



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
OCTOBER 3, 2022 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. Approve Regular City Council minutes from September 19, 2022
  - b. Approve Work Session minutes from September 19, 2022
  - c. Approve October 3, 2022 - Claims for Payment
  - d. Approve Special Event Permit #22-17: Harrison's Bay Fundraiser; Back Channel Brewery – October 3, 2022
- PUBLIC FORUM\*\*
5. PRESENTATIONS & GUEST SPEAKERS
6. PUBLIC HEARINGS
7. PETITIONS, REQUESTS, & APPLICATIONS
8. ORDINANCES & RESOLUTIONS:
9. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council:
  - b. City Staff:
  - c. Contract Staff:
10. NEW BUSINESS & COMMUNICATIONS
  - a. Utility Rates Discussion
11. UPCOMING MEETINGS & TRAINING
  - a. October 12, 2022 - Planning Commission Meeting – 6:00PM
  - b. October 17, 2022 - Regular City Council Meeting – 7:00PM
  - c. October 17, 2022 - City Council Work Session – 6:00PM
  - d. November 7, 2022 - Regular City Council Meeting – 7:00PM
12. MISCELLANEOUS (INFORMATION ONLY)
13. 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  
SEPTEMBER 19, 2022 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER

The meeting was called to order at 7:00p.m.

Mayor Jerome P. Rockvam and Council Member's Chase, Hughes, Hoffman, and Horton were present.

Staff Present: City Administrator Anderson, City Attorney Tietjen

2. PLEDGE OF ALLEGIANCE

Mayor Rockvam led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

*Motion to adopt the meeting agenda as presented. On vote being taken, the motion was unanimously approved.*

4. ADOPT CONSENT AGENDA\*

*Council Member Chase motioned, being seconded by Council Member Hoffman to:*

- a. Approve Regular City Council minutes from September 6, 2022
- b. Approve September 19, 2022 - Claims for Payment
- c. Approval of Larson's Snow Removal Contract Rates (3-year contract)

*On vote being taken, the motion was unanimously approved.*

5. PUBLIC FORUM\*\* - A tenant from the Yacht Club brought forward a letter received from Olson Global notifying all tenants they will no longer be including office space as part of their development plan. Council advised that they have not seen any plans, only renderings and suggested proposed uses from Olson Global. They also stated this is an issue between the tenant and landlord and suggested the tenant attend the public hearings to share their concerns.

6. PRESENTATIONS & GUEST SPEAKERS - none

7. PUBLIC HEARINGS - none

8. PETITIONS, REQUESTS, & APPLICATIONS – none

9. ORDINANCES & RESOLUTIONS:

- a. Resolution #22-23: Adopting Preliminary 2023 Levy

*Council Member Hoffman motioned, being seconded by Council Member Horton, to approve Resolution #22-23: Adopting Preliminary 2023 Levy. On vote being taken, the motion was unanimously approved.*

*On Roll Call; Hoffman – yes, Hughes – yes, Horton – yes, Chase – yes, Rockvam – yes.*

10. REPORTS OF OFFICERS AND COMMITTEES

- a. Mayor & Council: none
- b. City Staff: none
- c. Contract Staff: City Administrator Anderson stated BLR construction will start in Spring as previously communicated.

11. NEW BUSINESS & COMMUNICATIONS

- a. City Clerk Position: Approving Full Time Status

*On motion to approve Full Time status for City Clerk, upon Roll Call, the motion was approved.  
Hoffman - abstained, Hughes - yes, Horton - yes, Chase - yes, Rockvam – yes.*

12. UPCOMING MEETINGS & TRAINING

- a. October 3, 2022 - Regular City Council Meeting – 7:00PM  
b. October 12, 2022 - Planning Commission Meeting  
c. October 17, 2022 - Regular City Council Meeting – 7:00PM  
d. October 17, 2022 - City Council Work Session – 6:00PM

13. MISCELLANEOUS (INFORMATION ONLY)

14. ADJOURNMENT

*There being no further discussion, meeting was adjourned at 7:18p.m. On vote being taken, the motion was unanimously approved.*

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Jamie Hoffman, City Clerk

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Mike Anderson, City Administrator



CITY OF SPRING PARK  
WORK SESSION MINUTES  
SEPTEMBER 19, 2022 – 6:00 PM  
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. **6:00: Staff Point of Contact Request**

City Administrator Anderson brought forward a request to Council that all inquiries/questions about current projects funnel through him first and he will reach out to contracted staff as needed. Since most of the time he will have the answer, this should result in some cost savings to the city.

