



CITY OF SPRING PARK
CITY COUNCIL AGENDA
MAY 1, 2017 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA*
 - a. Work Session Meeting Minutes from April 17, 2017
 - b. Regular City Council Meeting Minutes from April 17, 2017
 - c. Special Work Session Minutes from April 24, 2017
 - d. AED Agreements With Lord Fletcher's Restaurant & Minnetonka Drive In
 - e. Resolution 17-09: Authorizing Use of City Purchasing Card
 - f. Procurement Policy Amendment
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
 - a. Tour de Tonka Special Event Application
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. Purchase Order #17-04 – Tennis Court Repairs (No Vote Required)
 - b. 5-1-17 Claims for Payment
13. UPCOMING MEETINGS & TRAINING
 - a. May 9 – Administration Committee – 12:00 PM
 - b. May 10 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - c. May 10 – Planning Commission with Comp Plan Committee to follow – 7:00 PM
 - d. May 11 – LMCC – 7:00 PM
 - e. May 15 – Work Session – 6:00 PM
 - f. May 15 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. March 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
 APRIL 17, 2017 – 6:00 PM
 SPRING PARK CITY HALL

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

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

Staff Present: Dan Tolsma, City Administrator; Nancy Jensen Beck, City Attorney; and Theresa Schyma, City Clerk.

1. COUNCIL RULES REFRESHER & ORIENTATION - City Attorney Jensen Beck presented a rules refresher and orientation for the City Council regarding the most frequent issues and questions that are asked. She discussed communication between Council Members, open meeting law, serial meetings, what constitutes a quorum of the City Council, closed meeting requirements, and conflicts of interest. She stated she will address more topics at a future work session.

Council Member Horton questioned how e-mails can complicate open meeting law.

City Attorney Jensen Beck responded that all City emails should go through City Administrator Tolsma for him to distribute to the remainder of the Council. Forwarding emails for informational purposes only is okay but the Council cannot engage in discussion. She added that the safest way to protect the City Council is to have all emails go through the City Administrator.

City Attorney Jensen Beck also reminded Council Members that they should be using their City email account for all City business.

City Attorney Jensen Beck stated that City funds are public/taxpayer funds and therefore recommended a new public purpose expenditure policy to address issues such as the Planning Commission recognition dinner, retirement gifts, and flowers sent for sympathy/get well, etc.

The City Council consensus was to have the City Attorney draft a new public purpose expenditure policy.

2. CITY CREDIT CARD DISCUSSION – City Administrator Tolsma presented a memo regarding updating the City's Procurement Policy to include a Purchasing Card Policy.

Council Member Hughes asked why the City still has a BP gas card since the City sold the truck.

City Administrator Tolsma responded that the BP gas card would be cancelled. He also stated that the Home Depot card could be cancelled as well if there is a general City credit card available to use.

The City Council consensus was to move forward with the updated policy including reducing the City to one general credit card.

3. SEXUAL PREDATOR RESIDENCY RESTRICTIONS DISCUSSION – City Attorney Jensen Beck presented information regarding a potential ordinance regarding sexual predator residency restrictions. She stated that restriction of 2,000 feet would basically blanket the entire City and the constitutionality of this new ordinance is still unclear. She presented other distance options.

Mayor Rockvam stated that enforcement would be easier if we had the same distance requirement as Orono since they police the streets of Spring Park.

City Attorney Jensen Beck stated that Orono has a larger land area than Spring Park. With a smaller land area and a large radius, like 2,000 feet, the City has the potential to have sexual predators concentrated in one area of the community.

City Administrator Tolsma responded that he would discuss the ordinance with the Orono Police Chief, produce new maps, and bring the information back to the Council at a future meeting.

4. ASSET MANAGEMENT – FINAL PHASE – City Administrator Tolsma reported that Sambatek agreed to the 12% discount option that the Council presented.

Council Member Hughes asked what type of inspection Sambatek did on the condition of the City's sidewalks.

City Administrator Tolsma responded that there will not be specific information regarding every crack in every City sidewalk. The asset management plan will note the most important areas of the City's sidewalks that need improvement.

Council Member Hughes stated he wanted to walk the sidewalks with the Sambatek engineer to assist in documenting the condition of the City's sidewalks.

5. GOAL SETTING SURVEY HANDOUT – City Administrator Tolsma provided handouts to the Council in advance of the April 24 Goal Setting Work Session. He asked Council to write down specific priorities, goals and action steps prior to the meeting.

Council Member Kane Palen gave some information regarding the Minnetonka Tree Trust and their Tree Fund. She asked the Council if they would like more information on the subject.

The City Council consensus was for Council Member Kane Palen to gather more information and bring it forward at the Goal Setting Work Session.

6. ADJOURN - The meeting was adjourned by unanimous consent at 7:01 p.m.

Date Approved: May 1, 2017



CITY OF SPRING PARK
CITY COUNCIL MINUTES
APRIL 17, 2017 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:04 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; Nancy Jensen Back, 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 – City Administrator Tolsma noted a correction on Item #4C. The Part-Time Seasonal Hourly Wage will be established at \$16.00 instead of \$15.50.

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

Motion carried 5-0.

4. ADOPT CONSENT AGENDA*
- Regular City Council Meeting Minutes from April 3, 2017
 - Administration Committee Meeting Minutes from April 11, 2017
 - Establish Part-Time Seasonal Hourly Wage of \$16.00 for Paul Lewin (corrected)
 - Asset Management Study – Authorization of Final Phase

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

Motion carried 5-0.

5. PUBLIC FORUM – City Administrator Tolsma noted the rules for Public Forum.

Richard Wigner, 2332 Driftwood Lane in Mound, had questions regarding 5th Street Ventures and Back Channel Brewing. He stated he was opposed to the additional docks at 5th Street Ventures but they were approved by the LMCD with conditions. He added that the owner of 5th Street Ventures has started addressing the lighting issues on the side of the building. However, he noted that some vegetation was removed from the corner of the lot so now they have lighting issues from cars. He stated he was unaware a brewery was being added and was never notified. He is concerned about noise coming from the brewery.

Mayor Rockvam thanked Mr. Wigner for attending the Public Forum and responded that the LMCD has control of the docks, not the City. He added that all required properties were sent

notices for the public hearing regarding the conditional use permit and no Mound residents from Seton Channel showed up to voice any concerns.

City Administrator Tolsma noted that Mr. Wigner's property was not in the 350 feet radius of properties that were required to be notified. However, the other Mound resident in attendance was sent a notice for the public hearing.

Mayor Rockvam does have a concern that the owner of 5th Street Ventures has still not made access to those docks ADA compliant.

City Administrator Tolsma responded that the City's Building Official is drafting a letter to the owner regarding this ADA compliance issue.

Mayor Rockvam questioned the landscaping plan that was included with the conditional use permit.

City Administrator Tolsma responded that the brewery did have a requirement for a landscaping plan as part of the conditional use permit process but that it was mainly for aesthetics not for ensuring that lighting from cars is blocked.

City Administrator Tolsma added that noise was discussed during the public hearing regarding the conditional use permit. However, the owners of the brewery did not state they would be hosting music events on the application. If the brewery owners decide to change their plans, they are aware that they would need to submit further special event and music applications with the City.

Mayor Rockvam stated that the noise issue is purely hypothetical at this point. The City will monitor the situation once the brewery opens.

6. PRESENTATIONS & GUEST SPEAKERS - None.
7. PUBLIC HEARINGS - None.
8. PETITIONS, REQUESTS, & APPLICATIONS - None.
9. ORDINANCES & RESOLUTIONS - None.
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council – Mayor Rockvam invited Shirley Bren, Gillespie Center liaison, to present an update from the most recent Gillespie Center Board of Directors Meeting.

Ms. Bren provided an update and announced the Gillespie Center Open House on Saturday, June 10.

Council Member Pavot provided an update from the most recent Police Commission meeting. She also announced the April 29 Orono Police Department's Drug Disposal Event.

Council Member Hughes stated the LMCD is working on their budget and it should be ready by July 1.

