



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
APRIL 17, 2017 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. Regular City Council Meeting Minutes from April 3, 2017
  - b. Administration Committee Meeting Minutes from April 11, 2017
  - c. Establish Part-Time Seasonal Hourly Wage of \$15.50 for Paul Lewin
  - d. Asset Management Study – Authorization of Final Phase
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. Purchase Order #17-02 – Fire Hydrant Repairs (Motion Required)
  - b. Purchase Order #17-03 – Warren Avenue / City Hall Patching (No Motion Required)
13. UPCOMING MEETINGS & TRAINING
  - a. April 19 – Open Book Meeting – 6:00 PM
  - b. April 24 – Water Plant Tour & Goal Setting Session – 6:00 PM
  - c. April 26 – LMCD – 6:00 PM
  - d. May 1 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. Mound Fire Department Press Release
  - b. Mound Fire Department March Report
  - c. LMCD Update
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  
 CITY COUNCIL MINUTES  
 APRIL 3, 2017 – 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; Nancy Jensen Back, City Attorney; and Theresa Schyma, City Clerk.

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.
3. ADOPT AGENDA – Council Member Hughes noted a correction on Item #13A. The Administration Committee will meet on Tuesday, April 11 at 12:00 p.m.

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

Motion carried 5-0.

4. ADOPT CONSENT AGENDA\*
- Special City Council Meeting Minutes from March 20, 2017
  - City Council Work Session Minutes from March 20, 2017
  - Regular City Council Meeting Minutes from March 20, 2017
  - Ordinance 17-01: An ordinance amending Chapter 4 of the Spring Park City Code to correct the hours of operation for brewery and taproom sales in the City
  - Appoint Bruce Homan to the Spring Park Planning Commission to fill a current vacancy for a term that is set to expire in 2018

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

Motion carried 5-0.

5. PUBLIC FORUM - None.
6. PRESENTATIONS & GUEST SPEAKERS
- Scott Qualle of MNSPECT – Building Code 101 for elected officials – Scott Qualle, President/Building Official for MNSPECT Services, provided a brief summary of the Minnesota State Building Code and how it relates to Spring Park’s building permits process.
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 provided an update on the re-codification of the LMCD Code and announced that LMCD Executive Director Vickie Schleuning will be attending the May 15 Spring Park City Council Meeting.

b. City Staff

i. Cooks Bay Bridge closure and detour through Spring Park – City Administrator Tolsma and City Building Official Qualle updated the Council on the road closure that will impact traffic patterns in Spring Park for the remainder of the year.

ii. Schedule annual Council goal-setting work session – The City Council consensus was to schedule the annual Council goal-setting work session for Monday, April 24 at 6:00 p.m.

c. Contract Staff - None.

11. NEW BUSINESS & COMMUNICATIONS - None.

12. CLAIMS FOR PAYMENT

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. April 11 – Administration Committee – 12:00 PM (corrected)
- b. April 12 – LMCD Work Session & Regular Meeting – 6:00 PM & 7:00 PM
- c. April 12 – Planning Commission – 7:00 PM
- d. April 17 – City Council Work Session & Regular Meeting – 6:00 PM & 7:00 PM
- e. April 19 – Open Book Meeting – 6:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

a. PeopleService February Report – City Administrator Tolsma announced that the City Council will receive a tour of the new water treatment plant at the Council goal-setting work session on April 24.

15. ADJOURNMENT

M/Pavot, S/Kane Palen to adjourn the City Council Meeting at 7:56 p.m.

Motion carried 5-0.

Date Approved: April 17, 2017

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Theresa Schyma, City Clerk

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Dan Tolsma, City Administrator



ADMINISTRATION COMMITTEE  
AGENDA  
APRIL 11, 2017 – 12:00 PM  
SPRING PARK CITY HALL

1. City Hall Landscaping

Tolsma informed the committee that he had received a proposal from Norling's Landscaping to replace the pine tree in front of City Hall that needed to be removed in 2016. The proposal was for two sugar maple trees at a cost of \$825 each, for a total cost of \$1,650. The committee agreed that the proposal was fair and that the trees should be planted as soon as weather permits.

