



CITY OF SPRING PARK
CITY COUNCIL AGENDA
NOVEMBER 13, 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. City Council Work Session Minutes from October 15, 2018
 - b. Regular City Council Meeting Minutes from October 15, 2018
 - c. Resolution 18-21: Canvass Results of November 6, 2018 General Election
 - d. 2018/19 Snow Removal Contract – Larson Lawnscape
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. November 13, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. November 14 – Fire Commission – 11:00 AM
 - b. November 14 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - c. November 14 – Planning Commission – 7:00 PM
 - d. December 3 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department October Report
 - b. September PeopleService 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
OCTOBER 15, 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: Jerome P. Rockvam, Mayor; Pamela Horton; Gary Hughes; and Catherine Kane Palen

Council Members Absent: Megan Pavot

Staff Present: Dan Tolsma, City Administrator; Scott Qualle, Building Official; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. MNSPECT CONTRACT DISCUSSION

- a. Scott Qualle will be in attendance to discuss changes to the proposed contract for building inspection services. The City’s current contract with Mnspect went into effect in 2012 for an initial term of one year with a provision for the contract to “roll-over” for an indefinite number of one-year intervals after the initial term until either party decides to terminate the contract. Please review the attached memo from Mr. Qualle for a summary of the changes that he is proposing.

Building Official Qualle reviewed the history of the contract, provided a summary on recent discussions regarding the fee schedule, and noted the proposed changes to the MNSPECT contract.

Mayor Rockvam stated that the fees are not supposed to be a profit center and it appears that the proposed adjustment and increase do not seem to be that significant.

Building Official Qualle stated that his intent was to temper the increases as much as possible.

Council Member Hughes questioned some of the changes and how they relate to the City Code.

City Attorney Tietjen responded that the Minnesota Building Code would supersede anything in the City Code.

City Administrator Tolsma stated that it is a challenge to figure out the exact fees for every type of project out there because some require more time than others and it varies by permit; the goal with the fee schedule is to break even overall. The main comments that staff receive from contractors regarding the City’s permit fees, especially for over-the-counter permits, is that Spring Park’s fees are incredibly low compared to other cities they do projects in.

Council Member Hughes stated that he wants good communication to residents on what types of projects require permits and suggested an article be added to the quarterly newsletter.

Building Official Qualle stated that he could provide an article for an upcoming newsletter.

The City Council consensus was that the proposed changes are agreeable and should move forward for a vote at a future meeting.

2. LONG-TERM PUBLIC WORKS DISCUSSION

- a. In 2016 the City entered a five-year contract with PeopleService for public works. Although the contract doesn't expire until 2021, the Mayor would like the Council to start thinking about the City's long-term public works strategy so that there is ample time to plan a transition to another provider if the Council deems that the best course of action. Alternatively, the Council and PeopleService may both conclude that the current arrangement is working well and decide to extend the contract at the time that it expires.

Mayor Rockvam stated that he asked for this item to be on the agenda to consider the long-term strategy for Public Works since the snow-plowing in the City has become an issue. The City of Orono could provide full Public Works and snow-plowing so there are some advantages to consider when the PeopleService contract expires and it is best to discuss options before the contract comes up for renewal.

Council Member Horton asked about the potential cost of contracting with Orono.

City Administrator Tolsma responded that numbers have not been figured out yet since this is just the beginning of discussions. He further discussed the City's current plowing options for the upcoming winter season.

Council Member Hughes asked if contracting with the City of Mound for snow plowing was an option.

City Administrator Tolsma responded that he has had brief discussions with Mound but nothing substantial.

Mayor Rockvam stated that if the Council has some interest in contracting with Orono for full Public Works after the PeopleService contract is complete then we should approach PeopleService to let them know we are considering other options since they do not provide snow plowing.

City Administrator Tolsma stated that the main issue with snow plowing in the City is the sidewalks; that is where a majority of our snow plowing money is spent. Hennepin County has their own schedule for plowing and the City needs to work around it and sometimes re-plow sidewalks multiple times.

Mayor Rockvam added that Orono Public Works is already plowing in Navarre with their equipment so that is an advantage.

City Administrator Tolsma stated that the City has options. He added that he will speak with Orono and PeopleService for more information so that a decision can be made in regards to a long-term Public Works solution for the City.

3. COMBINED NOVEMBER COUNCIL MEETING DISCUSSION

- a. Staff is recommending the cancellation of the Nov. 5th regular council meeting due to the election on Nov. 6th, as well as rescheduling the regular work session and council meeting from Nov. 19th to Tuesday, Nov. 13th in order to meet the state requirement for the council to meet within 10 days of the election to canvass the results.

The City Council consensus was to cancel the November 6 regular City Council meeting and move the November 19 work session and regular meeting to November 13 so that the results of the election can be canvassed in a timely manner.

4. MISCELLANEOUS – None.

5. ADJOURN - The work session was adjourned by unanimous consent at 6:55 p.m.

Date Approved: November 13, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



CITY OF SPRING PARK
CITY COUNCIL MINUTES
OCTOBER 15, 2018 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:02 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; Mary Tietjen, City Attorney; 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 October 1, 2018
- b. Special Event Application 18-09 and Temporary On-Sale Liquor License for Back Channel Brewery Event on November 24th.

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

Motion carried 4-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

- a. Senator Dave Osmek – Due to timing this presentation was delayed until after Item #10a.

