



CITY OF SPRING PARK
CITY COUNCIL AGENDA
MAY 21, 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 May 7, 2018
 - b. R-3 Dock Licenses
 - c. June 15 Special Event Permit – Lord Fletcher’s Restaurant
 - d. June 28 Special Event Permit – Back Channel Brewery
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
 - a. Gillespie Center Update – Jeanne Brustad
7. PUBLIC HEARINGS
 - a. MS4 Public Hearing
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. May 21, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. May 23 – LMCD – 6:00 PM
 - b. June 4 – City Council Regular Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Metropolitan Council Preliminary Population & Household Estimate
 - b. PeopleService April Report
 - c. MFD April 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.



4/a

CITY OF SPRING PARK
CITY COUNCIL MINUTES
MAY 7, 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; Pamela Horton; Gary Hughes, Megan Pavot; and Catherine Kane Palen (arrived 7:02 p.m.)

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

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

Motion carried 4-0.

4. ADOPT CONSENT AGENDA

- a. Work Session Meeting Minutes from April 16, 2018
- b. Regular City Council Meeting Minutes from April 16, 2018
- c. Port of Call Requests

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

Motion carried 4-0.

5. PUBLIC FORUM

Hennepin County Commissioner Jan Callison reported on the activities of the County Board and their legislative priorities and platform for 2018.

The City Council asked Commissioner Callison to look at installing a flashing yellow arrow at two difficult intersections in the City; the intersection of County Roads 15 and 51 and County Roads 15 and 125.

The City Council thanked Commissioner Callison for attending the meeting and providing an informative update.

6. PRESENTATIONS & GUEST SPEAKERS

- a. 2017 Audit Presentation – Jim Eichten, representative of the City’s audit firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A., presented a PowerPoint summary of the 2017 audit report and provided information on the City’s current financial condition. He stated that the

compliance piece of the 2017 audit was exceptional and there were no findings to report. He did note during the financial piece of the presentation that the water and sewer decline was mainly due to depreciation but it was a negative financial impact.

Mayor Rockvam stated that depreciation is an expense so the City should definitely budget for it.

Mr. Eichten agreed and responded that if the City does not factor depreciation into budgeting then the City is not able to set aside money for future expenses.

Council Member Pavot agreed and stated she would like to have a future conversation about rates since the City's water and sewer rates have not been raised since before 2009 and the City has many infrastructure needs.

The Council thanked Mr. Eichten for his presentation.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS

a. LMCD Request for Comments – 5th St. Ventures Dock License Amendments

Council Member Hughes provided handouts regarding an application to the LMCD for transient dock slips at 5th Street Ventures. He stated that the LMCD will conduct a public hearing for this application at their May 23 meeting. He stated that the LMCD has requested City Council feedback prior to that public hearing.

City Administrator Tolsma clarified that there are currently not any transient dock slips at 5th Street Ventures and their proposal is to turn four of their current docks into transient slips. If the LMCD does not approve the license then those four docks will remain regular rental docks.

Council Member Hughes provided a brief summary of the proposed operation and management of the transient slips. He asked the Council to read the information and provide feedback.

Council Member Pavot stated that she is agreeable to the setup that is proposed. She stated that she would be open to allowing transient slips as long as there is some review in the future to find out the impact on Seton Channel. She added that safety is the main concern.

City Administrator Tolsma responded that he believes the LMCD license would be contingent upon certain conditions being met and that a license could be revoked if they failed to meet those conditions.

Mayor Rockvam stated that he wants all applications with the LMCD to operate on a level playing field and believes that 5th Street Ventures would be getting one extra dock slip than what is marked on their application. He added that based on the configuration of docks he believes there would be a spot on the docks that would be used by boaters as a slip even if it wasn't marked.

Council Member Hughes discussed the setback rules and why that area could not be used as a dock.

Mayor Rockvam asked for an update on the ADA accessibility issue at the docks.

City Administrator Tolsma provided a brief update and stated that the docks are still posted as ‘do not occupy.’

City Administrator Tolsma stated that the LMCD has asked for City Council comments by May 13 so he asked Council to forward any additional comments to staff.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council – Mayor Rockvam requested information on the outcome of the snow pile on Del Otero Avenue after the last major snowfall of the season.

City Administrator Tolsma responded that the snow removal contractor had to take the day off since all of their drivers had been on the road for three days straight. He added that the next day the pile should have been addressed but was missed. He continued that he is unsure why the pile was missed but has discussed the issue with the snow removal contractor.

Mayor Rockvam asked staff if they have received any comments from residents about televising City Council work sessions since the April 16 meeting where Council asked residents to contact staff if it was an important topic for them.

City Administrator Tolsma responded that he received phone calls from two residents about the issue.

b. City Staff – City Administrator Tolsma provided a brief update on the fire at the apartment building located at 4601 Shoreline Drive on May 6. He stated that he has been in contact with Fire Chief Pederson and will provide the Council with more information as it becomes available.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. May 7, 2018 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. May 9 – LMCD – 6:00 PM
- b. May 9 – Planning Commission – 7:00 PM
- c. May 15 – Administration Committee – 12:00 PM
- d. May 21 – City Council Work Session – 6:00 PM
- e. May 21 – City Council Regular Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

a. March Financial Report

15. ADJOURNMENT

M/Horton, S/Rockvam to adjourn the City Council Meeting at 8:08 p.m.

