



CITY OF SPRING PARK
CITY COUNCIL AGENDA
MARCH 5, 2018 – 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 February 5, 2018
 - b. LMCIT Liability Waiver
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
 - a. Westonka Historical Society
 - b. Water Patrol Annual Report
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
 - a. Lord Fletcher's Summer Concerts Special Event Application
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. March 5, 2018 Claims
 - b. Purchase Order 18-01: Laserfiche Document Management System (No motion required)
13. UPCOMING MEETINGS & TRAINING
 - a. March 7 – Police Commission – 8:00 AM
 - b. March 12 – Administration Committee – 12:00 PM
 - c. March 14 – Planning Commission (Time TBD)
 - d. March 14 – Comprehensive Plan Committee (Time TBD)
 - e. March 14 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - f. March 19 – City Council Work Session – 6:00 PM
 - g. March 19 – City Council Regular Meeting– 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department January Report
15. ADJOURNMENT

* The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

** Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK
 CITY COUNCIL MINUTES
 FEBRUARY 5, 2018 – 7:00 PM
 SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Acting Mayor Hughes at 7:00 p.m.

Council Members Present: Gary Hughes, Acting Mayor; Pamela Horton; and Megan Pavot

Council Members Absent: Jerome P. Rockvam, Mayor and Catherine Kane Palen

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; Brian Hare, Sambatek Engineer; and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE—Acting Mayor Hughes led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

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

Motion carried 3-0.

4. ADOPT CONSENT AGENDA

- a. Work Session Meeting Minutes from January 16, 2018
- b. Regular City Council Meeting Minutes from January 16, 2018
- c. Cancel Regular City Council Meeting and Work Session for February 20, 2018

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

Motion carried 3-0.

5. PUBLIC FORUM

Steve Erickson, 4367 Shoreline Drive, discussed snowplowing of City's sidewalks. He stated that the City's snow removal contractor is constantly re-plowing the sidewalks and the work seems redundant and unnecessary.

Council Member Hughes asked if the City supplies the snow removal contractor, Beniek Property Services, with a specific procedure on clearing sidewalks.

City Administrator Tolsma responded that the only guideline that the City provides to Beniek is for the City to receive snow removal service at one inch of accumulated snow. Beyond that, when the City selects any contractor, the contractor follows the City's rules and guidelines in place but the

specific details, best practices, and methods are left up to the contractor since they are hired for their expertise in their specific field. He further stated that along the lake corridor each city handles sidewalk snowplowing differently.

City Administrator Tolsma continued that he spoke with the manager at Beniek after the most recent major snowfall to discuss alternate solutions to try and they are open and willing to try other snow removal options. However, he added that alternate solutions can also bring alternate implications in a city that has limited space to move 8-10 inches of rapid snowfall, which is what the most recent winter storm produced. He further stated that a representative from Beniek can attend a future City Council meeting to discuss snow removal efforts in the City.

The City Council thanked Mr. Erickson for attending the meeting and open forum.

6. PRESENTATIONS & GUEST SPEAKERS – None.
7. PUBLIC HEARINGS – None.
8. PETITIONS, REQUESTS, & APPLICATIONS – None.
9. ORDINANCES & RESOLUTIONS
 - a. Ordinance 18-02: Number of Annual Operating Days for Mobile Food Units

City Administrator Tolsma presented a brief summary of Spring Park's 2017 food truck ordinance. He stated that after six months of staff's experience with the food truck ordinance and processing food truck applications, certain changes were discussed at a recent City Council work session. The City Council consensus was to approve of removing the food truck limit of annual operating days with the caveat that the Council would revisit the issue at the end of the year.

M/Pavot, S/Horton to approve Ordinance No. 18-02, amending Spring Park City Code Section 13-34 to remove the annual duration limit for mobile food units operating within the City of Spring Park, that it be published in the official newspaper, and that it be made part of these minutes.

Motion carried 3-0.

M/Pavot, S/Horton to direct City staff to add an item on a City Council work session agenda in November or December of 2018 to discuss annual operating days for food trucks in the City of Spring Park.

Motion carried 3-0.

10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council – Acting Mayor Hughes provided an update from the Lake Minnetonka Conservation District (LMCD).
 - b. City Staff – None.
 - c. Contract Staff
 - i. Proposed Concrete Work – Mike Kuno

City Engineer Kuno presented the revised proposal for concrete work to be completed in the City in 2018. He gave a brief summary of the City's sidewalk issues and discussed priority ranking of sidewalks, combining other concrete projects the City has scheduled in 2018 into one bid package, and the anticipated bid and construction schedule. He requested Council feedback and a motion to proceed with advertising for bids on the revised project.

City Engineer Kuno did ask for clarification on the schedule for the playground upgrades and how it would impact the playground concrete.

Council Member Pavot responded that the playground upgrades are a Spring/Summer 2018 project.

City Administrator Tolsma added that tentatively having a May 31 timeline for concrete work would give the City ample time for the installation of new playground equipment.

Acting Mayor Hughes asked how the revised proposal is addressing the 100 feet of sidewalk that was done incorrectly and should be covered under warranty.

City Engineer Kuno responded that the 100 feet of sidewalk in question are part of the bid package in the Priority 2 option since the City is still in the process of confirming the warranty.

Acting Mayor Hughes requested that the Council view the bid results at the March 19 City Council work session.

M/Pavot, S/Horton to approve the bid package as presented for the proposed concrete work in the City of Spring Park in 2018.

Motion carried 3-0.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

- a. February 5, 2018 Claims

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

Motion carried 3-0.

