



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JUNE 17, 2019 – 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 June 3, 2019
 - b. Resolution 19-12: Designation of Annual Polling Place
5. PUBLIC FORUM **
6. PRESENTATIONS & GUEST SPEAKERS
 - a. Jim Eichten – 2018 Audit Report
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. June 17, 2019 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. June 19 – Police Commission Meeting – 8:00 AM
 - b. June 26 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - c. July 1 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. Mound Fire Department Happenings
 - b. LMCD Aquatic Invasive Species Master Plan Flyer
 - c. PeopleService April O&M Report
15. ADJOURNMENT

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

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



CITY OF SPRING PARK
CITY COUNCIL MINUTES
JUNE 3, 2019 – 7:00 PM
SPRING PARK CITY HALL

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

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

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 5-0.

4. ADOPT CONSENT AGENDA

- a. City Council Work Session Meeting Minutes from May 20, 2019
- b. Regular City Council Meeting Minutes from May 20, 2019
- c. Liquor, Cigarette, & Dinner Dance Annual Licenses

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

Motion carried 5-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS – None.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS

- a. Lord Fletcher's Fireworks Special Event – June 14th

City Administrator Tolsma presented a summary of the application and went through the draft conditions with the Council. He discussed condition #5 and stated that the application is still being reviewed by Orono Police and Mound Fire in regards to the location of where the fireworks will be located for safety and jurisdictional purposes.

M/Pavot, S/Horton to approve Special Event Application No. 19-09 for Lord Fletcher's Old Lake Lodge for an event on June 14, 2019 with the list of conditions that were attached to the Staff Memo.

Motion carried 5-0.

b. Back Channel Brewery Fourth of July Special Event – July 4th

M/Pavot, S/Hughes to approve Special Event Application No. 19-10 and Temporary On-Sale Liquor License for Back Channel Brewery for an event on July 4, 2019 with the list of conditions that were attached to the Staff Memo.

City Administrator Tolsma discussed the application and the requested hours of live music. The requested hours are the maximum allowed per City Code but it is up to the Council to adjust the approved hours if they believe the hours requested are excessive. He suggested monitoring the situation to see if any complaints are received. He added that the list of conditions states the event organizers need to comply with any instructions and recommendations from the Orono Police Department on the day of the event regarding noise.

Council Member Hughes asked why the City isn't notifying the neighborhood about the proposed event before a Council decision is made for an event featuring outdoor music.

City Administrator Tolsma responded that the City Code for special events does not require notifying neighbors about an application being submitted; the event organizers are only required to send out notices at least 10 days prior to any Council-approved event.

Council Member Pavot stated that other local breweries have similar times for events taking place on the 4th of July. She added that events on holidays tend to be longer than different types of special events so she does not believe it is extreme or unusual.

City Administrator Tolsma stated that Back Channel Brewery has had many prior special events with live music since they opened in 2017 and the City is not aware of any complaints. The event organizers have always pointed the amplification systems away from the residential neighborhood and towards the commercial business area instead.

Motion carried 5-0.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council

Mayor Rockvam stated he received a letter from a resident about nuisance properties in the City and asked staff for an update about the ordinance and process that was adopted in 2017. He also stated that staff has made significant progress on some properties but the entire process can be slow and cumbersome.

City Administrator Tolsma discussed the nuisance complaint and abatement process including building relationships with homeowners to understand violations, get on a cleanup timeline, and

also possibly sign nuisance abatement agreements. He stated that these violations were not created overnight and they will not be solved overnight either but staff is working hard through the process and are seeing some progress throughout the city. He continued to say that some homeowners have refused to correct violations and have stated they will not do anything with their properties until forced by law; some of these properties could possibly be going to litigation.

Mayor Rockvam stated he wanted to clarify his reasons for voting against the West Arm Road West feasibility study that was approved at the May 20 Council meeting. He stated that one of the options the study is going to consider is moving the lines closer to the road but he didn't believe there was any point in including that cost in the study because he doesn't think it is a real possibility based on the elevation in the area. That portion of the study is not worth \$27,000.