2. Seton Channel Resident Concerns

Tolsma informed the committee that he had met with a group of Mound residents on Monday, April 10<sup>th</sup> to discuss their concerns over potential noise issues from the new brewery/taproom at 4787 Shoreline Drive. Tolsma noted that the residents live on Seton Channel and that their main concern was in relation to the patio on the south east corner of the building. Mayor Rockvam questioned if any of the Mound residents had shown up to the public hearing in December. Tolsma commented that per state statute all residents within 350 feet of the site were sent a notice of the public hearing, which did include several homes in Mound, but that the only attendants at the public hearing were some residents from Seton Village in Spring Park. The committee agreed that the situation should be closely monitored for issues once they open for business, but that it doesn't make sense to impose any additional requirements or limitations above and beyond the already approved CUP right now based on potential future problems that may or may not be an issue.

3. Water Plant Tour

Tolsma shared with the committee that he had been contacted by the project manager for the water plant expansion project about having some of the State employees who worked on the project also participate in the upcoming tour. The committee didn't have any issues with the proposal.

4. Seasonal Worker

Tolsma informed the committee that he had recently spoken with Paul Lewin about his plans to work for the City again and that Paul would be available to start working in mid April. Tolsma said that the Council would again have to approve his hourly wage at the

upcoming council meeting. The committee was pleased that Paul would be working for the City again.

#### 5. Asset Management Plan Update

Tolsma gave the committee members a memo from the City's Engineer reflecting that they have agreed to the requested 12% deduction for the two outstanding invoices. The memo also gave a brief summary of the remaining work to be done with a timeline.





April 7, 2017

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

SUBJECT: Asset Management Plan Update

Dear Mr. Tolsma,

Thank you for communicating the Council proposal for payment of the sanitary sewer and storm sewer structure condition assessment work and recommencing work on the Asset Management Plan. We will accept the 12% deduct on the services provided under the two current outstanding invoices (#07687 and #09091). The deduct represents a total discount of \$3,964.38 which reduces the total amount owed from \$33,036.50 to \$29,072.12. I appreciate the willingness to work through this issue and look forward to completing a document that will allow the City to make sound infrastructure decisions in the future.

At this time we have completed an inventory of the City's infrastructure assets (sanitary sewer, water, storm sewer, streets, sidewalks, street lights and retaining walls). We propose the following schedule for completion of the Asset Management Plan:

- Week of April 24: Submit draft inventory and condition assessment to City Staff for review.
- Week of May 1: Meeting with City Staff to review inventory and condition assessment information.
- Week of May 29: Submit draft infrastructure maintenance/improvement plan with costs
- Week of June 5: Meeting with City Staff to review proposed improvements and costs, discuss phasing plan
- Week of June 19: Meeting with City Council to review draft Asset Management Plan
- Week of June 30: Complete Asset Management Plan

We propose to complete the work outlined above on an hourly basis for a not to exceed cost of \$21,293.50. Please let me know if you have any questions or would like to discuss.

Sincerely,

A handwritten signature in blue ink that reads "Mike Kuno".

Mike Kuno, PE  
City Engineer



## PURCHASE ORDER REQUEST

PO # 17-02Date: 4-13-17Staff Completing Request: Dan Tolsma / Dallas RoggemanDepartment: Public WorksProject: Fire Hydrant Repair

Justification for purchase(s):

PeopleService did hydrant flushing last fall and observed that five hydrants were not operating correctly. They were only able to be opened with two men and a ten foot "cheater" bar. It is staff's opinion that they should be repaired or replaced (contractor will determine the extent of work needed) as soon as possible to ensure that all hydrants in the City are operational in the event of a fire emergency.

No.	Item / Service	Vendor	Estimated Cost
1	5 hydrant repairs and/or replacements (high end)	Widmer / HD Supply	\$ 10,500.00
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
Total Project Estimate			\$ 10,500.00

Council Authorization Received: Yes  No Date of Council Meeting 4-17-17



## PURCHASE ORDER REQUEST

PO # 17-03Date: 4-13-17Staff Completing Request: Dan Tolsma / Dallas RoggemanDepartment: Public WorksProject: Warren Avenue / City Hall Patching

Justification for purchase(s):

Last year the City did patching and sealcoating of all streets, except the county roads. However, we chose not to patch and sealcoat Warren Avenue and the City Hall access because of the construction project for the water plant. Now that the construction project has been completed, staff recommend that the City contract with Modern Roadways to patch both areas.