Motion carried 5-0.

Date Approved: May 21, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



STAFF MEMO

R-3 & C-3 ANNUAL DOCK PERMITS

1. BACKGROUND: The Spring Park City Code allows owners in the R-3 and C-3 districts to rent dock space to non-residents of the property if the owner first obtains a permit from the City and meets certain conditions. The annual fee for the permit is \$200. All five of the currently permitted R-3 and C-3 docks in the City were sent renewal information in early April 2018. In addition to the dock renewal application, all applicants are sent the City's code language as it relates to R-3/C-3 dock usage in Spring Park.

2. DISCUSSION: City staff received the required application materials for R-3 and C-3 Dock permits from Minnetonka Edgewater Apartments, Presbyterian Homes (C-3), Bayview Apartments, Park Island/Park Island West Apartments, and Lord Fletcher's Apartments.

All applicants have returned the following required materials for issuance of a permit:

- Complete & signed dock permit application
- Site plans showing required parking, rest room facilities, and trash receptacle areas.
- All required permit fees

City staff have been conducting dock site visits to verify the information provided on applications regarding parking, rest room facilities, and trash receptacle areas for boat slip guests. The LMCD has also confirmed that all applicant properties have current multiple dock licenses.

Furthermore, staff contacted the Orono Police Department to receive a log of any complaint calls specific to dock usage at the applicant properties. Orono Police responded that no complaints were reported in the past 12 months specific to dock usage.

3. FINANCIAL CONSIDERATIONS: All required dock permitting fees have been received.

4. RECOMMENDATION: Approve the 2018 R-3 and C-3 Dock Permits for Minnetonka Edgewater Apartments, Presbyterian Homes, Bayview Apartments, Park Island/Park Island West Apartments, and Lord Fletcher's Apartments.



STAFF MEMO

LORD FLETCHER'S SPECIAL EVENT

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1. **BACKGROUND:** Lord Fletcher's Restaurant is requesting a special event permit for a private event to be held on June 15th. The event organizer is proposing to have fireworks at the event that will be shot from a barge located on West Arm Bay (see map included with application). The show is expected to last approximately 15 minutes from 9:30 to 9:45pm. RES Pyrotechnics will have two licensed operators on site to conduct the display. This event also requires a permit from the Hennepin County Sheriff's Water Patrol, which would only be issued if the City approves of the event first.

This will be the third time this event has been held at Lord Fletchers. There have been no issues reported during either of their previous events in 2016 & 2017.