Council Member Kane Palen presented an update from the Minnehaha Creek Watershed District's 2016 Year in Review meeting and distributed informational handouts to the City Council.

b. City Staff - None.

c. Contract Staff - None.

11. NEW BUSINESS & COMMUNICATIONS - None.

12. CLAIMS FOR PAYMENT

a. Purchase Order #17-02 – Fire Hydrant Repairs (Motion Required) – City Administrator Tolsma provided information on fire hydrant repairs.

M/Hughes, S/Horton to approve Purchase Order #17-02 – Fire Hydrant Repairs.

Motion carried 5-0.

b. Purchase Order #17-03 – Warren Avenue / City Hall Patching (No Motion Required) - City Administrator Tolsma provided information on Warren Avenue/City Hall Patching.

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. April 19 – Open Book Meeting – 6:00 PM
- b. April 24 – Water Plant Tour & Goal Setting Session – 6:00 PM
- c. April 26 – LMCD – 6:00 PM
- d. May 1 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department Press Release
- b. Mound Fire Department March Report
- c. LMCD Update

15. ADJOURNMENT

M/Horton, S/Pavot to adjourn the City Council Meeting at 7:42 p.m.

Motion carried 5-0.

Date Approved: May 1, 2017

Theresa Schyma, City Clerk

Dan Tolsma, City Administrator



CITY OF SPRING PARK
SPECIAL WORK SESSION MINUTES
APRIL 24, 2017 – 6:00 PM
SPRING PARK CITY HALL

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

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

Staff Present: Dan Tolsma, City Administrator; Dallas Roggeman, Public Works/PeopleService; Al Brixius, City Planner; Mike Kuno, City Engineer; and Theresa Schyma, City Clerk.

1. CITY COUNCIL TOUR OF THE WATER PLANT EXPANSION - The City Council and City staff toured the water plant expansion with staff members of the Minnesota Pollution Control Agency.
2. COUNCIL GOAL SETTING AND STRATEGIC PLANNING WITH STAFF - The City Council participated in goal setting, strategic planning and small project prioritization with City staff. Each Council Member provided a list of their main priorities, action steps, and small projects for the City of Spring Park. Some of the main areas of discussion were:
 - Infrastructure
 - Walkability
 - Recreational opportunities
 - Overall appearance of the City

City Administrator Tolsma stated he would gather up all of the ideas from this session and present a summary report with possible action steps at a future meeting.

3. ADJOURN - The work session was adjourned by unanimous consent at 8:06 p.m.

Date Approved: May 1, 2017

Theresa Schyma, City Clerk

Dan Tolsma, City Administrator

MEMORANDUM

TO: Dan Tolsma
FROM: Nancy Beck
DATE: April 12, 2017
RE: Donation of Automatic External Defibrillators (AEDs)

You asked if the city can give two of the three AEDs it recently purchased with the assistance of a \$2,142.00 matching grant from CenterPoint Energy to Lord Fletcher's Restaurant and Minnetonka Drive-In. The grant requires only that "the equipment or project must be used for safety initiatives in the community." The city intends to install one of the AEDs in Thor Thompson City Park and is interested in giving the other two AEDs to local restaurants because of the large number of people that gather there.

In order for the city to make a donation of the AEDs (which constitutes the expenditure of public funds) to the restaurants, two criteria must be met – (1) there must be either express or implied statutory authority for the city to take the action and (2) the expenditure must be for a public purpose.

In this case, the public purpose is clear. The donation of AEDs to restaurants located in the city where many people gather meets the tests set out by the Minnesota Supreme Court in *Visina v. Freeman*, that the activity (1) benefits the community as a whole, (2) directly relates to a function of government (protection of public health/safety/welfare) and (3) does not have the benefit of a private interest as its primary objective (the primary benefit is to the members of the public frequenting the restaurants).

Cities only have the authority to act given to them by statute. There is not express statutory authority for the city to take the requested action. However, it is my opinion that there is implied statutory authority that supports this action.

Minnesota Statute 471.3455 authorizes a local government to purchase used public safety equipment, including specialized equipment used by a fire department in providing emergency medical treatment services, and Minnesota Statutes 471.3459 permits a local government to donate surplus medical equipment that is no longer needed for emergency medical services or has minimal resale value. Cities are also allowed to use tax dollars to own and operate hospitals (Minn. Stat. 412.221), provide ambulance services (Minn. Stat. 471.476), and to make grants to hospitals or emergency medical services that serve the city (Minn. Stat. 465.037). In addition, cities have broad, general authority under Minnesota Statute 412.221, Subd. 32 to enact such ordinances they deem expedient to promote health, safety and the general welfare.

In this case, the city has received a 50% matching grant for the purchase of three AEDs, resulting in a cost to the city of \$1,428.00 per AED. The cost of the two AED devices proposed to be placed in service at two local restaurants is less than \$3,000. Placing the AEDs in these locations (in addition to the existing location at City Hall and the proposed Thor Thompson City Park location) will put these medical devices at the places in the city where the greatest number of people congregate and, therefore, in locations most likely to be of use in protecting of the health, safety and general welfare of the public. In light of the specific statutes listed above, the relatively small dollars involved and the city's general authority to promote public health, safety and welfare, it is my opinion that the city can give AEDs to Lord Fletcher's Restaurant and the Minnetonka Drive-In where they will be used to benefit the community.

I recommend entering into a short agreement with both restaurants to ensure that they agree to use and maintain the AEDs and to operate them at their own risk for community benefit in return for the city supplying them with the devices.

**AGREEMENT BETWEEN THE CITY OF SPRING PARK AND LORD FLETCHER'S
OLD LAKE LODGE REGARDING AUTOMATED EXTERNAL DEFIBRILLATOR**

This Agreement is made as of the ____ day of _____, 2017 by and between the City of Spring Park, Minnesota, located at 4349 Warren Avenue, Spring Park, MN 55384 (the "City") and Lord Fletcher's Old Lake Lodge, located at 3746 Sunset Drive, Spring Park, MN 55384 ("Lord Fletcher's").

RECITALS

- A. Lord Fletcher's is a restaurant located in Spring Park, Minnesota which serves the residents of the City and members of the public.
- B. The City has acquired three Automated External Defibrillator (AED) units, portable electronic devices which can be used to diagnose cardiac arrhythmias and ventricular tachycardia and treat them through defibrillation. AEDs are designed to be used by laypersons and can save the life of a person who suffers a cardiac event.
- C. It is recommended that AEDs be placed in locations where large groups of people gather and the City has determined that Lord Fletcher's is such a location and would like to provide an AED to Lord Fletcher's.
- D. Lord Fletcher's is willing to place, use and maintain an AED device at its restaurant.

Now, therefore, it is agreed as follows:

AGREEMENT

- 1. The City will provide Lord Fletcher's with one AED device at no cost.
- 2. Lord Fletcher's will place the AED in a prominent, easily accessible location at its restaurant.
- 3. Lord Fletcher's agrees to train its staff on the proper use of the AED.
- 4. Lord Fletcher's agrees to properly and regularly maintain the AED in good repair and working condition, including conducting regular checks of the device and replacing the electrode pads and batteries before their expiration dates and otherwise maintaining the AED in accordance with the manufacturer's instructions.
- 5. If the City determines that Lord Fletcher's is not properly using and maintaining the AED or if Lord Fletcher's decides that it no longer wants the AED located at its premises, Lord Fletcher's will promptly return the AED to the City for re-installation at another location.

This Agreement is made and entered into by the parties hereto as of the date first written above.

CITY OF SPRING PARK

By _____
Jerome P. Rockvam
Its Mayor

By _____
Theresa Schyma
Its City Clerk

**LORD FLETCHER'S OLD LAKE
LODGE**

By _____
Its _____

AGREEMENT BETWEEN THE CITY OF SPRING PARK AND MINNETONKA DRIVE-IN, INC. REGARDING AUTOMATED EXTERNAL DEFIBRILLATOR

This Agreement is made as of the ____ day of _____, 2017 by and between the City of Spring Park, Minnesota, located at 4349 Warren Avenue, Spring Park, MN 55384 (the “City”) and Minnetonka Drive-In, Inc., located at 4658 Shoreline Drive, Spring Park, MN 55384 (“Minnetonka Drive-In”).

