



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JANUARY 16, 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 January 2, 2018
 - b. Resolution 18-07: Resolution of Support for WeCAN CDBG Application
5. PUBLIC FORUM **
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. January 16, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. January 24 – LMCD – 6:00 PM
 - b. February 5 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department December Report
 - b. PeopleService November 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.



4a

CITY OF SPRING PARK
CITY COUNCIL MINUTES
JANUARY 2, 2018 – 7:00 PM
SPRING PARK CITY HALL

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

Council Members Present: Jerome P. Rockvam, Mayor; Gary Hughes, Catherine Kane Palen; and Megan Pavot

Council Members Absent: Pamela Horton

Staff Present: Dan Tolsma, City Administrator and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.
3. ADOPT MEETING AGENDA – Council Member Hughes requested to add Item #14b for an additional announcement to residents.

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

Motion carried 4-0.

4. ADOPT CONSENT AGENDA
 - a. Work Session Meeting Minutes from December 18, 2017
 - b. Regular City Council Meeting Minutes from December 18, 2017
 - c. Resolution 18-01: Naming Official Depository

RESOLUTION NO. 18-01

RESOLUTION NAMING OFFICIAL DEPOSITORY

This resolution appears as Resolution No. 18-01.

- d. Resolution 18-02: Establishing Order of Business

RESOLUTION NO. 18-02

RESOLUTION ESTABLISHING ORDER OF BUSINESS

This resolution appears as Resolution No. 18-02.

- e. Resolution 18-03: City Appointments

RESOLUTION NO. 18-03

RESOLUTION FOR APPOINTMENTS

This resolution appears as Resolution No. 18-03.

- f. Resolution 18-04: Dates of Meetings, Holidays, & Office Hours

RESOLUTION NO. 18-04

RESOLUTION APPROVING DATES OF MEETINGS, HOLIDAYS & OFFICE HOURS

This resolution appears as Resolution No. 18-04.

- g. Resolution 18-05: Pre-authorization of Certain Payments

RESOLUTION NO. 18-05

RESOLUTION APPROVING PRE-AUTHORIZATION OF CERTAIN CITY CLAIM PAYMENTS

This resolution appears as Resolution No. 18-05.

M/Pavot, S/Kane Palen to adopt the Consent Agenda.

Motion carried 4-0.

5. PUBLIC FORUM – None.
6. PRESENTATIONS & GUEST SPEAKERS – None.
7. PUBLIC HEARINGS – None.
8. PETITIONS, REQUESTS, & APPLICATIONS – None.
9. ORDINANCES & RESOLUTIONS
 - a. Ordinance 18-01: Fee Schedule

M/Kane Palen, S/Hughes to approve Ordinance No. 18-01, amending and restating Appendix A of the Spring Park City Code regarding schedule of fees and charges, that it be published in the official newspaper, and that it be made part of these minutes.

Motion carried 4-0.

City Administrator Tolsma stated that Council Member Hughes requested a change to the language of Chapter 11 in the fee schedule. He stated that he wanted to insert clarifying language about the R-3 zoning district that requires dock permits from the City.

M/Hughes, S/Pavot to amend language in Ordinance No. 18-01, by changing the title of Chapter 11 in the fee schedule to read “Chapter 11. R-3 Docks”.

Motion carried 4-0.

- b. Resolution 18-06: Authorizing Summary Publication of Ord. 18-01

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

RESOLUTION NO. 18-06

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE AMENDING AND RESTATING APPENDIX A OF THE CITY CODE – SCHEDULE OF FEES AND CHARGES

Motion carried 4-0. This resolution appears as Resolution No. 18-06.

10. REPORTS OF OFFICERS AND COMMITTEES

- a. Mayor & Council – Council Member Kane Palen requested an update on the oak tree in front of Thor Thompson Park that was discussed in the Fall of 2017.

City Administrator Tolsma responded that the tree is scheduled to be worked on in 2018 when the season is right for remediation.

Council Member Hughes also requested ownership information on a dead tree near Thor Thompson Park.

City Administrator Tolsma responded that the tree is probably located in the adjacent homeowner's lot or in the Hennepin County right of way. He stated he will contact Hennepin County for more information about that tree.

- b. City Staff – City Administrator Tolsma stated that all security upgrades to City Hall were completed by the end of 2017. City Hall will still be a welcoming place for residents and visitors but there is now a little more separation and security with the recent upgrades.