13. UPCOMING MEETINGS & TRAINING

- a. February 7 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- b. February 8 – LMCC Commissioner Orientation at 6:00 PM with Regular Meeting at 7:00 PM
- c. February 21 – Planning Commission (Time TBD)
- d. February 21 – Comprehensive Plan Committee (Time TBD)
- e. February 28 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- f. March 5 – City Council – 7:00 PM
- g. March 7 – Police Commission – 8:00 AM

Acting Mayor Hughes noted that the February 7 LMCD meeting will be at Mound City Hall.

14. MISCELLANEOUS (INFORMATION ONLY)

a. PeopleService January Report

Acting Mayor Hughes asked staff to find out what all items listed in the report are labeled “Priority 5” and found it odd that there are no “Priority 1” or “Priority 2” items.

City Administrator Tolsma responded that he believes it is just how their company codes items but will ask PeopleService about their coding on reports.

15. ADJOURNMENT

M/Horton, S/Pavot to adjourn the City Council Meeting at 7:41 p.m.

Motion carried 3-0.

Date Approved: March 5, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- o *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- o *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- o *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Spring Park
LMCIT Member Name

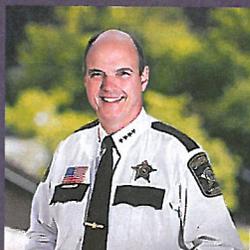
Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 3/5/18

Signature David Tabma Position City Administrator

HENNEPIN COUNTY SHERIFF'S OFFICE



2017 by the numbers

The Hennepin County Sheriff's Office is a multi-service law enforcement agency serving the 45 cities of Hennepin County, including the major metropolitan areas of Minneapolis, Bloomington, and the Lake Minnetonka and Northwest suburbs. As mandated by state law, the Sheriff manages the county jail and district court security, and ensure public safety on all bodies of water. The Sheriff's Office prides itself on emergency preparedness, building partnerships through Community Engagement, regional law enforcement task forces, information sharing, and the crime laboratory; while setting a nationwide example for how progressive law enforcement is conducted in the 21st century.

Serve
22%
of the State's
Population

Our agency serves **22%** of the State's population (or 1.3 million residents living in 45 cities)

107,000 Pounds of
Medication
Collected

Our agency collected and destroyed **25,000 lbs** (11.5 tons) of household medication in 2017, and more than **107,000 lbs** since 2012

917,222 Meals
Served to
Inmates

Our jail kitchen, staffed by inmates, served **1,020,818** meals during the year

32,154 Booked Into Jail

As the State's largest pre-trial jail, we booked an average of **88** inmates per day

5,441
Requests for
Crime Lab Services

Our internationally accredited crime lab and CSI's processed **2,021** crime scenes and made **398** CODIS (DNA) entries

104
Lakes
Patrolled

As the State's largest Water Patrol, our deputies patrol and respond to emergencies on the County's **104** lakes and **3** rivers

600,310 Calls to 911
Dispatch

600,310 total phone transactions handled by our call center, with **245,770** emergency calls to 911, and over **100** texts to 911

129
#NOverse
Events

129 public events, speaking engagements and media appearances to raise awareness of the opioid crisis

48%
Increase
in Personnel
Diversity

48% more diverse candidates hired in 2017 over 2016, following a 25% increase from 2016 over 2015.

7,295 Gun Permits Issued

We issued 5,410 permits to carry a firearm and 1,885 permit renewals at two full-time permit application locations

30,000 Warrants
Managed

Our agency manages over 30,000 warrants annually on behalf of the court, and served 11,533 civil processes in Hennepin County

315
Illegal
Firearms
Confiscated

Our Violent Offender, West Metro and Southwest Hennepin Task Forces confiscated 315 illegal firearms and made 874 arrests

56,747 Hours of
Volunteer
Time

Our Special Deputies, jail, and other community volunteers donated a total of 56,747 hours, worth an estimated \$1.3 million of donated time

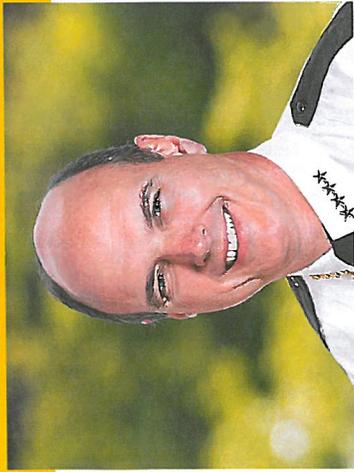
62,000 Hours of
Training

Our agency completed 62,000 total hours of training including more than 2,112 hours of crisis intervention training

80,675 Hours of
Patrol

Our agency completed 80,675 total hours of patrol throughout the county, including 8,632 hours on county waterways





RICHARD W. STANEK
Hennepin County Sheriff

DEDICATED TO PUBLIC SAFETY

Dear County Residents,

As we begin 2018, we should acknowledge the significant changes we have made in the past two years to incorporate the principles and recommendations from the Task Force on 21st Century Policing. The Hennepin County Sheriff's Office has become one of 15 nationwide COPS Office demonstration sites — a model for law enforcement agencies across the country.

This is a great achievement, but we must never lose sight of our primary mission: to provide public safety and fight crime with our law enforcement partners, in service to the 1.3 million residents, and across all 45 cities in Hennepin County. The good news is that violent crime is down overall 25% since 2006, but on the rise again slightly in 2016 and 2017. Accordingly, we will reinvest our efforts to fight violent crime and we will focus on all aspects of the lethal combination of guns, gangs, kids, and drugs in 2018.

We already know 2017 was a new record for opioid-related deaths, with a 47% increase since 2015. For that reason our Violent Offender Task Force (VOTF), Criminal Information Sharing & Analysis Unit (CISA), and our High Intensity Drug Trafficking Area (HIDTA) partners throughout the Twin Cities Metro Area will be rolling out new initiatives to prevent the illegal supply of drugs and guns from entering our communities.

