



CITY OF SPRING PARK
CITY COUNCIL AGENDA
March 9, 2020 – 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 Special Meeting Minutes from January 21, 2020
 - b. City Council Work Session Minutes from January 21, 2020
 - c. City Council Regular Meeting Minutes from January 21, 2020
 - d. Garbage Hauler License Renewals
 - e. Resolution 20-10: MnDOT Partnership Contract
 - f. LMCIT Liability Waiver
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
 - i. West Arm Road West Water & Sewer Engineering Proposal
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. March 9, 2020 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. March 10 – Administration Committee – 12:00 PM
 - b. March 16 – City Council Work Session – 6:00 PM
 - c. March 16 – City Council Regular Meeting – 7:00 PM
 - d. March 18 – Police Commission – 8:00 AM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. WeCAB Newsletter
 - b. December Fire Department Report
 - c. January Fire Department Report
 - d. January People Service 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
 SPECIAL MEETING MINUTES
 JANUARY 21, 2020 – 5:40 PM
 SPRING PARK CITY HALL

CALL TO ORDER - The special meeting was called to order by Mayor Rockvam at 5:46 p.m.

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

Council Members Absent: Mark Chase

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

1. APPLICANT INTERVIEW FOR VACANT CITY COUNCIL SEAT
 - a. Jeff Hoffman

The City Council conducted an interview with the final applicant interested in being appointed to fill the current vacancy on City Council.

2. ADJOURN – The special meeting was adjourned by unanimous consent at 6:03 p.m.

Date Approved: March 9, 2020

 Dan Tolsma, City Administrator

 Theresa Schyma, City Clerk



CITY OF SPRING PARK
 WORK SESSION MINUTES
 JANUARY 21, 2020 – 6:00 PM
 SPRING PARK CITY HALL

CALL TO ORDER - The work session was called to order by Mayor Rockvam at 6:05 p.m.

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

Council Members Absent: Mark Chase

Others Present: Jeff Hoffman, Planning Commission Chair; and Michael Mason, Planning Commissioner

Staff Present: Dan Tolsma, City Administrator; Al Brixius, City Planner; Mary Tietjen, City Attorney; and Theresa Schyma, City Clerk

1. RENTAL ORDINANCE DISCUSSION

- a. Exhibit A: Long-Term Rental Ordinance
- b. Exhibit B: Short-Term Rental Ordinance
- c. Exhibit C: International Property Maintenance Code (IPMC) Ordinance
- d. Exhibit D: Tiered Property Rating System

City Planner Brixius presented a summary of the proposed long-term and short-term rental licensing ordinances as well as the IPMC that were recommended by the Planning Commission. He also provided an overview of the entire process including questions asked and points raised at the three public hearings that occurred for the proposed ordinances.

Mayor Rockvam asked why representatives of the Orono Police Department were not called to testify during the public hearing portion of the process. He stated that he has spoken with the Orono Police Department and he says they have only received a few calls over the past few years regarding issues at short-term rental houses.

City Planner Brixius responded that party houses were not the only issue with short-term rentals; parking has also been identified as an issue.

Mayor Rockvam agreed that parking is an issue but he stated that it doesn't appear to be a police problem and he just wants to find out both sides of the issue.

City Planner Brixius responded that the ordinance does protect the City from worst case scenarios.

Mayor Rockvam asked who would be paying for the inspection program.

City Administrator Tolsma responded that the chart provided in the presentation shows the actual cost of inspections and how it could impact tenants per unit. Keep in mind that this chart only shows the cost of the licensing process; the City is unable to know what costs could arise from landlords needing to make repairs that are necessary and the landlord might need to adjust their rental fees accordingly. However, critical repairs should be made anyway.

Mayor Rockvam asked about the criteria for inspections.

City Planner Brixius showed a draft checklist for inspections.

City Planner Brixius stated that tonight's presentation was to give the Council a general overview of the proposed ordinances, this issue will come back to later work sessions to get into more detail.

Council Member Hughes responded that he wanted to give some feedback and direction tonight; he stated that he is not in favor of short-term rentals in the City.

City Planner Brixius stated that the question of whether or not to allow short-term rentals in the City was the first question he asked when this process began.

City Administrator Tolsma added that the Planning Commission did a good job of writing an ordinance for short-term rental properties if the City Council decides they want to allow them but the ultimate decision regarding short-term rental properties is left to the City Council.

Mayor Rockvam asked about what would happen if someone wants to have a bed and breakfast.

City Attorney Tietjen responded that there is a legal distinction between a short-term rental and a bed and breakfast.

City Administrator Tolsma stated that this issue will stay at the work session level until the Council is ready for a decision. He recommended having individual work sessions to discuss short-term and long-term rental properties separately.