Mayor Rockvam asked about progress on the 2017 goals for City staff.

City Administrator Tolsma responded that almost all items were completed. The document scanning and digital retention project will continue in 2018; research was completed in 2017 and will be implemented in 2018.

- c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

- a. January 2, 2018 Claims

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

Motion carried 4-0.

13. UPCOMING MEETINGS & TRAINING

- a. January 9 – Administration Committee – 12:00 PM
- b. January 10 – LMCD – 7:00 PM
- c. January 10 – Planning Commission – 7:00 PM
- d. January 16 (Tuesday) – Regular City Council Meeting – 7:00 PM

Council Member Hughes stated that Item #13d should also include a work session at 6:00 p.m.

Mayor Rockvam asked about the work session schedule in 2018.

City Administrator Tolsma stated that 2017 was the first year that the format changed to have work sessions prior to Council meetings so he requested Council feedback regarding that change.

Mayor Rockvam responded that the one hour timeframe before meetings forces everyone to stay on topic and be more efficient. Also, special work sessions were added for more in-depth items to be discussed.

The City Council consensus was to keep regular work sessions prior to the last City Council meeting of the month and add special work sessions for larger topics when appropriate.

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department Press Release
- b. Council Member Hughes Announcement – Council Member Hughes read an excerpt from Marina Dock Age Magazine. He stated that Rockvam Boat Yards was honored as the 2017 Marina of the Year in the 250 Slip Marina Division. He added that this is the first time a Minnesota marina has received this award.

Mayor Rockvam thanked Council Member Hughes for the recognition and stated that he was very appreciative of the honor.

The City Council added their congratulations to Rockvam Boat Yards.

15. ADJOURNMENT

M/Kane Palen, S/Pavot to adjourn the City Council Meeting at 7:35 p.m.

Motion carried 4-0.

Date Approved: January 16, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk

4/b

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 18-07

**RESOLUTION RECOMMENDING CONTINUATION OF CDBG FUNDING OF
WESTERN COMMUNITIES ACTION NETWORK (WeCAN)**

WHEREAS, the City of Spring Park has supported services for its residents given by WeCAN, a community-based human service organization dedicated to helping low-income people achieve greater self-sufficiency and family stability; and

WHEREAS, these services include emergency assistance for housing stability, family support services, Meals on Wheels, job seeking support and public assistance intake services and other resources; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Spring Park recommends to the Consolidated Pool Selection Committee that Community Development Block Grant (CDBG) funding of Western Communities Action Network be continued.

Adopted by the City Council of the City of Spring Park this 16th day of January, 2018.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

14a

JAN 10 2017

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

MONTH: December

City	Call Type	2017				2016			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	6	123	146	3254	14	291	127	2585
	Rescue	14	309	195	3264	14	244	176	2950
	Duty Officer	3	4	22	26	1	2	38	40
MINNETONKA BEACH	Fire	0	0	22	408	0	0	17	444
	Rescue	0	0	4	61	3	61	9	189
	Duty Officer	0	0	3	3	0	0	0	0
MINNETRISTA	Fire	2	36	35	597	2	84	42	848
	Rescue	2	42	33	630	4	73	33	624
	Duty Officer	0	0	6	6	1	1	7	7
SHOREWOOD	Fire	0	0	2	27	0	0	2	47
	Rescue	1	15	5	85	0	0	5	86
	Duty Officer	0	0	1	1	0	0	0	0
SPRING PARK	Fire	4	127	24	505	3	67	27	460
	Rescue	7	110	76	1154	6	104	79	1351
	Duty Officer	0	0	5	6	0	0	7	7
MUTUAL AID	Fire	0	0	14	393	1	84	18	761
	Rescue	0	0	3	41	0	0	1	10
STAND BY	Weather, Special								
	Event, Etc.	0	0	0	0	0	0	0	0
Total Activity All Cities									
	Fire	12	286	243	5184	20	526	233	5145
	Rescue	24	476	316	5235	27	482	303	5210
	Duty Officer	3	4	37	42	2	3	52	54
	Stand By	0	0	0	0	0	0	0	0
	TOTAL	39	766	596	10461	49	1011	588	10409