2. **6:05: 2023 Preliminary Levy Proposal/Budget Discussion/Five-Year Forecast**

City Administrator Anderson provided a copy of the 2023 budget proposal to Council and stated the proposed levy is roughly 21%. He is recommending that we distribute the public works contract so that more cost is being absorbed by the general fund vs. the majority hitting the water/sewer fund. He also stated he will be reviewing the water/sewer rates, which will most likely result in an increase in rates. Anderson requested Council approve the preliminary levy resolution as it stands, and then work from there to see if it can be reduced. He will also put together a list of bond payments and other expenditures and provide to the Council on a regular basis. Additionally, he requested Council determine what project improvements they would like to see included in the CIP.

3. **6:50: Miscellaneous**

City Administrator Anderson provided updates on the SeaNote and Sunset Lake Access.

Council Member Chase brought forward that we should include the undergrounding for Sunset Drive into the 2023 budget. Anderson will get estimates from Sambatek.

Council Member Chase also recommended asking the Planning Commission to look at adding bathrooms to the Parks. Discussion was had surrounding repairing the asphalt for the tennis/pickleball courts and possibly changing the design to 2 pickleball courts and one tennis court and possibly adding a court at Wilkes Park.

4. **7:00: Adjourn**

*There being no further discussion, Council Member Hoffman motioned, being seconded by Council Member Hughes, to adjourn the meeting at 7:00p.m.*

Check #	Employee/Council Name	Check Amount	Check Date
5944	Anderson, Mike D.	\$2,912.07	9/30/2022
5945	Hoffman, Jamie K.	\$2,149.40	9/30/2022
5946	Xiong, Patria	\$1,816.68	9/30/2022
	<b>Sub Total</b>	<b>\$6,878.15</b>	
5947	Chase, Mark	\$277.05	9/30/2022
5948	Hoffman, Jeff	\$277.05	9/30/2022
5949	Horton, Pam	\$277.05	9/30/2022
5950	Hughes, Gary	\$277.05	9/30/2022
5951	Rockvam, Jerry	\$369.40	9/30/2022
	<b>Sub Total</b>	<b>\$1,477.60</b>	
<b>Electronic Misc. Disbursements</b>			
EFT# 30878	PERA Employer Payroll Payment for 09/31/2022	\$1,254.12	10/3/2022
EFT# 30879	FICA Employee/Employer Payroll Withholding Taxes for 09/31/2022	\$2,006.58	10/3/2022
EFT# 30880	September 22' Employee State Payroll Withholding Taxes	\$861.91	9/23/2022
EFT# 30881	October 22' Optum Bank - HSA Deposit for Employees	\$650.00	9/27/2022
EFT# 30882	October 22' Health Partners Insurance Premium	\$3,747.69	9/30/2022
EFT# 30883	October 22' Sun Life LTD Insurance Premium	\$58.14	9/28/2022
	<b>Sub Total</b>	<b>\$8,578.44</b>	
	<b>Claims: Ck# 33007-33027</b>	<b>\$80,188.25</b>	<b>9/26/2022</b>
	<b>TOTALS</b>	<b>\$97,122.44</b>	

CITY OF SPRING PARK

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**\*Check Summary Register©**