Lord Fletchers
June 15, 2018

Maximum Shell Size: 3"
NFPA 1123 Fallout Zone Radius: 210 ft



4/d



STAFF MEMO

BACK CHANNEL BREWERY PAUL
BUNYAN DAYS SPECIAL EVENT – JUNE
28TH

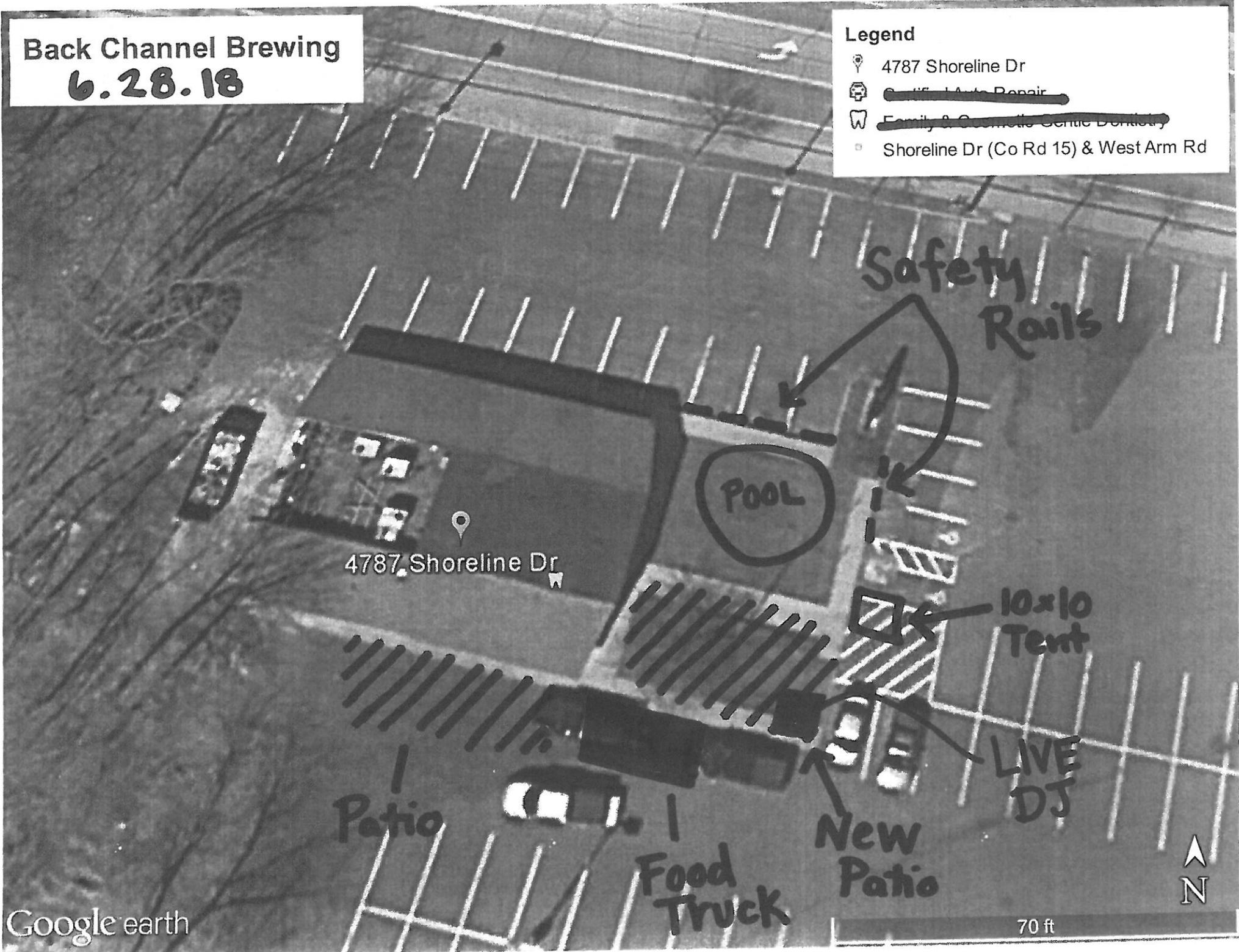
-
1. **BACKGROUND:** Back Channel Brewery is requesting a permit for a special event to be held on Thursday, June 28th. The event is schedule from noon to 10:00p and being held in celebration of National Paul Bunyan Day. The event will consist of a DJ playing music on the patio from 5:00p – 9:00p and a log rolling competition which will be held in a temporary pool to be set up on the east side (front) of the building (see attached map).

A list of draft conditions is attached for Council review. The event organizer will need to coordinate with the Mound Fire Department and the Orono Police Department prior to the event to ensure that all necessary safety precaution have been taken.

Back Channel Brewing
6.28.18

Legend

- 📍 4787 Shoreline Dr
- 🚗 ~~Auto Repair~~
- 🦷 ~~Family & Cosmetic Dentistry~~
- 📍 Shoreline Dr (Co Rd 15) & West Arm Rd





APPROVED CONDITIONS

BACK CHANNEL BREWERY SPECIAL EVENT – THURSDAY, JUNE 28TH

SPECIAL EVENT CONDITIONS

1. Event organizer must obtain a one day temporary on-sale liquor license from the Minnesota Department of Alcohol & Gambling Division.
2. Any alcoholic beverages being taken outside of the principal building shall be limited to a defined area that must be demarcated with barriers. At no point shall any alcoholic beverages be allowed outside of the demarcated outdoor area or the principal building.
3. Live music (including music played by a DJ) will be permitted between the hours of 5:00 pm and 9:00 pm. Additionally, 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 any and all recommendations made by the Orono Police Department to bring the noise levels into compliance.
4. The event organizer must send notice of the event to all properties within 350 feet of the Brewery. The City will provide the event organizer with a list of properties to be notified.
5. Any additional conditions recommended by the Mound Fire Department and the Orono Police Department shall be complied with.

MAY 17 2018

May 11, 2018

Dan Tolsma, City Administrator
City of Spring Park
4349 Warren Ave
Spring Park, MN 55384-9711

Dear Mr. Tolsma:

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2017. This is an annual process governed by Minnesota Statutes 473.24. Please note that these estimates are different from the Council's local forecasts that your community has reviewed before. Forecasts look ahead to the coming decades; the annual estimates communicated below look back in time to the previous year.

2017 Annual Population Estimate

The Metropolitan Council estimates that the City of Spring Park had 1,743 people and 953 households as of April 1, 2017. Household size averaged 1.681 persons per household.

How was this estimate calculated?

We estimate households and population with a housing-stock-based method, which involves three questions:

1. *How many housing units did your community have?*
2. *How many households occupied these housing units?*
3. *How many people lived in these occupied housing units?*

This letter includes an overview of our estimation method along with a report showing the data inputs and calculations used to develop the preliminary estimates. For more information, visit <https://www.metrocouncil.org/populationestimates>, or contact me at 651-602-1513.

Can this estimate be compared to last year's estimate?

Each year, we update our data and refine our methods, so preliminary estimates from different years are not directly comparable. We don't recommend taking the difference between the 2016 and 2017 estimates to calculate growth between 2016 and 2017. Instead, we recommend examining growth since the 2010 Census, which you can find in the enclosed report.

How can my community provide feedback on this estimate?