Senator Osmek provided a legislative update and was available for questions during his annual visit with the City Council.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council – Council Member Hughes provided an update from the LMCD. He also showed a video clip from a recent LMCD meeting where Lt. Kent Vnuk presented the annual review of the LMCD Summer Deputy Program.

b. City Staff – City Administrator Tolsma stated that the Fall Clean-Up Day is Saturday, November 3 and a detailed flyer was included with the quarterly newsletter that was mailed to every resident. He also stated that the quarterly newsletter contained information on the upcoming sewer and water rate adjustments and encouraged residents with questions to contact City staff for more information.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. October 15, 2018 Claims

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

Motion carried 4-0.

13. UPCOMING MEETINGS & TRAINING

- a. October 24 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- b. November 13 (Tuesday) – City Council Work Session – 6:00 PM
- c. November 13 (Tuesday) – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department September Report
- b. 2018 Sheriff's Office LMCD Deputy Activity Report
- c. August PeopleService Report

15. ADJOURNMENT

M/Horton, S/Hughes to adjourn the City Council Meeting at 7:32 p.m.

Motion carried 4-0.

Date Approved: November 13, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk

4/c



STAFF MEMO
 CANVASS CITY
 GENERAL ELECTION RESULTS

1. **BACKGROUND:** The City General Election was conducted on Tuesday, November 6, 2018 in conjunction with the State General Election. The City General Election included contests for the offices of Mayor and two Council Members at Large.

The voter turnout statistics are listed below:

<u>Registered Voters</u>		<u>Ballots Cast</u>	
Persons registered at 7:00 a.m.	1,237	Number voting at the polls	487
New registrations	114	Number voting absentee	433
TOTAL REGISTERED VOTERS	1,351	TOTAL PERSONS VOTING	920

Turnout Percentage = 68.1%

2. **TIMING:** Minnesota Statutes Section 205.185, Subd. 3 sets the date for canvassing any city general election as “between the third and tenth days after an election.” The City Council must take action by November 16, 2018.
3. **RECOMMENDED ACTION:** By Motion: Approve the resolution determining the results of the City General Election on Tuesday, November 6, 2018.

Precincts Reporting in Municipality: 100% 1 of 1

Last Updated: 11/07/18 2:41 AM

Voters Registered at 7AM : 1237

Results for Selected Contests in 62014 - Spring Park

Mayor (Spring Park) Results By Precinct

1 precincts in contest. 1 of 1 precincts reported in municipality.

Party	Candidate	Totals	Pct	Graph
Nonpartisan	Jerome P. "Jerry" Rockvam	663	92.60%	
WRITE-IN**	WRITE-IN**	53	7.40%	

Council Member (Spring Park) (Elect 2) Results By Precinct

1 precincts in contest. 1 of 1 precincts reported in municipality.

Party	Candidate	Totals	Pct	Graph
Nonpartisan	Michael E. Mason	220	18.11%	
Nonpartisan	Gary Hughes	351	28.89%	
Nonpartisan	Pamela R. Horton	438	36.05%	
Nonpartisan	Bill Turner	185	15.23%	
WRITE-IN**	WRITE-IN**	21	1.73%	

RESOLUTION NO. 18-21

**RESOLUTION DETERMINING RESULTS OF THE GENERAL ELECTION OF
THE CITY OF SPRING PARK HELD ON TUESDAY, NOVEMBER 6, 2018**

WHEREAS, the City Council of the City of Spring Park has met this date as a canvassing board, having received and considered the tally of votes by the election judges of the General Election held November 6, 2018.

NOW, THEREFORE BE IT RESOLVED the results are determined to be as follows:

Votes cast for Mayor:	Jerome P. "Jerry" Rockvam	663
Two Year Term	Write-In	53
Votes cast for Council Member At Large:	Michael E. Mason	220
Two Offices	Gary Hughes	351
Four Year Term	Pamela R. Horton	438
	Bill Turner	185
	Write-In	21

AND, IT IS HEREBY DECLARED the newly elected officials are:

Mayor:	Two (2) year term (1/7/2019-1/3/2021)–	Jerome P. "Jerry" Rockvam
Council Member:	Four (4) year term (1/7/2019-1/1/2023)–	Pamela R. Horton
Council Member:	Four (4) year term (1/7/2019-1/1/2023)–	Gary Hughes

BE IT FURTHER RESOLVED, that the following list of judges were those certifying returns of said election:

Nick Aalbers	Sharon Corl	Josh Leech
Sharon Almaer	Sam Dufault	Wendy Lewin
Shirley Andersen	LuAnn Fransen	Ember O'Reilly
Constance Anderson	Lilly Hamlin	Zoe Peterson
Beth Aschinger	Jamie Hoffman	Marilyn Ronnkvist
Wendy Berg	Sandra Hoogenakker	Valerie Sandler
Linda Carvel	Cheryl Korinek	

Adopted by the City Council of the City of Spring Park, Minnesota this 13th day of November, 2018.

Approved:

Gary Hughes, Mayor Pro Tempore

Attest:

Theresa Schyma, City Clerk

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

**SNOW REMOVAL AGREEMENT
OCTOBER 15, 2018 - MAY 15, 2019**

THIS AGREEMENT, is made as of the 13th day of November, 2018 by and between the **City of Spring Park, Minnesota**, a Minnesota municipal corporation (hereinafter "the City") and **Larson LawnScape, Inc.**, a Minnesota corporation (hereinafter "the Contractor").

WITNESSETH: That the Contractor, for and in consideration of the payment or payments hereinafter specified to be made by the City at the times and in the manner set forth in this Agreement, hereby covenants and agrees to furnish and provide all materials, service, labor, equipment and supplies necessary to perform its obligations under this Agreement in accordance with the terms set forth herein.

