performance standards.

Staff Comment: Rembrandt Landscapes has submitted site plans to city staff on 9-16-19 for review. The site plans illustrate that the proposed outdoor sales/display area are located within an excavated portion of the property on east of the building. The landscape material storage bays running parallel to Shoreline Drive. This location has been excavated and lies well below the street grade. This lower elevation serves to visually screen the outdoor sales displays and outdoor storage uses.

- b. Outdoor sales/rental displays shall be accessory to the principal use and building on the site. The sales/rental display area shall be defined on the site in a measurable form so the zoning administrator may verify the size of the approved sale/rental display area.

Staff Comment: The outdoor sales/rental displays are accessory to the principal use and building on the site. The principal building shall be used as retail and office space with indoor storage on the lower level. The outdoor sales will include storage bays for several different landscaping materials and plants.

- c. Outdoor sales/rental display areas shall have a paved surface consisting of asphalt, cobblestone, paver block, or concrete. Pervious pavement materials may be permitted subject to review and approval by the city engineer. No sales/rental display shall be located in a landscaped area of the site as defined in subsection [42-64\(j\)\(5\)f.2.](#) of this article.

Staff Comment: The existing hard pack and concrete will be used for the outdoor sales display areas for the time being. The applicant has expressed interest in future paving of the storage and sale area.

- d. Outdoor sales/rental display areas shall not be located within a public right-of-way.

Staff Comment: The outdoor sales display areas are separated from Shoreline Drive by landscape buffers such as trees and shrubs as well as the site grade that lies lower than the street grade. The display areas are not located within this public right-of-way.

- e. Outdoor sales/rental display areas shall be located on the site in a manner that does not interfere with on-site parking or traffic circulation.

Staff Comment: Additional on-site parking will be added to the property in the center of the lot and along the east side of the building. With the proposed parking in the center of the surface lot, along with 24-foot separation between the parking area near the east side of the building, the site plans display proper spacing that will allow vehicles and machinery to move safely around the site.

- f. Outdoor sales/rental display areas shall be screened from view of abutting R residential zoning districts in compliance with subsection [42-64\(j\)](#) of this article. Screening shall not be required where the sales/rental display area is located on the street side of the site.

Staff Comment: The outdoor sales display areas do not abut any residential zoning districts. The outdoor sales display area is screened from view by landscape buffers from Shoreline Drive to the south of the site, commercial areas to the east and west and the Dakota Rail Trail to the north. Trees, shrubs and other landscaping that surrounds the perimeter of the property. Significant differences in grade elevation also provide screening for the outdoor sales display areas and outdoor storage. The applicants plan shows new plantings to be added to the property. The landscape plan must be revised to identify the location, number, type and size of trees or shrubs to be added to the site.

- g. All lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences and shall be in compliance with subsection [42-63\(h\)](#) of this article.

Staff Comment: A lighting plan shall be required to be submitted for review and approval if the business is proposing any exterior lighting of the parking and lower surface lot. The lighting plan shall be in compliance with city code subsection [42-63\(h\)](#) *Exterior lighting*, which provides regulations for light intensity, location of exterior lights, and performance standards based on zoning. All lighting shall be 90 degree cutoff light fixtures with shielded light sources.

- h. Adequate parking remains after establishing the sales/rental display area to meet the requirements of [section 42-67](#) of this chapter.

Staff Comment: Based on the uses and square footage of the building and display areas on site, the required parking will be 22 spaces. The site plan illustrates a total of 27 parking stalls comprising of 5 angled stalls located on the south side of the building, 6 stalls to the east of the building, and 16 on the interior of the proposed outdoor storage area.

The parking stall dimensions proposed on the site plans are 8'9" in width and 16' in length. Subsection 42-67(g)(5)a. of city code requires a minimum of 18' stall length for parking spaces. Stall numbers 5 and 6 on the site plans located east of the building appear that the dimensions are short and may need to be removed of the site plans. The applicant must submit a revised site plan that shows the proper stall dimensions to comply with city code. All parking stalls must be striped on site with the proper dimensions. Without immediate paving the applicant must outline a means for delineation the parking stalls on site.