RECITALS

- A. Minnetonka Drive-In is a restaurant located in Spring Park, Minnesota which serves the residents of the City and members of the public.
- B. The City has acquired three Automated External Defibrillator (AED) units, portable electronic devices which can be used to diagnose cardiac arrhythmias and ventricular tachycardia and treat them through defibrillation. AEDs are designed to be used by laypersons and can save the life of a person who suffers a cardiac event.
- C. It is recommended that AEDs be placed in locations where large groups of people gather and the City has determined that Minnetonka Drive-In is such a location and would like to provide an AED to Minnetonka Drive-In.
- D. Minnetonka Drive-In is willing to place, use and maintain an AED device at its restaurant.

Now, therefore, it is agreed as follows:

AGREEMENT

- 1. The City will provide Minnetonka Drive-In with one AED device at no cost.
- 2. Minnetonka Drive-In will place the AED in a prominent, easily accessible location at its restaurant.
- 3. Minnetonka Drive-In agrees to train its staff on the proper use of the AED.
- 4. Minnetonka Drive-In agrees to properly and regularly maintain the AED in good repair and working condition, including conducting regular checks of the device and replacing the electrode pads and batteries before their expiration dates and otherwise maintaining the AED in accordance with the manufacturer’s instructions.
- 5. If the City determines that Minnetonka Drive-In is not properly using and maintaining the AED or if Minnetonka Drive-In decides that it no longer wants the AED located at its premises, Minnetonka Drive-In will promptly return the AED to the City for re-installation at another location.

This Agreement is made and entered into by the parties hereto as of the date first written above.

CITY OF SPRING PARK

By _____
Jerome P. Rockvam
Its Mayor

By _____
Theresa Schyma
Its City Clerk

MINNETONKA DRIVE-IN, INC.

By _____
Its _____



STAFF MEMO

CITY PURCHASING CARD POLICY AND
RESOLUTION TO AUTHORIZE THE USE
OF A CITY CREDIT CARD

1. **BACKGROUND:** Minnesota Statute 471.382 states that the City Council may authorize the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City. Allowing City staff to use purchasing/credit cards allows for more efficient purchasing and ease of making purchases at businesses that no longer allow open accounts. Furthermore, having a City VISA credit card allows City staff the flexibility to make online purchases for goods and services on behalf of the City, including the ability to register staff and Council for training events.
2. **DISCUSSION:** Currently, the City has two purchasing cards for Home Depot and BP Gas Station. It is in the best interest of the City to consider a resolution designating the individuals that are authorized to use these cards and to do this on an annual basis going forward. Furthermore, City staff has developed City Purchasing Card Guidelines which comply with State Statutes, Rules and the City of Spring Park's policies regarding City purchases.

City staff is asking the City Council to consider replacing the two existing purchasing cards with one general VISA credit card through Wells Fargo. This credit card will allow staff the flexibility to make purchases at multiple retailers without the need to expend their own money and then file for reimbursement from the City.

3. **FINANCIAL CONSIDERATIONS:** All cardholders must ensure that all City credit card may only be used for any single purchase that is \$2,000 or less and is made in accordance with the City of Spring Park's Procurement Policy, Section 1.2 Purchasing Guidelines.
4. **RECOMMENDATION:** If the Council is in agreement with the staff request, the attached Resolution 17-09 should be approved. Additionally, a separate vote would be required on the attached procurement policy amendment.

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

RESOLUTION 17-09

**RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY DESIGNATED
CITY EMPLOYEES TO MAKE PURCHASES ON BEHALF OF THE CITY OF SPRING
PARK FOR 2017**

WHEREAS, pursuant to Minnesota Statute 471.382, the City Council may authorize the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City; and

WHEREAS, the City of Spring Park has developed a City Purchasing Card Policy which complies with State Statutes, Rules and the City of Spring Park's policies regarding City purchases; and

WHEREAS, the authorization is subject to modification and revocation at any time by the Spring Park City Council;

NOW, THEREFORE, BE IT RESOLVED, that the following designated City staff are hereby authorized to use purchasing/credit cards in the name of the City of Spring Park:

- City Administrator
- City Clerk
- Office Assistant/Utility Billing Clerk
- Seasonal Maintenance Worker

BE IT FURTHER RESOLVED, that the aforementioned designated City staff are hereby authorized to use the following City credit card to make purchases on behalf of the City of Spring Park:

- One VISA credit card issued through Wells Fargo in the name of the City.

ADOPTED by the City Council of the City of Spring Park this 1st day of May 2017.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk

City of Spring Park
Procurement Policy
Adopted May 23, 2016
Amended May 1, 2017

1.1 Definition

The term “procurement” as used in this Policy includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction, maintenance, and consultant services, (3) architectural and engineering services, (4) social services, and (5) other services.

1.2 Purchasing Guidelines

<i>Value of Purchase (per project, not per item or service)</i>	<i>Authority Required</i>
Less than \$2,000	Staff Discretion if adequate funding is available in the budget.
\$2,000 - \$4,999	Requesting staff needs to complete a purchase order request, which will be included on the next council meeting agenda under the “New Business & Communication” section. If no council objection is expressed, or more information requested, the purchase order will be deemed approved.
\$5,000 - \$24,999	Requesting staff needs to complete a purchase order request, which will be included on the next council meeting agenda under the “New Business & Communication” section. Explicit council authority must be demonstrated by a majority vote in order for staff to proceed.
\$25,000 - \$99,999	Two quotes and council authorization in accordance with state law.
Greater than \$100,000	Sealed bids and council authorization in accordance with state law.

1.2.1 City Purchasing Card Policy

Summary

Purchasing/credit cards provide Spring Park City Staff the ability to effectively and efficiently make small, delegated purchases. The City of Spring Park utilizes the following purchasing/credit cards in the name of the City:

- One VISA credit card issued through Wells Fargo

The VISA credit card may be used for any single purchase that is \$2,000 or less and is made in accordance with the City of Spring Park’s [Procurement Policy, Section 1.2 Purchasing Guidelines](#). The VISA credit card should be used sparingly and when the situation warrants it (e.g. on-line purchases, Staff/Council training registration, etc.)

The purchasing/credit cards must not be used for:

- Personal use
- Contracted items
- Splitting orders (multiple smaller transactions to same vendor for one purchase)
- Cash advances
- Unauthorized travel related expenses
- Services from a 1099 reportable vendor

Procedures

The purchasing/credit cards are to be used for City of Spring Park purchases only. Personal use is strictly prohibited. The purchasing/credit cards will be stored in a secure location with a sign-out sheet so that City staff are able to track the whereabouts of each card when they are not at City Hall.

Each year the City Council will designate certain City staff to be authorized cardholders to make purchases on behalf of the City of Spring Park. Those cardholders are required to do the following:

- Ensure all purchases comply with City policies and procedures.
- Ensure that any unauthorized individuals do not use the cards.
- Verify the vendor is not 1099 reportable.
- Request tax exemption providing a copy of the tax-exempt letter as requested.
- Obtain all sales receipts and related documents. All claims presented for payment must be in writing and itemized with original invoices or receipts.
 - Receipts must contain relevant details for each item purchased including quantities, description of the item(s) purchased, the price of each item, total charge amount and the vendor's name.
 - It is the cardholder's responsibility to ensure they have a receipt or paid invoice for each transaction on the purchasing/credit card.
- Ensure all transactions on the monthly statements are accurate. Monthly payment reports itemizing the charges and where they were coded to will be submitted to the City Council for approval.
- Report lost or stolen cards immediately to the purchasing/credit card service provider and to the City Administrator.
- An employee that inadvertently uses a City purchasing/credit card for personal use (e.g. accidentally mixes-up their personal card with the City card when paying at the register) should alert the City Administrator immediately. The employee will be personally liable for the amount of purchase and will have their purchasing/credit card rights suspended for a period of 30 days.

