



CITY OF SPRING PARK
CITY COUNCIL AGENDA
NOVEMBER 18, 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 Special Meeting Minutes from November 4, 2019
 - b. Regular City Council Meeting Minutes from November 4, 2019
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
 - i. LMCD Communications Update
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. November 18, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. November 27 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - b. December 2 – City Council Regular Meeting at 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department Press Release
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
 SPECIAL MEETING MINUTES
 NOVEMBER 4, 2019 – 6:00 PM
 SPRING PARK CITY HALL

CALL TO ORDER - The special meeting was called to order by Mayor Rockvam at 6:00 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Pamela Horton; Gary Hughes; and Megan Pavot (arrived 6:46 p.m.)

Staff Present: Dan Tolsma, City Administrator; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. APPLICANT INTERVIEWS FOR VACANT CITY COUNCIL SEAT

- a. Michael Mason
- b. Gerald Sicard
- c. Mark Chase

The City Council conducted interviews with applicants interested in being appointed to fill the current vacancy on City Council.

2. CITY COUNCIL VACANCY DISCUSSION

Mayor Rockvam commented on the candidates and their commitment to the community.

The City Council discussed the candidates and what they could bring to the City Council.

The City Council consensus was that Mark Chase is the best fit for the City Council at this time and that they would approve his appointment at the regular meeting.

3. ADJOURN – The work session was adjourned by unanimous consent at 6:51 p.m.

Date Approved: November 18, 2019

 Dan Tolsma, City Administrator

 Theresa Schyma, City Clerk



CITY OF SPRING PARK
 CITY COUNCIL MINUTES
 NOVEMBER 4, 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; Megan Pavot; and Mark Chase

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.

3. RESOLUTION 19-18: APPOINTING COUNCIL MEMBER

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

RESOLUTION NO. 19-18

RESOLUTION APPOINTING MARK CHASE TO THE VACANT
 SPRING PARK CITY COUNCIL SEAT

Motion carried 4-0. This resolution appears as Resolution No. 19-18.

4. OATH OF OFFICE OF NEWLY APPOINTED COUNCIL MEMBER

City Clerk Schyma administered the oath of office to newly appointed Council Member Mark Chase.

5. ADOPT MEETING AGENDA

City Administrator Tolsma proposed the following changes to agenda:

- Adding Item #6d to Consent Agenda – Resolution 19-19: MCES 2017 I&I Grant Program and Agreement;
- Adding a speaker to Item #8 – Presentation by Police Chief Farniok; and
- Adding Item #16b – Comments received from residents on West Arm Road West on November 4, 2019.

Council Member Hughes requested that the above changes be included in his motion to amend the agenda.

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

Motion carried 5-0.

6. ADOPT CONSENT AGENDA

- a. City Council Work Session Meeting Minutes from October 21, 2019
- b. Regular City Council Meeting Minutes from October 21, 2019
- c. Back Channel Brewery Special Event & Temp On-Sale License for December 1st
- d. Resolution 19-19: MCES 2017 I&I Grant Program and Agreement

M/Pavot, S/Horton to adopt the Consent Agenda as amended.

Motion carried 5-0.

7. PUBLIC FORUM

Patrick O’Flanagan, owner of 4388 Shoreline Drive, wanted to discuss the letter he received from the City regarding nuisance conditions on his property. He stated he has begun the application process for a conditional use permit.

Stan Wise, owner of 2433 Interlachen Road, stated that he wanted to address the City Council before any legal action is taken against his property. He stated that there are no derelict vehicles or hoop houses on his property. He added that he is working on bringing his property into compliance.

8. PRESENTATIONS & GUEST SPEAKERS

- Presentation by Police Chief Farniok – Police Chief Correy Farniok updated the Council on upcoming road closures and tentative county road projects that will impact the traffic and road activity in Spring Park over the next few years.

9. PUBLIC HEARINGS – None.

10. PETITIONS, REQUESTS, & APPLICATIONS – None.

11. ORDINANCES & RESOLUTIONS – None.

12. REPORTS OF OFFICERS AND COMMITTEES

- a. Mayor & Council

Council Member Hughes discussed the Mound Fire Department’s press release about grant money received in 2019.

Mayor Rockvam discussed lift-assist calls and how those calls impacted the five to six percent increase in the Mound Fire Department budget. He added that he wants to find some way for the City to be able to recoup the costs involved with lift-assist calls since it falls on the taxpayers to pay this expense for a private business. He stated that the City should not be subsidizing a private business because their staff is unable to or unwilling to lift these individuals. He asked staff and the City Attorney to look into options since these types of calls are affecting the operating budget.

Mayor Rockvam asked about the monthly staff meetings.

City Administrator Tolsma responded that these are logistics-centered meetings. The main purpose is to get all City staff and contracted staff together to discuss current issues, ask questions, and figure out processes in an efficient manner while everybody is in the same room.

- b. City Staff – None.
- c. Contract Staff – None.