The parking lay out within the storage area has the end stalls facing the sides of interior stalls. Curb stops will be needed to avoid cars encroaching into the interior stalls or hitting the cars occupying these spaces.

(3) **Outdoor storage as an accessory use provided that:**

- a. Outdoor storage shall not be located between a building façade and any street right-of-way.

Staff Comment: The site plan meets this condition.

- b. The outdoor storage area is fenced around its full perimeter.

Staff Comment: A fence is not proposed around the entire outdoor storage area. Due to the elevation grade change as well as the landscaping buffers of trees and shrubs surrounding the perimeter of the site, a fence will not be required around the entire proposed outdoor storage area. There is an existing fence along Shoreline drive. This fence shall remain and be maintained in good condition. Access gates will be needed north of the existing building to regulate vehicle access and movement into the storage area. Site plans will need to be altered to illustrate the location access gates. Applicant must provide a fence and gate detail along with the revised site plan.

- c. The outdoor storage area shall be screened from view of neighboring residential uses, residential districts, and/or the public right-of-way and public waters in compliance with subsection [42-64\(j\)](#) of this chapter.

Staff Comment: All outdoor storage will be screened by landscaping that surrounds the property and the significant change in grade between Shoreline Drive and the storage area. The applicant has provided a landscape plan showing additional screen plantings. This plan must be revised to show the location, number, type and size of new landscaping.

- d. Outdoor storage items shall not be stacked to a height that exceeds required fencing and screening.

Staff Comment: Outdoor storage is intended to be located at east side of the property. Due to the grade change from street level to the proposed outdoor storage area, items that are stored on the property will be visually screened from Shoreline Drive or neighboring properties.

- e. Outdoor storage areas shall comply with all required shoreland setbacks.

Staff Comment: This requirement is not applicable to this site.

- f. Outdoor storage areas shall be paved or surfaced with crushed stone to control dust. Permitted paving surfaces include asphalt, cobblestone, paver block, or concrete. Pervious pavement materials may be permitted subject to review and approval by the city engineer.

Staff Comment: Outdoor storage is expected to be located on existing hard pack and concrete. The applicant has provided a paving plan, but does not anticipate this will be an immediate improvement. The hard pack is adequate for the outdoor storage/ sales area provided the following conditions are met.

1. The applicant shall submit a grading, drainage and storm water management plan that can be approved by the City Engineer and the Minnehaha Watershed District.
2. The applicant provides a means for delineating the required number of parking stall in their proper dimensions on the site.

- g. All lighting shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences and shall be in compliance with subsection [42-67\(h\)](#) of this chapter.

Staff Comment: A lighting plan will be required if the applicant proposes exterior lighting of the parking area, lower lot, or outdoor storage areas.

- h. The outdoor storage area does not take up parking spaces required for compliance with [section 42-67](#) of this chapter.

Staff Comment: All outdoor storage will be located around the south and east perimeter of the property and shall not be allowed in required parking spaces on site. The site plans provide a total of 27 parking stalls on site with a requirement of 22 stalls for the site.

- i. The applicant shall include a list of items that will be stored outdoors as part of the conditional use permit. Storage of debris, trash, garbage, junk, hazardous waste, or items not related to the principal use of the site is prohibited.

Staff Comment: The applicant shall provide a list of all equipment and vehicles, materials, and plants that will be stored on the site and their locations to ensure that the lower surface lot offers proper maneuvering space for larger trucks. Specific landscaping materials shall be provided that are contained in the storage bays.

Setbacks.

The required setbacks in the C-1, General Commercial District are “No less than ten feet where abutting a local street or a residential district. No less than ten feet where abutting a county road or highway.” Based on the County Interactive map and site inspection the site improvement meet the required 10 foot setback from Shoreline Drive.