No.	Item / Service	Vendor	Estimated Cost
1	Patching	Modern Roadways	\$ 4,150.00
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
Total Project Estimate			\$ 4,150.00

Council Authorization Received: Yes  No Date of Council Meeting 4-17-17



*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  
April 13, 2017

## MOUND FIRE DEPARTMENT HAPPENINGS

Mound, MN, April 13, 2017– During the month of March, 2017, the Mound Fire Department responded to 17 fire related calls and 19 medical related calls, for a total of 36 callouts for the months. For the Mound fire department, this is a relatively slow emergency response month.

The Mound Fire Department recently hired two new probationary firefighters. Recruits Alex Erickson and Brent Knutson were hired as probationary firefighters on March 25, 2017. Both Alex and Brent have family ties to firefighting. Alex’s father, Steve Erickson, was a previous Fire Chief at the Mound Fire Department, and Brent is the son-in-law of Dan Grady who was Mound Firefighter, and brother-in-law to Danny Grady, a current firefighter. We are excited to have Alex and Brent on our staff.

The hiring was in response to recent firefighter retirements. We had 6 veteran firefighters retire in 2016, and one firefighter moved out of our area. Hiring the two new firefighters will allow us to have a staffing level necessary to continue provide excellent service now and in the future. Are you interested in becoming a firefighter with the Mound Fire Department? We are currently accepting applications. You can print an application form by visiting our website at [www.moundfire.com](http://www.moundfire.com) or stop by our administrative office. Call Vicki Weber or Fire Chief Greg Pederson at 952-472-3555 with questions.

### **Notable Events:**

**3-17-2017:** On Friday, March 7, 2017 at 00:13 hours the Mound Fire Department responded to a report of a structure fire in the 6000 block of Evergreen Road in Mound. Upon arrival the attached garage was substantially involved in fire, and the fire had spread to the house. The two residents were able to escape the home without injury. The natural gas meter on the house was also involved in fire in “blow torch” fashion. The Mound fire staff extinguished the fire and searched for the owner’s missing cats, which could not be located. The Mound fire crews secured the scene and waited on-site for CenterPoint staff to arrive to secure the gas line. In total, 26 Mound firefighters responded to the fire and were on scene for (4) four hours. There were no injuries to civilians or firefighters.

**Minnesota Severe Weather Awareness Week is April 17-21, 2017.** Are you prepared for severe weather? You should be! The week of April 17-21 is a great time to make and practice your emergency plan and build an emergency preparedness kit. This is a great time to practice emergency preparedness with you children.

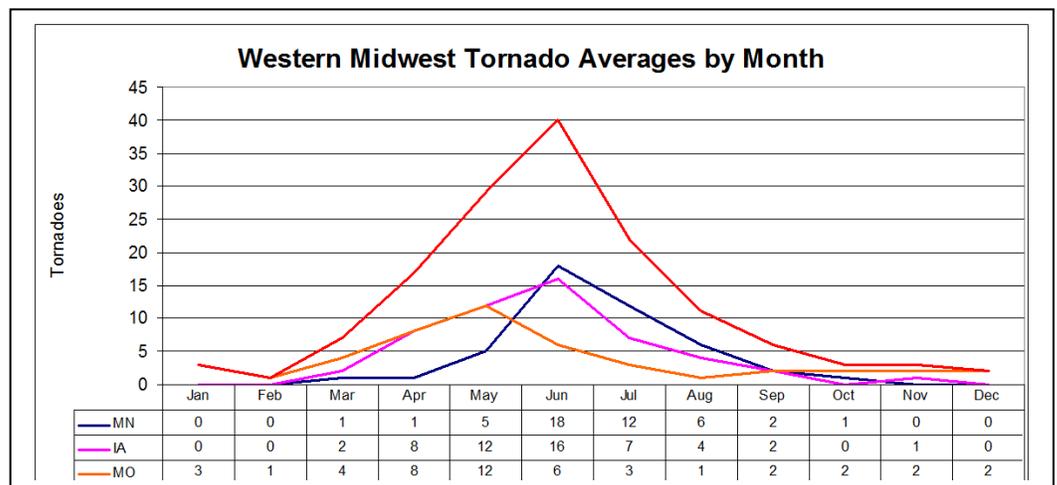
**Know What Weather Warnings mean:**

- **Weather Warning:**
  - A dangerous weather or event is occurring or imminent
  - Likely significant threat to life or property
  - Take protective action immediately
  
- **Weather Watch:**
  - Weather conditions are favorable for a hazardous weather event
  - Stay alert to changing condition
  - Make alternate plans
  - Be aware of possible shelter or evacuation routes.
  