Batch: 092622PAY,092622PrimElections,092622ESCROWS

Name	Check Date	Check Amt	
<b>10100 Wells Fargo Bank NA</b>			
33007 BETH A. ASCHINGER	9/26/2022	\$180.00	2022 Election Judge Services for Primary and t
33008 BOLTON & MENK	9/26/2022	\$3,507.00	GPS collection of Curb Stops
33009 HAWKINS, INC.	9/26/2022	\$20.00	Purchased Chemicals for WTP
33010 SANDRA J. HOOGENAKKER	9/26/2022	\$304.00	2022 Election Head Judge Services for Primary
33011 INVICTUS LLC	9/26/2022	\$250.00	Escrow Return for Special Event 22-05SPEV -
33012 GREGORY E. KELLER, P.A.	9/26/2022	\$1,000.00	Oct. 22' Prosecution Services
33013 KENNEDY & GRAVEN, CHARTER	9/26/2022	\$2,365.50	Aug. 2022 Legal Services for General Municipa
33014 LEAGUE OF MINNESOTA CITIES	9/26/2022	\$2,134.00	2022-2023 Annual LMC City Membership Dues
33015 WENDY L. LEWIN	9/26/2022	\$112.50	2022 Election Judge Services for Primary and t
33016 METRO COUNCIL ENVIRON SER	9/26/2022	\$19,614.95	Oct. 22' Wastewater Treatment Monthly Fee
33017 LEAGUE OF MINNESOTA CITIES	9/26/2022	\$30.00	2022 LMC Annual MN Mayors Association Me
33018 CITY OF MOUND FINANCE DEPT.	9/26/2022	\$41,187.25	2022 4th Qtr.Contractd Fire Service & Protecti
33019 NORLINGS LAKE MTKA LANDSC	9/26/2022	\$4,291.65	August 22' Landscapre Services Job# M410
33020 NORTHWEST ASSOC. CONSULT.	9/26/2022	\$2,706.05	August 22' Planning Services - Yacht Club Text
33021 MOLLY A. RICE	9/26/2022	\$180.00	2022 Election Judge Services for Primary and t
33022 RITEWAY BUSINESS FORMS&P	9/26/2022	\$933.44	Printing/Assemble Charges for Summer 2022
33023 MARILYN S. RONNKVIST	9/26/2022	\$180.00	2022 Election Judge Services for Primary and t
33024 THE STANDARD INSURANCE CO	9/26/2022	\$5.10	To record & pay Oct. 22' Life Insurance Premiu
33025 US BANK	9/26/2022	\$703.69	Aug. 2022 Microsoft Fee
33026 WATER CONSERVATION SERVI	9/26/2022	\$370.62	eak Locate Services on 09/07/22 at 4501 Shore
33027 MARSHALL V. WEBER	9/26/2022	\$112.50	2022 Election Judge Services for Primary and t
<b>Total Checks</b>		<b>\$80,188.25</b>	

CITY OF SPRING PARK

**\*Check Detail Register©**

Batch: 092622PAY,092622PrimElections,092622ESCROWS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Wells Fargo Bank NA</b>					
<b>33007</b>	09/26/22	<b>BETH A. ASCHINGER</b>			
E 101-41410-105		Salaries	\$180.00	092622	2022 Election Judge Services for Primary and training - 12 hrs @ \$15/hr
		Total	\$180.00		
<b>33008</b>	09/26/22	<b>BOLTON &amp; MENK</b>			
E 101-43100-402		Repairs/Maint Streets/Str	\$3,507.00	0296694	GPS collection of Curb Stops
		Total	\$3,507.00		
<b>33009</b>	09/26/22	<b>HAWKINS, INC.</b>			
E 601-49400-216		Chemicals and Chem Pro	\$20.00	6289301	Purchased Chemicals for WTP
		Total	\$20.00		
<b>33010</b>	09/26/22	<b>SANDRA J. HOOGENAKKER</b>			
E 101-41410-105		Salaries	\$304.00	092622	2022 Election Head Judge Services for Primary and training - 19 hrs @ \$16/hr
		Total	\$304.00		
<b>33011</b>	09/26/22	<b>INVICTUS LLC</b>			
G 101-21700		Escrow Account	\$250.00	22-05SPEV	Escrow Return for Special Event 22-05SPEV - Running of the Bays
		Total	\$250.00		
<b>33012</b>	09/26/22	<b>GREGORY E. KELLER, P.A.</b>			
E 101-42000-304		Legal Fees	\$1,000.00	092622	Oct. 22' Prosecution Services
		Total	\$1,000.00		
<b>33013</b>	09/26/22	<b>KENNEDY &amp; GRAVEN, CHARTERED</b>			
E 101-41600-304		Legal Fees	\$1,177.50	169917A	Aug. 2022 Legal Services for General Municipal Matters (Review Agendas for Meetings)
E 101-41600-304		Legal Fees	\$18.00	169917B	Aug. 2022 Legal Services for (4000 Sunset Drive Lot Line Matter)
E 101-41600-304		Legal Fees	\$693.00	169917C	Aug. 2022 Legal Services for Yacht Club Matters
E 101-41600-304		Legal Fees	\$477.00	169917D	Aug. 2022 Legal Services for Black Lake Rd Reconstruction Project
		Total	\$2,365.50		
<b>33014</b>	09/26/22	<b>LEAGUE OF MINNESOTA CITIES</b>			
E 101-41500-433		Membership/Dues/Edu	\$2,134.00	366256	2022-2023 Annual LMC City Membership Dues
		Total	\$2,134.00		
<b>33015</b>	09/26/22	<b>WENDY L. LEWIN</b>			
E 101-41410-105		Salaries	\$112.50	092622	2022 Election Judge Services for Primary and training - 7.5 hrs @ \$15/hr
		Total	\$112.50		
<b>33016</b>	09/26/22	<b>METRO COUNCIL ENVIRON SERVICES</b>			
E 602-49450-437		Other Miscellaneous	\$19,614.95		Oct. 22' Wastewater Treatment Monthly Fee
		Total	\$19,614.95		
<b>33017</b>	09/26/22	<b>LEAGUE OF MINNESOTA CITIES</b>			