Monthly Activity by Call Category	2017	2016
COMMERCIAL	5	5
RESIDENTIAL	32	35
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	2	9
SERVICE CALLS (Smoke/CO Detectors)	3	2
LEGITIMATE FIRE ALARMS	1	0
FALSE FIRE ALARMS	2	4

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2017		2016	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	3	1	6
MUTUAL AID CALLS GIVEN	0	17	1	19
TRAINING/MAINTENANCE HOURS	267	4544.75	456.5	4980.5

JAN 10 2018

Mound Fire Department

Incident Reports - Spring Park

December, 2017

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
576	12/16/2017	Spring Park	4400 Shoreline Drive	Fire	Haz Cond - Gas Odor	Investigated	44
577	12/17/2017	Spring Park	4361 Shoreline Drive	Fire	Haz Cond - Gas Odor	Centerpoint Contacted	24
579	12/18/2017	Spring Park	3835 Sunset Drive	Fire	Fire - Structure	Extinguished	32
588	12/26/2017	Spring Park	2470 Island Drive	Fire	Alarm - Fire	Overheated Dryer	27
Total Fire Calls				4	Total Fire Hours		127

558	12/1/2017	Spring Park	4100 Shoreline Drive	Rescue	Stuck in Elevator	Person out on arrival	13
563	12/7/2017	Spring Park	4501 Shoreline Drive, #332	Rescue	EMS	Assist	11
564	12/7/2017	Spring Park	4154 Shoreline Drive	Rescue	Stuck in Elevator	Released Passenger	19
569	12/12/2017	Spring Park	4523 Shoreline Drive, #204	Rescue	EMS	Unknown Transport	17
573	12/13/2017	Spring Park	4527 Shoreline Drive	Rescue	EMS	Transported	15
574	12/13/2017	Spring Park	4742 West Arm Road	Rescue	EMS	Transported	14
584	12/23/2017	Spring Park	4523 Shoreline Drive, #301	Rescue	EMS	Cancelled upon arrival	21
Total Rescue Calls				7	Total Rescue Hours		110

Total Duty Officer Calls				0	Total Duty Officer Hours		0
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TOTAL FIRE, RESCUE & DUTY OFFICER CALLS				11	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS		237
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CAN 10 RECY

Mound Fire Department

*City of Spring Park
January - December, 2017*

Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
14	1/10/2017	4208 West Arm Drive			x	Nothing found	N	N
112	4/4/2017	4527 Shoreline Drive	x			Resident Pulled Alarm	Y	Y
145	4/25/2017	2380 Island Drive	x			Canceled enroute	Y	Y
146	4/25/2017	4501 Shoreline Drive, #124	x			Burnt Food	N	Y
221	6/10/2017	4527 Shoreline Drive	x			Burnt Food - Ventilated	N	Y
357	8/5/2017	2400 Interlachen Road		x		Burnt Food	N	Y
452	9/22/2017	4300 Shoreline Drive	x			Low Pressure Alarm	N	Y
420	9/6/2017	4527 Shoreline Drive		x		Burnt Food	N	Y
489	10/19/2017	4300 Shoreline Drive	x			Investigated	Y	Y
588	12/26/2017	2470 Island Drive	x			Found Overheated Dryer	N	Y

2017 YTD TOTALS

FIRE ALARM	7			False Alarms	3	
SMOKE DETECTOR		2		Legitimate Alarms	7	
CO DETECTOR			1	Preventable		9
TOTAL - ALL ALARMS	10					