- **Weather Advisory:**
  - Less hazardous weather conditions or less specific locations
  - Weather may still pose significant safety risk or travel problems
  - Situations are possible that could threaten life or property

**Why Severe Weather Awareness Week?**

The most important safety event during Severe Weather Awareness Week is the annual statewide tornado drills. There are two tornado drills scheduled for Thursday, April 20, 2017 at 1:45 p.m. and 6:45 p.m. Outdoor warning sirens and NOAA Weather Radios will sound in a simulated tornado warning. The first drill is intended for institutions and businesses. The evening drill is intended for second shift workers and families.

According to the National Weather Service, Minnesota experiences an average of 40 tornadoes per year. In 2013, 23 tornadoes touched down, and in 2012 there were 37 touchdowns. A record was set in 2010 with 104 tornadoes across the state.



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

APR 10 REC'D

2017 MOUND FIRE DEPARTMENT ACTIVITY REPORT  
Emergency Response and Firefighter Hours Detail

MONTH: March

City	Call Type	2017				2016			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	10	266	26	711	7	118	21	459
	Rescue	14	217	44	676	15	264	33	542
	Duty Officer	0	0	2	3	3	3	9	9
MINNETONKA BEACH	Fire	1	16	2	27	0	0	3	45
	Rescue	0	0	0	0	1	23	2	43
	Duty Officer	0	0	0	0	0	0	0	0
MINNETRISTA	Fire	3	51	6	103	2	32	7	117
	Rescue	1	22	5	136	3	81	8	180
	Duty Officer	0	0	0	0	0	0	0	0
SHOREWOOD	Fire	0	0	0	0	0	0	0	0
	Rescue	0	0	1	22	0	0	1	15
	Duty Officer	0	0	0	0	0	0	2	30
SPRING PARK	Fire	1	50	2	74	3	56	4	69
	Rescue	4	73	12	183	9	135	25	423
	Duty Officer	0	0	0	0	0	0	1	1
MUTUAL AID	Fire	2	36	4	86	1	57	4	166
	Rescue	0	0	2	26	0	0	1	10
	Weather, Special Event, Etc.	0	0	0	0	0	0	0	0
STAND BY									
Total Activity All Cities		17	419	40	1001	13	263	40	871
	Rescue	19	312	64	1043	28	503	71	1228
	Duty Officer	0	0	2	3	3	3	10	10
	Stand By	0	0	0	0	0	0	0	0
	TOTAL	36	731	106	2047	44	769	121	2109

Monthly Activity by Call Category	2017	2016
COMMERCIAL	8	5
RESIDENTIAL	26	37
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	2	2
SERVICE CALLS (Smoke/CO Detectors)	1	5
LEGITIMATE FIRE ALARMS	2	2
FALSE FIRE ALARMS	4	1

Category	2017		2016	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	2	0	0
MUTUAL AID CALLS GIVEN	2	6	1	5
TRAINING/MAINTENANCE HOURS	332	1082	347	1232

**Mound Fire Department  
Incident Reports - Spring Park  
March, 2017**

APR 10 REC'D

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
76	3/5/2017	Spring Park	4700 Shoreline Drive	Fire	Haz Cond - Oil Spill	Containment	50
<b>Total Fire Calls</b>				<b>1</b>		<b>Total Fire Hours</b>	<b>50</b>

71	3/2/2017	Mound	4154 Shoreline Drive	Rescue	Trapped in Elevator	Opened Elevator	19
82	3/8/2017	Spring Park	4154 Shoreline Drive	Rescue	Trapped in Elevator	Opened Elevator	17
102	3/27/2017	Spring Park	4177 Shoreline Drive, #217	Rescue	EMS	Transported	19
106	3/31/2017	Spring Park	2400 Interlachen Road, #219	Rescue	EMS	Transported	18
<b>Total Rescue Calls</b>				<b>4</b>		<b>Total Rescue Hours</b>	<b>73</b>