1.3 Budgeted and Recurring Expenditures

Certain budgeted and routinely recurring expenditures that occur in the normal course of business do not need pre-approval from the council. Contractual services, supply purchases, and routine maintenance work that are predetermined and routinely conducted fall into this category. Examples of this include: street sweeping services; snow removal services; resupplying water treatment

chemicals; lift station maintenance; annual sanitary sewer cleaning; and fire/police services pursuant to existing contracts.

1.4 Emergency Situations

Items and services deemed essential to the mitigation of an emergency situation do not require prior approval from the council, although a summary report detailing items and services purchased, and the justification for their need, shall be provided to the council after an emergency situation has concluded. For the purpose of this policy, an emergency situation shall be defined as one or more of the following:

1. A storm event which has resulted in a significant amount of damage to public or private property; or has limited travel within the city; or has created large amounts of storm debris; or has done considerable damage to public utilities, where the provision of critical utility services has been interrupted or discontinued for an indefinite period of time.
2. A failure or malfunction of any part of the public infrastructure that results in an interruption or discontinuation of essential utility services to one or more properties within the City of Spring Park. Examples of this include: a water main break; a sewer main blockage; or a broken high service pump.
3. A failure or malfunction of any part of the public infrastructure that creates a condition in which imminent damage to public or private property is highly likely unless the appropriate repairs are made immediately. Examples of this include: a lift station failure; development of a large pothole on a city street; or an overflowing stormwater catchment.
4. A City Hall mechanical failure or office equipment breakdown which creates a situation where the major day to day administrative responsibilities of staff cannot be performed in a timely manner. Examples of this include: A failure of the server; or a breakdown of the furnace system.
5. A public nuisance that poses an immediate threat to public health or safety.

1.5 Ethics / Relations with Vendors

The City of Spring Park holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the city's procurement system, and open and free competition among prospective suppliers. In keeping with this value, employees should avoid the following practices when making purchases on behalf of the city:

1. Circumventing competitive bidding requirements. Examples of this include: splitting purchases so that they can be made through several small purchases; using the emergency situation exemption when no true emergency exists; and using a "sole source" exemption when competition is available.
2. Denying one or more vendors the opportunity to bid on a contract. Examples of this include: Using unnecessarily restrictive specifications; pre-qualifying bidders on a discriminatory basis; removing companies from a bidders list without just cause; and requiring unnecessarily high bonding.
3. Giving favored vendors an unfair advantage. Examples of this include: providing vendors with information regarding their competition's offers in advance of a bid opening; making information available to favored vendors and not to others; and giving un-favored vendors inaccurate or misleading information.

4. Accepting gifts from vendors. Minnesota Statute 471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided (such as a meal provided as part of a conference).

1.6 Conflicts of Interest

No employee, officer, board member, or agent of the City of Spring Park shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award.

1. An employee, officer, board member, or agent involved in making the award; or
2. His/her relative (including father, mother son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, partner, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister); or
3. An organization which employs or is negotiating to employ of any of the above.

Officers, employees, board members, and agents of the City of Spring Park are required to disclose any potential conflicts of interest and abide by the requirements as set forth in Minnesota State Law.

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk



STAFF MEMO

TOUR DE TONKA SPECIAL EVENT
PERMIT APPLICATION

1. **BACKGROUND:** The City of Spring Park has received a completed special event application and required permit fees for the 2017 Tour de Tonka. The Tour de Tonka is a large bike event to raise funds for Minnetonka Community Education. The event has several different routes ranging in length from 16 miles up to 100 miles. The proposed 48 and 57 mile routes will come through Spring Park on the Dakota Rail Trail with riders traveling west to east. The event is scheduled for Saturday, August 5 from 9:00 a.m. to noon.
2. **DISCUSSION:** A representative from Minnetonka Community Education will attend a City Council meeting in June or July to give a brief presentation on the event and to answer any questions from the Council.

Basic event information:

- No plans for sound amplification, vendors or concessionaires, and food or beverages in Spring Park;
- There is not a rest stop in Spring Park;
- Volunteers will use on-street parking;
- Event organizers are not requesting use of any City services or equipment;
- Event organizers will work closely with Three Rivers Park Police and Orono Police to ensure a safe riding experience for riders and for Spring Park residents; and
- Event organizers will have trail riders sweeping the course at the end of the event for sanitation and trash collection, though organizers will not be giving out anything to riders during their time in Spring Park.

The conditions that were approved for last year's event are attached. Both Police and Fire have reviewed the application and have given their consent with no additional comments.

3. **FINANCIAL CONSIDERATIONS:** There is no cost to the City.
4. **RECOMMENDATION:** Approve the special event permit application for the Tour de Tonka bike ride event on Saturday, August 5, 2017 with the attached list of conditions.

CONDITIONS TO 2017 TOUR DE TONKA SPECIAL EVENT

- 1) Event organizer will work with Three Rivers Park Police and /or Orono Police to provide uniformed officers or police reserves at Sunset Dr. trail intersection crossing located in Spring Park to enforce trail rules and provide traffic control and assistance to Tour de Tonka participants. Any additional costs associated with this provision will be paid for by event organizer.
- 2) Event organizer will provide a minimum of two uniformed tour volunteers at the Kings Road trail intersection crossing to enforce trail rules and provide traffic control and assistance to Tour de Tonka participants. Additionally, event organizer will provide the city with a phone number where a Tour de Tonka official can be contacted on the day of the event.
- 3) Event organizer will provide on-bike patrols on the Spring Park section of the trail at least 45 minutes prior to the start of the event to inform trail users of the event.
- 4) Because the trail is not closed to the general public, event organizers will provide educational materials to the tour participants that instruct their riders about trail etiquette and how to safely traverse the trail. It is imperative that tour participants are furnished with information that states that the Dakota Rail Trail is a heavily used multi-purpose trail and that on the tour day it will be shared with regular weekend bikers, runners, pedestrians, etc. Tour participants will be instructed to adhere to common practices such as:
 - a. Calling out when passing pedestrians on the left.
 - b. Obeying stop signs unless signaled by police officer at roadway intersections.
 - c. Bike within the appropriate bike lane of the trail – not down the center line or across the centerline.
 - d. Do not pass pedestrians on the right.
 - e. Ride single file except when passing.
- 5) Event organizer will install informational signs at the Kings Rd. and Sunset Dr. trail intersection crossings at least 2 hours prior to the start of the event.
- 6) Event organizer will issue a press release notice in one or more various local newspapers (Laker, Lakeshore Weekly, etc.) prior the event to notify area residents of the event.
- 7) If the above conditions are not met the City of Spring Park reserves the right to deny future Tour de Tonka special event requests in the City of Spring Park.

Draft

2017 Tour de Tonka 57-Mile Route

At Cty. Rd 92 & Cty. Rd 6
 • 48 & 57-milers turn left
 • 65, 75 & 100-milers stay straight

Starting Note:

1. Be in the parking lot by 6:15 a.m.
2. Be in the bike corral by 7:00 a.m.
3. Announcements and National Anthem at 7:22 a.m.
4. The bike ride begins at 7:30 a.m.
5. The 57-milers will be released in waves.

Dakota Rail Paved Trail
 *riders must be single file on this 1.5 mile trail

Stop – You will have to be stopped as riders will be released in waves onto the Dakota Rail Trail from the Mound Rest Stop.