City Administrator Tolsma stated he could speak with the engineers to get more of a line-item cost breakdown and see how much the City could save if that option were not considered. However, the study was not broken down into cost based on options considered so there would be cost savings by narrowing the scope of the project but does not believe the total would be \$27,000 since topographical studies and surveys will still be required.

Mayor Rockvam stated that there haven't been any main breaks in that area in over 50 years and there is no evidence of sewer lines collapsing in the area. He added that the City does have evidence of some infiltration because of televising. He asked what a new topographical study would show compared to previous years.

City Administrator Tolsma responded that there would be greater detail with elevation due to newer technology that is now available compared to the last time the area was studied.

Michael Mason, resident at 3950 Del Otero Avenue, asked if the asset management plan covered the same things that are being considered in the feasibility study. He asked why the City is paying for the same information again.

City Administrator Tolsma responded no, the asset management plan was about evaluating the condition of infrastructure to help determine and prioritize challenges the City is facing. A feasibility study focuses on details for a specific project area to determine what options are available.

Council Member Pavot understands Mayor Rockvam's comments that the City hasn't had a main break in that area but results from televising and the asset management plan have shown the deteriorating conditions of pipes in that area. She added that sliplining is a good option when pipes are in good condition but she is interested to see what the options are available to make sure the project is done right. She stated that the City's engineers were able to say that the City is losing approximately \$50,000 annually due to inflow and infiltration (I&I) throughout the entire city and they are pretty confident that the City can regain some of its project costs with the I&I savings to the Met Council. She continued that by the time the City completes an upgrade to the infrastructure on West Arm Road West, some of the City's other pipes will be 70-80 years old so the City needs to start moving on some of these projects before aging causes the conditions to deteriorate further.

City Administrator Tolsma stated that the City needs to look at the cost benefit for this project. The end result of the feasibility study will tell the City what the best course of action is, not necessarily what the cheapest option is.

Council Member Hughes discussed the parks improvement project.

Mayor Rockvam asked about the new plaques for the City's two parks.

City Administrator Tolsma responded that the draft text for the plaques was approved at the last Planning Commission meeting and the next step is to get renderings of sign options.

b. City Staff – None.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. June 3, 2019 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. June 11 – Administration Committee – 12:00 PM
- b. June 12 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- c. June 12 – Planning Commission – 6:00 PM
- d. June 13 – LMCC – 7:00 PM
- e. June 17 – City Council Work Session – 6:00 PM
- f. June 17 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. LMCD Boater Safety Education Program Flyer

15. ADJOURNMENT

The meeting was adjourned by unanimous consent at 7:51 p.m.

Date Approved: June 17, 2019

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



STAFF MEMO

DESIGNATION OF ANNUAL
POLLING PLACE

-
1. **BACKGROUND:** Legislation passed in 2016 that requires the governing body of every municipality to designate by resolution its local polling place for elections annually even if there are no changes from the previous year. Spring Park City Hall has historically served as the City's polling location for all registered voters who live in the City.
 2. **TIMING:** Each city must pass a resolution by December 31, 2019 designating their polling locations for all elections occurring in the year 2020.
 3. **RECOMMENDED ACTION:** By Motion: Adopt a resolution designating the City of Spring Park's polling location for all elections in 2020.

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

RESOLUTION NO. 19-12

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place; and

WHEREAS, Minn. Stat. § 204B.16 requires the City Council to designate its local polling place for elections annually;

NOW, THEREFORE, BE IT RESOLVED that as required by Minn. Stat. § 204B.16, Subd. 1 the City Council of the City of Spring Park, in Hennepin County, Minnesota does hereby designate Spring Park City Hall, located at 4349 Warren Avenue, Spring Park, Minnesota as its polling place in 2020.

BE IT FURTHER RESOLVED, that the City notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

ADOPTED by the City Council of the City of Spring Park this 13th day of June, 2019.

CITY OF SPRING PARK

Approved:

Jerome P. Rockvorn, Mayor

Attest:

Theresa Schyma, City Clerk

14a



Contact Mound Fire Department
Administrative Offices
Telephone 952-472-3555
Fax 952-472-3775
Email moundfire@moundfire.com
Website Moundfire.com

FOR IMMEDIATE RELEASE
June 13, 2019

MOUND FIRE DEPARTMENT HAPPENINGS

Mound, MN, June 13, 2019— During the month of May 2019, the Mound Fire Department responded to 15 fire related calls and 35 medical related calls, for a total of 50 callouts for the month.