<b>Total Duty Officer Calls</b>				<b>0</b>		<b>Total Duty Officer Hours</b>	<b>0</b>
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<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER CALLS</b>				<b>5</b>		<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER HOURS</b>	<b>123</b>
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# Mound Fire Department

City of Spring Park  
January - March, 2017

APR 10 REC'D

## Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
14	1/10/2017	4208 West Arm Drive			x	Nothing found	N	N

### 2017 YTD TOTALS

FIRE ALARM	0			False Alarms	0	
SMOKE DETECTOR		0		Legitimate Alarms	1	
CO DETECTOR			1	Preventable		0
<b>TOTAL - ALL ALARMS</b>	<b>1</b>					



# LAKE MINNETONKA CONSERVATION DISTRICT

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

MAR 17 REC'D

**DATE:** March 14, 2017

**TO:** Member Cities

**FROM:** LMCD Board of Directors

Dan Baasen, Bill Cook, James Doak, Jay Green, Ann Hoelscher, Gary Hughes,  
Chris Jewett, Dennis Klohs, Gregg Prest, Dave Rahn, Sue Schuff,  
Gregg Thomas, Deborah Zorn

Vickie Schleuning, *Vickie Schleuning*  
LMCD Executive Director

**SUBJECT:** Second Half 2016 LMCD Project and Activities Update

The following is a brief summary of the organization and activities for the Lake Minnetonka Conservation District (LMCD) for the second half of 2016. Your representative may have already shared some activities with you, but we understand there are some new City representatives that may appreciate an overview. If you have questions, please contact the LMCD Executive Director Vickie Schleuning or your city's LMCD representative. We look forward to working with you in 2017. Thank you.

## 1. OVERVIEW OF LMCD

- The board includes fourteen members appointed by the City Councils of the fourteen cities surrounding Lake Minnetonka.
- There are three and a half staff comprised of an Executive Director (1), Administrative Technician (1) Vacant, Administrative Assistant/Code Enforcement (1), and Administrative Clerk (0.5).
- The LMCD was established by enabling Legislation--Minnesota State Statute 103B.611 (1967) to protect the lake and manage its use.
- The budget for 2017 consists of a levy of \$326,343, license fees, grants, court fines, and contributions for certain activities.

## 2. HIGHLIGHT OF PROJECTS FROM JUNE-THROUGH DECEMBER

- The Harvest Program for Aquatic Invasive Species (AIS) operates from June-August and harvests approximately 391 acres for public navigation.

- The LMCD partnered with various agencies for AIS programs such as the Three Rivers Park District for Watercraft Inspection Program to help prevent spread of existing and new AIS. Funding partners included MN DNR, MCWD, TRPD and cities.

### **Public Safety**

- Hennepin County and various partners installed an emergency access dock on County-owned land near the Arcola Bridge (June 2016).
- A number of solar lights, provided and maintained by the Save the Lake Fund, were not working or had been vandalized. New lights were ordered and installed (June 2016).
- The Board approved amendments to the ordinance regarding public nuisances and liquor restrictions. The definition of loud noise for was defined as 1) exceeds the levels established by the MPCA when measured from any property abutting the Lake; 2) unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person; or 3) unreasonably interferes with or precludes the use of enjoyment of property, or negatively affects property value. Quiet hours were established as 10:00 pm – 7:00 am, restricting plainly audible noise at a distance of 150 feet from shore. The definition of liquor was changed from beer to an alcoholic beverage. (July 2016)
- The Board approved a request from the Caribbean Marina (Tonka Bay) for a second minimum wake buoy to be placed within their current setback area. (Sept 2016)
- The LMCD created a Facebook page (October 2016) to provide additional ways to share information with stakeholders [www.facebook.com/lakeminnetonkaconservationdistrict](http://www.facebook.com/lakeminnetonkaconservationdistrict).
- The LMCD managed numerous inquiries and concerns about dock requirements, de-icing operations, temporary structures, special events, and general lake use in association with its partners such as the Water Patrol, MCWD, MN DNR, lake associations, cities, and other agencies.