We had great success in advancing our #NOVERDOSE drug prevention campaign in 2017, but our work is far from over. In 2018, in partnership with the National Sheriffs' Association and Steve Rummier Hope Network, we will ensure the opioid overdose antidote naloxone is available for First Responders in every city in Hennepin County, and partners, we will transition from medication collection boxes to home-use medicine disposal bags. We have every reason to continue this work, because every overdose death is tragic, and every one is preventable. Who do you know that might be at risk?

Our employees and volunteers are our most valuable resource. This year, we will begin a mentoring program as part of a larger effort to improve employee retention. And if you haven't already seen it, we have launched a new social media platform: Snapchat. You are invited to join in our agency's community engagement, and our social media messaging via Facebook, Twitter, and Snapchat.

2018 is just getting started, but I know it's going to be a very rewarding year. Thank you for your commitment to public safety.

Sincerely,

Richard W. Stanek

Hennepin County Sheriff

HENNEPIN COUNTY SHERIFF'S OFFICE

Strategic Plan 2018



Learn More

Mission

Dedicated to public safety and service as guardians in the community, through leadership, integrity and strong partnerships.

Vision

Outstanding public safety through exemplary leadership, dynamic, collaborative partnerships and innovative resource management.

Follow us on social media:

- www.youtube.com/HennepinSheriff
- www.facebook.com/HennepinSheriff
- @HennepinSheriff
- HennepinSheriff



Hennepin County Sheriff's Office
350 South 5th Street
Minneapolis, MN 55415
612-348-3744
www.HennepinSheriff.org



2018 Goals

1. Reduce the incidence of violent crime in Hennepin County through partnerships with local and federal agencies, and enforcement and investigation initiatives including VOTF, CISA, Warrants, and Crime Lab.
2. Attack recent increases in illegal drugs and guns flowing into our communities by further utilizing the resources and strengths of our recent HIDTA designation and our successful Metro Area Drug Task Forces.
3. As overdose deaths increased in Hennepin County by 47% since 2015, we will further expand our #NOoverdose drug prevention campaign with public and private partners, community engagement, and through innovative uses of our social media platforms.
4. Advance and promote employee and volunteer ownership of the agency through improved retention, training, and succession planning; leadership and wellness development; mentoring; valuing our diversity; and engaging the entire agency as brand ambassadors.
5. Enhance public safety through investments in technology; secure funding for public safety facilities and critical infrastructure needs (Enforcement Services' facility and training range), and provide thoughtful stewardship of taxpayer funds.
6. Employ our agency expertise and positions of leadership in the National Sheriffs' Association and Major County Sheriffs' of America in thoughtful criminal justice initiatives and emerging public safety trends and issues such as addressing mental illness among jail inmates, and confronting the opioid epidemic.
7. Provide security and partnership during Hennepin County events of regional and national significance (e.g., Super Bowl LII and Final Four 2019).
8. Expand our community engagement efforts across the agency to all employees and volunteers; empower and broaden the influence of the Community Advisory Board; grow our communications reach by messaging in additional languages and on new social media platforms -- because every resident contact is an opportunity for the Sheriff's Office to build and earn trust.

2017 Accomplishments

1. **Steady Decline in Violent Crime**
The violent crime rate in Hennepin County has dropped significantly since Sheriff Stanek was first elected in 2006. Although there has been a slight uptick in the last two years, the violent crime rate has decreased since 2015 when viewed against the increase in population.
2. **Crime Lab Accreditations**
HCSO Crime Lab earned international accreditation in 2009, is one of only four crime labs accredited for DNA analysis in Minnesota, and has the only full-time team of accredited crime scene investigators in Minnesota. Fast turnaround times for evidence processing allows for analysis of property crime evidence, contributing greatly in the fight against violent crime.
3. **Hennepin County SHIELD launch**
HCSO launched a local affiliate of the New York Police Department SHIELD program, bringing enhanced public/private cooperation to keeping downtown Minneapolis safe.
4. **#NOoverdose**
Throughout 2017, HCSO conducted a total of 129 public engagements, partnering with the Drug Enforcement Administration; the U.S. Attorney's Office; the Hennepin Sheriff Foundation; Hazelden; The Steve Rummier-Hoppe Network; Minnesota Twins; Minnesota Vikings; and many more, to raise awareness of the record level of opioid-related deaths in Hennepin County.

5. **Medicine Collection Exceeds 100,000 lbs.**
The total weight of the medicines collected and destroyed by HCSO and Hennepin County Environment & Energy surpassed 100,000 lbs. in 2017. The medicine disposal program is a key aspect of the #NOoverdose campaign.
6. **Diversity Hiring**
Hard work by our Personnel Unit, with help from our Community Engagement Team and Community Advisory Board, resulted in 48% more diverse candidates hired in 2017 over 2016.
7. **Text-to-911**
HCSO 9-1-1 Dispatch Division began accepting text messages to 9-1-1 in 2017 as one of six statewide Public Safety Answering Points capable of providing that service. At the time of the statewide rollout, HCSO's PSAP was providing text-to-911 services for more than half of the state's population.
8. **Strong Stewardship of Taxpayers' Money**
HCSO was under budget for the 11th consecutive year, while operating with nearly the same number of employees since 2006. Furthermore, our nearly 300 volunteers performed almost 57,000 hours of service, worth an estimated value of \$1.3 million.
9. **21st Century Policing**
Strong partnerships and community orientation have resulted in HCSO being named one of 15 nationwide law enforcement 21st century demonstration sites by the U.S. Department of Justice COPS Office.