1. CONTRACTOR'S DUTIES. The Contractor shall remove snow and ice from the City streets and sidewalks as conditions demand during the winter of 2018/2019. The foregoing notwithstanding, the Contractor shall complete plowing of City streets before 6:00 A.M. (morning rush hour) and 3:00 P.M. (evening rush hour). Contractor agrees to a response time on calls for service from the City of no longer than 30 minutes. The Contractor shall provide the minimum equipment for Snow Removal from City Streets as attached hereto as Exhibit A and hereby incorporated into this Agreement. The Contractor will bill the City for services on an actual hours worked basis using the hourly rates for the equipment used as shown on the Proposal.

2. CONTRACTOR'S UNDERSTANDINGS.

A. It is understood and agreed that the Contractor has, by careful examination, satisfied itself as to the nature and location of the work, the conformations, character, quality and quantity of the work and all other matters which can in any way effect the work under this contract. No verbal agreement with any officer, agent or employee of the City, either before or after the execution of this contract, shall effect or modify any of the terms or obligations herein contained.

B. It is understood by the Contractor that the use of subcontractors must receive written approval from the City Administrative Officer before any work is commenced. If the City approves the use of a subcontractor and the Contractor uses a subcontractor, the Contractor must pay the subcontractor within 10 days of the receipt of payment from the City for undisputed services provided by the subcontractor, and the Contractor must pay the subcontractor interest of 1½% per month on any undisputed amount not paid to the subcontractor within said 10 day period in accordance with Minnesota Statutes 471.425, Subd. 4a.

C. It is understood by the Contractor that the City may, at its option, use its own truck and operator to assist the Contractor in removal of snow from the streets and sidewalks.

Snow Removal Agreement 2018/2019

D. It is understood by the Contractor that the ordering and storing of salt shall be their responsibility, and that that no salt will be stored on City Property unless authorized in advance by the City Administrator.

E. It is understood by the Contractor that if any work is performed is deemed unsatisfactory by the City Administrator; the Contractor shall correct the problem to the City's satisfaction.

3. BONDS AND INSURANCE. Before the Contractor is permitted to engage in the business of snow removal and/or salting/sanding City streets, The Contractor will keep in full force for the duration of this agreement the following insurance:

A. WORKERS COMPENSATION. The Contractor shall maintain workers' compensation insurance to the extent and limits required by applicable law for all employees employed by it and all subcontractors shall be required to maintain said insurance on identical terms as are set forth herein. Before commencement of work, the Contractor shall provide to the City a Certificate of Insurance showing evidence of this coverage or provide evidence of qualification as a self-insurer of workers' compensation.

B. EMPLOYERS LIABILITY COVERAGE. If any employees of the Contractor are engaged in hazardous or other work not covered by the aforesaid workers' compensation Insurance, the Contractor shall provide, and shall require any subcontractor to provide, employer's liability coverage in the same amounts and on the same terms as are set forth herein for the Contractor's public liability coverage, for the protection of said employees.

C. PUBLIC LIABILITY AND PROPERTY DAMAGE. The Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 per occurrence. The CGL insurance shall cover, without limitation, liability arising from public liability, personal injury, accidental death, property damage, and contractually assumed liability covering obligations assumed under this Agreement. The City shall be named as an additional insured on the policy and the policy shall contain a waiver of subrogation as to the City. Before commencement of work, the Contractor shall provide to the City a Certificate of Insurance acceptable to the City. The certificate and the required insurance policy shall contain a provision that the coverage afforded under the contract will not be cancelled or permitted to expire until at least 30 days written notice has been given to the City.

D. AUTOMOTIVE INSURANCE. The Contractor shall maintain automobile liability insurance on all self-propelled vehicles used in connection with the performance of this contract, whether owned, non-owned or hired with a combined single limit of not less than \$1,000,000 each accident. Before commencement of work, the Contractor shall provide to the City a Certificate of Insurance acceptable to the City. The certificate and the required insurance policy shall contain a provision that the coverage afforded under the contract will not be cancelled or permitted to expire until at least 30 days written notice has been given to the City.

4. INDEMNIFICATION. The Contractor shall (and shall cause any subcontractor to) defend, indemnify and save harmless the City, its officers, elected officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature, including those based upon negligence or strict liability in tort, and including those brought for property damage, bodily injury or death, by reason of any act or omission by the Contractor, its subcontractors, agents, employees, or anyone else it controls or exercises control over, in the performance of the work or otherwise arising out of or relating to the Contractor's work or performance under this Agreement. The Contractor understands and agrees that the obligation to indemnify the City under this Agreement is not limited or affected by the amount of insurance obtained and carried by Contractor in connection with this Agreement. This obligation of the Contractor to indemnify the City shall survive termination of this Agreement.

5. TERM; TERMINATION. The term of this Agreement shall commence on October 15, 2018 and end on May 15, 2019. The foregoing notwithstanding, in the event of willful failure or neglect by the Contractor or its employees or agents to comply with the prescribed terms and conditions contained in the Agreement, or any applicable laws, ordinances, restrictions and regulations, or if Contractor fails to perform services under this Agreement to the satisfaction of the City, this Agreement may be terminated by the City upon delivery of 30 days written notice to the Contractor.

6. PAYMENT. The City agrees to pay the Contractor on the basis of contract prices set forth in the Proposal. Payment shall be made no more frequently than twice a month. Contractor shall provide the City with detailed invoices which show the per hour, per equipment and separate costs between plowing sidewalks and streets and sanding.