2. FEBRUARY/MARCH MEETING SCHEDULE & COUNCIL APPOINTMENTS

City Administrator Tolsma discussed upcoming City Council meetings and asked the Council for direction as to which meetings they would like to reschedule and/or cancel.

The Council consensus was to cancel all City Council meetings in February and to reschedule the March 2 City Council regular meeting to March 9, 2020 at 7 p.m.

Council Member Hughes stated that the City Council could schedule an emergency meeting if there was an urgent issue that needed to be discussed in February.

City Administrator Tolsma discussed the current City Council liaison appointments and asked the Council for their preferences of committees.

Council Member Horton stated she is no longer on the Lake Minnetonka Cable Commission (LMCC) and that she would like to be the alternate weed inspector.

City Administrator Tolsma added that Council Member Chase said he has an interest in the Police Commission and LMCC.

City Administrator Tolsma also discussed the proposed ordinance for allowing a Planning Commissioner to serve concurrently on the City Council. If that ordinance passes, the liaison appointment for the Planning Commission could be eliminated if the Council chooses to appoint a current Planning Commissioner or if a current Planning Commissioner were to be elected to the City Council.

3. ADJOURN – The work session was adjourned by unanimous consent at 7:03 p.m.

Date Approved: March 9, 2020

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



CITY OF SPRING PARK
CITY COUNCIL MINUTES
JANUARY 21, 2020 – 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; Jeff Hoffman; Pamela Horton; and Gary Hughes

Council Members Absent: Mark Chase

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. RESOLUTION 20-08: APPOINTING COUNCIL MEMBER

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

RESOLUTION NO. 20-08

RESOLUTION APPOINTING JEFF HOFFMAN TO THE VACANT
SPRING PARK CITY COUNCIL SEAT

Motion carried 3-0. This resolution appears as Resolution No. 20-08.

4. ORDINANCE 20-01: AMENDING PLANNING COMMISSION STRUCTURE

City Administrator Tolsma presented a summary of the proposed ordinance to amend the City Code to allow up to two Council Members to serve concurrently as full voting members of the Planning Commission.

M/Rockvam, S/Hughes to approve Ordinance No. 20-01, amending Spring Park City Code Section 24-32 relating to the Planning Commission, to allow Council Members to serve concurrently on the Planning Commission, that it be published in the official newspaper, and that it be made part of these minutes.

Motion carried 3-0.

5. OATH OF OFFICE OF NEWLY APPOINTED COUNCIL MEMBER

City Clerk Schyma administered the oath of office to newly appointed Council Member Jeff Hoffman.

The City Council welcomed Council Member Hoffman.

Mayor Rockvam asked Council Member Hoffman to provide a regular Planning Commission update to the City Council.

6. ADOPT MEETING AGENDA

Council Member Hughes asked that Item #16a be removed from the agenda since the January 22 Fire Commission Meeting has been cancelled.

Council Member Horton noted a change with Item #16c – the regular City Council Meeting of February 3 has been cancelled so the next scheduled meeting will take place on March 9, 2020.

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

Motion carried 4-0.

7. ADOPT CONSENT AGENDA

- a. City Council Special Meeting Minutes from January 6, 2020
- b. Regular City Council Meeting Minutes from January 6, 2020
- c. Resolution 20-09: City Appointments
- d. Special Event #20-01 with Temp On-Sale License for Back Channel Brewery Event on 2/23
- e. Establish Open Book Meeting Date & Time: Thursday, April 16 from 6:00-7:30 p.m.
- f. Cancel February 3, 2020 City Council Regular Meeting
- g. Cancel February 18, 2020 City Council Work Session & Regular Meeting
- h. Reschedule March 2, 2020 City Council Regular Meeting to March 9, 2020 @ 7:00 p.m.

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

City Administrator Tolsma discussed Item #7C - 2020 City Council liaison appointments.

City Attorney Tietjen stated that the changes to liaison appointments will be noted in the attachment to Resolution No. 20-09.

Motion carried 4-0.

8. PUBLIC FORUM – None.

9. PRESENTATIONS & GUEST SPEAKERS – None.

10. PUBLIC HEARINGS – None.

11. PETITIONS, REQUESTS, & APPLICATIONS – None.

12. ORDINANCES & RESOLUTIONS – None.

13. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council

Council Member Hughes discussed best practices for preventing firefighter cancer, chemicals that can impact firefighter health, and sustaining fire department related services.

Mayor Rockvam stated that he has discussed the idea of creating a Fire District with Council Member Hughes who is the Council's liaison to the Fire Commission. He stated that the decision by the City of Minnetonka Beach to leave the multi-city contract to go with a smaller department has impacted the cost of fire services for Spring Park residents. He added that the cities remaining in the contract are unable to charge for fire calls and many other fire department services that residents in neighboring cities still receive due to mutual aid agreements.

b. City Staff – None.

c. Contract Staff – None.