CITY OF SPRING PARK

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**\*Check Detail Register©**

Batch: 092622PAY,092622PrimElections,092622ESCROWS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41100-437		Other Miscellaneous	\$30.00	092622	2022 LMC Annual MN Mayors Association Membership Fee
		Total	\$30.00		
<b>33018</b>	09/26/22	<b>CITY OF MOUND FINANCE DEPT.</b>			
E 101-42260-310		Contracted Services	\$41,187.25	00002511-D	2022 4th Qtr.Contractred Fire Service & Protection
		Total	\$41,187.25		
<b>33019</b>	09/26/22	<b>NORLINGS LAKE MTKA LANDSCAPE</b>			
E 101-41940-432		Landscaping/Gardens/Mai	\$4,291.65	40533	August 22' Landscapre Services Job# M410
		Total	\$4,291.65		
<b>33020</b>	09/26/22	<b>NORTHWEST ASSOC. CONSULT., INC</b>			
E 101-41900-310		Contracted Services	\$484.00	25990-1	August 22' Planning Services - Yacht Club Text Amendment/CUPs (2.6 hours)
E 101-41900-310		Contracted Services	\$1,922.05	25990-2	August 22' Planning Services - General 10.10 hrs
E 101-41900-310		Contracted Services	\$300.00	25991	August 22' Planning Services - Meetings 6.90 hrs.
		Total	\$2,706.05		
<b>33021</b>	09/26/22	<b>MOLLY A. RICE</b>			
E 101-41410-105		Salaries	\$180.00	092622	2022 Election Judge Services for Primary and training - 12 hrs @ \$15/hr
		Total	\$180.00		
<b>33022</b>	09/26/22	<b>RITWAY BUSINESS FORMS&amp;PRINTIN</b>			
E 101-41500-350		Print/Binding	\$311.14	22-32605	Printing/Assemble Charges for Summer 2022 Newsletters (1,193)
E 601-49400-350		Print/Binding	\$311.15	22-32605	Printing/Assemble Charges for Summer 2022 Newsletters (1,193)
E 602-49450-350		Print/Binding	\$311.15	22-32605	Printing/Assemble Charges for Summer 2022 Newsletters (1,193)
		Total	\$933.44		
<b>33023</b>	09/26/22	<b>MARILYN S. RONNKVIST</b>			
E 101-41410-105		Salaries	\$180.00	092622	2022 Election Judge Services for Primary and training - 12 hrs @ \$15/hr
		Total	\$180.00		
<b>33024</b>	09/26/22	<b>THE STANDARD INSURANCE COMPANY</b>			
E 101-41500-121		PERA/FICA/Hosp Ins	\$1.70	091622	To record & pay Oct. 22' Life Insurance Premium
E 601-49400-121		PERA/FICA/Hosp Ins	\$1.70	091622	To record & pay Oct. 22' Life Insurance Premium
E 602-49450-121		PERA/FICA/Hosp Ins	\$1.70	091622	To record & pay Oct. 22' Life Insurance Premium
		Total	\$5.10		
<b>33025</b>	09/26/22	<b>US BANK</b>			
E 101-41410-437		Other Miscellaneous	\$185.27	0808-0810	Snacks, beverages, food for Election Judges - Primary on 8/11/22
E 101-41500-322		Postage & Meter	\$81.53	082322	2022 USPS Every Door Direct for Summer Newsletter
E 601-49400-322		Postage & Meter	\$81.53	082322	2022 USPS Every Door Direct for Summer Newsletter
E 602-49450-322		Postage & Meter	\$81.54	082322	2022 USPS Every Door Direct for Summer Newsletter
E 101-41410-200		Office Supplies	\$44.18	092622	Supplies for Elections - Storage bins and tape