7. NOTICES. All notices required to be given by either party pursuant to this Agreement shall be in writing and sent to the other party at the following addresses:

To the City: City of Spring Park
 Attention: City Administrator
 4349 Warren Avenue
 Spring Park, MN 55384

To the Contractor: Larson Lawnscape, Inc.
 Attention: John Larson
 5054 Industrial Street
 Maple Plain, MN 55359

All notices shall be deemed received when delivered, if hand-delivered, or three business days after deposit with the United States Postal Service, postage prepaid. Notices by telefax or email alone are not sufficient. The addresses for notices may be changed by the parties from time to time by delivery of written notice to the other party as provided herein.

8. HEADINGS AND CAPTIONS. The headings and captions of sections and paragraphs are for purposes of convenience of reference only and shall not be used to construe the meaning of any provision contained in this Agreement.

Snow Removal Agreement 2018/2019

9. **VALIDITY; SEVERABILITY.** The provisions of this Agreement are severable. If any provision or provisions of this Agreement shall be held to be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired.

10. **EQUAL OPPORTUNITY.** In performing this Agreement, the Contractor will ensure that no person was or is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise has been or will be subjected to discrimination.

11. **ENTIRE AGREEMENT; AMENDMENT.** This Agreement and any attached exhibits constitute the entire agreement between the City and the Contractor and supersede any and all other written or oral agreements between the parties. This Agreement can be modified or amended only by written agreement signed by the City and the Contractor.

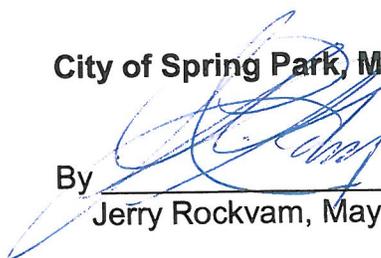
12. **APPLICABLE LAW.** This Agreement will be governed and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first written above.

Contractor:
Larson LawnScape, Inc.

By  _____
John Larson, President

City of Spring Park, Minnesota

By  _____
Jerry Rockvam, Mayor

By  _____
Dan Tolsma, City Administrator

Snow Removal Agreement 2018/2019

EXHIBIT A
[Insert copy of Proposal]

"When quality counts"



LARSON

ALL SEASON PROPERTY MAINTENANCE
COMMERCIAL • RESIDENTIAL

952.472.9244

City of Spring Park

Attn: Dan Tolsma, City Administrator

Thank you for the opportunity to provide a bid for the City's snow services 2018-2019 season (per supplied map):

Listed prices INCLUDE operator and equipment:

- 1. Per ton, applied:
 - a. White salt (above 10 degrees)\$185.00
 - b. Green salt, treated, DOT\$240.00

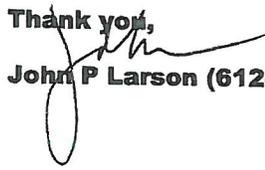
(NOTE: we supply salt stored at our shop, so there are no storage fees, no loading or hauling fees, and no rental of salt bin fees.)

- 2. Per hour, BOBCAT/TOOLCAT, blade or bucket.....\$115.00
- 3. Per hour, BOBCAT/TOOLCAT, blower or sweeper..\$135.00
- 4. Per hour, Heavy plow truck\$85.00
- 5. Per hour, Dump truck\$85.00
- 6. Per hour, SIDEWALK tractor, blade, blower, brush ..\$95.00

Requested snow relocation to your designated areas, to be invoiced hourly with equipment rates listed above.

Please let us know if there are any questions or concerns.

Thank you,


John P Larson (612-618-6044)

office@LarsonLawnScape.com • www.LarsonLawnScape.com
5054 Industrial Street • Maple Plain, MN 55359

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

MONTH: **October**

City	Call Type	2018				2017			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	9	157	99	2032	6	76	128	2905
	Rescue	17	294	161	2681	15	267	165	2711
	Duty Officer	1	1	18	19	0	0	19	22
MINNETONKA BEACH	Fire	1	18	15	396	3	67	21	394
	Rescue	2	59	8	244	0	0	4	61
	Duty Officer	0	0	0	0	0	0	3	3
MINNETRISTA	Fire	2	26	31	670	3	40	33	561
	Rescue	1	14	30	602	5	75	28	498
	Duty Officer	0	0	4	5	1	1	4	4
SHOREWOOD	Fire	0	0	0	0	0	0	2	27
	Rescue	0	0	0	0	0	0	4	70
	Duty Officer	0	0	2	2	0	0	1	1
SPRING PARK	Fire	3	58	37	835	3	35	18	337
	Rescue	14	221	75	1245	8	162	59	930
	Duty Officer	1	1	3	3	0	0	5	6
MUTUAL AID	Fire	3	76	20	640	1	22	13	351
	Rescue	1	12	3	37	0	0	3	41
STAND BY	Weather, Special Event, Etc.	0	0	2	72	0	0	0	0

Total Activity All Cities	Fire	18	335	202	4573	16	240	215	4575
	Rescue	35	600	277	4809	28	504	263	4311
	Duty Officer	2	2	27	29	1	1	32	36
	Stand By	0	0	2	72	0	0	0	0
	TOTAL	55	937	508	9483	45	745	510	8922

Monthly Activity by Call Category	2018	2017
COMMERCIAL	2	4
RESIDENTIAL	47	33
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	3	8
SERVICE CALLS (Smoke/CO Detectors)	2	1
LEGITIMATE FIRE ALARMS	1	2
FALSE FIRE ALARMS	0	3