We welcome discussion of the preliminary estimates and invite you to review and comment on them. Please send any written comments or questions to Matt Schroeder, Metropolitan Council Research, 390 Robert Street North, Saint Paul, MN 55101; or by e-mail to Matt.Schroeder@metc.state.mn.us. Under Minnesota Statutes 473.24, we must receive your comments, questions, or specific objections, in writing, by June 24, 2018.

What happens after my community provides feedback?

The Council will certify final estimates by July 15, 2018 for state government use in allocating local government aid and street aid.

Sincerely,

Matt Schroeder
Senior Researcher



Spring Park city, Hennepin County

2017 Annual Population Estimate

Published May 11, 2018 (preliminary; distributed for local government review)



	Housing units	Occupancy rate	Households	Persons per household	Population in households	Population in group quarters	Total population
2017 Estimate	1,072	88.90%	953	1.681	1,602	141	1,743
2010 Census	1,072	83.68%	897	1.668	1,496	173	1,669

The Metropolitan Council estimates population using the housing stock method, which answers three main questions for each community as of April 1, 2017.

First, how many housing units did the community have?

- We start with housing units measured by the 2010 Census, then add units built between 2010 and 2016, based on permits reported to us by communities. (Permit data are available on our website (https://stats.metc.state.mn.us/data_download/DD_start.aspx))
 - We assume that 95% of single-family detached units and 90% of townhome/duplex/triplex/quadplex units permitted in 2016 were completed and occupiable by April 1, 2017; the remainder are assumed to have been completed after that date and will count toward next year's estimates (for April 1, 2018).
 - Multifamily units permitted between 2010 and 2013 are assumed to be completed. Units permitted between 2014 and 2016 are counted only if they were open by April 1, 2017; the remaining units will count toward next year's estimates if they were open by April 1, 2018. According to our records, Spring Park permitted 0 multifamily units in 2014 or 2015 that were not open by April 1, 2017, and 0 units permitted in 2016 that were not open by April 1, 2017.
 - Manufactured home data comes from our annual surveys of manufactured home park operators and local governments.
 - Data on other housing (boats, RVs, etc. used as housing) comes from the most recent American Community Survey data; this housing is included in the estimates only if occupied.
- We also examine other housing stock changes reported by communities. These include demolitions, building conversions (units added or lost), boundary changes (units annexed in or out), and other changes reported by city and township staff.

	Housing stock April 1, 2010	Permitted and built since 2010	Other changes since 2010	Housing stock April 1, 2017
<i>Single-family detached</i>	226	4	-4	226
<i>Townhome (Single-family attached)</i>	52	0	0	52
<i>Duplex/triplex/quadplex</i>	21	0	0	21
<i>Multifamily (5 or more units)</i>	773	0	0	773
<i>Alternative dwelling units (ADU)</i>	0	0	0	0
<i>Manufactured homes</i>	0			0
<i>Other units</i>	0			0
Total	1,072			1,072

Second, how many of these housing units were occupied by households?

- Each housing type has an estimated occupancy rate. These data come from the most recent American Community Survey estimates for housing units and households, decennial census data from the U.S. Census Bureau, and the U.S. Postal Service.
- Multiplying the number of housing units of each type by the occupancy rate yields the number of households (occupied housing units).

Third, how many people lived in these occupied housing units?

- Each housing type has an estimated average household size. These data come from the most recent American Community Survey estimates of households and population in households as well as decennial census data from the U.S. Census Bureau.
- Multiplying the number of households in each housing type by the average household size yields the population in households.

	Housing stock April 1, 2017	Occupancy rate	Households (Occupied housing units)	Persons per household	Population in households
<i>Single-family detached</i>	226	84.62%	191	1.994	381
<i>Townhome (Single-family attached)</i>	52	93.13%	48	1.994	96
<i>Duplex/triplex/quadplex</i>	21	93.03%	20	1.002	20
<i>Multifamily (5 or more units)</i>	773	89.73%	694	1.592	1,105
<i>Alternative dwelling units (ADU)</i>	0	89.73%	0	1.592	0
<i>Manufactured homes</i>	0	92.41%	0	1.000	0
<i>Other units</i>	0	N/A	0	2.505	0
Total	1,072	88.90%	953	1.681	1,602

To obtain the total population, we also add the number of residents in group quarters facilities. These are residences that are not part of the standard housing market, such as college dormitories, nursing homes, prisons and jails, and group homes. Data come from the Metropolitan Council's annual survey and the Minnesota Department of Human Services.

Population in households	Population in group quarters	Total population April 1, 2017
1,602	141	1,743

Due to rounding, not all estimates can be reproduced exactly from the above inputs.

For more information, see our methodology document, available from <https://www.metrocouncil.org/populationestimates>.

**HOW MANY
HOUSING UNITS
ARE IN THE
COMMUNITY?**

Housing units in 2010
(U.S. Census)



**Changes to housing stock
since 2010**
(Metropolitan Council surveys)

We start with the housing units from the 2010 Census, then we add units identified in our annual surveys of residential construction (building permits and other housing stock changes) and manufactured housing parks.

This results in the estimated number of housing units in each community, broken down by the type of housing.

