



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JULY 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. Work Session Meeting Minutes from June 18, 2018
 - b. Regular City Council Meeting Minutes from June 18, 2018
 - c. Resolution 18-14: Appointing Additional Election Judges
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
 - a. Kandis Hanson – Mnspect Update
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. July 16, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. July 25 – Fire Commission – 11:00 AM
 - b. July 25 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - c. August 6 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department June Report
 - b. PeopleService May 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
WORK SESSION MINUTES
JUNE 18, 2018 – 6:00 PM
SPRING PARK CITY HALL

CALL TO ORDER - The work session was called to order by Mayor Rockvam at 6:00 p.m.

Council Members Present: Jerry Rockvam, Mayor; Gary Hughes; Catherine Kane Palen; Pamela Horton; and Megan Pavot (arrived 6:07 p.m. via speakerphone)

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; Mike Kuno, City Engineer; Nancy Jensen Beck, City Attorney; and Theresa Schyma, City Clerk.

1. WATER & SEWER RATE DISCUSSION

City Administrator Tolsma reviewed current Spring Park water and sewer rates versus surrounding communities. He discussed residential and commercial rates and highlighted additional fees that other cities charge to offset costs such as a stormwater management fees. He further reviewed the options for the proposed increases including one, three, and five year plans. He asked Council to provide feedback so that City staff will know how to move forward to bring the City's fees current.

Council Member Kane Palen asked about an additional charge for a stormwater management fee.

Mayor Rockvam responded that it is already placed on the budget as an individual line item so he didn't see the need to change that process.

Council Member Pavot stated she wants to look at the three year option to be mindful of people on fixed incomes. She added that she wants to look at the earlier suggestion of Council Member Hughes for point of sale inspections.

City Engineer Kuno added that point of sale inspections could include required televising where any inflow and infiltration issues found must be resolved at that time. His recommendation was to continue the City's work on sewer mains first and then look at the connections.

Mayor Rockvam questioned the different rates for residential versus commercial.

City Engineer Kuno reviewed commercial rates and added that there was a water conservation directive from the Metropolitan Council that factors into the equation.

Council Member Pavot stated that high-density residential properties have higher rates since they are charged as commercial properties so it costs twice as much to flush a toilet in an apartment building versus a single-family home. She wants City staff to look into adding a separate category for high-density residential.

City Administrator Tolsma responded that City staff will look into that option including checking with the Metropolitan Council to be sure that there are no unintended consequences when making that change.

City Engineer Kuno offered an option of averaging the cost based on number of units instead of one bill for the entire building which is what triggers the higher tiered costs. As an example, currently an apartment building would receive one bill for 20,000 gallons versus the proposal of averaging where a building would receive 10 bills with an average of 2,000 gallons per unit.

City Engineer Kuno discussed small, medium, and large user comparisons for commercial properties in Spring Park. He recommended increasing the quarterly base rates but leaving the usage rates as they are. He stated that the Council needs to look at the rate package as a whole including water, sewer, residential, and commercial.

City Administrator Tolsma stated that City staff will come back to the City Council with numbers for a three year price increase option for residential and commercial customers including looking into billing options for high-density residential. He added that it is good to discuss these options now so that the Council can come to a consensus prior to the planning the upcoming year's budget.

2. OUTDOOR STORAGE SETBACK DISCUSSION

City Administrator Tolsma provided a brief summary of an issue that has come to City staff regarding outdoor storage setbacks and a current complaint that has been filed with the City. He reviewed the complaint process and the history of a neighbor dispute that led to the issue.

Mayor Rockvam stated that if a property is not in compliance with the new ordinance then they need to correct the issue.

City Planner Brixius responded that the property owner is claiming the City approved the driveway expansion many years ago with the intent of storing his trailer in that spot. He added that since the physical improvement of the property in the form of a paved driveway pre-existed the new outdoor storage ordinance, the storage of the trailer could be considered legally non-conforming with grandfather rights.

Council Member Palen asked if there is any documentation to support the property owner's claim.

City Administrator Tolsma stated that staff are checking the files and also seeing if the property owner has written documentation. He added that this might be one of those instances where it was a handshake agreement; he has encountered several of these informal agreements from previous management.