14. NEW BUSINESS & COMMUNICATIONS – None.

15. CLAIMS FOR PAYMENT

a. January 21, 2020 Claims

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

Motion carried 4-0.

16. UPCOMING MEETINGS & TRAINING

a. ~~January 22 – Fire Commission – 11:00 AM~~

b. January 22 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM

c. ~~February 3~~ March 9 – Regular City Council Meeting – 7:00 PM

17. MISCELLANEOUS (INFORMATION ONLY) – None.

18. ADJOURNMENT

The meeting was adjourned by unanimous consent at 7:33 p.m.

Date Approved: March 9, 2020

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



STAFF MEMO

GARBAGE/REFUSE HAULER ANNUAL LICENSE RENEWALS

1. **BACKGROUND:** Spring Park Garbage/Refuse Hauler licenses expire March 31, 2020. All five of the currently licensed garbage haulers in the City were sent renewal information in January.
2. **DISCUSSION:** Prior to the March 6 deadline, City staff received the required application materials for the renewal of licenses for Aspen Waste, Blackowiak Disposal, Republic Services, Waste Management, and Randy's Sanitation.

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

- Complete & signed Garbage Hauler license renewal application
- Copy of Certificate of Liability Insurance
- Performance bond
- List of motor vehicle information for all trucks operating in Spring Park
- All required license fees

In addition, all garbage haulers were made aware of the City's noise ordinance and road restrictions and also that there will be no exemptions granted to garbage trucks for either of these issues.

To ensure that there is no interruption in garbage hauling service for the residents of Spring Park, the City Council is encouraged take action at tonight's meeting.

3. **FINANCIAL CONSIDERATIONS:** All required licensing fees have been received.
4. **RECOMMENDATION:** Approve the renewal of the 2020 Garbage Hauler licenses for Aspen Waste, Blackowiak Disposal, Republic Services, Waste Management, and Randy's Sanitation.

Metro State Aid
1500 County Road B2, Roseville, MN 55113

651-234-7773
sharon.lemay@state.mn.us

To: City of Spring Park
RE: **Proposed Master Partnership Contract**

Date: October 3, 2019

Attached is a copy of a proposed master partnership contract between the Minnesota Department of Transportation (Mn/DOT) and your Local Agency.

The Master Partnership Contract provides a framework for Mn/DOT and Local Agencies to provide services and payment to each other. A few MnDOT provided routine services are included in the contract—see Exhibit A— but all other services require work orders describing costs and scope.

Kindly review the enclosed document and if acceptable, arrange to have it presented to your Council/Board for their approval and execution. Please provide signatures only under the **Local Government** heading.

Also required is a new resolution passed by the Council/Board authorizing its officials to sign and execute the agreement on its behalf. **(If individual officials are named, only the named officials may sign the agreement: if anyone else signs in the named official's place, the agreement will not be executed.)**

Please return to me at the address listed above or as a pdf to sharon.lemay@state.mn.us. Please note that no work shall be performed by Mn/DOT personnel until the full execution of the agreement. After execution by Mn/DOT and other State officials, a copy of the agreement will be returned to you.

If you have any questions or require additional information, please feel free to contact me at 651-234-7773. If your local agency will not be executing this contract, please send me an email informing me of this so I can remove you from our list.

Thank You

Sharon LeMay, Metro State Aid

An Equal Opportunity Employer



**CITY OF SPRING PARK
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION NO. 20-10

**RESOLUTION APPROVING MASTER PARTNERSHIP AGREEMENT
BETWEEN MNDOT & CITY OF SPRING PARK**

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City of Spring Park enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the City Council.
2. That the proper City of Spring Park officers are authorized to execute such contract, and any amendments thereto.
3. That the City of Spring Park City Administrator and/or City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City of Spring Park City Administrator and/or City Engineer may execute such work order contracts on behalf of the City of Spring Park without further approval by this City Council.

ADOPTED by the City Council of the City of Spring Park this 9th day of March, 2020.

CITY OF SPRING PARK

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Spring Park

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: March 9, 2020

Signature: Daniel Tolman Position: City Administrator

February 07, 2020

Mr. Dan Tolsma
City Administrator
City of Spring Park
4349 Warren Avenue
Spring Park, MN 55384

SUBJECT: 2020 West Arm Road West SUIP – Sanitary and Water Design Services Proposal

Dear Mr. Tolsma,

Thank you for the opportunity to submit this proposal regarding the 2020 West Arm Road West Street and Utility Improvement Project. We understand that the City intends to improve the sanitary and water utilities in the West Arm Road West area. The sanitary and water utilities create a continuous loop around the project area located in both the street right-of-way and along a shoreline drainage and utility easement.