On Saturday, June 1st, the Mound firefighters and their families hosted the 68th Annual Fish Fry and Dance at the Mound Fire Station. Our area residents turned out in large numbers and supported the event. The weather cooperated and our crew served 2662 fish dinners. Please note our staff is working hard in an effort to reduce the food line wait times. We think we have a solution for 2020. The Mound Firefighters wish to thank everyone who attended or purchased tickets, including the local businesses that contributed with cash donations, ticket purchases and door prizes for the silent auction and raffle.

A special thank you to Scott Bjorlin at Scotty B's for helping sponsor the event.

Notable Events:

05-8-2019: On Wednesday, May 8th at 16:34 hours, Mound Fire crews responded to mutual aid request from Hanover Fire Department for a barn fire. Mound Fire deployed a water/tanker truck and our Life Safety Unit trailer, which provides medical support and rehabilitation for firefighter safety. The area did not have fire hydrants and we assisted with tanker operations. Firefighter rehabilitation was also set up to monitor firefighter's vital statistics when they rotate in and out of firefighter operations. There were no injuries to firefighters or civilians, but unfortunately some chickens and cats did not survive.

5/19/2019: On Sunday, May 19th at 20:52 hours the Mound Fire Department responded to a report of a rollover accident in the 7600 block of County Road 15. Upon arrival the Mound Fire Crews assisted police with EMS and traffic control at a one-vehicle accident. The driver was transported to Ridgeview Medical Center with unknown injuries.

Fireworks Safety



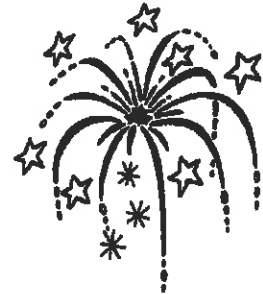
It's tradition - parades, cookouts and fireworks to celebrate the summer season, especially near the Fourth of July. Non-explosive and non-aerial fireworks, including sparklers, snakes, poppers, and cones or tubes that emit sparks, are legal in Minnesota. Fireworks may not be used on public property. Purchasers must be at least 18 years of age. Explosive and aerial fireworks, including firecrackers, bottle rockets, missiles, roman candles, mortar and shells are prohibited from public sale or use in Minnesota.

Did you know?

- More than 30% of fireworks injuries are from sparklers
- There is an average of 73 hospital visits each year in Minnesota due to fireworks injuries
- Approximately 40% of fireworks injuries each year happen to children

Before you set off the fireworks, plan carefully so no one gets hurt. Use common sense when handling fireworks.

- Only use Minnesota-legal fireworks like sparklers, fountains, ground spinners and snappers
- Always read and follow directions on the label
- Only light fireworks on a flat surface away from buildings, dry leaves and flammable materials
- Wear eye protection
- Always use caution around fireworks and make sure children are supervised.
- Point fireworks away from people and animals.
- Light only one item at a time and never re-light a "dud" firework
- Dispose of fireworks properly. Soak in water before putting in a trash can
- Have a responsible adult in charge
- Never give fireworks to children
- Fireworks are for outdoor use only
- Use discretion when setting off noisemakers, especially at night.



If you would like more information, please contact Mound Fire Department Administrative Offices at 952-472-3555 or email at moundfire@moundfire.com.



The Lake Minnetonka Vegetation and Aquatic Invasive Species (AIS) Master Plan

will address the dynamic lake management activities needed to preserve and enhance the lake's ecology, recreational, and economic experience. The project is just starting and completion is expected by the end of 2019.



1ST MEETING

**JUNE 18th
6-7 pm**

LMCD OFFICE



**LAKE MINNETONKA
CONSERVATION DISTRICT**

5341 Maywood Rd - 200
Mound, Minnesota 55364

Phone: 952-745-0789

Website: www.lmcd.org

Twitter: @LakeMtnCD

Facebook: @LakeMinnetonkaConservationDistrict

What's the Challenge?