13. NEW BUSINESS & COMMUNICATIONS – None.

14. CLAIMS FOR PAYMENT

- a. November 4, 2019 Claims

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

Motion carried 5-0.

15. UPCOMING MEETINGS & TRAINING

- a. November 12 – Administration Committee – 12:00 PM
- b. November 13 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- c. November 13 – Planning Commission – 6:00 PM
- d. November 18 – City Council Work Session at 6:00 PM with Regular Meeting at 7:00 PM

16. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department Press Release
- b. Comments received from residents on West Arm Road West on November 4, 2019

17. SPECIAL CITY COUNCIL CLOSED SESSION – CITY ADMINISTRATOR’S OFFICE

- a. Special City Council Closed Executive Session to have an attorney-client privileged discussion related to potential litigation to enforce nuisance abatement at 2254 Lilac Road, 2433 Interlachen Road, and 4388 Shoreline Drive. The Closed Session will be convened pursuant to Minn. Stat. Section 13D.05, subd. 3(b).

City Attorney Tietjen provided a brief explanation about closed sessions and stated that tonight’s Closed Executive Session is related to an attorney-client privileged discussion related to potential litigation.

M/Horton, S/Hughes to adjourn to the Closed Executive Session in the City Administrator’s Office at 7:24 p.m. to have an attorney-client privileged discussion related to potential litigation to enforce nuisance abatement at 2254 Lilac Road, 2433 Interlachen Road, and 4388 Shoreline Drive. The Closed Session will be convened pursuant to Minn. Stat. Section 13D.05, subd. 3(b).

Motion carried 5-0.

The Closed Executive Session was called to order by Mayor Rockvam at 7:25 p.m. in the City Administrator’s Office.

Members Present: Jerome P. Rockvam, Mayor; Gary Hughes; Pamela Horton; Megan Pavot; and Mark Chase

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

The Closed Executive Session was convened pursuant to M.S. 13D.05.

The Closed Executive Session was adjourned by unanimous consent in the City Administrator's Office at 8:26 p.m.

18. RECONVENE REGULAR CITY COUNCIL MEETING IN THE COUNCIL CHAMBERS

The meeting was called to order by Mayor Rockvam in the Council Chambers at 8:27 p.m.

City Attorney Tietjen provided a summary of the Closed Executive Session:

- 2254 Lilac Road – The Council has authorized the City Attorney to initiate legal action to bring this property into compliance with City Code and abate the violations.
- 2433 Interlachen Road – The Council has authorized the City Attorney to initiate legal action to bring this property into compliance with City Code and abate the violations.
- 4388 Shoreline Drive – The Council set a deadline for the property owner to submit a completed application for a Conditional Use Permit (CUP) by Friday, November 15. If a completed application is not received by the deadline, the City Council has authorized the City Attorney to initiate legal action to bring this property into compliance with City Code and abate the violations.

M/Rockvam, S/Hughes to approve the summary provided by the City Attorney and to authorize City staff and the City Attorney to proceed with action as the Council has directed.

Mayor Rockvam requested a roll call vote.

Motion carried 5-0. (all ayes)

19. ADJOURNMENT

The City Council Meeting was adjourned by unanimous consent at 8:29 p.m.

Date Approved: November 18, 2019

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



LAKE MINNETONKA CONSERVATION DISTRICT

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

DATE: November 13, 2019

TO: LMCD Board of Directors

FROM: Vickie Schleuning, *Vickie Schleuning* Executive Director

SUBJECT: Communications Initiative and Activities Update

ACTION

Board review and input regarding progress on communications initiatives.

BACKGROUND

Several strategic communications and public engagement initiatives are underway. A professional services agreement was signed with Goff Public in August 2019 to provide branding and reputation, media relations, and legislative relations services. Progress has been made and an update will be presented regarding a draft Strategic Communications Plan, draft LMCD fact sheet, and draft business cards for your input. In addition, a highlight of related and other activity regarding the website and social media will be provided illustrating actions taken to enhance organizational reach, accessibility of public information, and public engagement.

Website Improvements

Staff has been working to reorganize the LMCD website to make it more user friendly. Additions are being made to ensure residents and visitors can easily find information about on-lake facilities, including restrooms and gas docks, licensed marinas, boating clubs, and more. In the coming year, staff will be looking into opportunities for a new website. Website statistics from August 2016 to present are attached.

2019 Social Media Overview

The Lake Minnetonka Conservation District (@LakeMinnetonkaConservationDistrict) Facebook page was created in February of 2016 and has 503 followers. The page gained 274 followers in 2019. The post announcing high water declaration reached over 13,000 Facebook users and the high-water termination post was seen by over 7,000 users. Other successful posts, which reached between 1,000 to 6,000 Facebook users, included information about solar lights being placed or removed, boater safety course registration, and nuisance vegetation.