Sambatek has developed a scope of services for the utility improvements that includes design, construction documents, permitting, and bidding services. The design includes the cured-in-place-pipe lining of the sanitary sewer, the pipe bursting of the water main, erosion control, pavement restoration, and site restoration. Construction documents includes development and review of plans and specifications. This task will include a review, recommendations, and approval by the Mound Fire Department. The bidding process will include posting the project documents on QuestCDN, coordinating questions/answers, conducting the bid opening, review of the bids, and providing a recommendation to the City.

The Minnesota Department of Health (MDH) will require a review of the water main to be installed, along with the appropriate permitting. Minnehaha Creek Watershed District (MCWD) will also require a permit for any work done along the shoreline. The Minnesota Pollution Control Agency will not require a permit for the lining of existing Sanitary Sewer.

Sambatek proposes to complete the scope of services for an estimated fee of:

Preliminary Engineering	\$ 31,100
Final Design and Bid Documents	\$ 17,800
MDH Watermain Permit	\$ 1,200
<u>MCWD Water Resource Permit</u>	<u>\$ 1,000</u>
Total Engineering Fees	\$ 51,100

I look forward to working with the City of Spring Park on this project and would appreciate the opportunity to discuss any questions you may have regarding this proposal. Please feel free to contact me at 763.398.0888 or bhare@sambatek.com if you would like to discuss.

Respectfully submitted,



Brian Hare, PE
Senior Project Manager, Municipal Services

Accepted this _____ day of _____, 2020

By: _____

Title: _____

To Ride. To Drive. To Give.



844.743.3932/wecab.org

What a wonderful year it has been...

Katie Boller Gosewisch, Executive Director

February 2020

When I started thinking about what I would write in this newsletter, Mr. Louis Armstrong's *What a Wonderful World* was playing through my mind. And, while the world is very full of wonder, I can't help but think that for WeCAB it has been a particularly blessed, wonderful year.

At our 2019 volunteer dinner, we were able to celebrate the foundational and continued support of Ridgeview Medical Center—the recipient of our very first Inspirational Leadership Award. Mr. Michael Phelps, President and CEO of Ridgeview Medical Center, joined us to accept the award on behalf of Ridgeview Medical Center and spent the evening dining and talking to our many volunteers.

This past year, WeCAB drivers hit the 200,000 mile mark—and we have kept on rolling—currently at 218,154 miles and counting! And, thanks to the generosity of the Chanhassen Rotary, WeCAB is able to offer a new incentive program for drivers as well as a referral program.

We are also excited to be able to get involved in an exciting training opportunity this spring presented jointly by Helping Hands Twin Cities and Minnesota Association of Volunteer Administration that is designed to bring about a wonderful culture of volunteering in our organization to share in our communities.

We continue to need more volunteers—drivers and dispatchers. The need for our services is growing, and if statistics and projections are correct, will continue to grow. Please, please invite your neighbors and friends to join us in one of the best and most flexible volunteer opportunities around: WeCAB!

It has indeed been a wonderful year for WeCAB—and with your assistance and support, may we continue to be of service to our communities.

Thank you!

Katie



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RECEIVED JAN 28 2020

2019 MOUND FIRE DEPARTMENT ACTIVITY REPORT
Emergency Response and Firefighter Hours Detail

MONTH: December

City	Call Type	2019				2018			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	4	57	103	1859	6	123	146	3254
	Rescue	16	248	205	3222	14	309	195	3264
	Duty Officer	1	1	25	28	3	4	22	26
MINNETONKA BEACH (for 2018 YTD Total Calls / Hours Reference)		Fire		0	0	0	0	22	408
	Rescue			0	0	0	0	4	61
	Duty Officer			0	0	0	0	3	3
MINNETRISTA	Fire	1	21	26	439	2	36	35	597
	Rescue	3	58	49	875	2	42	33	630
	Duty Officer	0	0	6	6	0	0	6	6
SHOREWOOD	Fire	0	0	2	32	0	0	2	27
	Rescue	1	19	2	35	1	15	5	85
	Duty Officer	0	0	0	0	0	0	1	1
SPRING PARK	Fire	3	93	26	470	4	127	24	505
	Rescue	3	60	92	1429	7	110	76	1154
	Duty Officer	1	1	7	7	0	0	5	6
MUTUAL AID	Fire	0	0	25	954	0	0	14	393
	Rescue	0	0	0	0	0	0	3	41
	Weather, Special Event, Etc.	0	0	0	0	0	0	0	0
Total Activity All Cities	Fire	8	171	182	3754	12	286	243	5184
	Rescue	23	385	348	5561	24	476	316	5235
	Duty Officer	2	2	38	41	3	4	37	42
	Stand By	0	0	0	0	0	0	0	0
	TOTAL	33	558	568	9356	39	766	596	10461

