



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JULY 1, 2024 – 6:30 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT**

Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make their remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council will **not take official action** on any item presented during the Public Comment period. If appropriate, the Council will refer items discussed to the City Administrator for follow-up.

5. REQUESTS & PRESENTATIONS

- a. None

6. CONSENT AGENDA*

- a. Regular City Council & Work Session Minutes – June 17, 2024
- b. Approval of Expenditures/Claims
- c. Special Event Permit #24-10: Back Channel 40-4-40 Fundraiser
- d. New License: THC/CBD Product Sales: MGM Liquor

7. ACTION AGENDA

- a. Administrative Committee Recommendation Approval
- b. Resolution #24-17: Approving Conservation Rates for Multi-Family
- c. Special Event Permit #24-09: Back Channel – Spring Park Awakening (event includes music before 8:00 AM on Saturday – requires special Council approval)

8. REPORTS

- a. Mayor & Council
- b. Staff

9. ANNOUNCEMENTS/MISCELLANEOUS (INFORMATION ONLY)

- a. July 4 & 5 – Holiday, City Hall Closed
- b. July 10, 2024 – Planning Commission Meeting – 6:00PM
- c. July 15, 2024 – Regular City Council Meeting – 6:30PM
- d. July 15, 2024 – Council Work Session – 5:30PM

10. ADJOURNMENT

* The Consent Agenda lists those items of business which are routine, recommended for approval, and/or 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 Comment, 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, except for referral to staff for future report.



CITY OF SPRING PARK
CITY COUNCIL MINUTES
JUNE 17, 2024 – 6:30 PM
SPRING PARK CITY HALL

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

Council Present: Mayor Hoffman, Council Member's Chase, Horton, Rimolde, and Sippel.

Staff Present: City Administrator Anderson

2. PLEDGE OF ALLEGIANCE

Mayor Hoffman led the audience in the Pledge of Allegiance

3. APPROVAL OF AGENDA

Council Member Horton motioned, being seconded by Council Member Rimolde, to approve the agenda as presented. On vote being taken, the motion was unanimously approved.

4. PUBLIC COMMENT: None

5. REQUESTS & PRESENTATIONS

- a. None

6. CONSENT AGENDA*

- a. Regular City Council Minutes – June 3, 2024
b. Approval of Expenditures/Claims
c. Budget YTD Rev-Exp Report
d. Approve New Wine/Beer License On-Sale – Vitalist Food LLC
e. Ordinance #24-03: Updating 2024 Utility Rates as adopted by Resolution #22-24 dated November 7, 2022

Council Member Chase motioned, being seconded by Council Member Sippel, to approve the consent agenda as presented. On vote being taken, the motion was unanimously approved.

7. ACTION AGENDA

- a. Administrative Committee Update: the committee met to discuss the City Administrator's compensation package and their recommendation will be presented at the next Council meeting for approval.
b. July 5 - City Hall Closure
i. Resolution #24-16: Amending Resolution #24-03 Meeting Dates & Holidays

Council Member Chase motioned, being seconded by Council Member Sippel, to approve Resolution #24-16: Amending Resolution #24-03: Meeting, Dates and Holidays. On roll call vote, Rimolde - yes, Sippel - yes, Horton - yes, Chase - yes, Hoffman - abstained. Motion carried 4-0.

8. REPORTS

- a. Mayor & Council;

Mayor Hoffman met with the Orono Public Works team and toured their new building. He said the meeting went well and the new building is very nice.

Council Member Sippel stated there is a 2nd offer (1st one fell through) on the LMCC building and they recently held a sale to sell some of their old equipment.

All meetings of the Spring Park City Council are video recorded and available for viewing online at www.ci.spring-park.mn.us or [Spring Park | Lake Minnetonka Cable Commission \(lmcc-tv.org\)](http://Spring Park | Lake Minnetonka Cable Commission (lmcc-tv.org)). Meeting minutes are intended to be a general synopsis of the meetings of the City Council. Additional detail regarding discussions and policy considerations is provided by watching the recording of the meeting.

- b. Staff: City Administrator Anderson stated construction for the Warren Ave. project will start the week after 4th of July and he will get an update on the tennis court repairs for Council Member Chase.