- AIS threats are real and imminent
- Unmanaged lake vegetation can affect lake health and ecology, recreation, public safety, and the economy
- Many partners are needed to manage lake vegetation and AIS for a unified vision, leaving no gaps

Why LMCD is Taking the Lead?

- LMCD represents the lake, has established partners and history
- LMCD is organizationally and legally structured to manage and administer funds/programs
- LMCD considers the interests of all stakeholders: cities, agencies, residents, visitors, organizations, businesses, and others in its decision-making process

Our Approach?

- Develop master plan to guide lake vegetation and AIS management activities using the most current scientific data and innovative approaches
- Develop action plan to address most imminent threat first- Starry Stonewort
- Compile and inventory existing lake vegetation and AIS data- develop public webmapping feedback tool
- Lake weed harvesting- determine if it is beneficial and key requirements for a successful program in relation to alternative control methods for existing and future threats
- Outreach, communication, stakeholder participation, public data collection



Be Involved!

Public:

- Be Informed - attend meetings, Website, Twitter, Facebook
- Be Engaged - provide input, webmapping feedback tool

Advisory Groups:

Assist in decision making

Implementation Partners:

Develop solutions, put plan in action



Date: June 10, 2019

To: City of Spring Park

From: Shawn Wilson, Operator

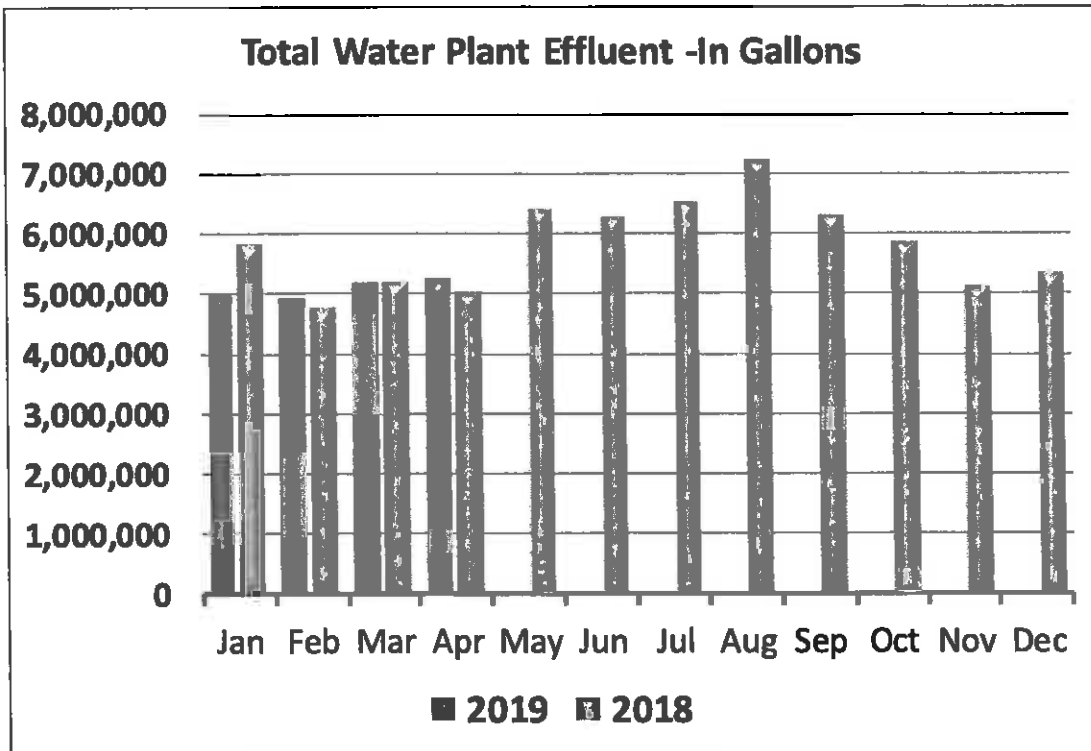
O & M Report: April 2019

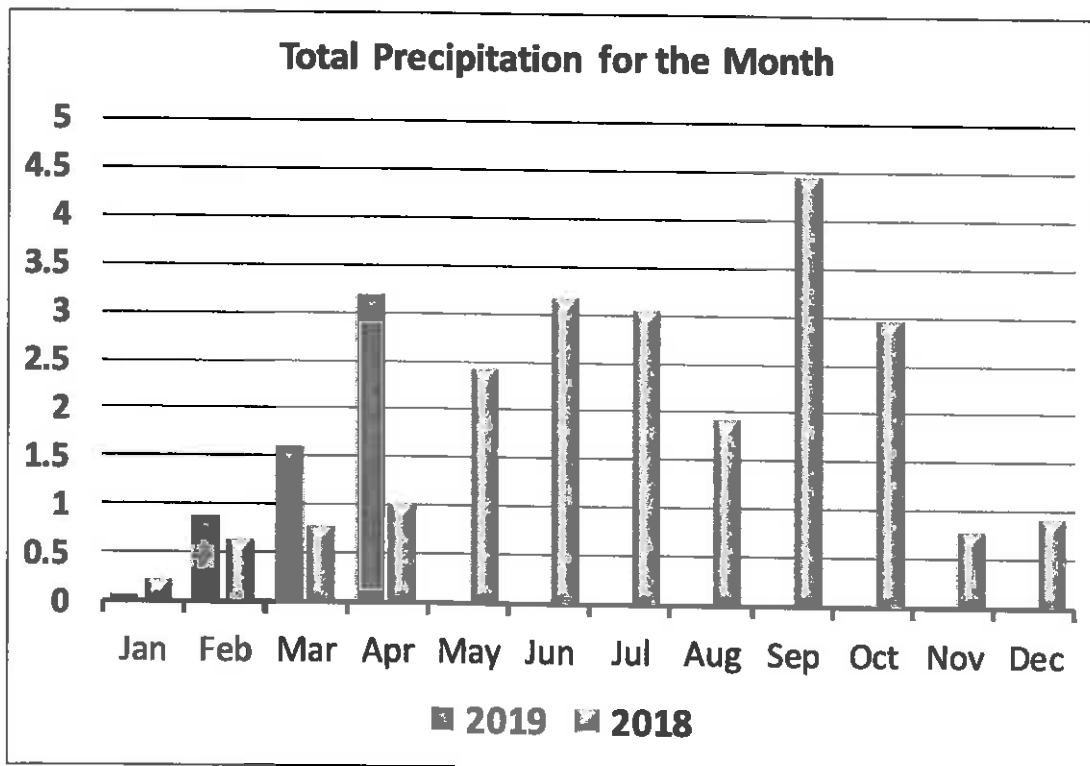
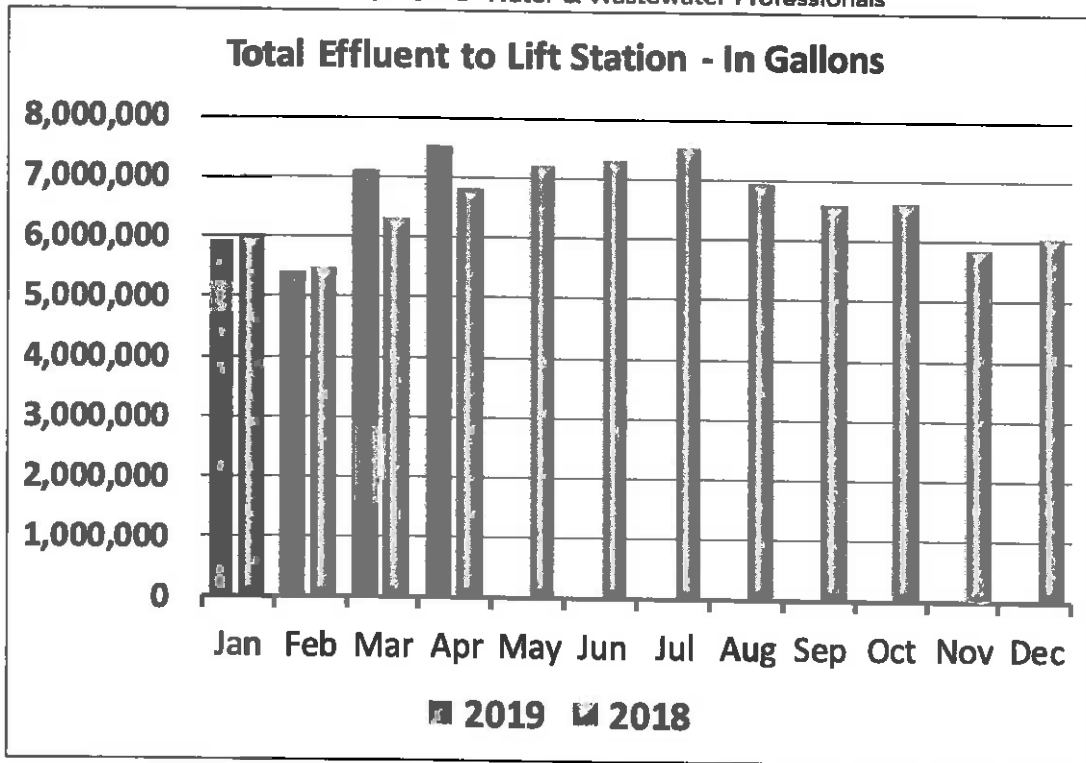
Spring Park Operations and Maintenance