Monthly Activity by Call Category	2019	2018
COMMERCIAL	3	5
RESIDENTIAL	26	32
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	4	2
SERVICE CALLS (Smoke/CO Detectors)	3	3
LEGITIMATE FIRE ALARMS	2	1
FALSE FIRE ALARMS	1	2

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY

Category	2019		2018	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	1	0	3
MUTUAL AID CALLS GIVEN	0	1	0	3
TRAINING/MAINTENANCE HOURS	337	4354.75	267	4544.75

Administrative - Fire Incident & Performance Reports 2018 Performance Report 2019 Calls, Month Report

RECEIVED JAN 28 2020

Mound Fire Department
Incident Reports - Spring Park
 December, 2019

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS	
540	12/4/2019	Spring Park	4559 Shoreline Drive	Fire	Alarm - Fire	Set off by Cooking, Ventilated	20	
548	12/12/2019	Spring Park	3746 Sunset Drive	Fire	Odor of Smoke	No Source Located	25	
549	12/13/2019	Spring Park	3746 Sunset Drive	Fire	Overheated Motor	Contacted HVAC Tech	48	
Total Fire Calls							3	93
Total Fire Hours							3	93

536	12/1/2019	Spring Park	4599 Shoreline Drive, #302	Rescue	EMS	Transported	18	
538	12/3/2019	Spring Park	4400 Shoreline Drive	Rescue	Vehicle Accident	Transported	22	
559	12/23/2019	Spring Park	2380 Island Dr	Rescue	EMS	Transported	20	
Total Rescue Calls							3	60
552	12/18/2019	Spring Park	2400 Kings Road	Fire	Alarm - CO	Investigated-Nothing found	1	
Total Duty Officer Calls							1	1

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS	7	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS	154
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Mound Fire Department

**City of Spring Park
January - December, 2019**

Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
25	1/24/2019	2400 Interlachen Road	x			Burnt Food - Ventilated	N	Y
67	2/20/2019	4400 West Arm Road	x			Cancelled upon arrival	Y	Y
138	4/15/2019	4300 Shoreline Drive	x			Investigated, found problem riser	N	Y
141	4/17/2019	4601 Shoreline Drive	x			Caused by water leak	N	Y
269	6/29/2019	4527 Shoreline Drive	x			Burnt Food, Reset Alarm	N	Y
316	7/18/2019	4716 West Arm Road	x			Cancelled	Y	Y
279	7/3/2019	2400 Interlachen Road, #301	x			Burnt Food - Ventilated	N	Y
283	7/5/2019	2400 Interlachen Road	x			Burnt Food - Ventilated	N	Y
401	9/7/2019	3893 Mapleton Ave				CO Levels Found	N	N
404	9/8/2019	2380 Island Dr	x		x	Nothing found-Reset Alarm	Y	Y
440	9/26/2019	4294 Shoreline Drive	x			Testing Alarm	Y	Y
509	11/8/2019	3746 Sunset Drive	x			Set off by broken sprinkle head	N	Y
520	11/20/2019	4501 Shoreline Drive	x			Cancelled - Burnt Food	N	Y
552	12/18/2019	2400 Kings Road				Monitored, No readings found	N	N
540	12/4/2019	4559 Shoreline Drive	x		x	Set off by Cooking, Ventilated	N	Y

2019 YTD TOTALS

FIRE ALARM	13			False Alarms	4	
SMOKE DETECTOR		0		Legitimate Alarms	11	
CO DETECTOR			2	Preventable		13
TOTAL - ALL ALARMS	15					

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RECEIVED FEB 20 2020

2020 MOUND FIRE DEPARTMENT ACTIVITY REPORT
Emergency Response and Firefighter Hours Detail

MONTH: January

City	Call Type	2020			2019			
		Month	Firefighter Hours	YTD	Month	Firefighter Hours	YTD	
		Calls	Hours	Calls	Calls	Hours	Calls	
MOUND	Fire	6	168	6	4	163	4	163
	Rescue	6	123	6	16	284	16	284
	Duty Officer	0	0	0	0	0	0	0
MINNETRISTA	Fire	4	58	4	1	17	1	17
	Rescue	4	88	4	7	139	7	139
	Duty Officer	1	1	1	1	1	1	1
SHOREWOOD	Fire	1	10	1	0	0	0	0
	Rescue	0	0	0	0	0	0	0
	Duty Officer	0	0	0	0	0	0	0
SPRING PARK	Fire	6	116	6	2	39	2	39
	Rescue	5	95	5	7	111	7	111
	Duty Officer	0	0	0	1	1	1	1
MUTUAL AID	Fire	0	0	0	3	74	3	74
	Rescue	0	0	0	0	0	0	0
	Weather, Special Event, Etc.	0	0	0	0	0	0	0
Total Activity All Cities	Fire	17	352	17	10	293	10	293
	Rescue	15	306	15	30	534	30	534
	Duty Officer	1	1	1	2	2	2	2
	Stand By	0	0	0	0	0	0	0
TOTAL		33	659	33	42	829	42	829