9. ANNOUNCEMENTS/MISCELLANEOUS (INFORMATION ONLY)

- a. July 1, 2024 – Regular City Council Meeting – 6:30PM
- b. July 4th and 5th – Holidays - City Hall Closed
- c. July 10, 2024 – City Council Work Session – 5:30PM
- d. July 15, 2024 – Regular City Council Meeting – 6:30PM
- e. July 15, 2024 – Council Work Session – 5:30PM
- f. Met Council: Community Development Report

10. ADJOURNMENT

There being no further discussion, Council Member Horton motioned, being seconded by Council Member Rimolde, to adjourn the meeting at 6:58p.m. On vote being taken, the motion was unanimously approved.

Respectfully submitted,
Jamie Hoffman, City Clerk



CITY OF SPRING PARK
WORK SESSION MINUTES
JUNE 17, 2024 – 5:30 PM
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. 5:30: Fire District – Chief Pederson
Fire Chief Pederson provided a presentation on the fire partnership/fire district concept that is in consideration for Mound, Spring Park, Minnetrista, and St. Boni.
2. 5:45: Utility Billing: Code Language, Current & Proposed
 - a. Chapter 34: Utilities (current code language)
 - b. Utility Invoice: Penalties (back page)
 - c. League of MN Cities: Model Ordinance/Code Language for Utility Rates and Charges (example to update code language and procedure)
 - d. League of MN Cities: Handbook, Securing Water/Sewer Rates (informational)Discussion surrounded further definition with the *per unit* language, to consolidate definitions #3 & 4 under the current code language, and update equalization fee language to remove the work “equalization” and call it a “connection” fee.
3. 6:00: Utility Billing Rate Discussion
City Administrator Anderson recommended, [er past discussion, that we move to update the utility rates for multifamily to the conservation rates.
Council Member Sippel reviewed his spreadsheet showing different scenarios for the multifamily utility billing would look like using the conservation rates.
4. 6:20 Miscellaneous
5. 6:30: Adjourn
There being no further discussion, Council Member Horton motioned, being seconded by Council Member Rimolde, to adjourn the Work Session at 6:30pm. On vote being taken, the motion was unanimously approved.

CITY OF SPRING PARK

06/24/24 4:50 PM

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*Check Summary Register©

Batch: 070124PAY

Name	Check Date	Check Amt	
10100 Wells Fargo Bank NA			
33836	BANYON DATA SYSTEMS, INC.	6/24/2024	\$795.00 Utility Billing Online Pay Mod for Nuvei
33837	BIFFS, INC.	6/24/2024	\$166.00 May 15 - June 11, 2024 Portable Restroom Ser
33838	CITY OF BLOOMINGTON	6/24/2024	\$28.00 May 24' Water Testing Fees
33839	ECM PUBLISHERS, INC.	6/24/2024	\$65.38 Publish Advisory Planning Commission Applica
33840	HAWKINS, INC.	6/24/2024	\$10.00 Purchased Chemicals for WTP
33841	MARK HODGES	6/24/2024	\$75.00 June 24' Work Session Recording
33842	HYDRO KLEAN, LLC	6/24/2024	\$5,500.00 Lift Station 1 & 6 Cleaning
33843	MEB ENTERPRISES INC	6/24/2024	\$26,530.00 Driveway Enterance Repair - 4527 Shoreline Dr
33844	CITY OF MOUND FINANCE DEPT	6/24/2024	\$49,484.00 2024 3rd Qtr.Contractd Fire Service & Protect
33845	NORLINGS LAKE MTKA LANDSC	6/24/2024	\$4,496.25 May 24' Landscape Services & Pulverize Black
33846	SHAUGHNESSY LAWN CARE	6/24/2024	\$1,107.14 Clean Up and Mowing Services 05/15/24-06/15
33847	US BANK	6/24/2024	\$1,354.23 May 24' Credit Card Purchases - Adobe, Micro
33848	WASTE MANAGEMENT	6/24/2024	\$130.50 May 24' Spring Park Resident Yard Waste Disp
33849	XCEL ENERGY	6/24/2024	\$5,910.83 Electric Usage 04/27/24-05/27/24 - LS #1
	Total Checks		\$95,652.33