Date: January 2, 2018

To: City of Spring Park

From: Dallas Roggeman, Operator

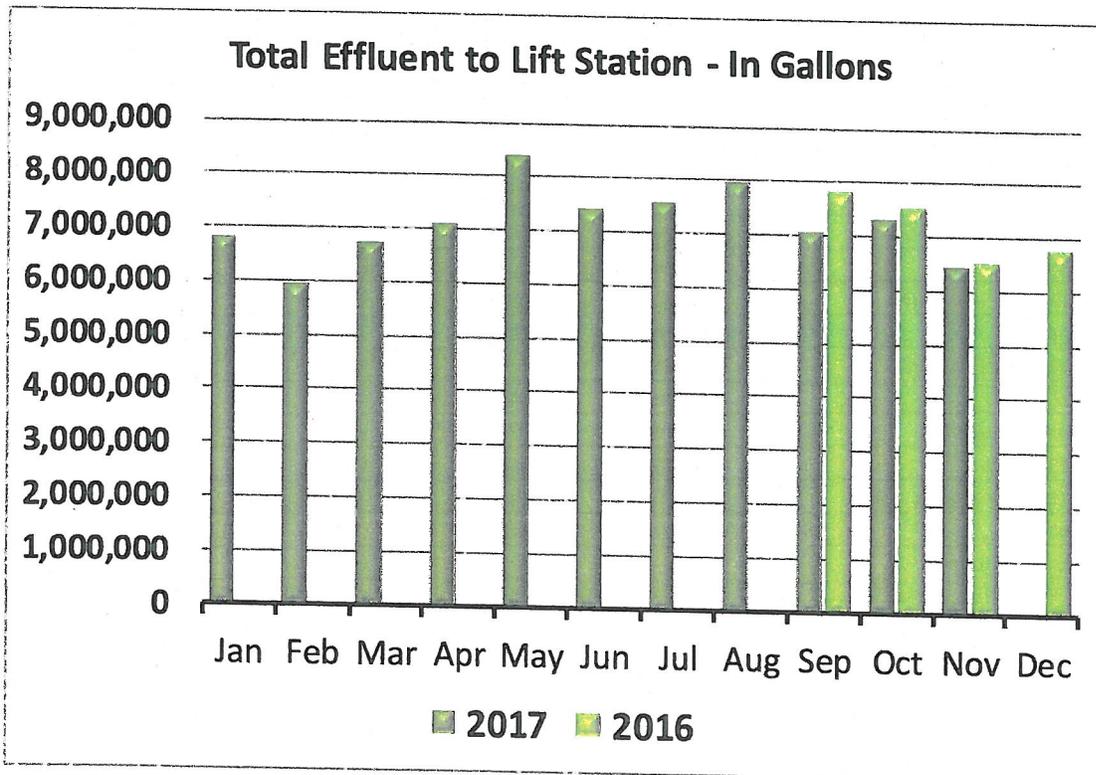
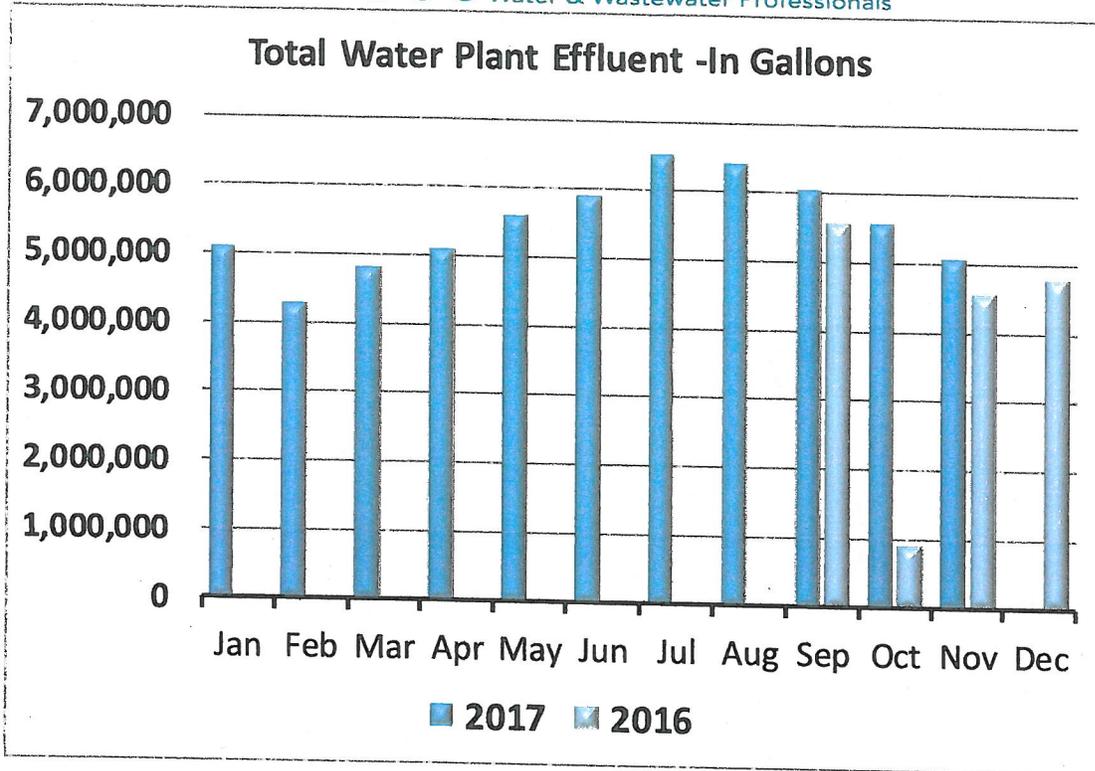
O & M Report: November 2017