Monthly Activity by Call Category	2020		2019	
	Month	YTD	Month	YTD
COMMERCIAL	3	3		
RESIDENTIAL	26	37		
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	4	2		
SERVICE CALLS (Smoke/CO Detectors)	1	1		
LEGITIMATE FIRE ALARMS	5	2		
FALSE FIRE ALARMS	4	1		

2020		2019	
Month	YTD	Month	YTD
20.71	20.71	29.30	29.30
20.40	20.40	17.80	17.80
20.56	20.56	20.68	20.68
	Total (AC)		

MUTUAL AID AND TRAINING/DRILL SUMMARY	2020		2019	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	1		1
MUTUAL AID CALLS GIVEN	0	3		3
TRAINING/DRILL HOURS	385	415		415

RECEIVED FEB 20 2020

**Mound Fire Department
Incident Reports - Spring Park
January, 2020**

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS	
6	1/13/2020	Spring Park	4599 Shoreline Drive, #205	Fire	Alarm - Fire	Burnt Food	27	
13	1/18/2020	Spring Park	4601 Shoreline Drive	Fire	Alarm - Fire	Set off by cooking	20	
18	1/22/2020	Spring Park	4250 West Arm Road	Fire	Alarm - Fire	Set off by contractor	15	
26	1/26/2020	Spring Park	4599 Shoreline Drive	Fire	Alarm - Fire	Child Pulled Pull Station	18	
27	1/27/2019	Spring Park	4140 Spring Street	Fire	Haz Cond - Arcing Wires	Secured Area	21	
29	1/28/2019	Spring Park	4250 West Arm Road	Fire	Alarm - Fire	Set off by contractor	15	
Total Fire Calls							6	116
Total Fire Hours							116	

5	1/10/2020	Spring Park	4515 Shoreline Drive	Rescue	EMS	Transported	16	
16	1/21/2020	Spring Park	4389 Warren Ave	Rescue	EMS	Transported	21	
17	1/22/2020	Spring Park	4527 Shoreline Drive, #223	Rescue	EMS	No Transport	28	
20	1/23/2020	Spring Park	4208 West Arm Drive	Rescue	EMS	Unknown Transport	12	
21	1/24/2020	Spring Park	4177 Shoreline Drive	Rescue	EMS	Transported	18	
Total Rescue Calls							5	95
Total Rescue Hours							95	
Total Duty Officer Calls				0	Total Duty Officer Hours		0	

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS	11	TOTAL FIRE, RESCUE & DUTY OFFICER HOURS	211
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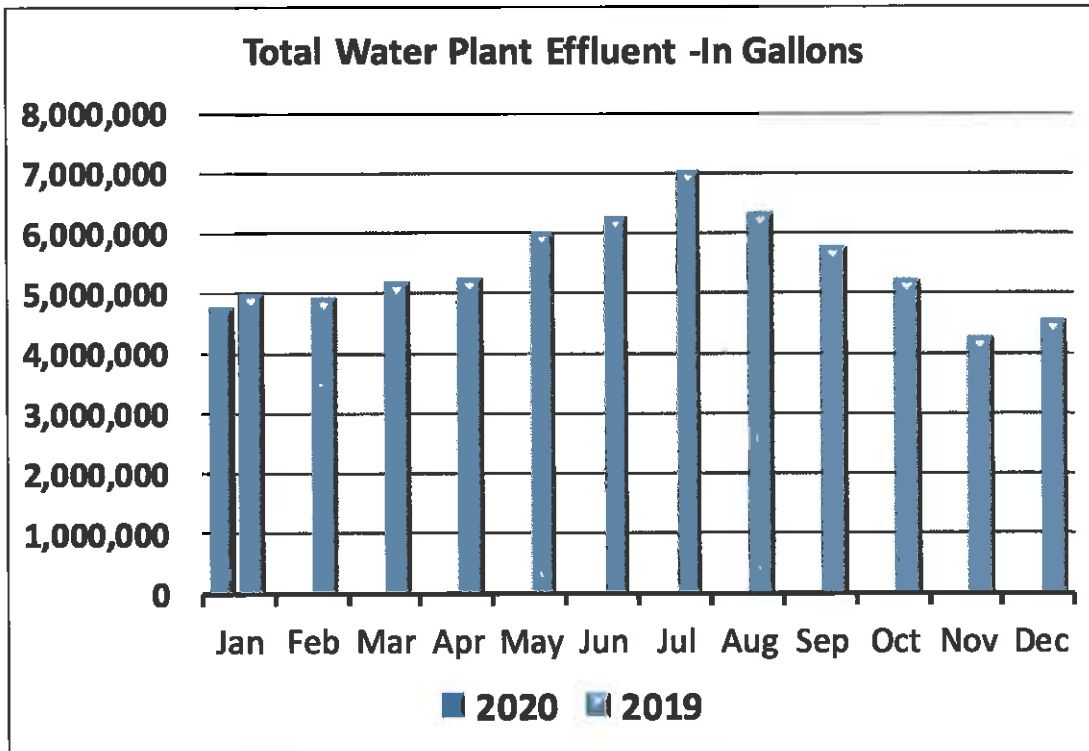