CITY OF SPRING PARK

06/24/24 4:51 PM

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***Check Detail Register©**

Batch: 070124PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Wells Fargo Bank NA					
33836	06/24/24	BANYON DATA SYSTEMS, INC.			
E 601-49400-207		Computer Support/Supplie	\$397.50	00165370	Utility Billing Online Pay Mod for Nuvei
E 602-49450-207		Computer Support/Supplie	\$397.50	00165370	Utility Billing Online Pay Mod for Nuvei
		Total	\$795.00		
33837	06/24/24	BIFFS, INC.			
E 101-45200-384		Refuse/Garbage Disposal	\$166.00	W970129	May 15 - June 11, 2024 Portable Restroom Service at Thor Thompson Park
		Total	\$166.00		
33838	06/24/24	CITY OF BLOOMINGTON			
E 601-49400-306		Testing Fees	\$28.00	23674	May 24' Water Testing Fees
		Total	\$28.00		
33839	06/24/24	ECM PUBLISHERS, INC.			
E 101-41600-351		Legal Notices Publishing	\$65.38	1001709	Publish Advisory Planning Commission Applications
		Total	\$65.38		
33840	06/24/24	HAWKINS, INC.			
E 601-49400-216		Chemicals and Chem Pro	\$10.00	6783389	Purchased Chemicals for WTP
		Total	\$10.00		
33841	06/24/24	MARK HODGES			
E 101-41100-109		Recording Service	\$75.00	5-04152024	June 24' Work Session Recording
		Total	\$75.00		
33842	06/24/24	HYDRO KLEAN, LLC			
E 602-49450-496		LS Repair/Maint	\$5,500.00	088894	Lift Station 1 & 6 Cleaning
		Total	\$5,500.00		
33843	06/24/24	MEB ENTERPRISES INC			
E 101-43150-402		Repairs/Maint Streets/Str	\$4,530.00	1321	CB Repair & Patch - 4250 West Arm
E 101-43100-402		Repairs/Maint Streets/Str	\$22,000.00	1322	Driveway Enterance Repair - 4527 Shoreline Dr.
		Total	\$26,530.00		
33844	06/24/24	CITY OF MOUND FINANCE DEPT.			
E 101-42260-310		Contracted Services	\$44,364.25	2560C	2024 3rd Qtr.Contractd Fire Service & Protection
R 101-33100		Grants and Aids	\$5,119.75	2560C	2024 3rd Qtr.Contractd Fire Service & Protection
		Total	\$49,484.00		
33845	06/24/24	NORLINGS LAKE MTKA LANDSCAPE			
E 201-43100-529		Black Lake Rd Feasibility	\$75.00	43366	May 24' Landscape Services & Pulverize Black Dirt
E 101-41940-432		Landscaping/Gardens/Mai	\$4,421.25	43414	May 24' Landscape Services & Pulverize Black Dirt
		Total	\$4,496.25		
33846	06/24/24	SHAUGHNESSY LAWN CARE			
E 101-45200-310		Contracted Services	\$1,107.14		Clean Up and Mowing Services 05/15/24-06/15/24
		Total	\$1,107.14		
33847	06/24/24	US BANK			

CITY OF SPRING PARK

***Check Detail Register©**

Batch: 070124PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-207		Computer Support/Supplie	\$70.80		May 24' Credit Card Purchases - Adobe, Microsoft & Simplifile
E 601-49400-207		Computer Support/Supplie	\$70.80		May 24' Credit Card Purchases - Adobe, Microsoft & Simplifile
E 602-49450-207		Computer Support/Supplie	\$70.79		May 24' Credit Card Purchases - Adobe, Microsoft & Simplifile
E 101-42800-310		Contracted Services	\$66.00		May 24' Credit Card Purchases - Mulch Store Contracted Yard Waste
E 101-41500-433		Membership/Dues/Edu	\$591.08		May 24' Credit Card Purchases - MCFOA Membership renewal and 2024 logding for Clerk's Institute
E 101-41100-437		Other Miscellaneous	\$165.96		May 24' Credit Card Purchases - Name Tags for Council Chambers
E 101-41500-437		Other Miscellaneous	\$318.80		May 24' Credit Card Purchases - Water refills and office chairs
Total			\$1,354.23		