CITY OF SPRING PARK

**\*Check Detail Register©**

Batch: 092622PAY,092622PrimElections,092622ESCROWS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-437		Other Miscellaneous	\$118.57	5461028	Purchase of printer paper, wite-out, water, light bulbs
E 101-41500-200		Office Supplies	\$49.78	5461028	Purchase of printer paper, wite-out, water, light bulbs
E 101-41500-207		Computer Support/Supplie	\$20.43	E0500K0S8Q	Aug. 2022 Microsoft Fee
E 601-49400-207		Computer Support/Supplie	\$20.43	E0500K0S8Q	Aug. 2022 Microsoft Fee
E 602-49450-207		Computer Support/Supplie	\$20.43	E0500K0S8Q	Aug. 2022 Microsoft Fee
		Total	\$703.69		
<b>33026</b>	09/26/22	<b>WATER CONSERVATION SERVICE,INC</b>			
E 601-49400-411		Repairs / Breaks	\$370.62	12573	eak Locate Services on 09/07/22 at 4501 Shoreline Dr.
		Total	\$370.62		
<b>33027</b>	09/26/22	<b>MARSHALL V. WEBER</b>			
E 101-41410-105		Salaries	\$112.50	092622	2022 Election Judge Services for Primary and training - 7.5 hrs @ \$15/hr
		Total	\$112.50		
		<b>10100 Wells Fargo Bank NA</b>	\$80,188.25		

Fund Summary

<b>10100 Wells Fargo Bank NA</b>	
101 GENERAL FUND	\$59,353.05
601 WATER FUND	\$805.43
602 SEWER FUND	\$20,029.77
	\$80,188.25



STAFF MEMO  
HARRISON'S BAY OKTOBERFEST  
FUNDRAISER  
BACK-CHANNEL BREWERY  
MONDAY, OCTOBER 3, 2022

---

1. **BACKGROUND:** Harrison's Bay Association is requesting approval for a Special Event permit to hold a fundraiser on October 3, 2022, at Back Channel Brewery. The "Oktoberfest" special event is scheduled from 5:30 p.m. to 8:30 p.m. and will include live music along with a silent auction. They are expecting 200 people to attend the event. All will stay within the taproom and outdoor patio with demarcated barriers. The event organizer applied for the permit on 9/20/2022 resulting in Council review and approval the same day as the event.
2. **DISCUSSION:** The request for amplified music requires a special event permit. Both the Mound Fire Department and Orono Police Department have reviewed and do not see any safety issues with the event and have subsequently approved with the requirement to ensure that the event organizers take all necessary safety precautions during the event.
3. **FINANCIAL CONSIDERATIONS:** The required permit fee and escrow has been received.
4. **RECOMMENDED ACTION:** Approve Special Event Application No. #22-17 SPEV for the fundraiser event on October 3, 2022.