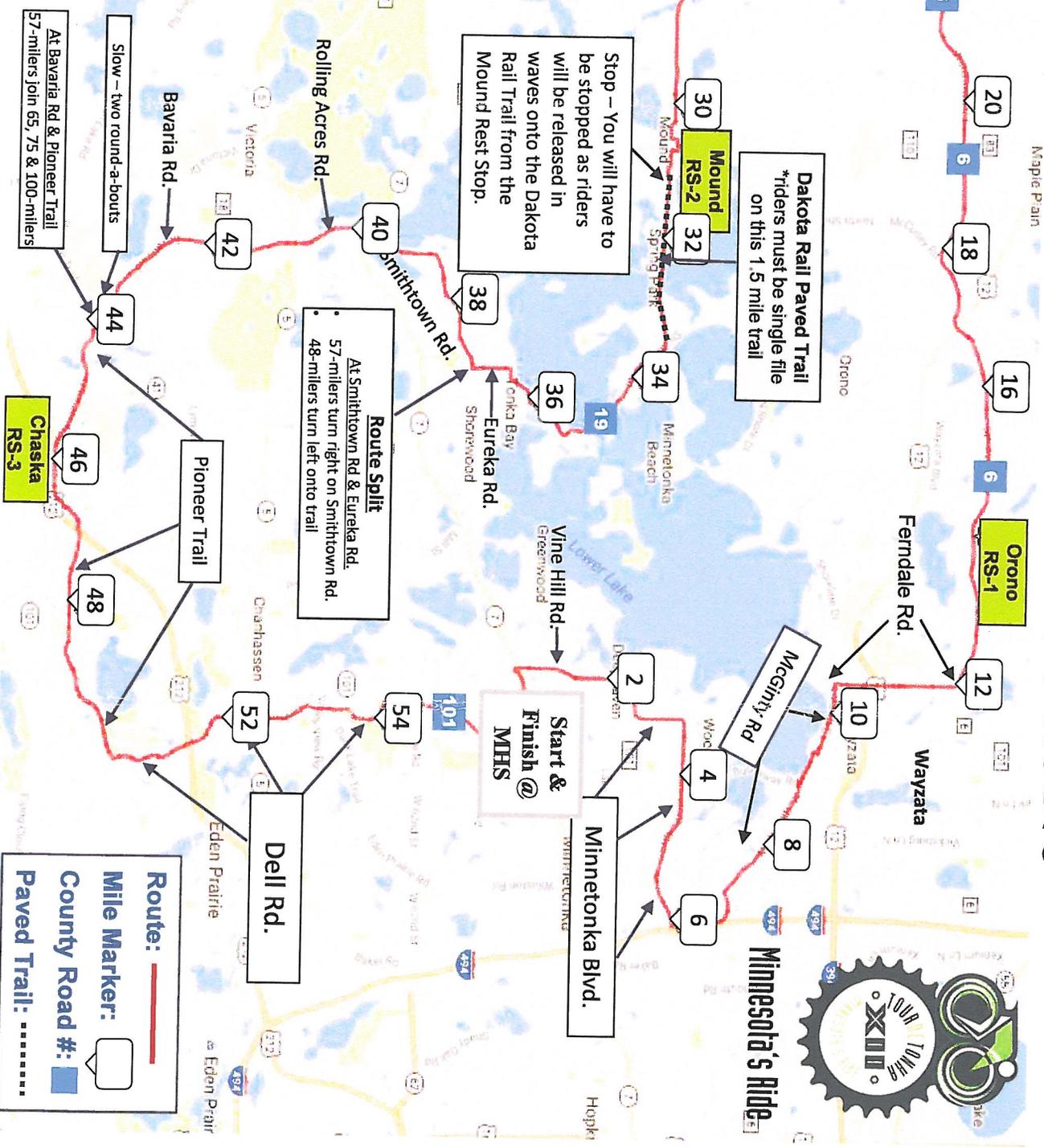
Route Split
 At Smithtown Rd & Eureka Rd.
 • 57-milers turn right on Smithtown Rd.
 • 48-milers turn left onto trail

The 57-mile ride begins and ends at Minnetonka High School (MHS) Ride Headquarters – (952) 401-6800
 * route is subject to change

Rest Stops

- RS-1** Orono - Trinity Lutheran Church (14.6-mile mark)
- RS-2** Mound - Bethel United Methodist Church (30.6-mile mark)
- RS-3** Chaska - Pioneer Park (46-mile mark)

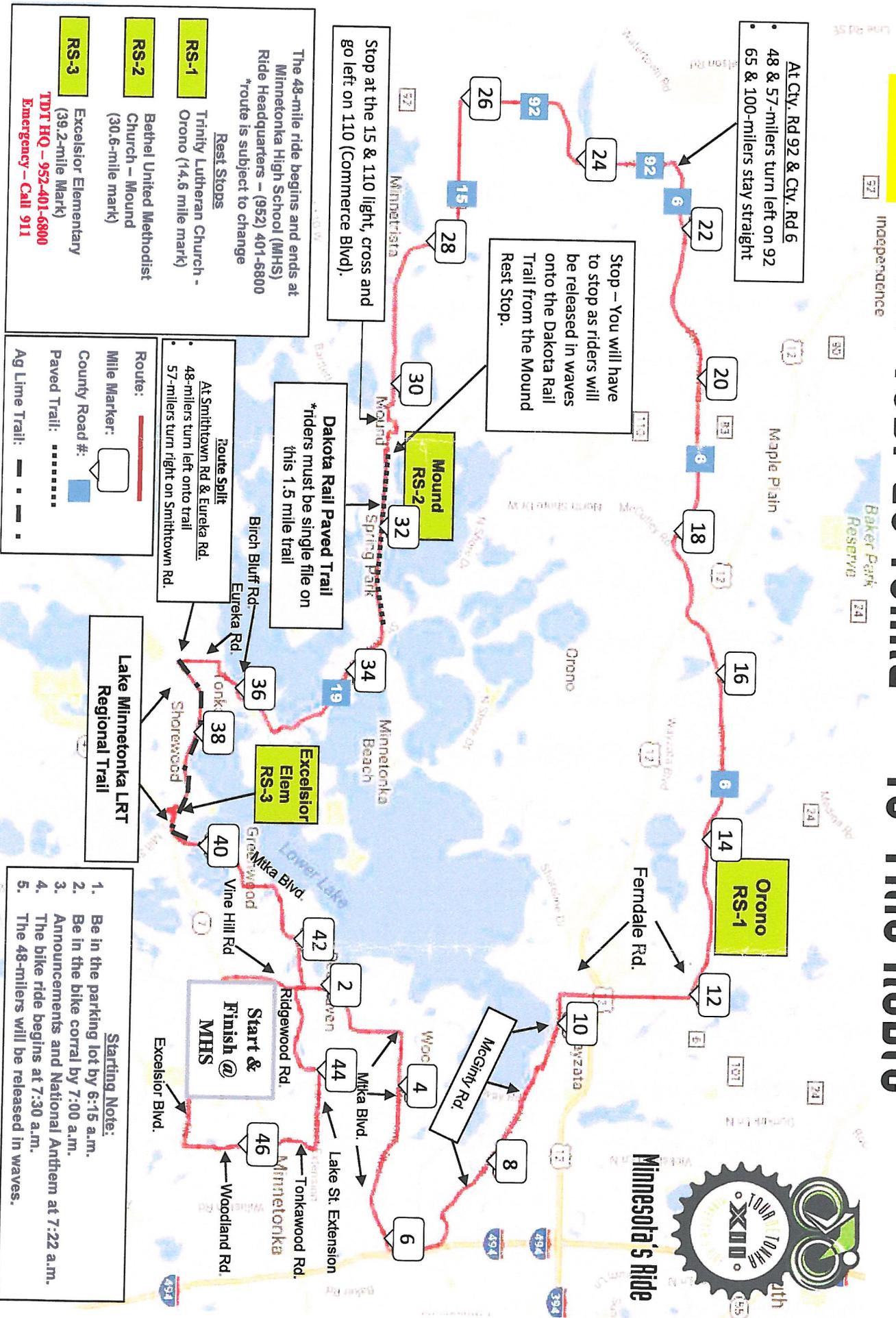
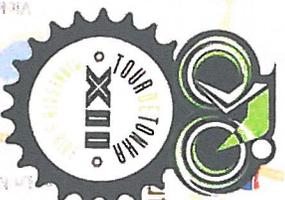
TDT HQ - 952-401-6800
Emergency - Call 911



Draft

2017 Tour de Tonka 48-Mile Route

Ag Lime Trail = 2.8 miles



At Cty. Rd 92 & Cty. Rd 6
 • 48 & 57-milers turn left on 92
 • 65 & 100-milers stay straight

Stop – You will have to stop as riders will be released in waves onto the Dakota Rail Trail from the Mound Rest Stop.

