



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
AUGUST 21, 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. Regular City Council Meeting Minutes from August 7, 2017
  - b. Amended Police Contract
  - c. Employee/Volunteer Recognition Policy
5. PUBLIC FORUM \*\*
6. PRESENTATIONS & GUEST SPEAKERS
  - a. Kandis Hanson – MNSPECT Update
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
  - a. Resolution 17-13: 2018 LMCC Budget
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council
  - b. City Staff
  - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
  - a. August 21, 2017 Claims
13. UPCOMING MEETINGS & TRAINING
  - a. August 23 – LMCD – 6:00 PM
  - b. August 30 – Comprehensive Plan Committee – 6:00 PM
  - c. September 5 (Tuesday) – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. Mound Fire Department Press Release
  - b. Mound Fire Department July Report
  - c. Orono Police Department Use of Force Seminar for Public Officials
  - d. Orono Police Department Alcohol Compliance Report
  - e. Lord Fletchers Live Music Sound Test Report
  - f. PeopleService July Report
15. ADJOURNMENT

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\* 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.



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

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

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

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

Motion carried 5-0.

4. ADOPT CONSENT AGENDA

- a. City Council Work Session Minutes from July 17, 2017
- b. City Council Regular Meeting Minutes from July 17, 2017
- c. LMCD Port of Call Authorization at Lord Fletchers for Paddle Tap, LLC

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

Motion carried 5-0.

5. PUBLIC FORUM

Rich Dysterheft, certified arborist and owner of R.D. & Associates Specialized Services, Inc., addressed the Council regarding the tree, flag, and wreath services that are provided to the City of Spring Park under their current contract. He further addressed comments that were made at the July 10, 2017 City Council Meeting during the public forum by a Spring Park resident regarding the level of service provided by R.D. & Associates and the future of a particular tree at Thor Thompson Park.

Mr. Dysterheft stated that the tree is stressed and has not been maintained in approximately 20 years so there is a high amount of dead wood. Cutting down the tree is not the goal and trimming in late Fall is the best solution to the problem. There has been damage but the 200 year old tree will continue to live on but it will be in a state in less-than-perfect health

The City Council thanked Mr. Dysterheft for attending the meeting to provide information and clarification regarding the services his company provides to the City of Spring Park.

6. RESENTATIONS & GUEST SPEAKERS - None.

7. PUBLIC HEARINGS - None.

8. PETITIONS, REQUESTS, & APPLICATIONS

a. Running of the Bays Special Event Application– City Administrator Tolsma discussed the Special Event Application and draft conditions for the Running of the Bays on September 9, 2017.

M/Horton, S/Hughes to approve the Running of the Bays Special Event Application for September 9, 2017 with the draft conditions that were presented.

Motion carried 5-0.

9. ORDINANCES & RESOLUTIONS - None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council – Mayor Rockvam discussed the Fire Commission’s annual budget meeting. He stated that Spring Park’s Fire budget went up 3.2% and the formula used to determine budgeting seems fair for every city that is covered by the Mound Fire Department. He commended Fire Chief Greg Pedersen and Vicki Weber for putting together an excellent budget.

Council Member Horton discussed the parking lot at Back Channel Brewery. She stated she has concerns about rainwater and debris going into the Seton Channel. She asked what the Council could do to work with the property owner to have a rain garden or catch basin installed to assist with drainage and to also make it more visually acceptable.

City Administrator Tolsma responded that he surveyed the parking lot recently and stated that the parking lot was resurfaced in the last few months but the grade of the parking lot itself did not change. There was some clear-cutting of trees recently so now the drainage path is visible. He stated it is clear that the area has drained into that corner for approximately 30-40 years so the City is limited in what it could legally require the property owner to do. He added that the City could discuss voluntary improvements with the owner and also reach out to the Minnehaha Creek Watershed District for guidance and also possible funding options to help improve water quality.

Council Member Kane Palen agrees with Council Member Horton’s comments.

Mayor Rockvam stated that if the drainage was going directly into Lake Minnetonka that would be entirely different but this was always the drainage path for the parking lot but with the clear-cutting it is now exposed.

b. City Staff – City Administrator Tolsma asked for Council feedback regarding exterior cleaning of the water tower in 2017. He stated that it is something the City does approximately every four to five years and it is not required at this time but presented the Council with some proposals to gauge interest.

Mayor Rockvam questioned if this item was included in the budget for 2017.

City Administrator Tolsma responded no but wanted the Council to observe the water tower before the next meeting and let him know if they have a strong opinion on its exterior appearance.

The City Council consensus was to have staff double-check the dates of the last cleaning and report back to the Council.

Council Member Hughes asked for an update on repairing the City's sidewalks.

City Administrator Tolsma responded that the bid period was still open so pricing and timeline estimates are not yet available.

c. Contract Staff - None.

11. NEW BUSINESS & COMMUNICATIONS - None.

12. CLAIMS FOR PAYMENT

a. August 7, 2017 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. August 9 – Planning Commission – 7:00 PM
- b. August 9 – LMCD – 7:00 PM
- c. August 10 – LMCC – 7:00 PM
- d. August 15 – Administration Committee – 12:00 PM
- e. August 16 – Police Commission – 8:00 AM
- f. August 21 – City Council Work Session – 6:00 PM
- g. August 21 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY) - None.