- Spring street sweeping was conducted in all of town.
- Did our quarterly water meter reading. Fixed radio readers that were not working. Had to replace some due to age or malfunction.
- After the snow melted, cleaned up bigger rocks in the parking lot of City Hall left over from the snowplows.
- Went to 3810 Northern Ave to physically read water meter, homeowner had water meter enclosed without an access panel. The homeowner was asked to put in an access panel so we can get to the water meter. We replaced the water meter after he installed an access panel.
- We had a minor chlorine leak at the WTP. Replaced all the chlorine lines in WTP, rebuilt all the regulators since a few of them have not been touched since 2005, and rebuilt the roto-meters as well. Sent in our regulators for an annual rebuild.
- Installed a new fire hydrant on Northern Ave. The hydrant was from the 1950s and was leaking due to it not sealing. Valley Rich came out and tried taking it apart to rebuild, but due to the age nothing would come apart, reason for installing new hydrant.
- Installed water meters for the irrigation system at lift station #5 and Thor Thompson Park. Temaca came out and started up our irrigation system. The water was turned on for the water fountains at the ballpark and tennis court, and at Wilkes Park for the gardens. The Porta Pot was also set up at Thor Thompson Park.
- We had a fire hydrant hit over a weekend next to Lakeview Lofts. Got it fixed with new internal parts and seals.
- 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.
- 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, 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, lower flags to half-staff and raise as needed.





PeopleService INC.

Water & Wastewater Professionals

		April-19	March-19	April-18
Water	Units			
Average Daily Pumped	gallons	174,650	167,722	167,183
Maximum Daily Pumped	gallons	235,000	236,000	234,000
Total Monthly Pumped	gallons	5,239,500	5,199,400	5,015,500
Well #1 Pumped	gallons	1,811,100	1,981,100	1,913,400
Well #1 Average Pumped	gallons	60,370	63,906	63,780
Well #2 Pumped	gallons	2,877,200	3,148,400	3,070,700
Well #2 Average Pumped	gallons	95,906	101,561	102,357
Well #3 Pumped	gallons	485,300	2,000	4,000
Well #3 Average Pumped	gallons	16,176	64	133
Fluoride used	gallons	8.1	9.0	6.2
Fluoride Average used	gallons	0.2	0.3	0.2
Poly Phosphate used	pounds	102.6	120.6	113.4
Poly Phosphate Average used	pounds	3.4	3.9	3.8
Chlorine used	lbs	98	93	104
Chlorine Average used	lbs	3	3	3
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	290,700	417,400	268,750
Average Daily Pumped Wastewater	gallons	250,960	229,050	227,530
Lift Station Effluent to Met Council	gallons	7,528,800	7,100,670	6,826,010
Precipitation	inches	3.19	1.60	1.01