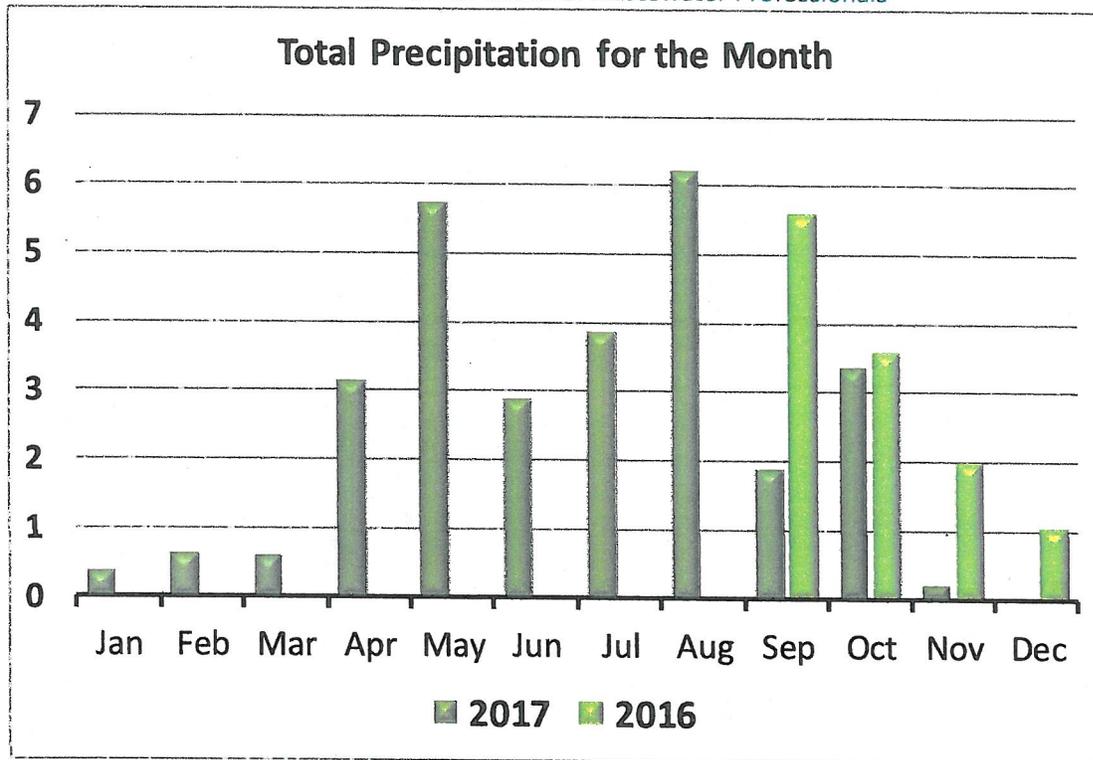
Spring Park Operations and Maintenance

- Winterized all the drinking fountains and outdoor water lines.
- Hydro-Klean was here doing our annual sewer main cleaning and televising. Everything went well. I will review the video this winter to gauge the condition of these lines.
- The street sweeping crew was in town doing their final fall cleaning.
- R&D was here putting up flags for Veterans Day, and after removed them while hanging Christmas Décor.
- The company that cleans the sewer mains prior to the end to end slip lining was also in town prepping the mains for the upcoming project. This project has now been pushed back to spring, as some complications arose during our last viewing of video. The main that runs from Shoreline Dr. to Park Island Apts., has so much I & I come in, that we are going to need a bunch of grout work done on the main before the slip liner can go in. We also ran into a hiccup with the main behind the shopping marina, there is a service line tapping into the main right at a 6" to 8" pipe transition. The company did not feel we would get a good end product without digging up and either moving the service line, or adding a section of pipe (which was their recommendation) to make it all the same size around the service which was going to be very expensive from the estimates I received. I went back and reviewed the video on this section and determined we would wait until a better game plan was in place as it is a private line. This section was not all that bad anyhow compared to the others. As far as the Park Island line goes, a grout team will be in this spring as the lining company is progressing with their work.
- Coordinated with Beniek on how we would like to proceed with snow removal this year and discussed a few minor changes. The salt bin was brought in, and placed in the dump area as usual. Also passed along some salting information provided to me by Catherine, who I believe received it from the water shed district.
- Updated the MSDS regulations to SDS on the Tier II chemical hazards reporting data as required by the EPA.
- Conducted well and finished water sampling with Brian Noma of the Minnesota Department of Health.