City Planner Brixius and City Attorney Jensen Beck provided Council with an update regarding an ongoing nuisance violation at a commercial property on Shoreline Drive.

3. JULY 2ND COUNCIL MEETING DISCUSSION

The City Council consensus was to cancel the July 2 City Council Meeting since there are no pressing agenda items during the holiday week.

4. MISCELLANEOUS – None.
5. ADJOURN - The work session was adjourned by unanimous consent at 7:07 p.m.

Date Approved: July 16, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



CITY OF SPRING PARK
CITY COUNCIL MINUTES
JUNE 18, 2018 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:11 p.m.

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

Council Members Absent: Megan Pavot

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; 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. Regular City Council Meeting Minutes from June 4, 2018
- b. Resolution 18-11: Appointing Election Judges

RESOLUTION NO. 18-11

RESOLUTION APPOINTING ELECTION JUDGES FOR THE
STATE PRIMARY ELECTION OF AUGUST 14, 2018 AND
THE GENERAL ELECTION OF NOVEMBER 6, 2018

This resolution appears as Resolution No. 18-11.

- c. Resolution 18-12: Establishing Absentee Ballot Board

RESOLUTION NO. 18-12

RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD FOR THE
STATE PRIMARY ELECTION OF AUGUST 14, 2018 AND
THE GENERAL ELECTION OF NOVEMBER 6, 2018

This resolution appears as Resolution No. 18-12.

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

Motion carried 4-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

a. Jenny Bodurka – Tour de Tonka, presented a PowerPoint regarding the August 4, 2018 Tour de Tonka. She provided a recap of the 2017 event, volunteer opportunities available this year, and the routes and special items planned for the 2018 event. She thanked the City Council for their support of this great community event.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS

a. Resolution 18-13: Adopting Draft 2040 Comprehensive Plan

City Planner Brixius presented a PowerPoint of the draft 2040 Comprehensive Plan. He stated that tonight's actions are not the final adoption of the Comprehensive Plan and not the last time for local input. Tonight's resolution is authorizing the draft plan to be distributed to surrounding jurisdictions and affected agencies and Metropolitan Council for review and comment.

Council Member Kane Palen thanked City Planner Brixius for his presentation and stated she looks forward to following through with the updated plan.

M/Hughes, S/Horton that the following resolution be adopted and that it be made part of these minutes and that City staff are directed to distribute the draft plan to surrounding jurisdictions and affected agencies and Metropolitan Council for review and comment:

RESOLUTION NO. 18-13

RESOLUTION ADOPTING THE CITY OF SPRING PARK 2040 COMPREHENSIVE PLAN

Motion carried 4-0. This resolution appears as Resolution No. 18-13.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council – Shirley Bren, resident and Council-appointed representative to the Gillespie Center, provided updates from the most recent Board of Directors Meeting and discussed upcoming events, fundraising, and volunteer opportunities. She further stated that the Gillespie Center is excited to be participating in the Spirit of the Lakes Festival on July 20 and 21.

b. City Staff – None.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

- a. June 18, 2018 Payroll

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

Motion carried 4-0.

13. UPCOMING MEETINGS & TRAINING

- a. June 27 – LMCD Meeting – 6:00 PM
b. ~~July 2 – Regular City Council Meeting – 7:00 PM~~

Mayor Rockvam announced the cancellation of the July 2 City Council Meeting.

14. MISCELLANEOUS (INFORMATION ONLY)

- a. MFD May Report

15. ADJOURNMENT

M/Hughes, S/Kane Palen to adjourn the City Council Meeting at 7:50 p.m.

Motion carried 4-0.

Date Approved: July 16, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk

RESOLUTION 18-14

**RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE
STATE PRIMARY ELECTION OF AUGUST 14, 2018 AND
THE GENERAL ELECTION OF NOVEMBER 6, 2018**

WHEREAS, the City Clerk has previously submitted for approval Resolution No. 18-11 containing a list of Election Judges to officiate at the State Primary Election on August 14, 2018 and the General Election on November 6, 2018; and

WHEREAS, the City Clerk has the authority to add additional Election Judges and make substitutions as necessary to maintain the required minimum staffing levels while conducting the 2018 State Primary and General Elections.