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2018		2017	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	4	1	3
MUTUAL AID CALLS GIVEN	3	22	1	16
TRAINING/MAINTENANCE HOURS	358.5	3182.5	566.25	3900.75

J:\Admin\REPORTS - Fire Incident & Performance\2018 Performance Reports\2018 City Monthly Report

14a

NOV - 7 2018

Mound Fire Department Incident Reports - Spring Park October, 2018

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
465	10/10/2018	Spring Park	10 Shoreline Place	Fire	Alarm - CO	Levels of CO found	28
485	10/19/2018	Spring Park	2447 Black Lake Road	Fire	Alarm - Fire	Replaced Smoke Alarm	11
493	10/21/2018	Spring Park	4311 Shoreline Drive	Fire	Haz Cond - Fuel Spill	Nothing Found	19
Total Fire Calls				3	Total Fire Hours		58

461	10/8/2018	Spring Park	4559 Shoreline Dr, #214	Rescue	EMS	Transported	35
462	10/8/2018	Spring Park	4601 Shoreline Drive#104	Rescue	EMS	No transport	36
469	10/12/2018	Spring Park	4527 Shoreline Drive, #119	Rescue	EMS	Transported	16
472	10/14/2018	Spring Park	4601 Shoreline Drive	Rescue	EMS	Assisted	16
476	10/15/2018	Spring Park	2450 Island Drive, #120	Rescue	EMS	Transported	9
480	10/17/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Cancelled upon arrival	12
482	10/18/2018	Spring Park	4527 Shoreline Drive, #312	Rescue	EMS	Transported	11
486	10/19/2018	Spring Park	4580 West Arm Road	Rescue	EMS	No transport	12
487	10/19/2018	Spring Park	4559 Shoreline Drive, #204	Rescue	EMS	Unknown Transport	12
489	10/20/2018	Spring Park	4559 Shoreline Drive	Rescue	EMS	Transported	10
490	10/20/2018	Spring Park	4527 Shoreline Drive, #110	Rescue	EMS	Cancelled upon arrival	11
494	10/22/2018	Spring Park	4527 Shoreline Drive	Rescue	EMS	No transport	13
495	10/23/2018	Spring Park	4523 Shoreline Drive, #105	Rescue	EMS	Transported	13
502	10/28/2018	Spring Park	2450 Island Drive, #316	Rescue	EMS	Transported	15
Total Rescue Calls				14	Total Rescue Hours		221

501	10/28/2018	Spring Park	4372 Shoreline Drive	Fire	Check Burn	Illegal Rec Fire		
Total Duty Officer Calls				1	Total Duty Officer Hours			0

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS				18	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS			279
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NOV - 7 2018

Mound Fire Department
City of Spring Park
January through October, 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
313	7/4/2018	4201 Shoreline Drive	x			Waterflow Alarm, no issues found	N	Y
319	7/9/2018	4300 Shoreline Drive	x			Investigated, Nothing Found	Y	Y
344	7/22/2018	4527 Shoreline Drive	x			Resident Pulled Pull Station	Y	Y
449	9/27/2018	4201 Sunset Drive, #120		x		Faulty Detector	N	N
465	10/10/2018	10 Shoreline Place	x		x	Levels of CO found	N	N
485	10/19/2018	2447 Black Lake Road	x			Replaced Smoke Alarm	N	N

2018 YTD TOTALS

FIRE ALARM	12			False Alarms	4	
SMOKE DETECTOR		2		Legitimate Alarms	11	
CO DETECTOR			2	Preventable		11
TOTAL - ALL ALARMS	16					