Four Year Focus Priorities

1. Fight violent crime and the lethal combination of guns, gangs, kids, and drugs.
2. Advance capabilities and best practices in criminal information sharing & analysis throughout Hennepin County and the region to reduce and prevent crime.
3. Serve as good stewards of taxpayer dollars through innovative and prioritized management of resources.
4. Leverage innovative technology and forensic sciences to efficiently solve crime and reduce victimization across the county.
5. Lead in the preparation, training and response to emergencies, disasters and threats, including Homeland Security.
6. In service to the residents, provide leadership and education on issues of public safety.
7. Value the contribution of employees and volunteers of the Sheriff's Office and provide opportunities needed for skills enhancement and leadership development.

License No. 18-01MC



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: LORD FLETCHERS Summer Music

Type of event (run/walk/bike race, wedding, party, etc): LIVE MUSIC

Description of event: Live Music on the wharf

Address or route of event: 3746 SUNSET DRIVE, Spring Park

Describe event location on the property: Stage on the wharf

Estimated number of participants: 800 Estimated number of volunteers/staff: 50

List all dates of event: SEE ATTACHED Hours of event: SEE ATTACHED

APPLICANT INFORMATION:

Sponsoring Organization Name: LORD FLETCHERS Summer Concert Organization Phone: 952.471.8513

Organization Address: 3746 SUNSET DR City: Spring Park MN. 55384 State: Zip Code

Event-Planner Name: TOM EMER E-mail Address: tom@lordfletchers.com

Name/Title Contact Person During Event: TOM/CHAD/TAMMY Cell Phone # For Contact Person on Event Day

SPECIFIC EVENT DETAILS:

PARTICIPANTS/GUESTS

Is the event open to the public? Is public property used for the event? (Dakota Trail, City/County road, City park, etc.)

PARKING & TRAFFIC CONTROL

Will you have a designated responsible person to direct vehicles as to where/how to park? Approximately how many vehicles are expected?

On-Site Parking: How many vehicles could be parked on the property? Over 400

Off-Site Parking: How many vehicles would need to be parked off the property? 10-50

List location(s) of off-site parking: Municipal lot Behind Hardware store

Describe method(s) of transporting guests/participants of event from off-site parking: Shuttle Service

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: Tomsee, Inc. Phone #: 952-471-8513

Will alcohol be contained inside a certain area of the event space? Yes No

Provide alcohol security details:

Lord Fletchers (courtesy STAFF & Employees)

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? _____ Dimensions: _____

Provide anchoring details: _____

Date installed: _____ Date removed: _____

Will a stage be set-up? There is A permanent stage on the chair Yes No

If yes, provide dimensions: _____

Date installed: N/A Date removed: N/A

Will there be temporary fencing or barricades? No Yes No

Dimensions: _____ Type of material: _____

Date installed: _____ Date removed: _____

GARBAGE & SANITATION

Are there indoor bathrooms available to the event? Yes Yes No

Will you provide portable bathrooms outdoors? No Yes No

If yes, how many? _____

Date installed: _____ Date removed: _____

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

OUR STAFF AS ANY NORMAL DAY

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? Firepits on property Yes No

If yes, how many? 2 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: See ATTACHED

Will there be amplified sound? *(requires on-site contact person)* Yes No

List hours and type of amplified sound: See ATTACHED

Contact Person: TOM EMER Cell Phone #: _____

**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:

Printed Name: _____ *N/A* _____ 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: _____ *Tom Emer* _____ Date: _____ *1-5-18* _____

Applicant Signature: _____ *[Signature]* _____

Lord Fletchers Live Music Dates

Saturday May 5th – 2-5pm (Save the Lake & Crappie Contest)