Completed Work Order General Report

5/6/2019

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WO# 32084.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/1/2019
Equipment	6308-WELL-3	Well #3		Printed
Location	6308- Spring Park			Scheduled 4/1/2019
Task	MONTHLY-PM			Delinquent 5/1/2019
				Completed 4/9/2019
Instructions	Conduct draw down test. Examine well head for unusual wear or vandalism.			
Notes	DRAWDOWN TEST DONE DAILY. EXAMINED WELL HEAD AND FOUND NO UNUSUAL WEAR.			
WO# 32085.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/1/2019
Equipment	6308-WELL-2	Well #2		Printed
Location	6308- Spring Park			Scheduled 4/1/2019
Task	MONTHLY-PM			Delinquent 5/1/2019
				Completed 4/9/2019
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			
Notes	SHAFT BEARING IS GRESAED WEEKLY. DRAWDOWN EST DONE DAILY. FOUND NO ABNORMAL WEAR. OIL LEVEL GOOD.			
WO# 32086.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/1/2019
Equipment	6308-WELL-1	Well #1		Printed
Location	6308- Spring Park			Scheduled 4/1/2019
Task	MONTHLY-PM			Delinquent 5/1/2019
				Completed 4/9/2019
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. DRAWDOWN TEST DONE DAILY. OIL LEVEL GOOD.			
WO# 32087.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/1/2019
Equipment	6308-GSF	Gravity Sand Filter		Printed
Location	6308- Spring Park			Scheduled 4/1/2019
Task	MPM Monthly Preventative Maintenance			Delinquent 5/1/2019
				Completed 4/9/2019
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			
WO# 32083.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 4/1/2019
Equipment	6308-EWS	Eye Wash Station		Printed
Location	6308- Spring Park			Scheduled 4/2/2019
Task	MPM Monthly Preventative Maintenance			Delinquent 5/2/2019
				Completed 4/9/2019
Instructions	Flush eye wash and inspect for proper working order.			
Notes	THIS IS DONE WEEKLY			

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WO#	32088.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					Created	4/1/2019
Equipment	6308-DHD	Dehumidifiers						Printed	
Location	6308- Spring Park							Scheduled	4/1/2019
Task	PREVENTATIVE MAINTENANCE							Delinquent	5/1/2019
								Completed	4/9/2019
Instructions	Check filters and replace if needed. Assure drain line is clear.								
Notes	CHECKED FILTERS. GOOD								
WO#	32089.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					Created	4/1/2019
Equipment	6308-CL-G-MON	Chlorine Gas Monitor						Printed	
Location	6308- Spring Park							Scheduled	4/1/2019
Task	MPM Monthly Preventative Maintenance							Delinquent	5/1/2019
								Completed	4/22/2019
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. HAD A SMALL CHLORINE LEAK AND SENSORS WORKED!								
WO#	32090.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					Created	4/1/2019
Equipment	6308-AIR STRIPPER BLOWERS	BLOWERS FOR AIR STRIPPER						Printed	
Location	5308-Spring Park							Scheduled	4/1/2019
Task	MONTHLY-PM							Delinquent	5/1/2019
								Completed	4/9/2019
Instructions	MONITOR INTAKE AND DISCHARGE PRESSURE. CHANGE FILTERS IF NEEDED.								
Notes	DO DAILY IF PLANT IS RUNNING								
WO#	32146.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo					Created	4/1/2019
Equipment	5308-LS-6	Lift Station #6						Printed	
Location	5308-Spring Park							Scheduled	4/1/2019
Task	MPM Monthly Preventative Maintenance							Delinquent	5/1/2019
								Completed	4/22/2019
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 GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL LOOKS GOOD 5. HYDRO-KLEAN WILL BE OUT AS SOON AS THEIR DUMP SITE OPENS UP.								

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WO#	32152.04	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By	jfranciullo				Created	4/1/2019
Equipment	5308-LS-4	Lift Station #4							
Location	5308-Spring Park								
Task	LS QRTLY PM								
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED								
Notes	PUMP #1: 7.5, 8.0, 7.2 PUMP #2: 8.9, 9.0, 8.9								
								Printed	
								Scheduled	4/1/2019
								Delinquent	5/1/2019
								Completed	4/22/2019

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WO#	32148.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo				Created	4/1/2019	
Equipment	5308-LS-4	Lift Station #4					Printed		
Location	5308-Spring Park					Scheduled	4/1/2019		
Task	MPM Monthly Preventative Maintenance					Delinquent	5/1/2019		
						Completed	4/22/2019		
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 GOOD 3. LEVEL INDICATOR OPERATING 4. OVERALL LOOKS GOOD								