Date: November 8, 2018

To: City of Spring Park

From: Shawn Wilson, Operator

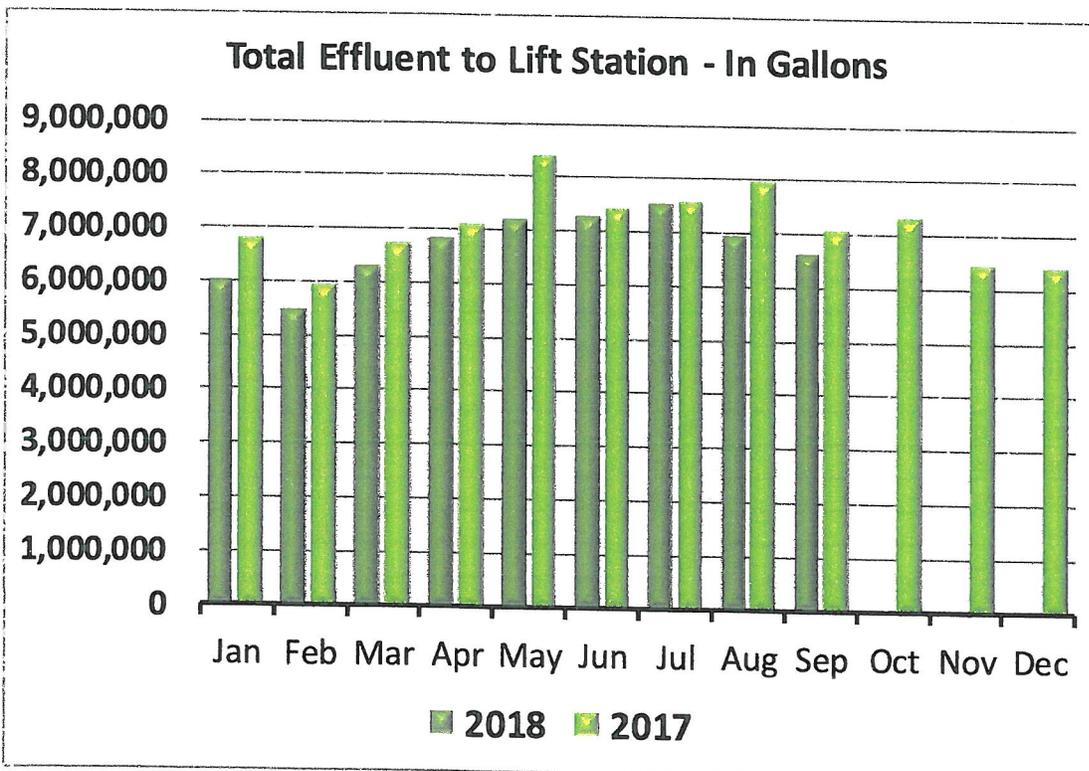
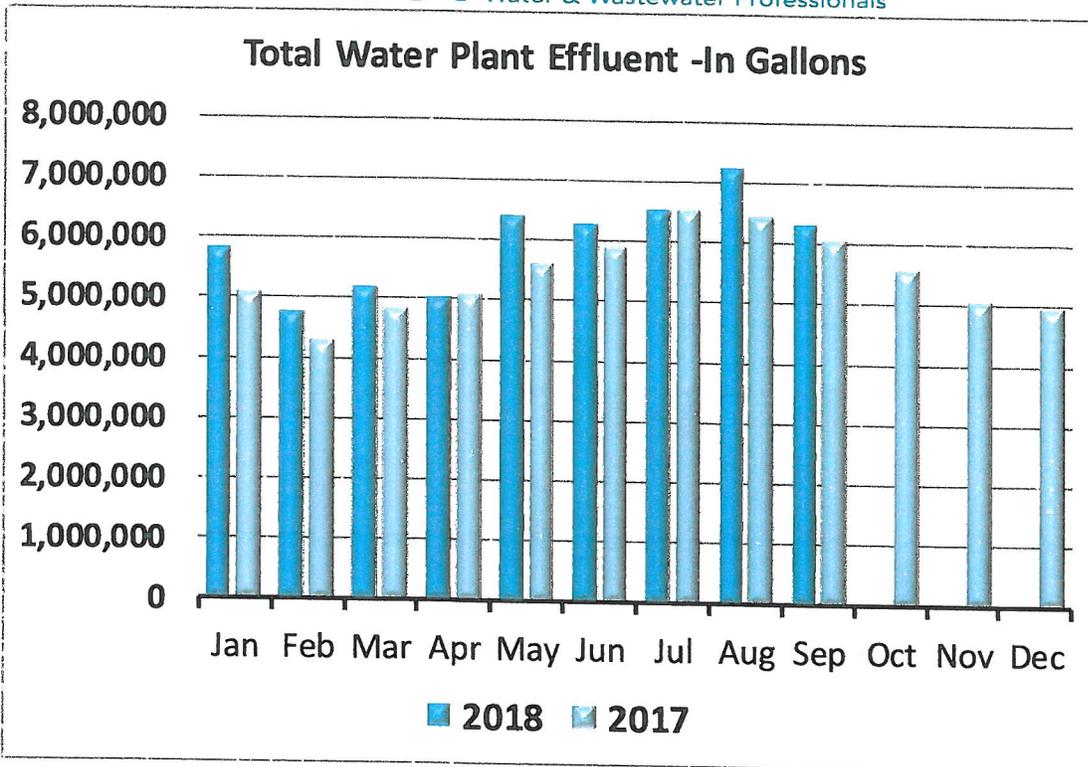
O & M Report: September 2018