33848 06/24/24 WASTE MANAGEMENT

E 101-42800-310		Contracted Services	\$130.50	0000254-465	May 24' Spring Park Resident Yard Waste Disposal at Mulch Store
Total			\$130.50		

33849 06/24/24 XCEL ENERGY

E 101-43100-381		Utilities/Electric/Gas	\$61.20	1110322815	Electric Usage 04/27/24-05/27/24 - Traffic Signal
E 101-43100-381		Utilities/Electric/Gas	\$213.89	1110323288	Electric Usage 04/27/24-05/27/24 - Central & North Lights
E 101-43100-381		Utilities/Electric/Gas	\$725.97	1110324622	Electric Usage 04/27/24-05/27/24 - CoOwned Lights
E 101-43100-381		Utilities/Electric/Gas	\$164.40	1110324671	Electric Usage 04/27/24-05/27/24 - Traffic & East lights
E 602-49450-381		Utilities/Electric/Gas	\$620.19	1110325099	Electric Usage 04/27/24-05/27/24 LS #6
E 602-49450-381		Utilities/Electric/Gas	\$112.93	1110326233	Electric Usage 04/27/24-05/27/24 - LS #5
E 602-49450-381		Utilities/Electric/Gas	\$342.74	1110326872	Electric Usage 04/27/24-05/27/24 - LS #2
E 602-49450-381		Utilities/Electric/Gas	\$99.97	1110329064	Electric Usage 04/27/24-05/27/24 - LS #3
E 602-49450-381		Utilities/Electric/Gas	\$26.30	1110329385	Electric Usage 04/27/24-05/27/24 - LS #4
E 101-43100-381		Utilities/Electric/Gas	\$353.29	1110329544	Electric Usage 04/27/24-05/27/24 - City Hall
E 602-49450-381		Utilities/Electric/Gas	\$206.36	1110329638	Electric Usage 04/27/24-05/27/24 - LS #1
E 601-49400-381		Utilities/Electric/Gas	\$2,930.33	1110329644	Electric Usage 04/27/24-05/27/24 - WTP
E 101-43100-381		Utilities/Electric/Gas	\$53.26	1110330608	Electric Usage 04/27/24-05/27/24 - West Lights
Total			\$5,910.83		

10100 Wells Fargo Bank NA \$95,652.33

Fund Summary

10100 Wells Fargo Bank NA

101 GENERAL FUND	\$84,763.92
201 PUBLIC IMPROV REVOLVING FUND	\$75.00
601 WATER FUND	\$3,436.63
602 SEWER FUND	\$7,376.78
\$95,652.33	



STAFF MEMO
SPECIAL EVENT
BACK CHANNEL BREWERY
40-4-40
JULY 11, 2024

1. **BACKGROUND:** Back Channel Brewery is requesting a permit for a special event to be held on Saturday, July 11, 2024. It is a fundraiser called 40-4-40 to raise \$40K for 4 charities.

The event will be held in the taproom and on the South patio area between the hours of 4:00p.m. to 10:00p.m. The event will include outdoor music and amplified sound and will allow for patrons to have alcoholic beverages in a defined area demarcated by safety rails and barriers.

2. **DISCUSSION:** The request for outdoor music and amplified sound requires a special event permit. The event organizers will need to coordinate with the Mound Fire Department and Orono Police Department prior to the event to ensure that all necessary safety precautions have been taken and put into place.

Any alcoholic beverages being taken outside of the principal building shall be limited to a defined area demarcated with barriers. At no point shall any alcoholic beverages be allowed outside of the demarcated outdoor area or the principal building.

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 all recommendations made by the Orono Police Department to bring the noise levels into compliance.

The event organizer must send notice of the event to all properties within 350 feet of the Brewery.

3. **FINANCIAL CONSIDERATIONS:** All required permit fees have been received.
4. **RECOMMENDED ACTION:** Approve Special Event Application No. 24-10: 40-4-40 on July 11, 2024.