NOW, THEREFORE, BE IT RESOLVED, the Spring Park City Council, hereby appoints the following individuals to serve as election judges to officiate at the 2018 State Primary and General Elections:

Sharon Almar
Sarah Brady
Linda Carvel
Deva Dalke
Cheryl Korinek
Dan Tolsma

And, that these names be added to the list of those appointed as election judges in Resolution No. 18-11.

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

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

Mound Fire Department

City of Spring Park
January through June, 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
209	5/10/2018	2418 Black Lake Road			x	Monitored, no readings	N	N
242	6/2/2018	4300 Shoreline Drive	x			Investigated, Nothing Found	Y	Y
287	6/18/2018	4300 Shoreline Drive	x			Investigated, Nothing Found	Y	Y
293	6/22/2018	4559 Shoreline Drive	x			Set off by Dryer Vent	N	Y

2018 YTD TOTALS

FIRE ALARM	7			False Alarms	2	
SMOKE DETECTOR		1		Legitimate Alarms	7	
CO DETECTOR			1	Preventable		8
TOTAL - ALL ALARMS	9					

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

MONTH: June

City	Call Type	2018				2017			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	18	403	58	1232	38	1010	81	2126
	Rescue	14	272	92	1648	17	304	94	1584
	Duty Officer	1	1	10	10	6	8	11	14
MINNETONKA BEACH	Fire	2	42	9	216	5	113	9	182
	Rescue	0	0	2	32	1	14	1	14
	Duty Officer	0	0	0	0	0	0	0	0
MINNETRISTA	Fire	4	79	23	470	5	116	20	344
	Rescue	6	97	18	380	3	44	13	248
	Duty Officer	1	1	2	3	1	1	2	2
SHOREWOOD	Fire	0	0	0	0	0	0	1	16
	Rescue	0	0	0	0	0	0	3	54
	Duty Officer	0	0	2	2	0	0	0	0
SPRING PARK	Fire	7	155	25	610	4	66	9	196
	Rescue	9	133	47	797	10	156	30	453
	Duty Officer	0	0	2	2	1	2	2	3
MUTUAL AID	Fire	2	70	13	383	2	34	7	184
	Rescue	0	0	1	14	0	0	2	26
STAND BY	Weather, Special Event, Etc.	0	0	0	52			0	0

Total Activity All Cities	Fire	33	749	128	2911	54	1339	127	3048
	Rescue	29	502	160	2871	31	518	143	2379
	Duty Officer	2	2	16	17	8	11	15	19
	Stand By	0	0	0	52	0	0	0	0
	TOTAL	64	1253	304	5851	93	1868	285	5446

Monthly Activity by Call Category	2018	2017
COMMERCIAL	8	2
RESIDENTIAL	45	60
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	11	31
SERVICE CALLS (Smoke/CO Detectors)	2	4
LEGITIMATE FIRE ALARMS	5	4
FALSE FIRE ALARMS	4	6

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2018		2017	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	2	0	2
MUTUAL AID CALLS GIVEN	2	14	2	9
TRAINING/MAINTENANCE HOURS	301.5	1881.5	468.5	2353.5

Mound Fire Department
Incident Reports - Spring Park
 June, 2018

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
242	6/2/2018	Spring Park	4300 Shoreline Drive	Fire	Alarm - Fire	Investigated, Nothing Found	38
247	6/4/2018	Spring Park	4523 Shoreline Drive, #219	Fire	Fire - Cooking Fire	Burnt Food	24
272	6/11/2018	Spring Park	4100 Spring Street	Fire	Haz Cond - Gas Odor	Investigated, Nothing Found	31
286	6/17/2018	Spring Park	2400 Interlachen Road	Fire	Haz Cond - Gas Spill	Small fuel leak from boat	14
287	6/18/2018	Spring Park	4300 Shoreline Drive	Fire	Alarm - Fire	Investigated, Nothing Found	13
293	6/22/2018	Spring Park	4559 Shoreline Drive	Fire	Alarm - Fire	Set off by Dryer Vent	15
304	6/29/2018	Spring Park	4469 Lafayette Lane	Fire	Fire - Other	Legal Rec Fire	20
Total Fire Calls				7	Total Fire Hours		155