Every Thursday from May 24th – Aug. 30th – 6-9pm

Every Saturday From May 26th – Sept. 1st – 3-7pm

Every Sunday From May 27th – Sept. 2nd – 3-7pm

Monday May 28th – 3-7pm

Wed. July 4th – 3-7pm

Monday Sept 3rd – 3-7pm

ONLY 2-23-2016

Comm. No. 16-13

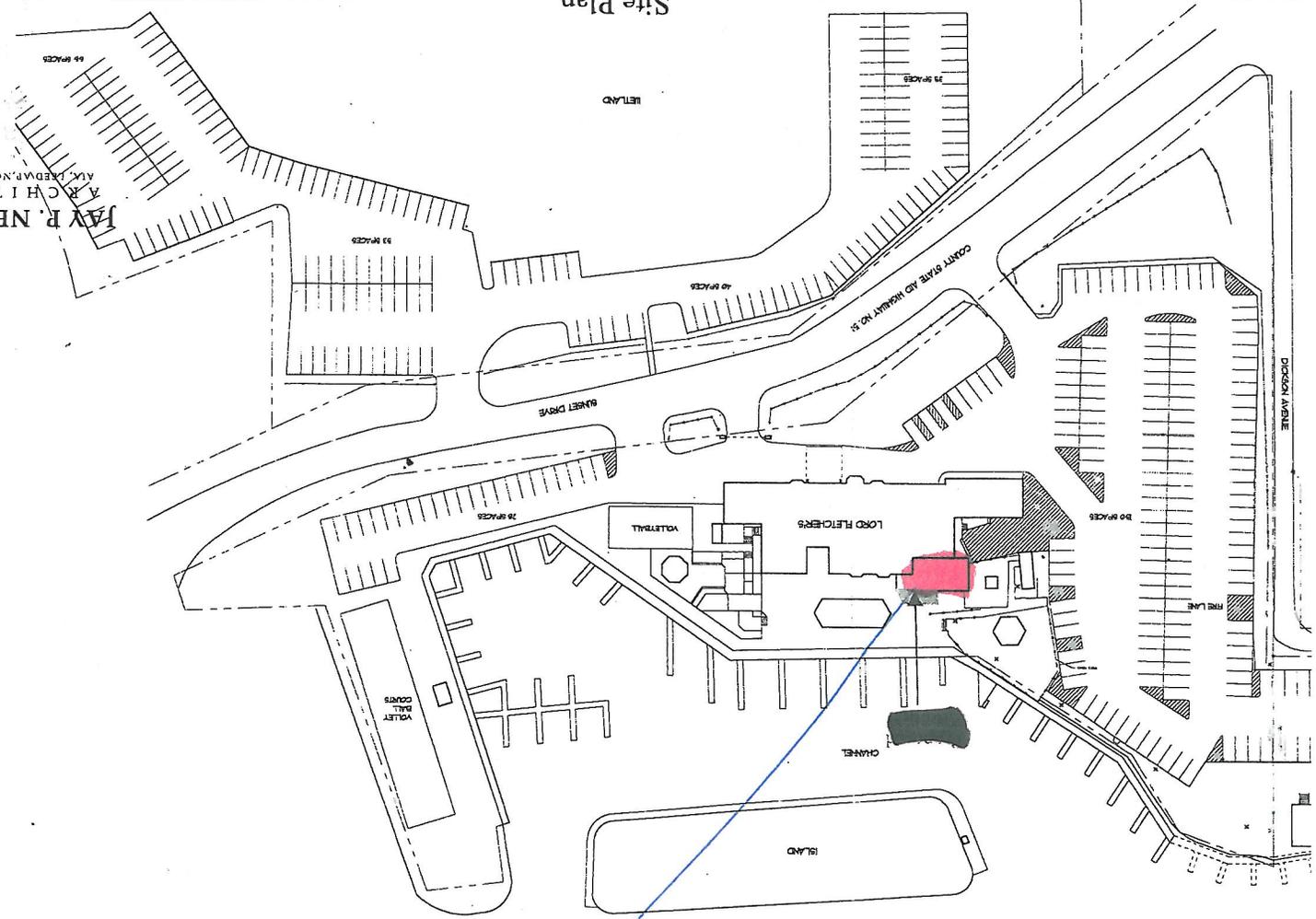
north



Site Plan

JAY P. NELSON
ARCHITECT
612 - 812 - 4628
7601 WAYZATA BOULEVARD,
SUITE 250
ST. LOUIS PARK, MN, 55426
jay@japnelsonarchitect.com

JAY P. NELSON
ARCHITECT
612 - 812 - 4628
7601 WAYZATA BOULEVARD,
SUITE 250
ST. LOUIS PARK, MN, 55426
jay@japnelsonarchitect.com



Stage

LAKE MINNETONKA

CONDITIONS TO 2018 MUSIC CONCERT PERMIT - LORD FLETCHER'S

- 1) Outdoor music concerts will be permitted on Saturdays, Sundays and Holidays from 3-7 p.m. and Thursdays and Fridays 6-9 p.m. only.
- 2) Lord Fletcher's may hold outdoor music concerts during a period commencing no earlier than May 26, 2018 and ending no later than September 3, 2018.
- 3) Lord Fletcher's will comply with all applicable laws, ordinances, and codes and will continuously monitor its property and surrounding streets, lakeshore and docks to ensure compliance. This specifically includes, but is not limited to and compliance with, serving of alcohol, posted occupancy loads, proper designated unobstructed exits, all fire safety and emergency evacuation requirements, noise requirements, and Hennepin County Sheriff's Water Patrol requirements.
- 4) Live music played by a band or DJ within the building shall not be amplified outside through the use of speakers.
- 5) Lord Fletcher's will employ at its expense identifiable security staff and off-duty police personnel to sufficient to insure its compliance with item 3.
- 6) If Orono Police requests music be stopped because of complaints or violations of permit conditions or City ordinances, Lord Fletcher's will immediately and willingly comply with the request and will not resume the music that day.
- 7) Lord Fletcher's will make every reasonable effort to ensure that its music concerts and DJ amplification does not exceed the state guidelines for noise as defined in Minnesota Rules 7030, as well as the following db limits for sustained periods of time (defined as: one continuous exceedance for a duration of more than ten seconds, or five or more individual exceedances in any one minute period) at the soundboard (85), or any nearby residence (65). Sustained db levels above and beyond the db limit at any of the three locations shall be deemed as non-compliance with this section. The City Council reserves the right to modify the db limits at any time throughout the duration of this permit.
- 8) Lord Fletcher's agrees to have a qualified sound technician on the premises at all times amplified music is being played outside. The sound technician shall possess the proper knowledge and equipment capabilities to effectively control volume levels. The sound technician shall also exercise authority over the volume controls of performers if they fail to comply with requests to decrease their own volume levels.
- 9) Lord Fletcher's will deposit with the City \$1,500 to be placed in a non-interest bearing escrow account. In the event the City incurs expenses related to monitoring or regulating noise levels or the performance of live music at Lord Fletcher's the City shall be reimbursed from the escrow account. Any unused funds remaining in the escrow account after the final performance of the year shall be repaid to Lord Fletcher's within 30 days of the final performance of the year.
- 10) Lord Fletcher's will provide the City in advance with a list of all scheduled music concert events.