### **Applications**

- The Board approved Lindbo Landing's (Tonka Bay) request to reconfigure their 42 boat storage units utilizing the Qualified Commercial Marina Ordinance. The changes include 1) increasing the dock length to 200 feet; 2) converting 10 slides to slips; and 3) reconfiguring several slips to a uniform 32 feet. (June 2016)
- The Board approved a policy for the City of Deephaven's request to allow powerboats to use their District Mooring Area. (June 2016)

- The Board approved a request from Jerry Martin, 10 Crabapple Lane, Tonka Bay, for a side setback and adjusted dock use area variance. The request is for 1) a 47.7 foot by four-foot long dock; 2) a northerly adjusted dock use area (up to 17 degrees); and 3) a proposed deck over the 929.4 foot shoreline. The City of Tonka Bay also would also need to approve the proposed deck. The approval was subject to the following conditions 1) restrict future use of a canopy; 2) all appropriate permits must be obtained; 3) submission of an as-built survey; and 4) filing of the variance with the County Recorder. (August 2016)
- The Board approved Howard's Point Marina's (Shorewood) request to reconfigure their dock under the Qualified Commercial Marina Ordinance. There is no change in the number of boat storage units (96). (Sept 2016)
- The Board approved the following reconfigurations and/or expansions for multiple dock structures, including approving the Environmental Assessment Worksheets (EAW) and finding an Environmental Impact Statement was not required for:
  - 5<sup>th</sup> Street Venture Qualified Commercial Marina license (Spring Lake Park). (October 2016, December 2016). The applicant proposed to expand from 13 boat storage units to 41 boat storage units. The Board approved a Qualified Commercial Marina license in December 2016. The dock facility expanded from 13 boat storage units to 30 boat storage units. 5 of those BSUs are dependent on environmental studies.
  - City of Excelsior. (December 2016 and January 2017) The City of Excelsior PUD and Municipal Dock license was approved to: 1) expand Piers 3, 4, and 5 within their "Commons" area to just under 200' out from shore utilizing the Municipal Planned Unit ordinance; 2) add an estimated 36 additional boat storage units; and 3) congregate their transient watercraft storage to a specific area.
  - Brown's Bay Marina (Site 2, Orono). (December 2016) Browns Bay Marina was approved in January 2017 to reconfigure their existing dock structures using the Qualified Commercial Marina ordinance. The site will extend out to 200 feet and decrease their width to meet side setback requirements. The BSUs will remain the same.
- The Board denied a variance request for watercraft density for 3116 West edge Boulevard, Halstead Bay, Mound (December 2016).

#### **LMCD Administration**

- A new Executive Director, Vickie Schleuning, was appointed. Ms. Schleuning has more than 20 years of experience in local government and 6 years in education. (September

2016). An introduction and feedback meeting was also held with the city representatives.

- The Board approved an update to the LMCD Bylaws (written in 1967).
- The Board approved a new Vision and Mission Statement. The vision is--Lake Minnetonka is a highly valued year-round asset with vibrant aesthetic, recreational, commercial, and natural qualities. These qualities and values will be protected and preserved for future generations. The new mission statement is--To preserve and enhance the "Lake Minnetonka experience." This is accomplished by providing leadership in protecting, improving, and managing lake use.
- The Board approved the law firm of Kennedy and Graven to assist with the recodification of the Code of Ordinances to reorganize the code. The process will take up to a year to complete but will result in clearer, more understandable ordinances. It will also facilitate the next phase of the process, a more comprehensive analysis of the criteria and standards in the code.
- The Board approved a process to annually establish a Nominating Committee that would recommend a slate of candidates for the chair, vice-chair, secretary and treasurer positions. The process would include potential nominations "from the floor." (Sept 2016)
- The Board approved a code amendment regarding Section 2.015, "Reconfiguration of Non-Conforming Structures," to allow the LMCD office to approve requests to replace the dock fingers between slips with dolphin poles to accommodate wider boats. The Board also asked the attorney to draft additional language that would allow greater flexibility for reconfiguration under this section based on linear measurements of the slips.
- The Board reviewed an analysis and status of the 2016 budget for General Administration, Aquatic Invasive Species, Equipment Replacement, and Save the Lake in October 2016. There was discussion regarding use of staff time for Save the Lake activities, appropriate use of the contributions, and potential uses of the Reserve Fund. Further discussion is planned at future meetings.

### 3. HIGHLIGHT OF INITIATIVES IN 2017

- Recodification
- Stakeholder Engagement
- Communication
- Finalize Strategic Plan