Stop at the 15 & 110 light, cross and go left on 110 (Commerce Blvd).

The 48-mile ride begins and ends at Minnetonka High School (MHS) Ride Headquarters – (952) 401-6800
 *Route is subject to change

Rest Stops

- RS-1** Trinity Lutheran Church - Orono (14.6 mile mark)
- RS-2** Bethel United Methodist Church – Mound (30.6-mile mark)
- RS-3** Excelsior Elementary (39.2-mile Mark)

TDT HQ – 952-401-6800
 Emergency – Call 911

Dakota Rail Paved Trail
 *riders must be single file on this 1.5 mile trail

Route Split
 At Smithtown Rd & Eureka Rd.
 • 48-milers turn left onto trail
 • 57-milers turn right on Smithtown Rd.

Lake Minnetonka LRT
 Regional Trail

- Route: ———
- Mile Marker: □
- County Road #: □
- Paved Trail: — · · · · ·
- Ag Lime Trail: - - - - -

- Starting Note:**
1. Be in the parking lot by 6:15 a.m.
 2. Be in the bike corral by 7:00 a.m.
 3. Announcements and National Anthem at 7:22 a.m.
 4. The bike ride begins at 7:30 a.m.
 5. The 48-milers will be released in waves.



PURCHASE ORDER REQUEST

PO # 17-04

Date: 4-28-17

Staff Completing Request: City Administrator

Department: Parks

Project: Tennis Court Crack Repair

Justification for purchase(s):

The tennis courts at Thor Thompson Park have numerous cracks and depressed areas that need to be corrected. This proposal would repair the cracks and lengthen the life of the existing courts. The proposal also includes re-striping for pickle ball, which has become extremely popular in the past few years.

No.	Item / Service	Vendor	Estimated Cost
1	Crack repair and re-striping	Surface Pro	\$ 2,890.00
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
Total Project Estimate			\$ 2,890.00

Council Authorization Received: Yes No

Date of Council Meeting 5-1-2017

PROPOSAL



**3731 Thurston Ave
Suite 103
Anoka MN 55303
612-245-0750**

www.surfacepromn.com

**Proposal
Date: 4/26/2017**

***Proposal Submitted To:
City Spring Park
320-305-0748
email
droggeman@peopleservice.com***

We hereby bid to complete the following court project:

- *Surface Inspection and Cleaning:*
 - Tennis courts will be cleaned thoroughly to remove all dirt and residue from the surface.
 - Clear entire court of debris.
 - Power wash all loose materials and debris from every part of the surface.
**Note: this process will take an on site water supply*

Court Inspection:

- Chips, Cracks, Dings- These areas will be repaired with portland and binder filler, applying pressure with a tool, such as a putty knife or trowel. This is done to insure that material comes in contact with all surfaces of the crack or void. The filler will be allowed to set a minimum of one hour. If material shrinks below grade level, material will be reapplied in the same manner and allowed to set.

Birdbaths (an area 1/8" under a 10' straight edge):

- Birdbaths- These areas will be patched with Bond Coat mix. Areas to be repaired shall be dampened with water before spreading the mixture into the depression. After the mixture has attained an initial set, it will be troweled or broomed so that it is even and feathers into the adjacent surface.
- The mixture will then be allowed to dry prior to application of coatings. This process shall be repeated until the area is completely full and level. After material is cured, these areas shall be rubbed down to a rough finish with a rubbing brick.

Surfacing/Resurfacing:

- One squeegee coat of Acrylic Resurfacer (ACR) will be applied in strict accordance with the SportMaster product specifications and guidelines. Surface coats will be applied at the manufacturer's recommended rates per square yard for each coat.
- Apply two squeegee coats of SportMaster Color-plus Acrylic Tennis Court Paint in strict accordance with the SportMaster product specifications and guidelines. Acrylic paint coats will be applied at the manufacturer's recommended rates per square yard for each coat.

Line Painting

- Lines will be painted with acrylic white line paint according to USTA specifications.

Color to be dark green and red

Thor Thompson

<ul style="list-style-type: none">• Total for crack repairing 2 tennis courts, price includes all materials and labor: <p>Total for entire project \$1,890.00</p> <ul style="list-style-type: none">• Add \$500.00 per court to line pickle ball lines• Total for both pickle ball lines and full crack repair. \$2,890.00

This quote was prepared after a site visit.

Note: Water will need to be provided on site.

Courts are in rough shape and are bid includes two coats of resurfacer.

Payment information

Payment of 50% at start project (To be received by Surface Pro LLC before starting project)
Final payment of 50% upon completion.

Warranty and Notes:

1. Crack-filling does not imply crack elimination. Hairline cracks will reappear. This is normal, it is called reflection.
2. Surface Pro LLC is Not responsible for existing grades and drainage or compacting existing base.
3. Cracks if not patched will continue to expand over a period of time and conventional repair methods may become unavailable.
4. Surface Pro LLC is not responsible for cracks returning after repair.
5. A monthly finance charge of 2% will be added to any payments past due.

*This estimate is based solely on the contractor's observations at the time of entering into this contract. If additional concealed conditions are discovered once the work has commenced, which were not visible at the time of entering into this contract, Contractor will identify the unforeseen conditions and notify the Customer of any additional costs, if any.

*Customer agrees to pay for all unexpected or unanticipated extra costs, including but not limited to, soil corrections, protection of the project from weather conditions and all other similar costs. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time for completion of the work under this contract.

*Estimate does not include any allowance for hazardous waste removal. All hazardous waste removal will be treated as an unforeseen condition.

*The construction site will be a dangerous area. Customer waives all claims against builder for injuries or damages that customer or any member of customer's family, friends, or guests may suffer while on or around the property during construction due to these and other hazards.

*All unforeseen conditions will be treated on a time and materials basis at the rate of \$65.00/ hour plus materials.

- We will remove all waste generated from our work.

- Contractor is not responsible for pets not properly restrained leaving the property.

-Direct contact with your job supervisor will be available to you at all times should you have any questions or concerns.

All material is guaranteed to be as specified, and the above work to be performed in a substantial workmanlike manner with payments made as follows.

Pre -Lien Notice

- a. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the

amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Respectfully submitted

Mike Langmade

This proposal may be withdrawn by us if not accepted within 30 days. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order (minimum change order cost is \$100.00), and will become an extra charge over and above the proposal price. All agreements are contingent upon accidents, or delays beyond our control.