- Went through all the strands of Christmas lights and the lights on the wreaths to make sure they were working properly. Also, ran timers and cords to the lights on the trees. Clark W Griswold is no match for me.
- Had a couple sections of town that have poor drainage surveyed, so we can get some elevations and come up with a plan to get these areas to drain properly. Mike Kuno is looking into this.
- Have been gathering data and entering on the water supply plan that is due in Oct. of 2018. Mike Kuno has asked for the information early for the comp plan. It is good to get a jump start on this as it is a long and painful thing. Mike and I have been passing it back and forth entering what we can, we hope to have it submitted the first part of the year.
- We have been using a lot more poly phosphate (helps prevent calcium build up on the holes of the trays in the air stripper) than the engineers from the TCE project initially thought, and with the tank they installed being undersized. Our chemical guy was making more stops than desired. To limit this, I have ordered and installed a transfer pump so we can have a barrel of the poly dropped off when the tank is filled, that way I can just transfer poly for the barrel to the tank when needed and we can save money on chemical delivery charges.
- We have encountered a bit of a mouse problem in the city hall, not to worry, I think we have won. We feel that Theresa having a different type of snack in each drawer of her desk may be to blame. Dan has even taken it as far as wanting to design his own dual action multi treat trap? He has run the idea/design by us, and I feel confident he will be remaining a city employee. The capture leader board is as follows:
 - Dallas – 1 (big one)
 - Dan – 1 (tiny)
 - Sharon – 1 (bigger than Dan's)
 - Theresa – 0 (is terrified and works with her eyes closed most of the day)
- Other Miscellaneous tasks include: A lot of water shut-offs this time of year as residents head south, also do water turn-ons as needed, monitor street lights and Christmas lights for proper operation, install and repair water meters and readers as needed, monitor poly phosphate levels in the water, complete water and sewer locates as needed, get bids for miscellaneous projects, completed the monthly fluoride report and sent to the state, took (2) monthly bacteria water samples, conducted field tests on the water weekly, monitored lift stations, completed monthly work orders and maintenance on all equipment, daily rounds/logs at the WTP, lower flags to half-staff and raise as needed, fill chemicals as needed, clean.





		November-17	October-17	November-16
Water				
Average Daily Pumped	gallons	168,560	179,419	152,277
Maximum Daily Pumped	gallons	262,000	232,000	213,000
Total Monthly Pumped	gallons	5,056,800	5,562,000	4,568,300
Well #1 Pumped	gallons	1,917,600	2,111,900	0
Well #1 Average Pumped	gallons	63,920	68,126	0
Well #2 Pumped	gallons	3,106,200	3,430,500	0
Well #2 Average Pumped	gallons	103,540	110,661	0
Well #3 Pumped	gallons	13,900	0	4,547,200
Well #3 Average Pumped	gallons	463	0	151,573
Fluoride used	gallons	6.4	8.1	7.7
Fluoride Average used	gallons	0.2	0.3	0.3
Poly Phosphate used	pounds	113.8	140.0	0.0
Poly Phosphate Average used	pounds	3.8	4.5	0.0
Chlorine used	lbs	138	140	122
Chlorine Average used	lbs	5	5	4
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	240,260	282,440	234,490
Average Daily Pumped Wastewater	gallons	215,410	235,760	217,080
Lift Station Effluent to Met Council	gallons	6,462,440	7,308,710	6,512,350
Precipitation	inches	0.19	3.35	1.99