The site plan appears to extend beyond the property lines to the north of the site and intrude on the Dakota Rail Trail. This may be acceptable with evidence that the property holds a lease with the county for the use of portions of the trail property. Applicant must provide evidence of the Hennepin County Lease or easement for the use of their property or the site plan must be revised to illustrates that all uses and proposed improvements fall within the site's property lines.

Impervious Surfaces.

Coverage shall not exceed 75 percent of the lot. Any improvements made that will result in increased rate of runoff entering a public water shall have structures and practices in compliance with the City's Storm water Management Plan set in place for collection. Grading plans and stormwater management plans are needed for the

site. The drainage plan will need to consider any outdoor plants storage or sales area and their irrigation in the runoff estimates. All development plans shall require review and approval by the city engineer and the Minnehaha Creek Watershed District.

Building Materials.

The exterior building elevation plans submitted will not be an immediate change but will be included in future updated plans. The applicant will need to identify the exterior wall and roof materials of the new building façade. Materials used shall comply with Sec. 42-355. – Exterior building elevations.

- (b) *Principal building elevations.* The exterior wall surface of a commercial building abutting a public right-of-way or residentially zoned property shall be a combination of building materials including brick, stone, rock-faced block, decorated concrete panels, stucco, wood, concrete siding, E.I.F.S., replicants glass or metal panels. Metal panels shall not encompass more than 50 percent of the building elevation of the building abutting a public right-of-way or residential zoned property. Metal panels may be used on other exterior wall surfaces.

RECOMMENDATION

Based on our review of the plans submitted on behalf of Rembrandt Landscapes dated September 16, 2019, staff recommends approval of Site and Building plans and a Conditional Use Permit for outdoor sales/rental displays and outdoor storage with the following conditions:

1. Site plans shall submit a revised site plan that illustrates the following:
 - a. The site plan shall illustrate a minimum of 22 parking stalls on site that are dimensioned to be a minimum 8'9" x 18' with a 24' wide drive aisle.
 - b. The site plan will outline how these parking stalls will be striped or delineated on the site.
 - c. The site plan shall illustrate the location and size of the storage areas for business vehicles, equipment, plants on the site and demonstrate traffic circulation through the site.
 - d. Applicant shall provide a list of equipment, landscaping material and plants to be stored on the site. No storage of hazardous material, junk, refuse, inoperable equipment, or vehicles or equipment directly to the operation of the business shall be stored on the site.
 - e. Storage or sales shall not occupy required parking area and shall be limited to the size and location identified on the site plan.

- f. The revised site plan shall illustrate the location of a fence and gate at the west end of the property to control access to the outdoor storage/ sales area. Applicant shall submit a detail of the fence and gate for city staff approval.
 - g. The fence along the south edge of the outdoor storage area shall remain and kept in good repair.
2. A grading /drainage and storm water management plan shall be submitted that addresses the following:
 - a. The grading plan shall show any changes in site grades.
 - b. The storage bins that contain dirt, sand or any erodible materials must show how these materials will not wash into the parking area or into storm water areas.
 - c. The grading and drainage plan shall illustrate proposed drainage patterns.
 - d. The applicant shall submit storm water runoff calculation for the site assuming the outdoor storage / sales / parking area will be paved. These calculations must include runoff estimates from irrigation of the plants stored on this site.
 - e. Proposed storm water retention and treatment improvements.
 - f. The grading/ drainage and storm water management plans must meet the standards of the city and Minnehaha Watershed District and will be subject to the review and approval of the City Engineer and Watershed District.
 3. Building improvements. The applicant shall secure submit plans and secure required building permit for any and all interior or exterior building modifications for the change of use. Any exterior changes to the building shall comply with the commercial building architectural guidelines outlined in the Spring Park Comprehensive plan. For all exterior improvements the applicant shall submit the wall and roof materials must be submitted for the proposed building façade.
 4. If the business is proposing any exterior lighting changes or the introduction of new exterior lighting for the parking and lower lot; a lighting plan shall be submitted that that shows the light locations, and photometric levels across the lot and at property lines. All exterior light shall be 90-degree cutoff light fixtures with shielded light sources.
 5. The Applicant shall provide proof of a Hennepin County lease agreement or license to use the county right of way along the Dakota Rail Trail. If this cannot be provided, all site uses and improvement s must be located on the subject site.
 6. Applicant shall provide a revised Landscape plan that illustrates the location, number, type and size of all new landscape plantings.
 7. The aforementioned items shall be submitted and approved prior to taking building or site occupancy.