**HOW MANY
HOUSEHOLDS
OCCUPY THESE
HOUSING UNITS?**

Occupancy rates
*(U.S. Census Bureau
and U.S. Postal Service)*



Not all of these housing units are occupied; some are vacant.

To estimate the number of households, we examine occupancy rates in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census as well as the U.S. Postal Service.

This results in the estimated number of households in each community, again broken down by the type of housing.

**HOW MANY PEOPLE
LIVE IN THESE
OCCUPIED HOUSING
UNITS?**

**Average household sizes
(persons per household)**
(U.S. Census Bureau)



Finally, we examine the average household sizes in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census.

To arrive at the total population, we add in residents of "group quarters" (places like correctional facilities, college dormitories, emergency housing shelters, and nursing homes), measured by our annual survey of such facilities.



Date: May 15, 2018

To: City of Spring Park

From: Dallas Roggeman, Operator

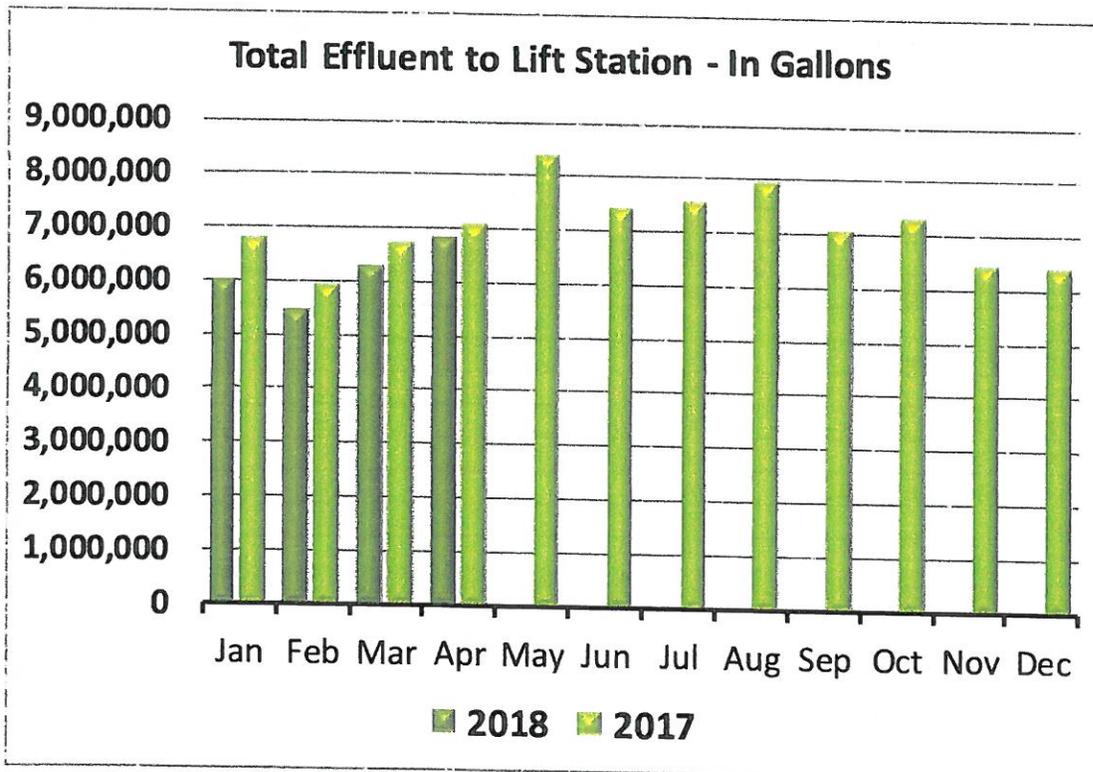
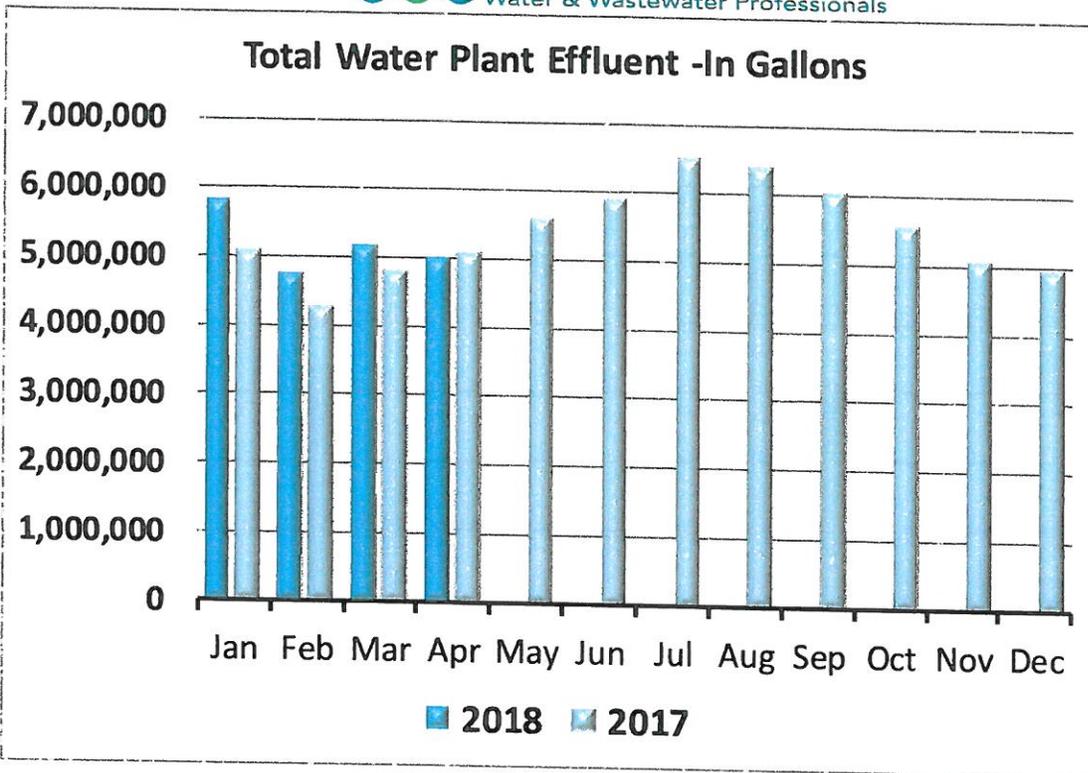
O & M Report: April 2018