- 11) Refrigeration equipment/trucks shall be located on the property so as not to interfere with the peace and quiet of adjacent properties.
- 12) Lord Fletcher's will reposition the directional speakers and drum shield in a manner designed to mitigate noise escapement.
- 13) Lord Fletcher's will place a sound barrier fence west of the stage.
- 14) Lord Fletcher's agrees that the city will periodically monitor the noise levels at the property line. Should those results indicate excessive noise levels on more than one occasion or, if the Orono Police request that the music be stopped five or more times during the permit period, the City will have the right to revoke the permit – after a formal hearing at a regular or special Council meeting.
- 15) Lord Fletcher's will educate its employees regarding appropriate methods for responding to complaint calls and procedures for forwarding complaints to management.
- 16) Lord Fletcher's will hold semi-annual meetings with neighborhood residents from both Spring Park and Orono to provide a forum for the discussion of possible concerns regarding its music concerts.



PURCHASE ORDER REQUEST

PO # 18-01Date: 3/5/2018Staff Completing Request: City ClerkDepartment: AdministrationProject: Document Imaging

Justification for purchase(s):

Using Laserfiche, a document management system, the City will preserve its documents through digitization. Digitizing the paper records will help free up storage space in City Hall which is reaching its limit for storage. Furthermore, City documents including minutes, agendas, resolutions, and ordinances track the important history of the City and are currently susceptible to damage and deterioration since their current locations are not climate-controlled and/or fireproof.

In 2017, City staff researched many different systems for how to index and maintain documents and have selected Laserfiche as the best solution to preserve important City documents. Digitization brings the increased ability for staff to store and locate information and documents in a more efficient manner. The document imaging project was approved as part of the 2017 Capital Improvement Plan (CIP) but the start date was moved to 2018 since additional time was necessary for research.

No.	Item / Service	Vendor	Estimated Cost
1	See attached proposal	OPG-3	\$ 12,913.00
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
Total Project Estimate			\$ 12,913.00

Council Authorization Received: Yes ___ No ___

Date of Council Meeting 3/5/2018



Business Proposal

For: **City of Spring Park**

Theresa Schyma

4349 Warren Ave

Spring Park, MN 55384

February 28, 2018





2020 Silver Bell Rd #20
Eagan, MN 55112-1050
651.233.5075
www.opg-3.com

February 28, 2018

Theresa Schyma
City Clerk, City of Spring Park
4349 Warren Ave
Spring Park, MN 55384

Dear Mrs. Schyma

Thank you for your interest in a Laserfiche solution from OPG-3. We're pleased to provide the attached Business Proposal that includes high level information regarding Laserfiche licensing, functionality and pricing.

OPG-3 has been implementing Laserfiche solutions for government organizations with content management needs similar to the City of Spring Park for nearly 20 years. Through the combination of our experience, subject matter expertise and commitment to customer service we have developed a community of highly satisfied customers who are eager to share what they have done.

I would be happy to discuss any component of the proposal or provide additional information as you complete your planning and budgeting process.

Sincerely

Scott Dieltz
Sr. Account Manager | OPG-3, Inc.
sdieltz@opg-3.com
651-233-5067



Executive Summary

About OPG-3

OPG-3 is the premier Laserfiche reseller and implementation partner for Laserfiche in the upper Midwest region. We have been helping organizations transform their relationship with content for nearly 20 years. With more than 400 customers we have an enviable track record of successful implementations and a reputation for providing world-class customer service.

As a respected consultancy and systems integrator, OPG-3 has developed a great deal of expertise in solving the root cause of business process related problems and simplifying what seems complex. Our primary goal is to solve your core business problems instead of just treating symptoms because we focus on the long-term health of your organization.

With Laserfiche from OPG-3, the City of Spring Park will have faster retrieval of documents and information and be able to automate the organization of incoming, and existing documents that are currently unsearchable and unstructured. Looking into the future, the City of Spring Park will have the capability to build custom Laserfiche Forms and workflows processes to automate any other business process or filing that happens internally with the assistance from OPG-3 if desired.

OPG-3 has developed many innovative solutions for many cities with similar needs to the City of Spring Park including:

Category

Government

Process

Agenda Item Approval Process

Business License Application

Business License Renewal

Committee Review Process

Contract Approval Process

Court Case File Compilation

Daily Maintenance Crew Report

Fire Inspection

Graffiti Removal Request

Liquor License Application and Renewal

Liquor License Application Process

Pet License Application Process

Public Notice Request and Public Comment Process

Public Records Request

Report a Public Nuisance/Repair Issue

Special Events Application

Supplemental Nutrition Assistance Program Application

Workers' Compensation Claims Process

Accounting and Finance

Accounts Payable - Purchase Order Requisition

Accounts Payable - Purchase Order Requisition, Invoice Review and Payment

Budget Transfer Request

Expense Reimbursement

Tuition Payment Agreement

Facilities Management

Vendor Onboarding
Building Inspection
Building Maintenance Request
Benefits and Insurance Enrollment
Blood Drive Donor Registration
Business Card Request
Company Party RSVP
Contract Worker Onboarding
Employee Exit Interview
Employee Referral
Employee Status Change Notification
Employee Termination Notification
Event Registration
Faculty & Staff Position Requisition
Family and Medical Leave Act (FMLA) Leave Tracking
Flu Shot Registration
Job Application
Job Requisition
New Hire Onboarding
New Hire Pre-Onboarding
Offer Letter Generation
Out of Office Notification
Overtime Authorization Request
Personal Information Change Request
Safety Incident Report
Sample Aptitude Test
Timesheet Process
Travel and Expense Request
Vacation/Sick Leave Request

Information Technology

BYOD (Bring Your Own Device) Request
Hardware Device Checkout
IT Help Desk Request
Network Access Request
Software Change Request
Contract Management System
Legal Document Approval
New Contract Request

Operations

Company Vehicle Inspection
Company Vehicle Reservation
Materials Request and Tracking
Service Dispatch Request

Records Management

FERPA Authorization
Public Records Request
Records Disposition Request

Laserfiche Avante-Perpetual License

The Laserfiche Avante-Perpetual License introduces a one-time fee for the ownership of the perpetual licenses, with an annual associated Laserfiche Software Assurance Plan (LSAP) fee for the licensed software. The LSAP is calculated as a percentage of software licensing cost and includes technical support, free software updates and trade-in credit if the system is updated to a new perpetual platform. The Avante-Perpetual Named Full User License bundles the following products/functionality with each named user:

- Windows, Web and Mobile Clients
- Web Administration Console
- Workflow
- Snapshot
- Advanced Audit Trail with Watermark Feature
- Digital Signatures
- Microsoft Office Integration
- SharePoint Integration

Laserfiche Software Components

Laserfiche is packaged to meet the needs of every department within a <description of org>. The «Number of Licensing Options»licensing options being offered for the <customer name> include the below functionality.