The Lake Minnetonka Conservation District (@LakeMtkCD) Twitter account was created in January of 2017 and has 68 followers. 40 of the account's followers were new in 2019. The

November 13, 2019 LMCD Regular Board Meeting

account's more popular tweets are seen by approximately 1000 twitter users. The most widely seen tweet of the year was regarding the high-water declaration, earning 1,354 impressions, followed by a tweet regarding high water termination, earning 1,302 impressions.

The communication activities often reflect workload cycles for other communication methods such as telephone, email, and in-person.

ATTACHMENT

- Website Statistics
- Draft Strategic Communication Plan
- Draft LMCD Fact Sheet
- Draft Business Cards



Contact The Mound Fire Department
Administrative Offices
Telephone 952-472-3555
Fax 952-472-3775
Email moundfire@moundfire.com
Website Moundfire.com

FOR IMMEDIATE RELEASE
November 12, 2019

MOUND FIRE DEPARTMENT HAPPENINGS

Mound, MN, November 12, 2019— During the month of October 2019, the Mound Fire Department responded to 20 fire related calls and 31 medical related calls, for a total of 51 callouts for the month.

Change Your Clock Change Your Batteries – Daylight Savings Time ended on November 3, 2019. If you haven't already changed the batteries in your Smoke and Carbon Monoxide Alarms, this is the time of year to replace the batteries. Through a partnership with Energizer, the Mound Fire Department has a limited number of complimentary 9-volt batteries for area residents. Stop by the Fire Department to pick up the batteries.

Notable Events:

Friday, October 11, 2019 at 11:51 hours the Mound Fire Department was dispatched to a mutual aid call to assist the Long Lake Fire Department for a house fire in the 2700 Block of Walters Port Lane in Orono. Mound Fire Crews, along with other mutual aid departments assisted Long Lake Fire in extinguishing the fire and overhaul of the structure. There were no injuries to civilians or firefighters.

Thursday, October 15, 2019 at 11:52 hours the Mound Fire Department was dispatched to a report of a possible fire at the Westonka Library. Upon arrival the Mound Fire Department found a small fire in a recycling bin for batteries. The fire was extinguished quickly with a fire extinguisher. There were no injuries to any civilians or firefighters.

Saturday, October 19, 2019 at 02:10 hours the Mound Fire Department was dispatched for a report of smoke in an apartment building in the 2100 block of Belmont Lane. Upon arrival it was discovered an unknown person had lit fireworks in a hallway. The Mound Fire Crew ventilated the smoke from the building. There were no injuries to any residents or firefighters.

Upcoming Events:

Fall Bingo: Tuesday, November 19th the Mound Fire Department Auxiliary will host their annual Fall Bingo event at the Mound Fire Station. Doors open at 6:00 pm and Bingo starts at 7:00 pm. Please join us for a fun evening. All ages welcome!

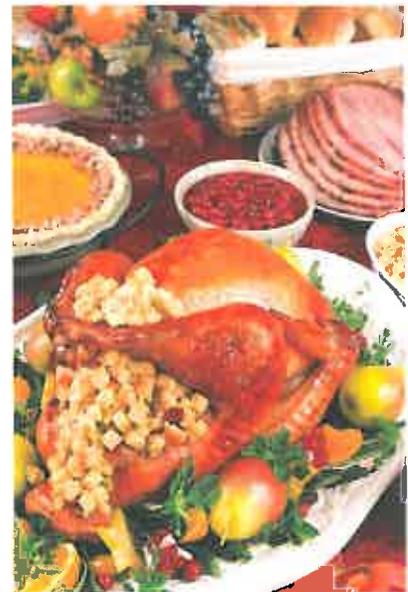
Annual Tree Lighting: Saturday, November 23rd from 4:30pm – 6:00pm Westonka Community and Commerce will hold the annual tree lighting at Veteran's Park (near parking deck) in Mound. Among the activities will be Santa Claus and Mrs. Claus arriving by fire truck, music by local singing groups, hayrides, and a bonfire.

Thanksgiving Safety

Did you know Thanksgiving is the leading day of the year for home fires involving cooking equipment?

Here's a few safety tips from the National Fire Protection Association:

- Stay in the kitchen when you are cooking on the stovetop so you can keep an eye on the food.
- Stay in the home when cooking your turkey and check on it frequently.
- Keep children away from the stove. The stove will be hot and kids should stay 3 feet away.
- Make sure kids stay away from hot food and liquids. The steam or splash from vegetables, gravy or coffee could cause serious burns.
- Keep the floor clear so you don't trip over kids, toys, pocketbooks or bags.
- Keep knives out of the reach of children.
- Be sure electric cords from an electric knife, coffee maker, plate warmer or mixer are not dangling off the counter within easy reach of a child.
- Keep matches and utility lighters out of the reach of children, up high in a locked cabinet.
- Never leave children alone in a room with a lit candle.
- Make sure your smoke alarms are working. Test them by pushing the test button.



If you would like more information, please contact The Mound Fire Department Administrative Offices at 952-472-3555 or email at moundfire@moundfire.com.