258	6/9/2018	Spring Park	4010 Sunset Drive	Rescue	EMS	Transported	20
275	6/12/2018	Spring Park	4527 Shoreline Drive	Rescue	EMS	Transported	8
277	6/12/2018	Spring Park	3940 Mapleton Avenue	Rescue	EMS	Transported	12
280	6/16/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Transported	15
289	6/19/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Cancelled upon arrival	17
297	6/25/2018	Spring Park	4527 Shoreline Drive, #117	Rescue	EMS	Transported	14
299	6/26/2018	Spring Park	4100 Spring Street, #404	Rescue	EMS	Unknown Transport	16
300	6/27/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Cancelled upon arrival	16
305	6/30/2018	Spring Park	4523 Shoreline Drive	Rescue	EMS	No Transport	15
Total Rescue Calls				9	Total Rescue Hours		133

Total Duty Officer Calls				0	Total Duty Officer Hours		0
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TOTAL FIRE, RESCUE & DUTY OFFICER CALLS				16	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS		288
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Date: June 22, 2018

To: City of Spring Park

From: Shawn Wilson, Operator

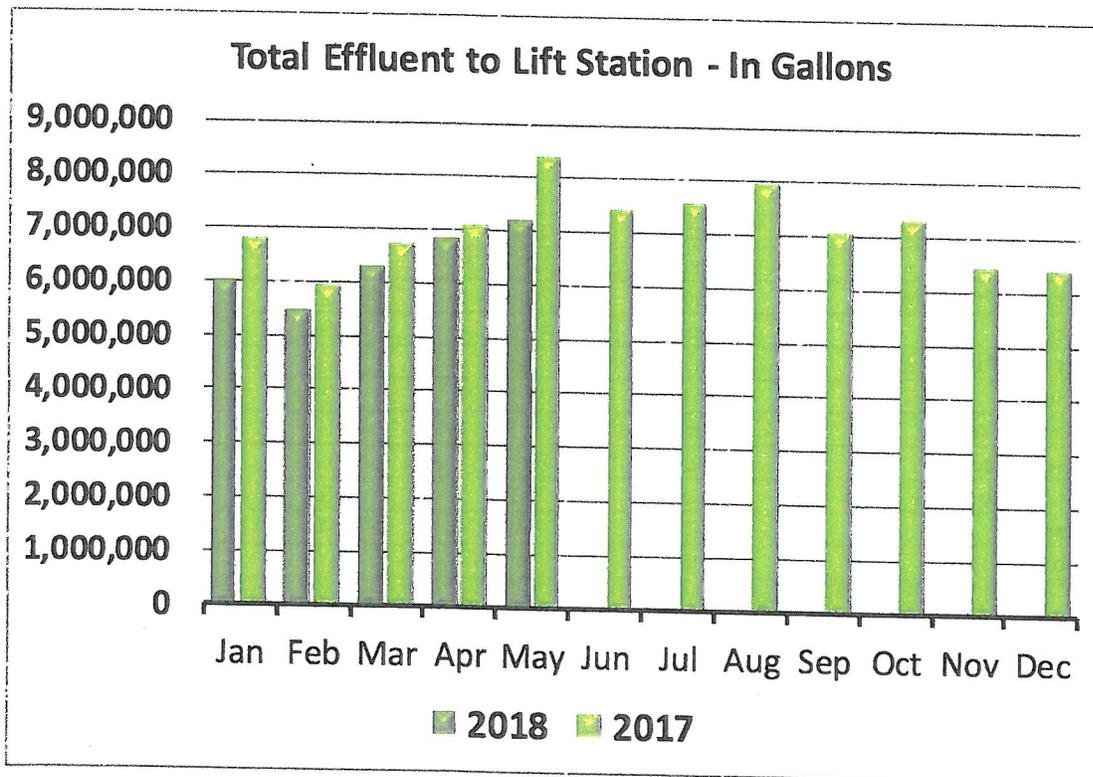
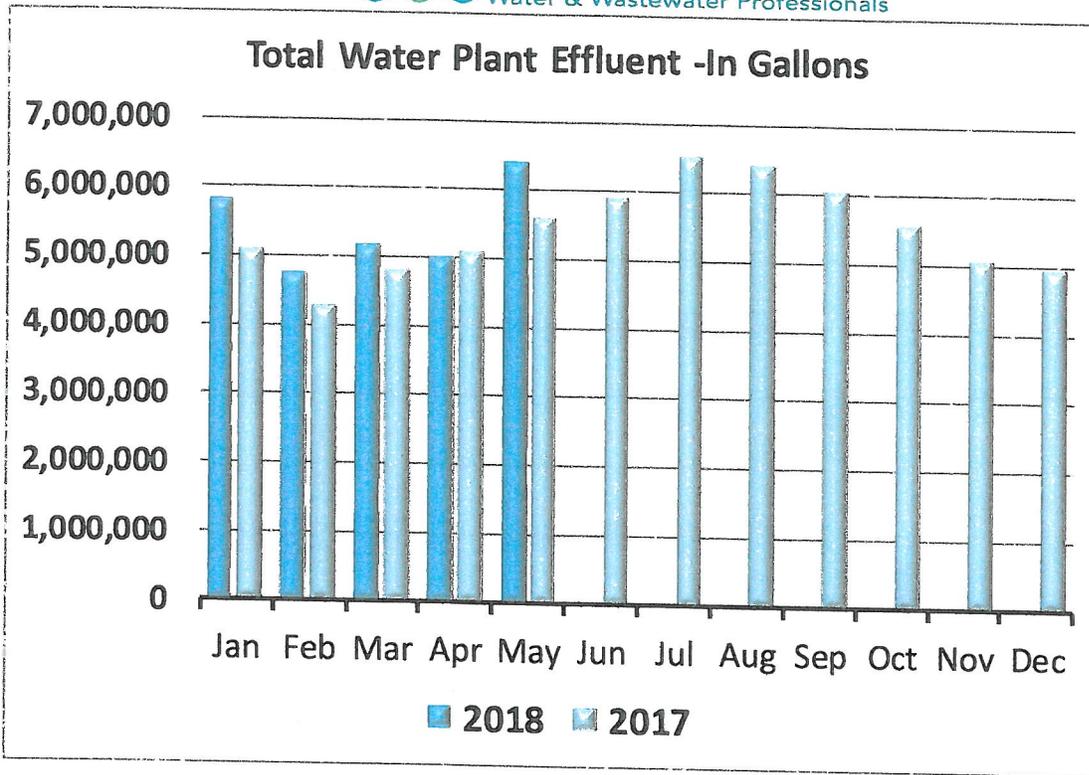
O & M Report: May 2018