STAFF MEMO
MGM LIQUOR
THC PRODUCT SALES
LICENSE APPLICATION

1. **BACKGROUND:** The City passed an Ordinance to address and regulate the sale of any product that contains tetrahydrocannabinol (“THC”) that meets the requirements to be sold for human or animal consumption under Minnesota Statutes, section 151.72. It was determined that requiring an annual license for retailers that desire to sell THC products will allow the city to effectively regulate the operation of lawful businesses and discourage violations of THC product-related laws. An application for a license to sell THC products shall be submitted by the applicant, along with the appropriate fees, for City Council action. All licenses shall be posted and displayed in plain view of the public on the licensed premises.
2. **DISCUSSION:** MGM Liquor applied for a THC Product Sales license. The request for THC product sales requires a license application fee along with approval from the Orono Police Department prior to issuing the license.
3. **CONSIDERATIONS:** All required permit fees were received and approval received from the Orono Police Department.
4. **RECOMMENDED ACTION:** Approve THC Product Sales license #24-03 THC for MGM Liquor for 2024.



6.12.2024

TO: Mike Anderson – City Administrator
RE: Compensation Adjustment

The administrative committee has reviewed your request for an increase in your compensation and has agreed to forward their recommendation to the council pending your approval.

Per your employment agreement, and your job performance, we agree an increase in compensation is merited. Your contributions have brought value to the City of Spring Park, its residences, your co-workers and city elected officials. We appreciate your willingness to work closely with our contracted services and that you continually strive to find improvements. Your fiducial commitment to maintaining the city's financial goals has exceeded our expectations and is greatly appreciated.

The administrative committee, after careful and thoughtful discussion, is recommending adjusting your annual salary of \$99,875 to \$115,000 (15.14% increase) retroactive effective date June 01.

We will also recommend that a separate line item be added to the budget for merit increases. The COLA line item will remain. This will give the council the opportunity to address cost of living increases as well as merit increases separately.

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

**RESOLUTION #24-17
REAPPLYING CONSERVATION RATES TO MULTI-FAMILY APARTMENT
COMPLEXES**

WHEREAS, the City of Spring Park has established a fee schedule and utility rate structure for the City of Spring Park.

WHEREAS, the City of Spring Park charges per unit fees as defined by any one livable space by City Code (apartments are considered separate units), and separate water and sewer rates set forth by City Council Resolution;

WHEREAS, during the interim timeframe between Administrators in early 2022, Conservation Rates were not applied to multifamily complexes, but with Council action can be reapplied to the multi-family complexes;

WHEREAS, City Council is directing staff to reapply the conservation rates to the multi-family complexes beginning in Quarter 2 of 2024;

NOW THEREFORE BE IT FURTHER RESOLVED, by the City Council of the City of Spring Park that staff will continue to charge the current utility rates approved in the fall of 2022 for three (3 years) with the addition of conservation rates being applied to multi-family apartments.

ADOPTED by the City Council of the City of Spring Park on this 1st day of July 2024.

CITY OF SPRING PARK

Approved:

Jeff Hoffman, Mayor

Attest:

Mike Anderson, City Administrator



STAFF MEMO
SPECIAL EVENT
BACK CHANNEL
SPRING PARK AWAKENING
JULY 27, 2024

1. **BACKGROUND:** Back Channel has submitted special event permit applications for a special event to take place July 27, 2024 at 5:00AM. The event is a wellness inspired event with live music from 5:30 a.m. – 1:00 p.m.
2. **DISCUSSION:** The request for live outdoor music (including music played by a DJ) requires a special event permit. The live music will take place from 5:30 a.m. to 1:00 p.m. and does not comply with **Section 18-122** of the Spring Park City Code. The levels prescribed in **Section 18-122** shall not apply to special events which have been granted a noise standards exemption by the city council. Application for such exemption shall be made in a timely manner prior to the event and may be approved if the city council finds that the proposed event will not adversely affect the citizens of the city and is otherwise consistent with the public health, safety and welfare of the city.

Any alcoholic beverages being taken outside of the principal building or patio area shall be limited to a defined area. At no point shall any alcoholic beverages be allowed outside of the outdoor patio area, the area demarcated by barriers, or the principal building.

The event organizers will need to coordinate with the Mound Fire Department and Orono Police Department prior to the event to ensure that all necessary safety precautions have been put into place.

3. **FINANCIAL & SAFETY CONSIDERATIONS:** All required permit fees have been received and both the Orono Police and Mound Fire have approved these events without concern.
4. **RECOMMENDED ACTION:** Approve Special Event Applications No.#24-09 with conditions including notifying all residents within 350 feet of the event and possible noise before 8:00 AM.