Laserfiche Component	Description
Laserfiche Server	Core application and content server. Laserfiche Avante includes one application server and repository to be used to store most of the data being stored within the Laserfiche Client.
Laserfiche Client	Enables users to access repository content through a desktop application.
Laserfiche Web Client	Enables users to access repository content through a web browser.
Laserfiche Mobile	Enables users to access repository content through an Android, iOS, or Windows Phone application.
Laserfiche Web Administration Console	Enables administrators to manage an installation through a web browser.
Laserfiche Workflow	Automates content processing and business processes through the configuration of the drag-and-drop Workflow Designer.
Laserfiche Snapshot	Virtually prints content into Laserfiche as a TIFF image, generates associated text for full-text searching, and allows for indexing upon import.
Laserfiche Advanced Audit Trail with Watermark Feature	Tracks attempted, and successful events performed in the repository including login, document deletion, and audit configuration modification.
Laserfiche Digital Signatures	Applies to electronic forms or to documents using a signing certificate.
Laserfiche Microsoft Office Integration	Allows for direct content import as well as indexing capabilities from a Laserfiche ribbon at the top of all Microsoft Office products. Within Outlook, emails and attachments can be imported to the repository with a single click and auto-indexed with information such as sender, subject, time received, etc.
Laserfiche SharePoint Integration	Enables users to browse and search Laserfiche contents from SharePoint and send content from SharePoint to Laserfiche.

Laserfiche Forms	Enables organizations to collect, route and process information captured through electronic forms.
Laserfiche Connector	Provides a non-programmatic means for integrating Laserfiche with a line of business applications.
Laserfiche Quick Fields Complete	Provides batch processing capabilities assisting in automated data capture and storage through document classification, real-time lookups, zone OCR, auto-redaction, etc.
Laserfiche Quick Fields Agent	Enables scheduling of Quick Fields sessions to have them run unattended.
Laserfiche DocuSign Integration	Enables organizations to initiate a signing process with DocuSign from Laserfiche Web Client simply by choosing a document, DocuSign template, and who needs to sign it, while saving signed documents as a new version of the original.
Google Drive Integration	Enables users to quickly capture and centrally store all Google Drive content without needing to export it first.
OneDrive Integration	Enables users to quickly capture and centrally store all OneDrive and OneDrive Business content without needing to export it first.

Cost Summary

Laserfiche Avante-Perpetual – Initial Acquisition Cost

The perpetual model costing below includes the upfront cost of ownership of the perpetual licenses, the annual Laserfiche Software Assurance Plan (LSAP), and the labor cost for training and install.

Product Name	Quantity	Unit Price	Extended
Software & Laserfiche Software Assurance Plan (LSAP)			
Laserfiche Avante Server for SQL Express and Workflow	1	\$1,500	\$1,500
Full User Licenses for Laserfiche <ul style="list-style-type: none"> • Workflow, Web Access, Advanced Audit Trail 	3	\$700	\$2,100
Laserfiche Connector Licenses	3	\$25	\$75
Laserfiche Forms Professional Licenses	3	\$50	\$150
Laserfiche ScanConnect	1	\$165	\$165
Laserfiche Quick Fields <ul style="list-style-type: none"> ▪ Barcode and Validation ▪ Real Time Lookup and Validation 	1	\$2,885	\$2,885
LSAP Laserfiche Avante Server for SQL Express	1	\$300	\$300
LSAP Full User Licenses for Laserfiche <ul style="list-style-type: none"> • Workflow, Web Access, Advanced Audit Trail 	3	\$140	\$420
LSAP Laserfiche Connector Licenses	3	\$5	\$15
LSAP Laserfiche Forms Professional Licenses	3	\$10	\$30
LSAP Laserfiche Scan Connect	1	\$33	\$33
LSAP Laserfiche Quick Fields <ul style="list-style-type: none"> ▪ Barcode and Validation ▪ Real Time Lookup and Validation 	1	\$580	\$580
Install Labor (Taxable)	1	\$185	\$185
Install Labor and testing of all core Laserfiche software	1	\$740	\$740
Training: Admin and End User	1	\$740	\$740
Canon DR-6030C Scanner	1	\$2,995	\$2,995
Optional – Training Center 1-4 users = \$495.00/year			
Optional – Professional Services – 5 hours = \$925.00			
Laserfiche Avante-Perpetual – Initial Acquisition Cost:			\$12,913

Acceptance and Initiation/Installation

Please authorize your OPG-3, Inc. proposal and e-mail the paperwork back to OPG-3. While you're preparing a 50% deposit payment, our Project Manager will be sending you our introductory letter, which outlines the next steps in your successful Laserfiche launch.

The balance of the payment is due 30 days from the original invoice date. ** (plus sales tax if applicable) **If tax exempt please provide OPG-3 with your Tax Exempt Certificate, at acceptance.