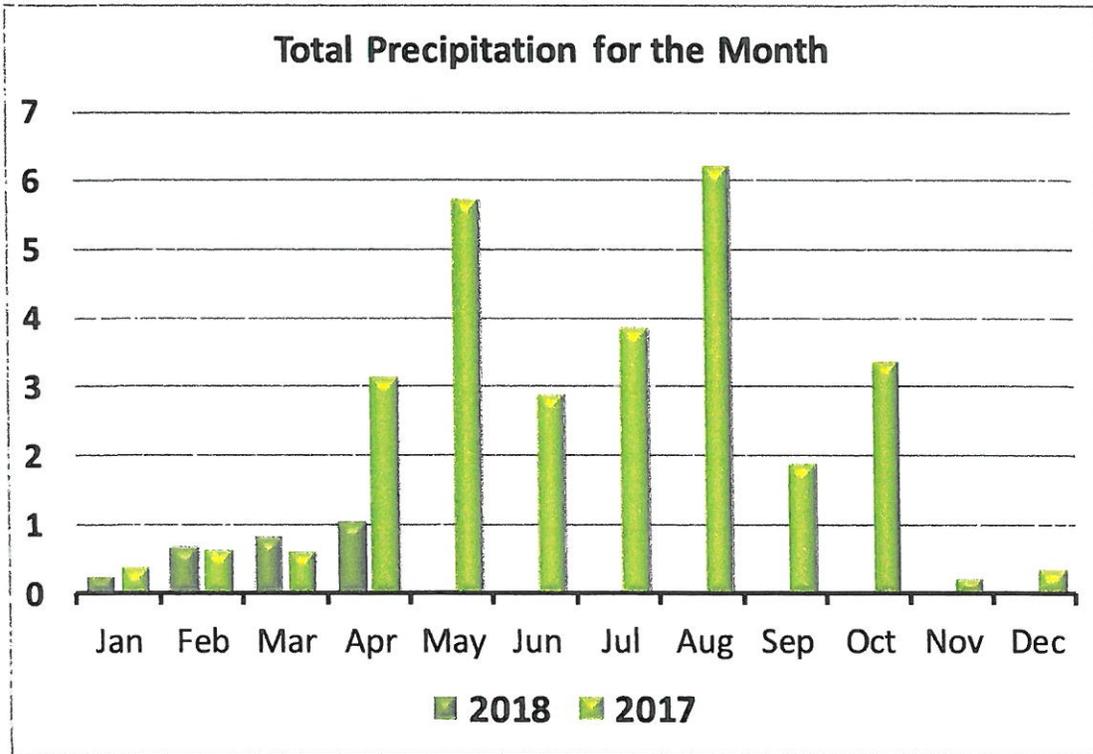
Spring Park Operations and Maintenance

- Conducted quarterly water meter reading and compared flows from that with the flows from the water treatment plant to make sure everything is lining up and in check.
- Insituform (sewer main liners) will be coming back in the drought of the season to make another attempt at grouting, and lining the section of pipe they were unable to do by Park Island Apartments due to the amount of I&I flowing in when they were here earlier this spring. Now, they will also be finishing up the small section on Sunset Dr. where they ran out of material.
- Magney Construction finally showed up to install the pressure gauges they forgot to install during the plant upgrade.
- Continue to do troubleshooting on the air stripper with the manufacturer to determine which filter is going to be best suited for our facility.
- Completed all locates for the sidewalk rehab project which is now underway. It sounds like they will have things wrapped up in roughly 3 weeks' time.
- Spring street sweeping was conducted in all the town.
- Had a pre-construction meeting with the foreman on the job for the cellular antenna upgrades on the water tower.
- Installed all the irrigation meters and piping. Temaca was also here to go through all the sprinkler systems, and get them in working order.
- Quality Flow took both pumps in lift station #2 to their shop for repairs (we used loners from them in the meantime) and have since brought ours back and re-installed them. They also installed a new impeller on the mixer in this lift station, as the old one was worn badly.