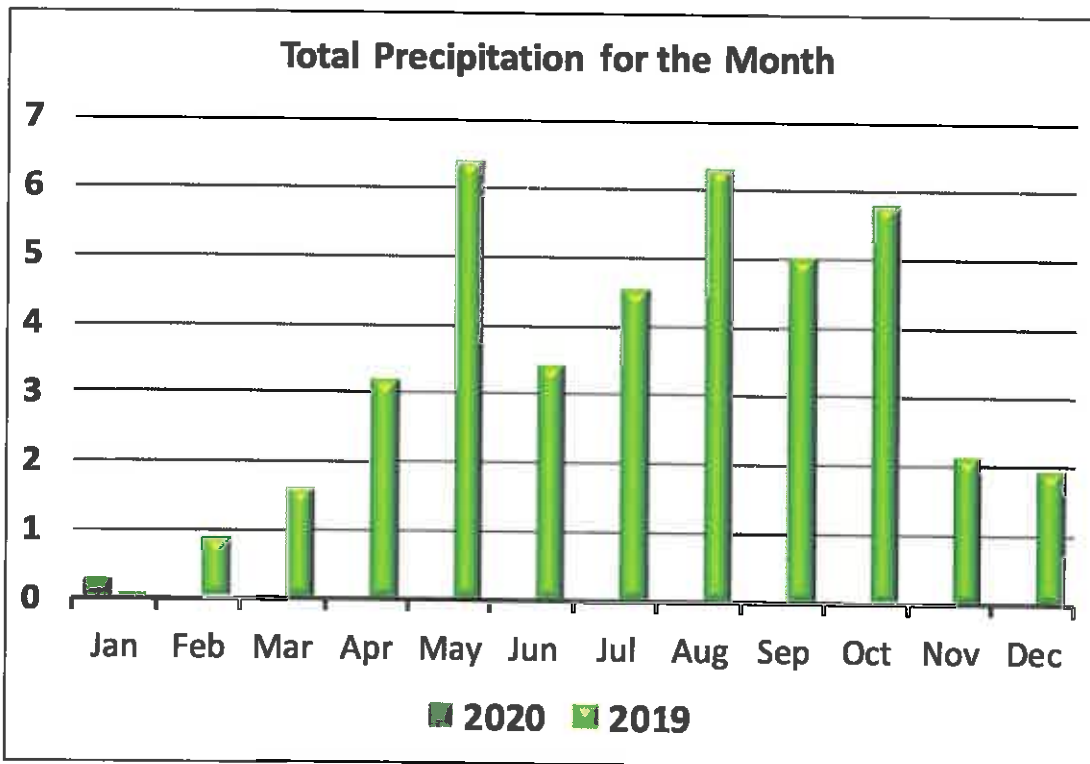
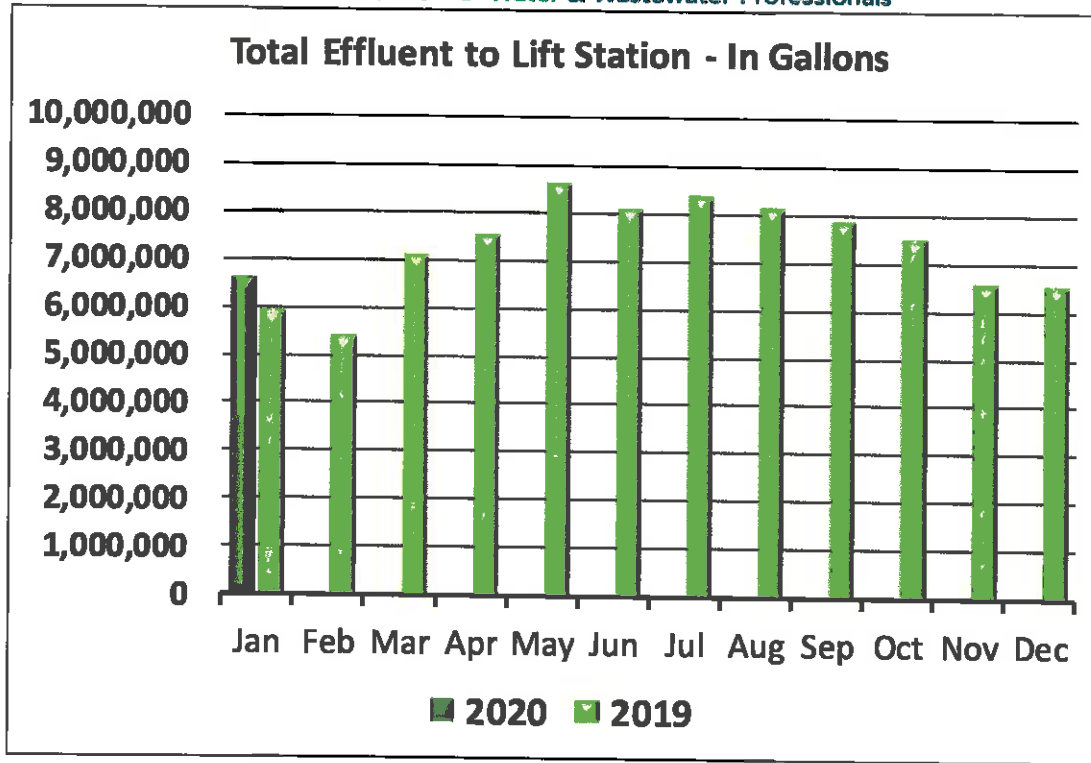
Date: March 6, 2020
To: City of Spring Park
From: Shawn Wilson, Operator
O & M Report: January 2020