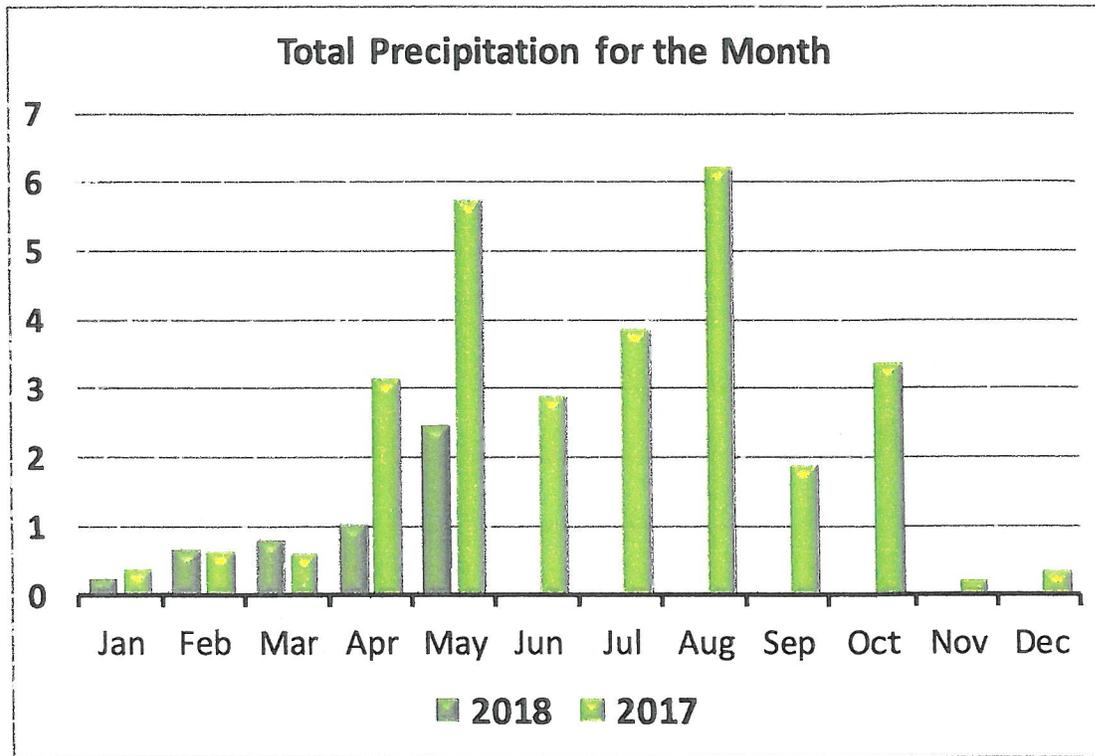
Spring Park Operations and Maintenance

- Flushed, inspected and oiled all fire hydrants in town. I pumped out all the hydrants that don't drain back. All hydrants were in good operating condition and were oiled to maintain smooth operation. Very little iron/rust in the water mains.
- Met and worked with Jeff from Stone Creations on getting the water feature ponds at the Press Homes filled off our hydrants. Also, metered the water usage and gave the information to Sharon for billing.
- To keep all the city staff from turning into Spiderman, I used some insecticide around the exterior foundation and around the windows. Also, sprayed inside in the basement along the foundation and in the corners. I learned some crazy ninja moves when I got caught up in the webs!
- May 25th, I found a good size tree limb that fell from the storm, blocking the sidewalk in front of West Lake Resalers. To show the tree who is boss I went back and got the chainsaw and cut it up. After observing the tree, I found it was split down to the trunk and it was leaning towards the parking lot. I cut down the tree and had R&D Associates come out to grind down the stump. Norling's came out later and planted a new tree.
- R&D Associates came out and put up our flags before Memorial weekend. While they were here we used their lift to put in Sharon's window screen. Now she can enjoy the nice breeze without worrying about all the critters that want to join her.
- The crew from Pro Lawns were here to fertilize and apply weed preventer to all the city grass areas minus Wilkes Parks due to the gardens in this area.
- We installed a High Flow filter on the Air Stripper and are back down to using one blower. We're monitoring the Air Stripper daily and writing down what the pressure gauges read. We had Brian from MRWA come out to sample for TCE. We got our results back and it looks good!
- Hydro-Klean came out and jetted our main sewer line at the manhole in front of Lord Fletchers, and jetted/cleaned back to our lift station #1. Also, they cleaned and sucked out any debris and grease in lift station #1 and lift station #2.



- I got an after-hour emergency call on a Saturday from an Orono resident. She said she couldn't get ahold of anyone at the Orono office so she tried Spring Park and we answered! She was concerned as she found a momma duck with a bunch of her ducklings were 'stuck' in her pond. She didn't want them to die and she was afraid to approach the ducklings with a net because she didn't want to get attacked by the momma duck. I let the lady know that I would contact someone from Orono and tell them about her situation. Knowing how goofy this might sound, I took one for the team and called dispatch. Yeah, can you imagine their reaction? The dispatch said they don't relocate wildlife (imagine that) and hung up. I finally found a number for animal control and contacted the Orono resident and gave her the number for animal control. The ducks lived happily ever after.... I believe.
- I wanted to share about a resident who emailed us and was wondering if she could reserve a court if that would be an option. I let her know that it is a first come first serve. She thanked us for the quick response to her email!
- I had the honor to meet Catherine when I was picking up sticks on West Arm RD. Catherine was very welcoming and was great to talk to her! Also, had the honor to meet Gary when I was out cleaning up sticks off Shoreline Drive near his house.
- Dan, Theresa and Sharon have been awesome and very helpful for my first month here! Couldn't have asked for anybody better to work with. Amazing team we have in Spring Park!
- Other Miscellaneous tasks include: operate our backup well #3, attend meetings, have chemicals delivered and fill as needed, water shut-offs and turn-ons 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, checking to make sure garbage cans are being emptied in the parks, lower flags to half-staff and raise as needed, clean.