Name: _____

Date: _____

City of Spring Park

2018 MOUND FIRE DEPARTMENT ACTIVITY REPORT
Emergency Response and Firefighter Hours Detail

MONTH: January

City	Call Type	2018			2017		
		Month	Firefighter Hours	YTD	Month	Firefighter Hours	YTD
		Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	10	269	10	269	7	295
	Rescue	25	453	25	453	15	219
	Duty Officer	0	0	0	0	1	2
MINNETONKA BEACH	Fire	3	65	3	65	1	11
	Rescue	1	19	1	19	0	0
	Duty Officer	0	0	0	0	0	0
MINNETRISTA	Fire	4	88	4	88	2	39
	Rescue	1	21	1	21	3	89
	Duty Officer	0	0	0	0	0	0
SHOREWOOD	Fire	0	0	0	0	0	0
	Rescue	0	0	0	0	1	22
	Duty Officer	0	0	0	0	0	0
SPRING PARK	Fire	6	116	6	116	1	24
	Rescue	13	212	13	212	4	57
	Duty Officer	2	2	2	2	0	0
MUTUAL AID	Fire	2	60	2	60	1	32
	Rescue	0	0	0	0	1	10
	Weather, Special Event, Etc.	0	0	0	0	0	0
Total Activity All Cities		25	598	25	598	12	401
	Fire	40	705	40	705	24	397
	Rescue	2	2	2	2	1	2
	Duty Officer	0	0	0	0	0	0
	Stand By	0	0	0	0	0	0
	TOTAL	67	1305	67	1305	37	800

Monthly Activity by Call Category	2018		2017	
	Month	YTD	Month	YTD
COMMERCIAL	2	2		
RESIDENTIAL	62	28		
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	3	7		
SERVICE CALLS (Smoke/CO Detectors)	6	4		
LEGITIMATE FIRE ALARMS	5	2		
FALSE FIRE ALARMS	4	1		
TOTAL	67	1305	67	1305

Category	2018		2017	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	0	2	2
MUTUAL AID CALLS GIVEN	2	2	2	2
TRAINING/MAINTENANCE HOURS	308.5	308.5	356.25	356.25

Mound Fire Department Incident Reports - Spring Park January, 2018

FIRE NO.	DATE	CITY	ADDRESS	FIRE/RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
11	1/3/2018	Spring Park	4601 Shoreline Drive, #11	Fire	Alarm - Fire	Burnt Food	11
14	1/5/2018	Spring Park	4527 Shoreline Drive	Fire	Alarm - Smoke	Overheated Equipment	23
20	1/8/2018	Spring Park	4671 Shoreline Drive	Fire	Haz cond - Gas Odor	Investigated	27
23	1/8/2018	Mound	2450 Island Drive	Fire	Alarm - Fire	Leaky Pipe	24
31	1/14/2018	Spring Park	4601 Shoreline Drive	Fire	Alarm - Fire	Water in Detector	13
42	1/18/2018	Spring Park	4144 Shoreline Drive	Fire	Alarm - Water Flow	Investigated - Reset Alarm	18
Total Fire Calls				6		Total Fire Hours	116

7	1/2/2018	Spring Park	4752 West Arm Road	Rescue	EMS	Transported	18
15	1/5/2018	Spring Park	4501 Shoreline Drive, #16	Rescue	EMS	Transported	13
18	1/7/2018	Spring Park	2400 Interlachen Road	Rescue	EMS	Cancelled	21
22	1/8/2018	Spring Park	4523 Shoreline Drive, #214	Rescue	EMS	Transported	18
29	1/12/2018	Spring Park	4601 Shoreline Drive	Rescue	EMS	Cancelled Enroute	18
30	1/13/2018	Spring Park	4177 Shoreline Dr, #103	Rescue	EMS	Transported	27
40	1/18/2018	Spring Park	4501 Shoreline Drive #309	Rescue	EMS	Cancelled upon arrival	18
43	1/19/2018	Spring Park	4559 Shoreline Drive, #320	Rescue	EMS	Unknown Transport	8
44	1/19/2018	Spring Park	3837 Togo Road	Rescue	EMS	Transported	13
55	1/24/2018	Spring Park	4559 Shoreline Drive, #206	Rescue	EMS	Unknown Transport	9
58	1/25/2018	Spring Park	4523 Shoreline Drive, #204	Rescue	EMS	Transported	14
61	1/27/2018	Spring Park	4100 Spring St, #206	Rescue	EMS	Assist	16
62	1/27/2018	Spring Park	4100 Spring St, #206	Rescue	EMS	Transported	19
Total Rescue Calls				13		Total Rescue Hours	212

52	1/22/2018	Spring Park	4100 Spring St, #206	Rescue	Alarm - Medical	Cancelled Enroute	1
54	1/24/2018	Spring Park	4100 Spring St, #206	Rescue	Alarm - Medical	Cancelled Enroute	1
Total Duty Officer Calls				2		Total Duty Officer Hours	2

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS	21	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS	330
--	-----------	--	------------

128 15 1000

Mound Fire Department

City of Spring Park
January, 2018

Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
11	1/3/2018	4601 Shoreline Drive, #11	x			Burnt Food	N	Y
14	1/5/2018	4527 Shoreline Drive		x		Overheated Equipment	N	Y
23	1/8/2018	2450 Island Drive	x			Leaky Pipe found	N	Y
31	1/14/2018	4601 Shoreline Drive	x			Water in Detector	N	Y
42	1/18/2018	4144 Shoreline Drive	x			Investigated - Reset Alarm	N	Y

2018 YTD TOTALS

FIRE ALARM	4			False Alarms	0	
SMOKE DETECTOR		1		Legitimate Alarms	5	
CO DETECTOR			0	Preventable		5
TOTAL - ALL ALARMS	5					