Completed Work Order General Report

WO# 26411.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo		<table border="1"> <tr><td>Created 11/1/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 11/1/2017</td></tr> <tr><td>Delinquent 12/1/2017</td></tr> <tr><td>Completed 11/15/2017</td></tr> </table>	Created 11/1/2017	Printed	Scheduled 11/1/2017	Delinquent 12/1/2017	Completed 11/15/2017
Created 11/1/2017									
Printed									
Scheduled 11/1/2017									
Delinquent 12/1/2017									
Completed 11/15/2017									
Equipment	6308-WELL-3	Well #3							
Location	6308- Spring Park								
Task	MONTHLY-PM								
Instructions	Conduct draw down test. Examine well head for unusual wear or vandalism.								
Notes	THIS WELL IS ON STANDBY. DRAW DOWNS ARE RECORDED DAILY ON THE SCADA SYSTEM								

WO# 26412.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo		<table border="1"> <tr><td>Created 11/1/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 11/1/2017</td></tr> <tr><td>Delinquent 12/1/2017</td></tr> <tr><td>Completed 11/15/2017</td></tr> </table>	Created 11/1/2017	Printed	Scheduled 11/1/2017	Delinquent 12/1/2017	Completed 11/15/2017
Created 11/1/2017									
Printed									
Scheduled 11/1/2017									
Delinquent 12/1/2017									
Completed 11/15/2017									
Equipment	6308-WELL-2	Well #2							
Location	6308- Spring Park								
Task	MONTHLY-PM								
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.								
Notes	DRAW DOWNS ARE RECORDED DAILY FROM THE SCADA SYSTEM. BEARINGS ARE GREASED A COUPLE TIMES PER WEEK.								

WO# 26413.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo		<table border="1"> <tr><td>Created 11/1/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 11/1/2017</td></tr> <tr><td>Delinquent 12/1/2017</td></tr> <tr><td>Completed 11/15/2017</td></tr> </table>	Created 11/1/2017	Printed	Scheduled 11/1/2017	Delinquent 12/1/2017	Completed 11/15/2017
Created 11/1/2017									
Printed									
Scheduled 11/1/2017									
Delinquent 12/1/2017									
Completed 11/15/2017									
Equipment	6308-WELL-1	Well #1							
Location	6308- Spring Park								
Task	MONTHLY-PM								
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.								
Notes	DRAW DOWN ARE RECORDED DAILY ON SCADA SYSTEM. BEARINGS ARE GREASED A COUPLE TIMES PER WEEK								

WO# 26414.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo		<table border="1"> <tr><td>Created 11/1/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 11/1/2017</td></tr> <tr><td>Delinquent 12/1/2017</td></tr> <tr><td>Completed 11/15/2017</td></tr> </table>	Created 11/1/2017	Printed	Scheduled 11/1/2017	Delinquent 12/1/2017	Completed 11/15/2017
Created 11/1/2017									
Printed									
Scheduled 11/1/2017									
Delinquent 12/1/2017									
Completed 11/15/2017									
Equipment	6308-GSF	Gravity Sand Filter							
Location	6308- Spring Park								
Task	MPM Monthly Preventative Maintenance								
Instructions	Flush PVC line above backwash sludge tank into the backwash sludge tank until clean (there is a piece of PVC pipe with a coupler attachment to hook up to drain this)								
Notes									

WO# 26407.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo		<table border="1"> <tr><td>Created 11/1/2017</td></tr> <tr><td>Printed</td></tr> <tr><td>Scheduled 11/2/2017</td></tr> <tr><td>Delinquent 12/2/2017</td></tr> <tr><td>Completed 11/15/2017</td></tr> </table>	Created 11/1/2017	Printed	Scheduled 11/2/2017	Delinquent 12/2/2017	Completed 11/15/2017
Created 11/1/2017									
Printed									
Scheduled 11/2/2017									
Delinquent 12/2/2017									
Completed 11/15/2017									
Equipment	6308-EWS	Eye Wash Station							
Location	6308- Spring Park								
Task	MPM Monthly Preventative Maintenance								
Instructions	Flush eye wash and inspect for proper working order.								
Notes									

WO# 26415.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/15/2017
Equipment	6308-CL-G-MON Chlorine Gas Monitor			
Location	6308- Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	Test sensor and alarm system. Place a teaspoon of calcium hypochlorite into a plastic bottle and keep the bottle capped until ready to test the sensor. Open the bottle and place the mouth near the sensor. The DVM reading will rise rapidly. Immediately remove the bottle as it is best to expose the sensor to the high concentrations as briefly as possible. If the sensor does not respond when the bottle is held near the sensor, the sensor must be replaced. Confirm red light on building is working.			
Notes	THERE ARE NO METER READINGS FOR THIS. NOT SURE WHY IT IS ON HERE EACH MONTH. PLEASE REMOVE.			