## CITY OF SPRING PARK

### SPECIAL EVENT PERMIT APPLICATION CHECKLIST

**The following materials must be received for your application to be considered complete:**

- Complete and signed application.
- Application fee and escrow check (if applicable).
- For any events with amplified sound or live music - sample of written notice to all property owners within 350 feet of the location, sent at least 10 days prior to the event, and must include date, time, location of event, and contact information.
- Copy of your Certificate of Liability Insurance for the event with policy number, coverage levels, and which lists the City of Spring Park and its agents as an additional insured.
- Severe Weather/Emergency Response Plan including shelter locations for any events that take place outside.
- Alcohol Security Plan describing how alcohol sales and consumption will be limited to specific areas of the event.
- Master Site Plan identifying buildings, driveways, neighboring properties, and streets. The site plan must also include locations for the following items:
  - Tents/canopies/temporary structures – including size
  - Stage incl. direction of music and size of stage
  - Lighting (for nighttime events) – including size, direction, and hooding/shielding mechanism for surrounding properties
  - Music & amplified sound – include number & direction of speakers
  - Parking
  - Food truck locations
  - Vendor locations & attractions
  - Fireworks set-up & display area in relation to neighboring properties
  - Sanitary facilities
  - Garbage and recycling containment areas
  - Temporary barricades or fencing
  - Any cordoned-off area(s) for the event
- Proof of possession of any license or permit which, under federal, state, or local laws or regulations, the applicant is required to have in order to conduct the event or activity. This may include but is not limited to:
  - City of Spring Park
    - Food truck, temporary sign, liquor license, building permit (tent/stage/temporary structure)
  - Mound Fire Department
    - Fireworks, recreational fires, permit for tent/stage/temporary structure
  - Hennepin County
    - Water Patrol, Health Department, road closures, etc.
  - Lake Minnetonka Conservation District
  - Three Rivers Park District (Dakota Trail)

#### **Please note the following:**

- We do not accept credit card payments. Payments can be made by cash or check.
- All other application materials can be received via email.
- **Application materials should be received at least 45 days in advance of your event.**
  - For any applications received in fewer than 45 days, City staff will do their best to process all requests but cannot guarantee that your application will be approved without sufficient time to process. Please plan accordingly and contact City staff with any questions.



License No. **22 - 17 SPEV**

CITY OF SPRING PARK  
SPECIAL EVENT/MUSIC CONCERT  
PERMIT APPLICATION

GENERAL EVENT INFORMATION:

- Single day special event
- Single day special event with live music
- Multiple day special event
- Music Concert - single event
- Music Concert - season series

Name of event: HARRISONS Bay Oktoberfest Fundraiser  
 Type of event (run/walk/bike race, wedding, party, etc): fundraiser  
 Description of event: German Oktoberfest Fundraiser @ Back Channel Brewing from 5:30-8:30 pm Oct. 3  
 Address or route of event: Back Channel Brewery 4787 Shoreline Dr.  
 Describe event location on the property: Indoor brewery + outdoor tent  
 Estimated number of participants: 200 Estimated number of volunteers/staff: 20  
 List all dates of event: 10/3/2022 Hours of event: 5:30-8:30 pm.

APPLICANT INFORMATION:

Harrisons Bay Association 763.234.6016  
 Sponsoring Organization Name Organization Phone  
PO Box 464 Mound MN 55364  
 Organization Address City State Zip Code  
Sheri Wallace Sheri.L.wallace@gmail.com  
 Event Planner Name E-mail Address  
Sheri Wallace 763.234.6016  
 Name/Title Contact Person During Event Cell Phone # For Contact Person on Event Day

SPECIFIC EVENT DETAILS:

PARTICIPANTS/GUESTS

Is the event open to the public?  Yes  No  
 Is public property used for the event? (Dakota Trail, City/County road, City park, etc.)  Yes  No  
*If yes, please contact the appropriate entity as additional permits may be necessary.*

PARKING & TRAFFIC CONTROL

Will you have a designated responsible person to direct vehicles as to where/how to park?  Yes  No

Approximately how many vehicles are expected? 50-100  
 On-Site Parking: How many vehicles could be parked on the property? all  
 Off-Site Parking: How many vehicles would need to be parked off the property? none

List location(s) of off-site parking \_\_\_\_\_

Describe method(s) of transporting guests/participants of event from off-site parking  
none

**FOOD & BEVERAGE**

Will food be prepared on-site?

Yes  No

*If yes, please contact the Hennepin County Health Department as additional permits may be necessary.*

Will food trucks be on-site?

Yes  No

If yes, how many? \_\_\_\_\_

List food truck power source: \_\_\_\_\_

*(A separate permit from the City of Spring Park is required for all Mobile Food Units (MFU) that wish to operate in the City)*

Will alcohol be served at the event?

Yes  No

Liquor License Holder: Back Channel

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

Will alcohol be contained inside a certain area of the event space?