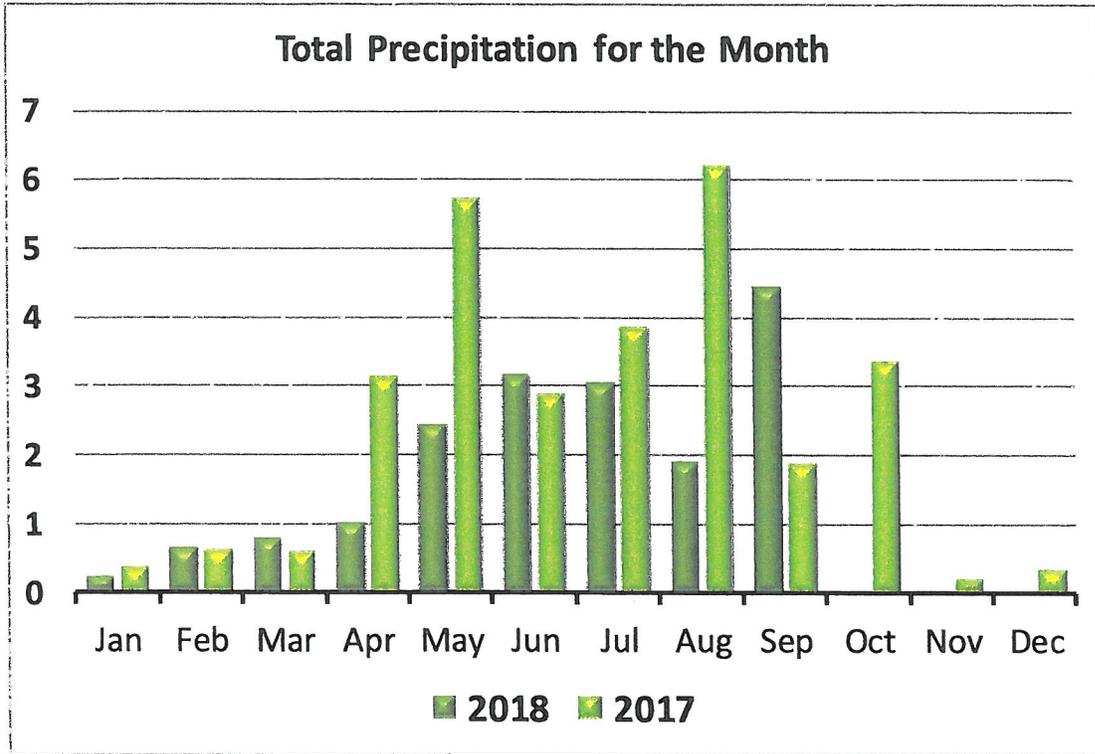
Spring Park Operations and Maintenance

- Replaced light fixtures in front of city hall, they were getting old and corroded. When I was pressure washing the side of city hall, the one light fixture broke.
- Did some trimming at Wilkes Park behind the swing sets on the east end of the park and cleaned up glass in parking lot.
- Installed wireless meter at the new house 3847 but was not able to activate it due to our handheld programmer glitching. Will be coming back later to activate when programmer is working properly.
- Weed whipped on Northern Ave near storm drain and did some trimming on Togo Lane.
- A resident at 4230 West Arm Drive, asked if we could cut down the curb stop so it was flush to the ground. We gladly did that for her!
- Had a downed tree off Shoreline Drive by shop, cut up and cleaned the area.
- Hydro-Klean started jetting and televising, but we stopped them so we could put up door hangers to give our residents a heads up.
- Took care of downed tree on Northern Ave and called in RD Associates to haul out the cut-up pieces and limbs. They also took care of a couple limbs that were hanging above the sidewalk on the east side of town on Shoreline Drive.
- Weed whipped at corner of Northern Ave and Sunset Drive. Also weed whipped by the bike trail and West Arm Road by Lord Fletchers Apartments.
- Found a water leak in front Pres Homes and contacted Corey, their maintenance guy, water leak was due to broken sprinkler head.
- Window cleaning done at city hall by Step Up Window Cleaning.
- Shut down our sprinkler systems at Thor Thompson, Lift station #5 and WTP.



- Uninstalled water meter @ lakeview lofts for sprinkler system so they can blow out their lines.
- Installed Togo and Park Lane signs, the signs were missing from earlier this summer.
- Cut down more Cottonwoods by storm drain pond
- Trimmed tree on Northern Ave and Lilac RD, branches were covering up sign.
- September call outs, we had a call out to Lift Station #2 for a generator alarm. We had a minor coolant leak coming from the hose that attaches to the coolant heater, which gave us a low coolant alarm. The hose was replaced with a new one.
- Other Miscellaneous tasks include: Took care of a dead raccoon across the road from the shop. Operate our backup well #3, attend meetings, have chemicals delivered and fill as needed, water shut-offs and turn-ons as needed, complete water and sewer locates as needed, 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.





		September-18	August-18	September-17
Water				
Average Daily Pumped	gallons	210,300	233,258	201,640
Maximum Daily Pumped	gallons	248,000	283,000	244,000
Total Monthly Pumped	gallons	6,309,000	7,231,000	6,049,200
Well #1 Pumped	gallons	2,369,000	2,722,000	2,289,900
Well #1 Average Pumped	gallons	78,966	87,806	76,330
Well #2 Pumped	gallons	3,862,000	4,430,000	3,727,800
Well #2 Average Pumped	gallons	128,733	142,903	124,260
Well #3 Pumped	gallons	500	200	0
Well #3 Average Pumped	gallons	16	6	0
Fluoride used	gallons	9.7	10.7	9.1
Fluoride Average used	gallons	0.3	0.3	0.3
Poly Phosphate used	pounds	127.4	156.5	136.1
Poly Phosphate Average used	pounds	4.2	5.0	4.5
Chlorine used	lbs	116	106	122
Chlorine Average used	lbs	3	3	4
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	249,740	241,720	264,480
Average Daily Pumped Wastewater	gallons	220,290	224,100	235,670
Lift Station Effluent to Met Council	gallons	6,608,720	6,947,240	7,070,060
Precipitation	inches	4.44	1.91	1.88

Completed Work Order General Report

10/3/2018

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WO#	29932.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
Equipment	5308-BLW-2	Air Stripper Blower #2						
Location	5308-Spring Park							
Task	QPM Quarterly Preventatvie Maintenance							
Instructions	To get the blower hour meter readings off of the VFD Hit the ESC button Click on the drive mon tab then click on the monitoring tab and scroll down to run time the open end bearing 6208, south grease zerk or see diagram on name plate Should received 1 squirt of grease with my Napa grease gun and the drive end 6311 should receive .9 teaspoons of grease, roughly 7 squirts with my Napa Grease gun There are no removable drain plugs that we need to worry about. Tools: Napa grease gun, Polyrex em grease, Paper towels							
Notes	GAVE 7 SQUIRTS OF GREASE TO THE DRIVE END BEARING. GAVE 1 SQUIRT OF GREASE TO THE OPEN END BEARING.							

Created	9/4/2018
Printed	
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/20/2018

WO#	29931.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
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 CHECKED/GOOD 3-CITY CHECKED/GOOD 1-COMPANY TRUCK CHECKED/GOOD 3-SHOP/OFFICE CHECKED/GOOD							

Created	9/4/2018
Printed	
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/12/2018

WO#	29930.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
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, #6 (runs the 1st Wednesday of every month) and the portable and WTP generator need to be run manually.							
Notes	1. CHECKED AND ALL GOOD 2. CHECKED AND ALL GOOD 3. CHECKED AND ALL GOOD 5. CHECKED AND ALL GOOD WTP-CHECKED AND ALL GOOD 6. CHECKED AND ALL GOOD PORTABLE - NEED TO CALL OUTSIDE SERVICES. CHARGED BATTERY FROM LAST TIME AND GRINDS WHEN TRYING TO START. NOT SURE IF STARTER BAD OR MAYBE NOT GETTING ENOUGH JUICE.							