WO#	32152.03	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo				Created	4/1/2019	
Equipment	5308-LS-3	Lift Station #3					Printed		
Location	5308-Spring Park					Scheduled	4/1/2019		
Task	LS QRTL Y PM					Delinquent	5/1/2019		
						Completed	4/22/2019		
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED								
Notes	PUMP #1: 6.0, 6.3, 6.5 PUMP #2: 6.0, 6.0, 6.3								

WO#	32149.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo				Created	4/1/2019	
Equipment	5308-LS-3	Lift Station #3					Printed		
Location	5308-Spring Park					Scheduled	4/1/2019		
Task	MPM Monthly Preventative Maintenance					Delinquent	5/1/2019		
						Completed	4/22/2019		
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. QUALITY CONTROL FOUND PUCK IS GOING BAD ON TRANSDUCER. LEVEL INDICATOR IS STILL OPERATING 4. QUALITY CONTROL SAID PUMP #1 NEEDS A REBUILD AND MOTOR REWORKED 5. BESIDES THE 2 ISSUES ABOVE, EVERYTHING ELSE LOOKING GOOD.								

WO#	32150.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	jfanciullo				Created	4/1/2019	
Equipment	5308-LS-2	Lift Station #2					Printed		
Location	5308-Spring Park					Scheduled	4/1/2019		
Task	MPM Monthly Preventative Maintenance					Delinquent	5/1/2019		
						Completed	4/22/2019		
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 GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. OVERALL GOOD								

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WO#	32152.01	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	LS QRTLY PM								
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED								
Notes	PUMP #1: 5.4, 5.8, 5.3 PUMP #2: 5.5, 5.4, 5.3 MIXER PUMP: 3.5, 3.5, 3.6								
<div> <div>Created 4/1/2019</div> <div>Printed</div> <div>Scheduled 4/1/2019</div> <div>Delinquent 5/1/2019</div> <div>Completed 4/22/2019</div> </div>									
WO#	32152.01	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	LS QRTLY PM								
Instructions	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED								
Notes	PUMP #1: 6.0, 6.0, 5.8 PUMP #2: 5.6, 6.0, 5.4 MIXER PUMP: 4.3, 4.6, 4.3								
<div> <div>Created 4/1/2019</div> <div>Printed</div> <div>Scheduled 4/1/2019</div> <div>Delinquent 5/1/2019</div> <div>Completed 4/22/2019</div> </div>									
WO#	32151.01	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 GOOD 3. LEVEL INDICATOR OPERATING PROPERLY 4. QUALITY CONTROL SAID PUMP #1 HAS MILKY OIL AND NEEDS A REBUILD								
<div> <div>Created 4/1/2019</div> <div>Printed</div> <div>Scheduled 4/1/2019</div> <div>Delinquent 5/1/2019</div> <div>Completed 4/22/2019</div> </div>									
WO#	32153.01	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 GOOD 2. CHECKED AND GOOD 3. CHECKED AND GOOD 5. CHECKED AND GOOD 6. CHECKED AND FOUND A SMALL ANTIFREEZE LEAK UNDER TURBO AND FOUND COOLANT ON GROUND. CALLED GNERATOR COMPANY TO COME OUT. WTP - CHECKED AND GOOD PORTABLE - PULLED OUT AND RAN FOR A BIT								
<div> <div>Created 4/1/2019</div> <div>Printed</div> <div>Scheduled 4/1/2019</div> <div>Delinquent 5/1/2019</div> <div>Completed 4/22/2019</div> </div>									

Completed Work Order General Report

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WO#	32154.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		jfanciullo		Created 4/1/2019	
Equipment	5308-EXT		Fire Extinguishers				Printed	
Location	5308-Spring Park						Scheduled 4/1/2019	
Task	MPM Monthly Preventative Maintenance						Delinquent 5/1/2019	
							Completed 4/9/2019	
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 HALL CHECKED/GOOD 1 - COMPANY TRUCK CHECKED/GOOD 2 - SHOP/OFFICE CHECKED/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