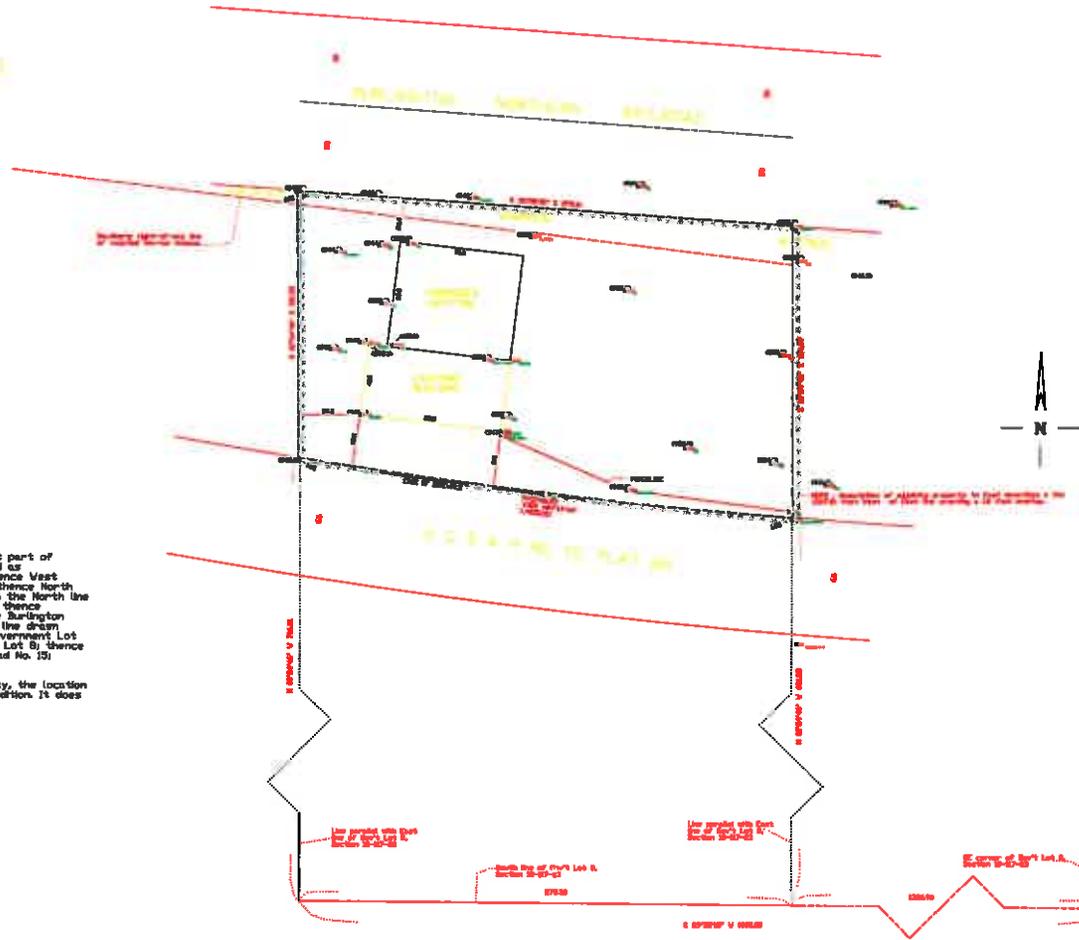
Cc. Theresa Schyma
 Brian Hare
 Scott Qualle
 Matthew Kallas