Yes  No

Provide alcohol security details:

\_\_\_\_\_

**SET-UP** *(Separate permits from the Mound Fire Department and/ or the City Building Official/ MNSPECT are required)*

Will there be canopies or tents?

Yes  No

If yes, how many? already set up

Dimensions: \_\_\_\_\_

Provide anchoring details: \_\_\_\_\_

Date installed: \_\_\_\_\_

Date removed: \_\_\_\_\_

Will a stage be set-up?

Yes  No

If yes, provide dimensions: \_\_\_\_\_

Date installed: \_\_\_\_\_

Date removed: \_\_\_\_\_

Will there be temporary fencing or barricades?

already in place

Yes  No

Dimensions: \_\_\_\_\_

Type of material: \_\_\_\_\_

Date installed: \_\_\_\_\_

Date removed: \_\_\_\_\_

**GARBAGE & SANITATION**

Are there indoor bathrooms available to the event?

Yes  No

Will you provide portable bathrooms outdoors?

Yes  No

If yes, how many? \_\_\_\_\_

Date installed: \_\_\_\_\_

Date removed: \_\_\_\_\_

Describe trash removal and clean-up plan during and after the event:

handled by Back Channel

**FIREWORKS & RECREATIONAL FIRES** *(Separate permits from the Mound Fire Department are required)*

Will there be fireworks at your event?

Yes  No

Will there be recreational fire at your event?

Yes  No

If yes, how many? \_\_\_\_\_

Dimensions: \_\_\_\_\_

**MUSIC & AMPLIFIED SOUND\***

Will there be live music? *(Please note: disc jockeys or "DJ's" are classified as live music)*

Yes  No

List hours of live music: 6:00-8:00

Will there be amplified sound? *(requires on-site contact person)*

Yes  No

List hours and type of amplified sound: 6:00-8:30 - Mic + Speakers

Contact Person: Shen Wallace

Cell Phone #: 763-234-6016

*\*Please note: The Orono Police Department has the authority to reduce or completely shut down live music upon receiving legitimate noise complaints.*

**PRIVATE PROPERTY OWNER ACKNOWLEDGMENT AND SIGNATURE:**

If the event is held on private property, other than the event organizer's property, a signature from the property owner is required.

*The applicant has permission to use my property for the event described in this application:*

*Back Channel Brewing - See contract.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner/Agent Signature: \_\_\_\_\_

**APPLICANT ACKNOWLEDGMENT AND SIGNATURE:**

PLEASE NOTE THAT ADDITIONAL PERMITS OR LICENSES MAY BE REQUIRED BY THE CITY, STATE, COUNTY OR OTHER AGENCIES FOR YOUR EVENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DETERMINE WHICH LICENSES AND PERMITS ARE REQUIRED FOR THE PROPOSED EVENT AND TO OBTAIN SUCH LICENSES AND PERMITS IN ADVANCE OF THE EVENT.

The applicant agrees to defend, indemnify, and hold harmless the City of Spring Park, its Council members, employees, officers, contractors and agents from and against any and all liability, claims, causes of action, lawsuits, damages, costs, judgments and expenses, including attorneys fees, on account of bodily injury, sickness, disease, death and property damage resulting directly or indirectly from any act or omission arising out of, caused by, or related to the conduct of the activities authorized by the permit.

The applicant agrees to comply with all applicable codes, ordinances, rules, and regulations of the City of Spring Park with respect to the Event, including, but not limited to, all codes, ordinances, rules and regulations governing alcohol, noise, nuisance, building occupancy, public safety, and fire safety.

In the course of your application for a permit, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general permit application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Spring Park, employees of the City of Spring Park who are assigned to review such information, and the City of Spring Park's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Spring Park, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

The undersigned, an applicant for a permit under the rules and regulations of the City of Spring Park, understands and consents to the release and use of private or confidential data, as described above.

The undersigned represents and warrants that the undersigned is authorized to represent, act on behalf of and bind the applicant.

The applicant states that the information contained in this application is true, correct and complete. If any information contained in this application is found to be false or to constitute a substantial misrepresentation of the Event, the application will be denied and/or the permit revoked.

Applicant Printed Name: Sheri Wallace Date: 9/20/22

Applicant Signature: Sheri Wall