		May-18	April-18	May-17
Water				
Average Daily Pumped	gallons	206,806	167,183	181,032
Maximum Daily Pumped	gallons	278,000	234,000	239,000
Total Monthly Pumped	gallons	6,411,000	5,015,500	5,612,000
Well #1 Pumped	gallons	2,433,000	1,913,400	2,152,400
Well #1 Average Pumped	gallons	78,483	63,780	69,432
Well #2 Pumped	gallons	3,926,000	3,070,700	3,463,500
Well #2 Average Pumped	gallons	126,645	102,357	111,726
Well #3 Pumped	gallons	4,000	4,000	0
Well #3 Average Pumped	gallons	129	133	0
Fluoride used	gallons	8.6	6.2	10.7
Fluoride Average used	gallons	0.3	0.2	0.3
Poly Phosphate used	pounds	161.7	113.4	133.2
Poly Phosphate Average used	pounds	5.2	3.8	4.3
Chlorine used	lbs	149	104	146
Chlorine Average used	lbs	5	3	5
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	252,460	268,750	341,710
Average Daily Pumped Wastewater	gallons	231,980	227,530	270,870
Lift Station Effluent to Met Council	gallons	7,191,420	6,826,010	8,396,930
Precipitation	inches	2.43	1.01	5.75

Completed Work Order General Report

WO# 28452.01	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>Created 5/3/2018</p> <p>Printed</p> <p>Scheduled 5/1/2018</p> <p>Delinquent 5/31/2018</p> <p>Completed 5/11/2018</p> </div>
Equipment	6308-WELL-3	Well #3		
Location	6308- Spring Park			
Task	ANNUAL-PM			
Instructions	Contact Well Company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.			
Notes	NO SERVICE AT THIS TIME			

WO# 28451.01	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>Created 5/3/2018</p> <p>Printed</p> <p>Scheduled 5/1/2018</p> <p>Delinquent 5/31/2018</p> <p>Completed 5/11/2018</p> </div>
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	RECORDED DAILY ON SCADA SYSTEM			

WO# 28453.01	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>Created 5/3/2018</p> <p>Printed</p> <p>Scheduled 5/1/2018</p> <p>Delinquent 5/31/2018</p> <p>Completed 5/11/2018</p> </div>
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	DRAWDOWN DONE DAILY FROM SCADA SYSTEM			

WO# 28454.01	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>Created 5/3/2018</p> <p>Printed</p> <p>Scheduled 5/1/2018</p> <p>Delinquent 5/31/2018</p> <p>Completed 5/11/2018</p> </div>
Equipment	6308-WELL-2	Well #2		
Location	6308- Spring Park			
Task	ANNUAL-PM			
Instructions	Contact Well company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.			
Notes	NO SERVICE AT THIS TIME			

WO# 28455.01	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>Created 5/3/2018</p> <p>Printed</p> <p>Scheduled 5/1/2018</p> <p>Delinquent 5/31/2018</p> <p>Completed 5/11/2018</p> </div>
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	DRAWDOWN DONE DAILY FROM SCADA SYSTEM			

Completed Work Order General Report

WO# 28456.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo	<table border="1"> <tr> <td>Created 5/3/2018</td> </tr> <tr> <td>Printed</td> </tr> <tr> <td>Scheduled 5/1/2018</td> </tr> <tr> <td>Delinquent 5/31/2018</td> </tr> <tr> <td>Completed 5/11/2018</td> </tr> </table>		Created 5/3/2018	Printed	Scheduled 5/1/2018	Delinquent 5/31/2018	Completed 5/11/2018
Created 5/3/2018									
Printed									
Scheduled 5/1/2018									
Delinquent 5/31/2018									
Completed 5/11/2018									
Equipment	6308-WELL-1	Well #1							
Location	6308- Spring Park								
Task	ANNUAL-PM								
Instructions	Contact well company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.								
Notes	NO SERVICE AT THIS TIME								