1 Overall Site Map
Scale 1/8" = 1'-0"

| | | |
|---------------------------------|-----------------|--|
| Prepared by Matt Zeller | DATE 0-16-10 |  REMBRANDT LANDSCAPES <small>OF BIRCH HILL 2ND MAIN F.L.N.</small> |
| Address: 4634 Shoreline Drive | | |
| Approved by | | |
| Project Name | Client Code | 0000000000 |
| Project No. | Sheet No. | 0000000000 |
| Building 0022 ramp construction | Scale | 1/8" = 1'-0" |

CERTIFICATE OF SURVEY FOR
 MOORE GILBERT
 IN NORTH LANE SEC 18-11-23
 DEWEEN COUNTY MINNESOTA



LEGAL DESCRIPTION OF PREMISES

That part of Government Lot 8, Section 18, Township 117, Range 23 and that part of
 vacated Warren Avenue dedicated in Township of Longlake Park, all described as
 follows: Commencing at the Southeast corner of said Government Lot 8; thence West
 along the South line of said Government Lot 8 a distance of 1326.30 feet; thence North
 parallel with the East line of said Government Lot 8 to an intersection with the North line
 of County Road No. 15 said intersection being the actual point of beginning; thence
 North parallel with said East line to the Southern right-of-way line of the Burlington
 Northern, Inc; thence West along said Southern right-of-way line to a line drawn
 North parallel with said East line from a point on the South line of said Government Lot
 8 distant 1600.00 feet West from the Southwest corner of said Government Lot 8; thence
 South along the last described parallel line to the North line of County Road No. 15;
 thence Easterly along said North line to the point of beginning.

This survey intends to show the boundaries of the above described property, the location
 of an existing building thereon, and the proposed location of a proposed addition. It does
 not purport to show any other improvements or encroachments.

- o : Iron marker found
 - d : Iron marker set
 - ese : Existing spot elevation, mean sea level datum
- Bearings shown are based upon an assumed datum.

745 N. WILLOW DRIVE LONG LAKE, MN 55356
 PHONE: 952-473-1141 FAX: 952-473-4435

I, _____, Surveyor, do hereby certify that this is an accurate and correct plat of the above described premises, and that I am a duly licensed Surveyor under the laws of the State of Minnesota.

| REVISIONS | DATE | BY |
|-----------|------|----|
| | | |
| | | |
| | | |

1 Site Survey
 Scale: 1/2" = 1'-0"

| | |
|-------------|--------------------|
| DESIGNED BY | Mark Kallas |
| DATE | 9-10-10 |
| ADDRESS | 4634 Shannon Drive |
| CHECKED BY | |
| DATE | |
| PROJECT | |
| | |
| | |
| | |
| | |





1 Front Perspective
Scale: 3/8" = 1'-0"



2 Side View Perspective
Scale: 3/16" = 1'-0"



3 Storage Area Perspective
Scale: 1/8" = 1'-0"

| | | |
|-------------------------------|---|---|
| DESIGNED BY Matt Kallas | DATE 6-16-19 |  REMBRANDT LANDSCAPES OF BOSTON - MAINTA |
| ADDRESS 4834 Shawmut Drive | PROJECT Building 022 new outdoor storage | |
| SCALE 3/8" = 1'-0" | DATE 6-16-19 | BY MK |



1 Drive/Parking Perspective showing crushed stone surface
Scale: 1/2" = 1'-0"



2 Entrance Sign Perspective
Scale: 3/16" = 1'-0"

| | | | |
|--|---------------|---|-----------------------|
| PROJECT Main Office DATE: 9-08-18 ADDRESS: 4826 Hamilton Drive CITY: | | THE RL REMBRANDT LANDSCAPES DESIGN: BOB O'HARA, T.A.S. | |
| ARCHITECT CONTRACTOR BUILDING 002 new entrance canopy | DATE 10/01 | DRAWN BY JESSICA LAM | SHEET NO. 004 OF 6 |