- Road restrictions are off, and signs were taken down.
- The water was turned on for the water fountains at the ball park and tennis court, and at Wilkes Park for the gardens. The Porta Pot was also set up at Thor Thompson Park.
- Received our annual CCR (consumer confidence drinking water report) from the state and posted the results in the Laker for the residents to review.
- Changed the water tower setpoints to summer levels. This will give us more volume as flows increase in the warm weather months, and a bit more pressure also.
- Met with Modern Roadways about repairing the spots from last year's work where the rock did not stick. They used a different rock than we specified, and well the results were not great. They will be fixing the bare spots with smaller rock as warranty work, and repairing the potholes around town in addition.
- On May 7th we had a watermain break on Shoreline Dr. right in front of the Presbyterian Homes. This was a bit of a project as the contractors hit an unmarked gas service line while digging, and the watermain break was on a tee with a gate valve attached to it. A new section of pipe was installed, along with a tee and valve. There was a fire near this location the previous night, so this more than likely exposed a weak spot in the line with the increased flows.
- Other Miscellaneous tasks include: operate our backup well #3, train backup PeopleService employees on all duty's, attend meetings, have chemicals delivered and fill as needed, water shut-offs and turn-ons as needed, monitor street 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, clean.





		April-18	March-18	April-17
Water	Units			
Average Daily Pumped	gallons	167,183	166,790	169,820
Maximum Daily Pumped	gallons	234,000	237,000	217,000
Total Monthly Pumped	gallons	5,015,500	5,170,500	5,094,600
Well #1 Pumped	gallons	1,913,400	1,974,200	916,700
Well #1 Average Pumped	gallons	63,780	63,684	30,557
Well #2 Pumped	gallons	3,070,700	3,040,300	1,474,600
Well #2 Average Pumped	gallons	102,357	98,074	49,153
Well #3 Pumped	gallons	4,000	0	2,717,900
Well #3 Average Pumped	gallons	133	0	90,597
Fluoride used	gallons	6.2	7.8	10.4
Fluoride Average used	gallons	0.2	0.3	0.3
Poly Phosphate used	pounds	113.4	116.6	46.4
Poly Phosphate Average used	pounds	3.8	3.8	1.5
Chlorine used	lbs	104	117	120
Chlorine Average used	lbs	3	4	4
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	268,750	217,260	267,590
Average Daily Pumped Wastewater	gallons	227,530	203,400	236,420
Lift Station Effluent to Met Council	gallons	6,826,010	6,305,390	7,092,640
Precipitation	inches	1.01	0.77	3.15

Completed Work Order General Report

WO# 28094.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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	THE WELL IS ON STANDBY. DRAW DOWNS ARE MONITORED CONTINUOUSLY ON THE SACAD SYSTEM.			

WO# 28095.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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				

WO# 28096.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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				

WO# 28097.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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# 28092.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/2/2018 Delinquent 5/2/2018 Completed 4/2/2018
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#	28098.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Created 4/2/2018</p> <p style="text-align: center;">Printed</p> <p style="text-align: center;">Scheduled 4/1/2018</p> <p style="text-align: center;">Delinquent 5/1/2018</p> <p style="text-align: center;">Completed 4/2/2018</p> </div>		
Equipment	6308-DHD	Dehumidifiers							
Location	6308- Spring Park								
Task	PREVENTATIVE MAINTENANCE								
Instructions	Check filters and replace if needed. Assure drain line is clear.								
Notes	FILTERS LOOKED CLEAN								

WO#	28099.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Created 4/2/2018</p> <p style="text-align: center;">Printed</p> <p style="text-align: center;">Scheduled 4/1/2018</p> <p style="text-align: center;">Delinquent 5/1/2018</p> <p style="text-align: center;">Completed 4/2/2018</p> </div>		
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									

WO#	28100.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Created 4/2/2018</p> <p style="text-align: center;">Printed</p> <p style="text-align: center;">Scheduled 4/1/2018</p> <p style="text-align: center;">Delinquent 5/1/2018</p> <p style="text-align: center;">Completed 4/2/2018</p> </div>		
Equipment	6308-AIR STRIPPER BLOWERS	BLOWERS FOR AIR STRIPPER							
Location	5308-Spring Park								
Task	MONTHLY-PM								
Instructions	MONITOR INTAKE AND DISCHARGE PRESSURE. CHANGE FILTERS IF NEEDED.								
Notes	PRESSURE GAUGES HAVEN'T CAME IN YET								

WO#	28166.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Created 4/2/2018</p> <p style="text-align: center;">Printed</p> <p style="text-align: center;">Scheduled 4/1/2018</p> <p style="text-align: center;">Delinquent 5/1/2018</p> <p style="text-align: center;">Completed 4/2/2018</p> </div>		
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	<p>QUALITY FLOW ADJUSTED THE DRAW DOWN LEVELS</p> <p>QUALITY FLOW DID SERVICE ANNUAL MAINTENANCE 3/26/18</p>								