Created	9/4/2018
Printed	
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/18/2018

WO#	29929.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
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. Inspect overall condition of lift station.							
Notes	1. HIGH LEVEL ALARM WORKS. GOOD 2. FLOATS LOOK GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD NEED TO FIX METER FOR MIXER							

Created	9/4/2018
Printed	
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/19/2018

WO#	29928.01	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	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. Inspect overall condition of lift station.							
Notes	1. HIGH LEVEL ALARM WORKS. GOOD 2. FLOATS LOOK GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD							

Created	9/4/2018
Printed	
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/19/2018

WO#	29927.01	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. Inspect overall condition of lift station.							
Notes	1. HIGH LEVEL ALARM WORKS. GOOD 2. FLOATS LOOK GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD							

Created	9/4/2018
Printed	
Scheduled	9/1/2018
Delinquent	10/1/2018
Completed	9/19/2018

Completed Work Order General Report

WO#	29926.01	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. Inspect overall condition of lift station.							
Notes	1. HIGH LEVEL ALARM WORKS. GOOD 2. FLOATS LOOK GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD							

Created 9/4/2018
Printed
Scheduled 9/1/2018
Delinquent 10/1/2018
Completed 9/19/2018

WO#	29925.01	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. Inspect overall condition of lift station.							
Notes	1. HIGH LEVEL ALARM WORKS. GOOD 2. FLOATS LOOK GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD							

Created 9/4/2018
Printed
Scheduled 9/1/2018
Delinquent 10/1/2018
Completed 9/19/2018

WO#	29924.01	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. Inspect overall condition of lift station.							
Notes	1. HIGH LEVEL ALARM WORKS. GOOD 2. FLOATS LOOK GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD							

Created 9/4/2018
Printed
Scheduled 9/1/2018
Delinquent 10/1/2018
Completed 9/19/2018

WO#	29868.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					
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	DO DAILY IF PLANT IS RUNNING							

Created 9/4/2018
Printed
Scheduled 9/1/2018
Delinquent 10/1/2018
Completed 9/12/2018

Completed Work Order General Report

10/3/2018

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WO#	29867.01	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 9/4/2018</p> <p>Printed</p> <p>Scheduled 9/1/2018</p> <p>Delinquent 10/1/2018</p> <p>Completed 9/19/2018</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	ALL SENSORS ARE IN WORKING ORDER. GOOD								

WO#	29860.01	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 9/4/2018</p> <p>Printed</p> <p>Scheduled 9/2/2018</p> <p>Delinquent 10/2/2018</p> <p>Completed 9/10/2018</p> </div>		
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	THIS IS DONE WEEKLY								

WO#	29866.01	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 9/4/2018</p> <p>Printed</p> <p>Scheduled 9/1/2018</p> <p>Delinquent 10/1/2018</p> <p>Completed 9/14/2018</p> </div>		
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	FLUSHED PVC LINE								

WO#	29865.01	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 9/4/2018</p> <p>Printed</p> <p>Scheduled 9/1/2018</p> <p>Delinquent 10/1/2018</p> <p>Completed 9/20/2018</p> </div>		
Equipment	6308-HS-Pum-1	High Service Pump #1							
Location	6308- Spring Park								
Task	QPM Quarterly Preventatvie Maintenance								
Instructions	Grease upper and lower units. Observe oil level thru site glass. Inspect for abnormal wear. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN								
Notes	GREASED UPPER AND LOWER UNITS, OIL LEVEL IS GOOD. NO ABNORMAL WEAR FROM INSPECTION.								

WO#	29864.01	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 9/4/2018</p> <p>Printed</p> <p>Scheduled 9/1/2018</p> <p>Delinquent 10/1/2018</p> <p>Completed 9/20/2018</p> </div>		
Equipment	6308-HS-PUM-2	High Service Pump #2							
Location	6308- Spring Park								
Task	QPM Quarterly Preventatvie Maintenance								
Instructions	Grease upper and lower units. Observe oil level thru site glass. Inspect for abnormal wear. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN								
Notes	GREASED UPPER AND LOWER UNITS. OIL LEVEL IS GOOD. NO ABNOMAL WEAR FROM INSPECTION.								

Completed Work Order General Report

WO# 29863.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 9/4/2018 Printed Scheduled 9/1/2018 Delinquent 10/1/2018 Completed 9/13/2018
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	SHAFT BEARING IS GREASED WEEKLY WHEN NEEDED. OIL LEVEL IS GOOD. FOUND NO ABNORMAL WEAR.			

WO# 29862.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 9/4/2018 Printed Scheduled 9/1/2018 Delinquent 10/1/2018 Completed 9/13/2018
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	SHAFT BEARING IS GREASED WEEKLY WHEN NEEDED. OIL LEVEL IS GOOD. FOUND NO ABNORMAL WEAR.			

WO# 29861.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 9/4/2018 Printed Scheduled 9/1/2018 Delinquent 10/1/2018 Completed 9/13/2018
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	CONDUCTED DRAW DOWN TEST AND EXAMINED WELL READ. EVERYTHING LOOKS GOOD.			

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