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

MONTH: September

| City | Call Type | 2019 | | | | 2018 | | | |
|---|------------------------------|-------|-------------|-------|-------|-------|-------------|-------|-------|
| | | Month | Firefighter | YTD | YTD | Month | Firefighter | YTD | YTD |
| | | Calls | Hours | Calls | Hours | Calls | Hours | Calls | Hours |
| MOUND | Fire | 9 | 132 | 77 | 1419 | 9 | 159 | 90 | 1875 |
| | Rescue | 22 | 361 | 162 | 2552 | 18 | 265 | 144 | 2387 |
| | Duty Officer | 2 | 2 | 18 | 21 | 4 | 4 | 17 | 18 |
| MINNETONKA BEACH <i>(for 2018 YTD Total Calls / Hours Reference)</i> | Fire | | | 0 | 0 | 1 | 81 | 14 | 378 |
| | Rescue | | | 0 | 0 | 3 | 113 | 6 | 185 |
| | Duty Officer | | | 0 | 0 | 0 | 0 | 0 | 0 |
| MINNETRISTA | Fire | 0 | 0 | 21 | 351 | 1 | 17 | 29 | 644 |
| | Rescue | 4 | 53 | 37 | 675 | 8 | 163 | 29 | 588 |
| | Duty Officer | 2 | 2 | 5 | 5 | 2 | 2 | 4 | 5 |
| SHOREWOOD | Fire | 2 | 32 | 2 | 32 | 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 | 5 | 70 | 21 | 347 | 2 | 26 | 34 | 777 |
| | Rescue | 11 | 161 | 73 | 1135 | 7 | 123 | 61 | 1024 |
| | Duty Officer | 1 | 1 | 5 | 5 | 0 | 0 | 2 | 2 |
| MUTUAL AID | Fire | 1 | 69 | 23 | 861 | 0 | 0 | 17 | 564 |
| | Rescue | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 25 |
| STAND BY | Weather, Special Event, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 72 |

| Total Activity All Cities | Fire | 17 | 303 | 144 | 3010 | 13 | 283 | 184 | 4,238 |
|---------------------------|--------------|----|-----|-----|------|----|-----|-----|-------|
| | Rescue | 37 | 575 | 272 | 4362 | 36 | 664 | 242 | 4209 |
| | Duty Officer | 5 | 5 | 28 | 31 | 6 | 6 | 25 | 27 |
| | Stand By | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 72 |
| | TOTAL | 59 | 883 | 444 | 7403 | 55 | 953 | 453 | 8546 |

| Monthly Activity by Call Category | 2019 | 2018 |
|---|------|------|
| COMMERCIAL | 3 | 2 |
| RESIDENTIAL | 48 | 41 |
| OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC) | 8 | 12 |
| SERVICE CALLS (Smoke/CO Detectors) | 2 | 3 |
| LEGITIMATE FIRE ALARMS | 1 | 0 |
| FALSE FIRE ALARMS | 4 | 2 |

| MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY | 2019 | | 2018 | |
|---|-------|---------|-------|------|
| | Month | YTD | Month | YTD |
| MUTUAL AID CALLS RECEIVED | 0 | 1 | 1 | 4 |
| MUTUAL AID CALLS GIVEN | 1 | 23 | 0 | 19 |
| TRAINING/MAINTENANCE HOURS | 334 | 3378.25 | 251.5 | 2824 |

1/1

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

| FIRE NO. | DATE | CITY | ADDRESS | FIRE/ RESCUE | DESCRIPTION | ACTION TAKEN | FF HOURS |
|-------------------------|-----------|-------------|--------------------------|--------------|-------------------------|----------------------------------|-----------|
| 388 | 9/1/2019 | Spring Park | Spring Park Boat Landing | Fire | Haz Cond - Gas Spill | Cleaned roadway | 16 |
| 404 | 9/8/2019 | Spring Park | 2380 Island Dr | Fire | Alarm - Fire | Nothing found-Reset Alarm | 13 |
| 419 | 9/15/2019 | Spring Park | 4527 Shoreline Dr | Fire | Smoke Mechanical Room | Possible issue with water heater | 19 |
| 438 | 9/25/2019 | Spring Park | 4478 Shoreline Drive | Fire | Vehicle Accident | Washdown area | 8 |
| 440 | 9/26/2019 | Spring Park | 4294 Shoreline Drive | Fire | Alarm - Fire | Testing Alarm | 14 |
| Total Fire Calls | | | | 5 | Total Fire Hours | | 70 |