Spring Park Operations and Maintenance

- We did our quarterly water meter readings. We fixed and replaced several radio readers that were not working properly.
- Replaced burnt out lights and ballast in the council chambers.
- Christmas lights and banners took down for the season by Bakkelund.
- Assisted Dan with the putting together the new podium in the council chambers.
- Pulled the air stripper doors off and cleaned them.
- We had an alarm at lift station #1, it was an over temp alarm. Quality Flow pulled the pump and found that the power cord was chewed on, we're thinking it was a muskrat. Since the pump was pulled, we installed a new seal kit along with a new power cord with mesh protector. Also, installed a mesh power cord on the other pump.
- O'Neal Electric came out to diagnose several streetlights that were not working. We found that we had junction box with corroded ends, and we were not getting a good connection. O'Neal Electric cleaned and replaced the ends and the streetlights work now.
- Hydro-Klean came out and did our annual bar screen cleaning at lift station #6. While they were here, we had them clean lift station #1 through #3.
- Interstate testing came out and did our annual backflow preventor testing.
- I finished and submitted our annual MCES report for Met Council.
- Had a meeting with AECOM and gave them a tour of the WTP. They brought out a tachometer to test the RPMs on the blowers. We wanted to verify that the RPMs were matching up with the VFD and the test proved they do.

- January, I had a couple of call outs, I got called in for the over temp alarm at lift station #1 and called in for a power outage at the WTP and several lift stations. By the time I got to town the power was restored.
- 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, snow removal around City Hall and salt our sidewalks and steps as needed.





PeopleService INC.

Water & Wastewater Professionals

Water	Units	January-20	December-19	January-19
Average Daily Pumped	gallons	153,496	146,867	160,745
Maximum Daily Pumped	gallons	216,000	283,000	203,000
Total Monthly Pumped	gallons	4,758,400	4,552,900	4,983,100
Well #1 Pumped	gallons	1,823,900	1,745,100	1,901,900
Well #1 Average Pumped	gallons	58,835	56,293	61,351
Well #2 Pumped	gallons	2,816,900	2,703,600	3,023,600
Well #2 Average Pumped	gallons	90,867	87,212	97,535
Well #3 Pumped	gallons	5,000	0	1,000
Well #3 Average Pumped	gallons	161	0	32
Fluoride used	gallons	11.9	10.9	6.5
Fluoride Average used	gallons	0.4	0.4	0.2
Poly Phosphate used	pounds	113.5	112.3	116.9
Poly Phosphate Average used	pounds	3.7	3.6	3.7
Chlorine used	lbs	87	85	94
Chlorine Average used	lbs	3	3	3
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	235,560	240,000	205,980
Average Daily Pumped Wastewater	gallons	213,490	210,967	190,680
Lift Station Effluent to Met Council	gallons	6,618,120	6,540,000	5,910,960
Precipitation	inches	0.26	1.93	0.06