WO# 28457.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo	<table border="1"> <tr> <td>Created 5/3/2018</td> </tr> <tr> <td>Printed</td> </tr> <tr> <td>Scheduled 5/1/2018</td> </tr> <tr> <td>Delinquent 5/31/2018</td> </tr> <tr> <td>Completed 5/11/2018</td> </tr> </table>		Created 5/3/2018	Printed	Scheduled 5/1/2018	Delinquent 5/31/2018	Completed 5/11/2018
Created 5/3/2018									
Printed									
Scheduled 5/1/2018									
Delinquent 5/31/2018									
Completed 5/11/2018									
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# 28450.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo	<table border="1"> <tr> <td>Created 5/3/2018</td> </tr> <tr> <td>Printed</td> </tr> <tr> <td>Scheduled 5/2/2018</td> </tr> <tr> <td>Delinquent 6/1/2018</td> </tr> <tr> <td>Completed 5/11/2018</td> </tr> </table>		Created 5/3/2018	Printed	Scheduled 5/2/2018	Delinquent 6/1/2018	Completed 5/11/2018
Created 5/3/2018									
Printed									
Scheduled 5/2/2018									
Delinquent 6/1/2018									
Completed 5/11/2018									
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	DONE WEEKLY								

WO# 28458.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo	<table border="1"> <tr> <td>Created 5/3/2018</td> </tr> <tr> <td>Printed</td> </tr> <tr> <td>Scheduled 5/1/2018</td> </tr> <tr> <td>Delinquent 5/31/2018</td> </tr> <tr> <td>Completed 5/11/2018</td> </tr> </table>		Created 5/3/2018	Printed	Scheduled 5/1/2018	Delinquent 5/31/2018	Completed 5/11/2018
Created 5/3/2018									
Printed									
Scheduled 5/1/2018									
Delinquent 5/31/2018									
Completed 5/11/2018									
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	GOOD								

WO# 28459.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00					
Create Reason	Triggered by Calendar	Created By jfanciullo	<table border="1"> <tr> <td>Created 5/3/2018</td> </tr> <tr> <td>Printed</td> </tr> <tr> <td>Scheduled 5/1/2018</td> </tr> <tr> <td>Delinquent 5/31/2018</td> </tr> <tr> <td>Completed 5/11/2018</td> </tr> </table>		Created 5/3/2018	Printed	Scheduled 5/1/2018	Delinquent 5/31/2018	Completed 5/11/2018
Created 5/3/2018									
Printed									
Scheduled 5/1/2018									
Delinquent 5/31/2018									
Completed 5/11/2018									
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									

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WO#	28511.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
Equipment	5308-LS-6	Lift Station #6						
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.							

Created	5/3/2018
Printed	
Scheduled	5/1/2018
Delinquent	5/31/2018
Completed	5/11/2018

Notes

WO#	28512.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
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.							

Created	5/3/2018
Printed	
Scheduled	5/1/2018
Delinquent	5/31/2018
Completed	5/11/2018

Notes

WO#	28513.01	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	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.							

Created	5/3/2018
Printed	
Scheduled	5/1/2018
Delinquent	5/31/2018
Completed	5/11/2018

Notes

WO#	28514.01	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	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.							

Created	5/3/2018
Printed	
Scheduled	5/1/2018
Delinquent	5/31/2018
Completed	5/11/2018

Notes

ORDERING PPE

WO# 28515.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 5/3/2018 Printed Scheduled 5/1/2018 Delinquent 5/31/2018 Completed 5/11/2018
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	ORDERING PPE			

WO# 28516.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 5/3/2018 Printed Scheduled 5/1/2018 Delinquent 5/31/2018 Completed 5/11/2018
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	OVERALL EVERYTHING LOOKS GOOD. ORDERING PPE.			

WO# 28517.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 5/3/2018 Printed Scheduled 5/1/2018 Delinquent 5/31/2018 Completed 5/10/2018
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	GENERATOR 1 - ALL GOOD GENERATOR 2 - ALL GOOD GENERATOR 3 - ALL GOOD GENERATOR 5 - ALL GOOD WTP- ALL GOOD GENERATOR 6 - ALL GOD PORTABLE - PULLED OUT AND RAN FOR A BIT. ALL GOOD			

WO# 28518.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 5/3/2018 Printed Scheduled 5/1/2018 Delinquent 5/31/2018 Completed 5/11/2018
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.			
Notes	Tools Required: rubber hammer, pen 3 - WTP 3 - CITY HALL 3 - SHOP/OFFICE 1 WITHOUT TAG			

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WO# 28519.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 5/3/2018 Printed Scheduled 5/1/2018 Delinquent 5/31/2018 Completed 5/11/2018
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	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