| | | | | | | | |
|---------------------------|-----------|-------------|-------------------------|-----------|---------------------------|--------------------|------------|
| 393 | 9/4/2019 | Spring Park | 4523 Shoreline Dr, #317 | Rescue | EMS | Transported | 16 |
| 409 | 9/11/2019 | Spring Park | 4523 Shoreline Dr, #310 | Rescue | EMS | Transported | 12 |
| 410 | 9/11/2019 | Spring Park | 4601 Shoreline Dr, #104 | Rescue | EMS | Assist | 18 |
| 412 | 9/12/2019 | Spring Park | 2400 Interlachen Road | Rescue | Stuck in Elevator | Released Passenger | 15 |
| 413 | 9/13/2019 | Spring Park | 2450 Island Drive, #226 | Rescue | EMS | Transported | 9 |
| 414 | 9/13/2019 | Spring Park | 4601 Shoreline Dr, #104 | Rescue | EMS | Assist | 15 |
| 418 | 9/15/2019 | Spring Park | 2470 Island Dr, #110 | Rescue | EMS | Transported | 6 |
| 420 | 9/15/2019 | Spring Park | 3746 Sunset Drive | Rescue | EMS | Transported | 15 |
| 422 | 9/16/2019 | Spring Park | 4100 Spring Street | Rescue | EMS | Transported | 27 |
| 434 | 9/23/2019 | Spring Park | 4177 Shoreline Drive | Rescue | EMS | Transported | 12 |
| 442 | 9/27/2019 | Spring Park | 4515 Shoreline Drive | Rescue | EMS | Transported | 16 |
| Total Rescue Calls | | | | 11 | Total Rescue Hours | | 161 |

| | | | | | | | |
|---------------------------------|----------|-------------|-------------------|----------|---------------------------------|-----------------|----------|
| 401 | 9/7/2019 | Spring Park | 3893 Mapleton Ave | Fire | Alarm - CO | CO Levels Found | 1 |
| Total Duty Officer Calls | | | | 1 | Total Duty Officer Hours | | 1 |

| | | | | | | | |
|--|--|--|--|-----------|--|--|------------|
| TOTAL FIRE, RESCUE & DUTY OFFICER CALLS | | | | 17 | TOTAL FIRE, RESCUE & DUTY OFFICER HOURS | | 232 |
|--|--|--|--|-----------|--|--|------------|

RECEIVED OCT 16 2019

Mound Fire Department

City of Spring Park
January - September, 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 |
| 269 | 6/29/2019 | 4527 Shoreline Drive | x | | | Burnt Food, Reset Alarm | N | Y |
| 316 | 7/18/2019 | 4716 West Arm Road | x | | | Cancelled | Y | Y |
| 279 | 7/13/2019 | 2400 Interlachen Road, #301 | x | | | Burnt Food - Ventilated | N | Y |
| 283 | 7/5/2019 | 2400 Interlachen Road | x | | | Burnt Food - Ventilated | N | Y |
| 401 | 9/7/2019 | 3893 Mapleton Ave | | | x | CO Levels Found | N | N |
| 404 | 9/8/2019 | 2380 Island Dr | x | | | Nothing found-Reset Alarm | Y | Y |
| 440 | 9/26/2019 | 4294 Shoreline Drive | x | | | Testing Alarm | Y | Y |
| | | | | | | | | |
| | | | | | | | | |

2019 YTD TOTALS

| | | | | | | |
|--------------------|----|---|---|-------------------|---|----|
| FIRE ALARM | 10 | | | False Alarms | 4 | |
| SMOKE DETECTOR | | 0 | | Legitimate Alarms | 7 | |
| CO DETECTOR | | | 1 | Preventable | | 10 |
| TOTAL - ALL ALARMS | 11 | | | | | |