WO# 26463.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/13/2017
Equipment	5308-LS-6 Lift Station #6			
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 			
Notes	AMP DRAWS FROM METERS PUMP 1 - 38.5 PUMP 2 - 38.3 PUMP 3 - 38.1			

WO# 26464.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/13/2017
Equipment	5308-LS-5 Lift Station #5			
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 			
Notes	NO AMP DRAWS THIS MONTH. THIS IS A 480V PANEL. TOO MUCH VOLTAGE FOR US TO WORK IN. I AM IN THE PROCESS OF GETTING BIDS TO HAVE AMP DRAW METERS IN STALLED ON THE OUTSIDE OF THE INNER DOOR IN THE CABINET.			

Completed Work Order General Report

12/4/2017

Page 3 of 4

WO#	26465.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
Equipment	5308-LS-4	Lift Station #4						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 							
Notes	NO AMP DRAWS THIS MONTH. THIS IS A 480V PANEL. TOO MUCH VOLTAGE FOR US TO WORK IN. I AM IN THE PROCESS OF GETTING BIDS TO HAVE AMP DRAW METERS IN STALLED ON THE OUTSIDE OF THE INNER DOOR IN THE CABINET.							

Created	11/1/2017
Printed	
Scheduled	11/1/2017
Delinquent	12/1/2017
Completed	11/13/2017

WO#	26466.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
Equipment	5308-LS-3	Lift Station #3						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 							
Notes	NO AMP DRAWS THIS MONTH. THIS IS A 480V PANEL. TOO MUCH VOLTAGE FOR US TO WORK IN. I AM IN THE PROCESS OF GETTING BIDS TO HAVE AMP DRAW METERS IN STALLED ON THE OUTSIDE OF THE INNER DOOR IN THE CABINET.							

Created	11/1/2017
Printed	
Scheduled	11/1/2017
Delinquent	12/1/2017
Completed	11/13/2017

WO#	26467.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
Equipment	5308-LS-2	Lift Station #2						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 							
Notes	NO AMP DRAWS THIS MONTH. THIS IS A 480V PANEL. TOO MUCH VOLTAGE FOR US TO WORK IN. I AM IN THE PROCESS OF GETTING BIDS TO HAVE AMP DRAW METERS IN STALLED ON THE OUTSIDE OF THE INNER DOOR IN THE CABINET.							

Created	11/1/2017
Printed	
Scheduled	11/1/2017
Delinquent	12/1/2017
Completed	11/13/2017

WO# 26468.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/13/2017
Equipment	5308-LS-1	Lift Station #1		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.			
Notes	NO AMP DRAWS THIS MONTH. THIS IS A 480V PANEL. TOO MUCH VOLTAGE FOR US TO WORK IN. I AM IN THE PROCESS OF GETTING BIDS TO HAVE AMP DRAW METERS INSTALLED ON THE INNER DOOR OF THE CABINET.			
WO# 26469.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/15/2017
Equipment	5308-GEN	Generators		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators #1, 2, 3, 5 run automatically weekly, the WTP, #6 (runs the 1st Wednesday of every month) and the portable needs to be run manually.			
Notes	ALL OF THE ISSUES FROM THE PREVIOUS MONTH HAVE BEEN FIXED.			
WO# 26470.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/15/2017
Equipment	5308-EXT	Fire Extinguishers		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	Inspect, tip upside down bang with rubber hammer, check to see if charged.			
Notes	Tools Required: rubber hammer, pen ANNUAL CHECKS WERE PERFORMED 10/30/17			
WO# 26471.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 11/1/2017 Printed Scheduled 11/1/2017 Delinquent 12/1/2017 Completed 11/15/2017
Equipment	5308-BW/RCTK	Back Wash / Reclaim Tank		
Location	5308-Spring Park			
Task	BAM Bi-Annual Preventative Maintenance			
Instructions	Pump pit completely empty to remove all settled iron			
Notes	THIS DOES NOT NEED TO BE COMPLETED AT THIS TIME			
Report Totals	Downtime Hours	0		Part Cost \$0.00 Labor Cost \$0.00 Vendor Cost \$0.00 Equip/Tool Cost \$0.00 Total Cost \$0.00