—

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____ Date _____



Date: April 18, 2017

To: City of Spring Park

From: Dallas Roggeman, Operator

O & M Report: March 2017

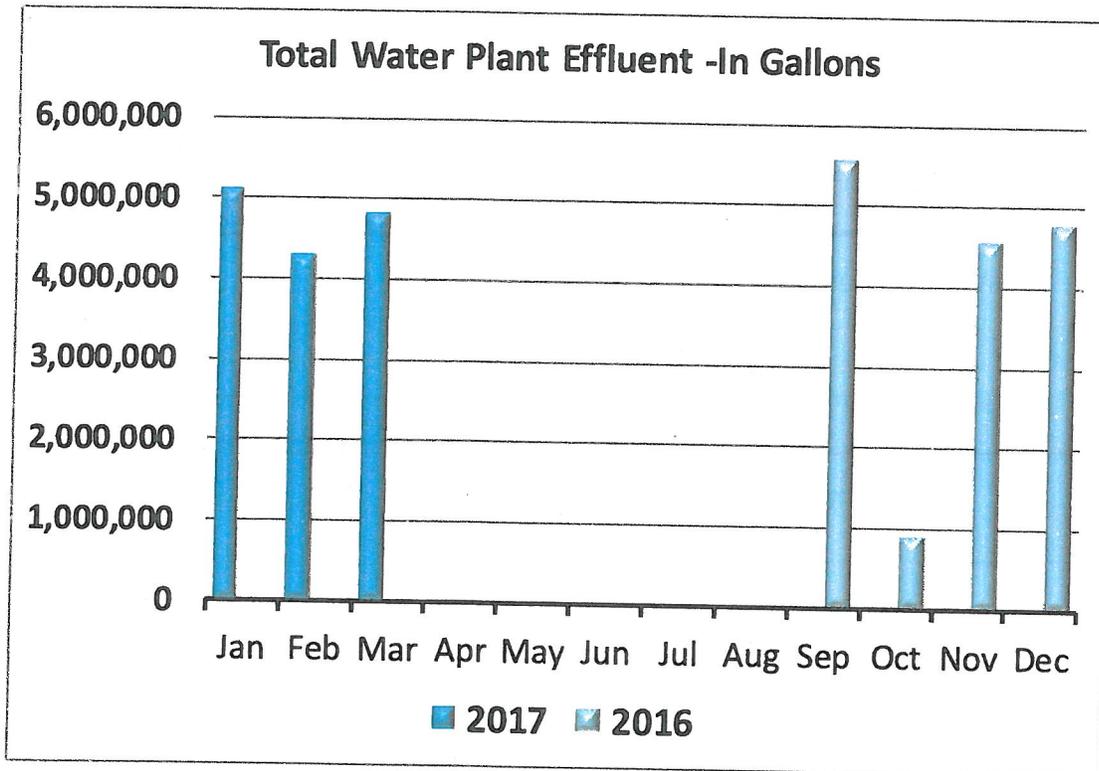
Spring Park Operations and Maintenance

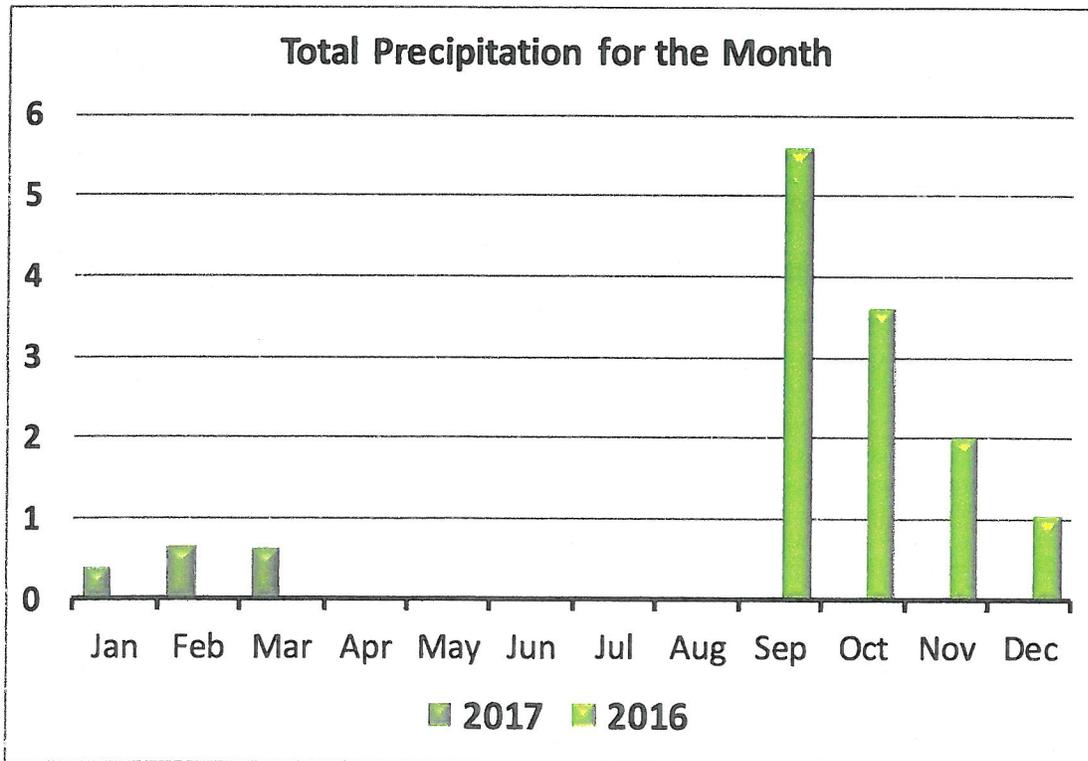
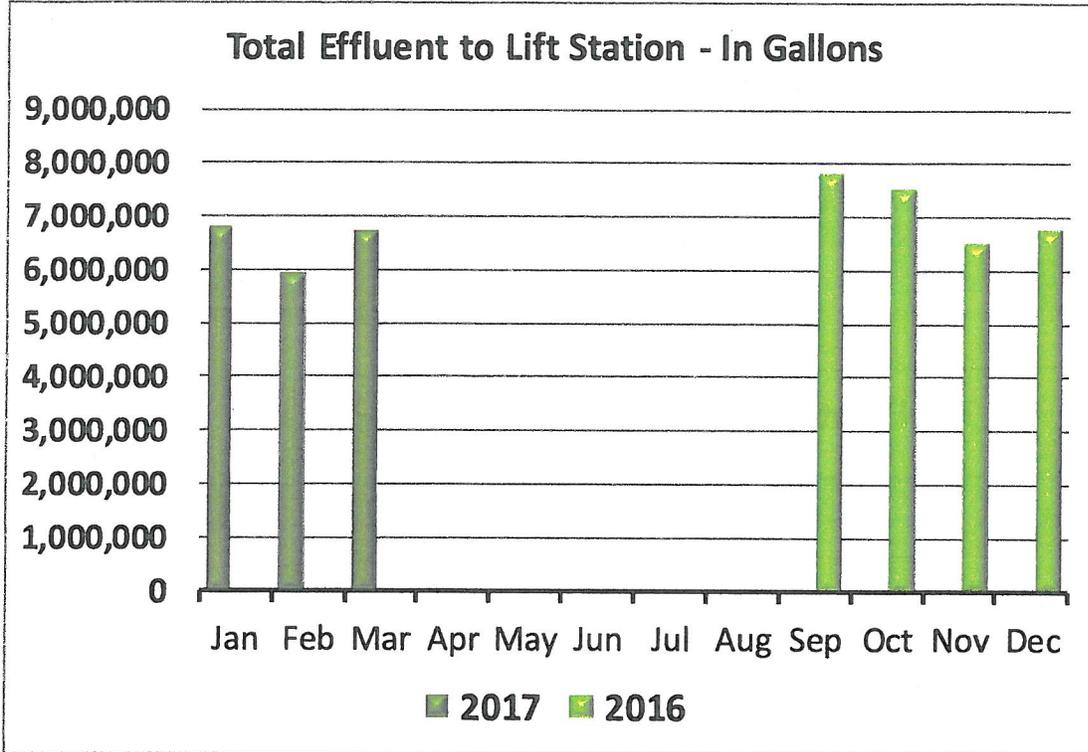
- Continue to monitor the building and equipment from the construction project closely and have all the issues taken care of as needed before the contractors ride off into the sunset. A few things I have recently found are some leaks around most of the doors, which have been caulked, a flow meter calibration issue, appropriate chemical signage not in place, some pipes that need to be insulated, panel labeling, remount red alarm light, and a few other minor projects. The big hold up is still our computer programmer who needs to fix an issue with matching the inline pump flows with the well flows. It is a pretty big problem although an easy fix but is preventing us up from operating in our new mode with the air stripper running on wells #1 and #2. There are other programming projects that also need to be completed but are not detrimental to the operation of the facility. I know the programmer is getting a lot of pressure from all sides to finish up his work, as nobody can get paid until there is substantial completion of the project. So hopefully he can make it soon.
- Replaced the faulty hour meter for the backwash sludge pump with an existing hour meter from the old dehumidifier panel that is no longer in use.
- Provided the auditors with all the information they needed on the public works side of things.
- Ran iron tests on the filters backwash water every half of a foot or so as it was either reclaimed back to your filter or wasted out to the sanitary sewer system. What I found is that we can reclaim roughly 3,000 gallons more per backwash than what you were previously reclaiming. You were sending water to the sewer system that was of better quality than your raw well water coming into the plant. Three thousand gallons is not a ton but over a year it could save you around 250,000 gallons of water and sewer charges. I will continue to monitor and adjust this frequently to get the most out of your plant while saving as much \$ as possible.
- Replaced the fan in the bathroom of the city hall. My previous fix only lasted a couple months before the bearings completely went out ending the long journey of the bathroom fan.