Completed Work Order General Report

WO# 28167.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
Equipment	5308-LS-5	Lift Station #5		
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	QUALITY FLOW DID ANNUAL MAINT 3/26/18			

WO# 28168.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
Equipment	5308-LS-4	Lift Station #4		
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				

WO# 28169.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
Equipment	5308-LS-3	Lift Station #3		
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	QUALITY FLOW DID ANNUAL MAINT 3/26/18			

WO# 28170.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
Equipment	5308-LS-2	Lift Station #2		
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	QUALITY FLOW DID ANNUAL SERVICEE MAINT 3/26/18			

Completed Work Order General Report

WO# 28171.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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	SIDES ARE STARTING TO BUILD UP WITH GREASE. QUALITY FLOW DID ANNUAL SERVICE MAINT 3/26/18			

WO# 28172.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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	PORTABLE - GOOD. RAN FOR 10 MINS GENERATOR 1 - GOOD GENERATOR 2 - GOOD GENERATOR 3 - GOOD GENERATOR 5 - GOOD - FOUND A MOUSE DEAD IN GENERATOR GENERATOR 6 - GOOD WTP - GOOD			

WO# 28173.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/2/2018 Printed Scheduled 4/1/2018 Delinquent 5/1/2018 Completed 4/2/2018
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. Tools Required: rubber hammer, pen			
Notes				

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

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

MONTH: April

City	Call Type	2018				2017			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	10	189	29	631	12	333	38	1044
	Rescue	11	202	64	1088	17	385	61	1061
	Duty Officer	2	2	4	4	2	2	4	5
MINNETONKA BEACH	Fire	1	19	6	154	1	25	3	52
	Rescue	0	0	2	32	0	0	0	0
	Duty Officer	0	0	0	0	0	0	0	0
MINNETRISTA	Fire	3	53	15	313	3	44	9	147
	Rescue	3	135	10	258	2	35	7	171
	Duty Officer	0	0	1	2	1	1	1	1
SHOREWOOD	Fire	0	0	0	0	0	0	0	0
	Rescue	0	0	0	0	1	22	2	44
	Duty Officer	1	1	2	2	0	0	0	0
SPRING PARK	Fire	5	104	11	220	3	56	5	130
	Rescue	4	56	33	571	4	60	16	243
	Duty Officer	0	0	2	2	0	0	0	0
MUTUAL AID	Fire	2	57	8	240	0	0	4	86
	Rescue	1	14	1	14	0	0	2	26
STAND BY	Weather, Special Event, Etc.	1	52	1	52	0	0	0	0

Total Activity All Cities	Category	2018 Calls	2018 Hours	2017 Calls	2017 Hours	2018 Calls	2018 Hours	2017 Calls	2017 Hours
	Fire	21	422	69	1558	19	458	59	1459
	Rescue	19	407	110	1963	24	502	88	1545
	Duty Officer	3	3	9	10	3	3	5	6
	Stand By	1	52	1	52	0	0	0	0
	TOTAL	44	884	189	3583	46	963	152	3010

Monthly Activity by Call Category	2018	2017
COMMERCIAL	5	5
RESIDENTIAL	34	35
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	5	6
SERVICE CALLS (Smoke/CO Detectors)	2	0
LEGITIMATE FIRE ALARMS	2	5
FALSE FIRE ALARMS	6	6

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2018		2017	
Category	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	1	0	2
MUTUAL AID CALLS GIVEN	3	9	6	6
TRAINING/MAINTENANCE HOURS	356.5	1267	365	1446.75

Mound Fire Department
Incident Reports - Spring Park
 April, 2018

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
160	4/13/2018	Spring Park	4201 Sunset Drive	Fire	Haz Cond - Odor	Found Mold in Vents	23
173	4/20/2018	Spring Park	4208 West Arm Road	Fire	Haz Cond - Gas Odor	No gas levels found	26
175	4/23/2018	Spring Park	3876 Northern Road	Fire	Check Burn	Illegal Burn	17
185	4/29/2018	Spring Park	4177 Shoreline Dr, #103	Fire	Fire - Cooking Fire	Ventilated	23
188	4/30/2018	Spring Park	3822 Northern Ave	Fire	Fire - Vegetation	Extinguished	15
Total Fire Calls				5	Total Fire Hours		104

149	4/6/2018	Spring Park	4501 Shoreline Drive	Rescue	EMS	Cancelled upon arrival	15
151	4/8/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Lift Assist	11
153	4/9/2018	Spring Park	Shoreline Dr & Warren Ave	Rescue	EMS	Cancelled	14
176	4/23/2018	Spring Park	4501 Shoreline Drive	Rescue	EMS	Transported	16
Total Rescue Calls				4	Total Rescue Hours		56

Total Duty Officer Calls				0	Total Duty Officer Hours		0

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS				9	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS		160
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Mound Fire Department

City of Spring Park
January through April, 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					