- On Tuesday March 28th, we had the final walk through of the water treatment plant with Magney Construction and AECOM Engineering. We went over the final punch list at that time, which is shrinking each week.
- Helped coordinate the grease trap cleanings at Lord Fletchers restaurant.
- Replaced 5 street signs on Spring Street that were getting very faded and hard to read.
- Attended the Minnesota Pollution Control Agency 3-day seminar in Brooklyn Park. The focus was on reporting and compliance along with new technology and operations.
- Working with John Wood of Tonka Ventures on the possibilities of doing some sewer main slip lining on their private lines when we have our section of town done this summer. I reviewed the video of the Tonka Ventures mains and found some spots of concern is how this all came along.
- Adjusted the set points at lift station #2. The level in the lift station was real close to the invert (pipe that brings all the flow into the lift station) before the pumps were turning on. I like to see a little more of a gap between the invert and the pumps starting point to allow a little more response time to a problem before water starts to back up into the invert. The levels in a lift station can also be adjusted frequently to change the grease line in the station to help minimize build up.
- Viewed the PeopleService Inc companywide safety monthly minder on injury reporting and medical attention and how they are related to OSHA requirements.
- Contacted Wenk Associates to get information on the well pumping station they operate by the bike path behind 5th Street Ventures, and too setup a meeting to view their operation.
- Had a tactical interview with Al Brixius the city planner to discuss the comprehensive plan. Everything him and I talked about you have read in my reports at one time or another.
- Continue to work on a manual I have named "Conquering the City of Spring Park". There are a lot of pieces to the puzzle in maintaining your city. I am putting this manual together to aid co-workers filling in for me or for future employees if that were the case, and for my reference. The manual is full of contact information, daily, weekly, monthly, annual, and seasonal work, process descriptions and instructions, and much more. I work on this as time provides itself which is not very often, so I am not sure when the final copy will grace your bookshelves.
- Other Miscellaneous tasks include: changing furnace filters at the city hall and adding salt to the softener, ordered new American flags for the City Hall and Thor Thompson Park, removed a downed tree in the storm water pond at Wilkes Park, lubricated all of the padlocks, change light bulbs as needed, R&D removed the rest of the Christmas lights and trimmed a few trees for us, complete water and sewer locates as needed, complete

water shut offs and turn ons as needed, get bids for miscellaneous projects, completed the monthly fluoride report and sent to the state, took (2) monthly bacteria water samples, conducted field tests on the water weekly, monitored lift stations, completed monthly work orders and maintenance on all equipment, shovel snow as needed, daily rounds/logs at the WTP, attend staff meetings, clean as needed.





PeopleService INC.
Water & Wastewater Professionals

Water	Units	March-17	February-17	March-16
Average Daily Pumped	gallons	155,494	153,507	0
Maximum Daily Pumped	gallons	211,000	199,000	0
Total Monthly Pumped	gallons	4,820,300	4,298,200	0
Well #1 Pumped	gallons	25,000	259,200	0
Well #1 Average Pumped	gallons	806	9,257	0
Well #2 Pumped	gallons	38,000	362,300	0
Well #2 Average Pumped	gallons	1,226	12,939	0
Well #3 Pumped	gallons	4,777,900	3,718,700	0
Well #3 Average Pumped	gallons	154,126	132,811	0
Fluoride used	gallons	9.4	8.2	0.0
Fluoride Average used	gallons	0.3	0.3	0.0
Chlorine used	lbs	129	145	0
Chlorine Average used	lbs	4	5	0
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	232,020	223,860	0
Average Daily Pumped Wastewater	gallons	216,770	212,790	0
Lift Station Effluent to Met Council	gallons	6,719,830	5,958,090	0
Precipitation	inches	0.60	0.62	0.00

Completed Work Order General Report

4/4/2017

Page 1 of 5

WO#	23827.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>	
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							

WO#	23828.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>	
Equipment	5308-GEN			Generators				
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators #1, 2, 3, 5 run automatically weekly, the WTP, #6 and the portable need to be run manually							
Notes								

WO#	23829.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>	
Equipment	5308-LS-1			Lift Station #1				
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 							
Notes	amp draws Pump #1 5.9, 6.1, 5.7 Pump #2 5.7, 6.2, 5.8							

WO#	23830.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar			Created By	vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>	
Equipment	5308-LS-2			Lift Station #2				
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station. 							
Notes	amp draws Pump #1 5.9,5.7, 5.8 Pump #2 6.1,6.1, 6.0							

Completed Work Order General Report

WO#	23831.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube					
Equipment	5308-LS-3	Lift Station #3						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.							
Notes	amp draws #1 6.5, 6.4, 6.5 Pump #2 6.7, 6.1, 6.6							

Created	3/1/2017
Printed	
Scheduled	3/1/2017
Delinquent	3/31/2017
Completed	3/6/2017

WO#	23832.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube					
Equipment	5308-LS-4	Lift Station #4						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.							
Notes	amp draws Pump #1 8.1, 7.7, 7.7 Pump #2 12.2, 11.9, 12.0							

Created	3/1/2017
Printed	
Scheduled	3/1/2017
Delinquent	3/31/2017
Completed	3/6/2017

WO#	23833.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar	Created By	vkube					
Equipment	5308-LS-5	Lift Station #5						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.							
Notes	Amp draws Pump #1 5.8, 5.8, 5.7 Pump #2 5.7, 5.8, 5.6							

Created	3/1/2017
Printed	
Scheduled	3/1/2017
Delinquent	3/31/2017
Completed	3/6/2017

WO#	23834.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>	
Equipment	5308-LS-6	Lift Station #6						
Location	5308-Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.							
Notes	Amp Draws Pump #1 37.6, 38.4, 37.9 Pump #2 38.1, 39.4, 39.1 Pump #3 36.9, 38.7, 38.2							

WO#	23891.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>	
Equipment	6308-CL-G-MON	Chlorine Gas Monitor						
Location	6308- Spring Park							
Task	MPM Monthly Preventative Maintenance							
Instructions	Test sensor and alarm system. Place a teaspoon of calcium hypochlorite into a plastic bottle and keep the bottle capped until ready to test the sensor. Open the bottle and place the mouth near the sensor. The DVM reading will rise rapidly. Immediately remove the bottle as it is best to expose the sensor to the high concentrations as briefly as possible. If the sensor does not respond when the bottle is held near the sensor, the sensor must be replaced. Confirm red light on building is working.							
Notes								

WO#	23826.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/2/2017</p> <p>Delinquent 4/1/2017</p> <p>Completed 3/6/2017</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								

WO#	23892.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By		vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</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								

Completed Work Order General Report

WO# 23893.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</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

WO# 23894.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</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

WO# 23895.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>
Equipment	6308-WELL-1	Well #1		
Location	6308- Spring Park			
Task	MONTHLY-PM			
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			

Notes

WO# 23896.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>
Equipment	6308-WELL-2	Well #2		
Location	6308- Spring Park			
Task	MONTHLY-PM			
Instructions	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			

Notes

WO# 23897.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		<div style="border: 1px solid black; padding: 5px;"> <p>Created 3/1/2017</p> <p>Printed</p> <p>Scheduled 3/1/2017</p> <p>Delinquent 3/31/2017</p> <p>Completed 3/6/2017</p> </div>
Equipment	6308-WELL-3	Well #3		
Location	6308- Spring Park			
Task	MONTHLY-PM			
Instructions	Conduct draw down test. Examine well head for unusual wear or vandalism.			

Report Totals	Downtime Hours 0	Part Cost \$0.00
		Labor Cost \$0.00
		Vendor Cost \$0.00
		Equip/Tool Cost \$0.00

Total Cost	<hr/>	\$0.00
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