15. ADJOURNMENT

M/Kane Palen, S/Hughes to adjourn the City Council Meeting at 7:42 p.m.

Motion carried 5-0.

Date Approved: August 21, 2017

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Theresa Schyma, City Clerk

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Dan Tolsma, City Administrator

CONTRACT FOR LAW ENFORCEMENT SERVICES

This **CONTRACT FOR LAW ENFORCEMENT SERVICES** ("Contract") made and entered into this 24<sup>th</sup> day of July, 2017, by and between the **CITY OF ORONO** ("Orono"), a Minnesota municipal corporation, and the **CITY OF SPRING PARK** ("Spring Park"), a Minnesota municipal corporation.

**WITNESSETH:**

**WHEREAS**, Spring Park is desirous of contracting with Orono for the performance of law enforcement services within Spring Park; and

**WHEREAS**, Orono is agreeable to render law enforcement services on the terms and conditions hereinafter set forth; and

**WHEREAS**, a contract such as this is authorized under and by virtue of the provisions of Minnesota Statutes Section 471.59;

**NOW, THEREFORE**, Orono agrees that it will provide law enforcement services for Spring Park on the following terms and conditions and Spring Park agrees as follows:

- 1. **Duration of Contract.** The term of this Contract is for five (5) years commencing on January 1, 2018. This Contract will automatically renew for a period of five (5) years, unless Orono or Spring Park provide notice, no later than three (2) years prior to the expiration date of the original or renewed contract.
- 2. **Cost of Services.** In consideration of furnishing law enforcement services under this Contract, Spring Park shall pay Orono the following:
  - A. Year 1 (2018), Initial base cost of \$423,000.00
  - B. Years 2-5, cost to increase by Union wage increase (with a minimum percentage to be no less than 1% and a maximum cap of 5%)

The payments shall be made in equal installments on January 1<sup>st</sup> and July 1<sup>st</sup> of each year. Capital equipment and headquarter related expenses are included in the base contract cost. Unexpected major expenditures may be brought to the Joint Police Commission for review and if approved these would increase the base budget.

Funds received by Orono from Spring Park that are not expended during the year paid will be put into the POLICE CIP to be used toward costs associated with the police department.

3. **Services Provided.** Orono agrees to furnish law enforcement services to Spring Park 24 hours per day, seven (7) days per week. The level and delivery of service provided to Spring Park will be comparable to the level and delivery of service provided in Orono. In addition, the Orono Police Chief will be the Director of Emergency Management and will coordinate emergency plans for Spring Park.
4. **Joint Police Commission.** Spring Park may appoint two volunteer members to the Joint Police Commission and the name of such appointees shall be furnished to Orono Administration. The Joint Police Commission shall meet periodically, to discuss and make recommendations regarding concerns or problems identified regarding the provision of police service.
5. **Administrative Responsibility.** The law enforcement services rendered to Spring Park shall be under the sole direction of Orono. The degree of services rendered, the standards of performance, the hiring and discipline of the officers assigned, and other matters relating to regulations and policies, shall remain in the control of Orono.

Orono and Spring Park will work cooperatively to respond to Spring Park data practices requests as it pertains to police records and police requests for information.

6. **Officers, Employees of Orono.** Officers assigned to duty in Spring Park shall be police officers of Orono. Orono shall assume all obligations with regard to workers compensation, PERA, withholding tax, insurance, etc., arising from the employment of such officers. Spring Park shall not be required to furnish any fringe benefits or assume any other liability of employment to any officer assigned to duty within Spring Park unless Spring Park employs officers directly, independent of this Contract, to provide special law enforcement services in Spring Park. In such event, all obligations and liabilities with respect to employment of special law enforcement officers shall be the complete responsibility of Spring Park. No such direct employment shall be entered into by Spring Park without first obtaining written approval of the City Administrator of Orono whose approval shall not be unreasonably withheld.
7. **Enforcement Policies.** Orono's Police Department Policies, Rules and Regulations and Code of Conduct shall prevail as the enforcement policies within Spring Park.
8. **Enforcement of Laws and Ordinances of Spring Park.** Orono shall be familiar with the Spring Park City Code and shall assist Spring Park personnel in enforcing the City Code as requested. Orono is authorized to and shall enforce Spring Park's City Code and all other applicable and/or appropriate federal and state laws, to the extent appropriate for enforcement by police officers.
9. **Headquarters.** Headquarters for the services furnished to Spring Park under this Contract shall be located at 2730 Kelley Parkway, Orono, Minnesota 55356.
10. **Prosecution and Revenues.** Spring Park shall be responsible for the cost of prosecution of violations which occur within the Spring Park City limits. In addition, any court fines

received related to violations which occur within the Spring Park City limits shall be remitted to Spring Park. All board of prisoner fees related to violations within Spring Park City limits shall be paid by Spring Park. P.O.S.T. board reimbursements and drug forfeiture funds will be retained by Orono

12. **Dispute Resolution and Arbitration.** In the event that a dispute arises under this Agreement, the following procedures shall be followed in an attempt to resolve the dispute prior to the parties commencing arbitration.

A. Dispute Resolution Procedure

Step 1. Disputes related to services being provided under this Contract shall be first brought to the immediate attention of the Orono City Administrator for resolution.

Step 2. If the dispute remains unresolved after the proceeding through Step 1, it shall be brought before the Orono and Spring Park Joint Police Commission for resolution.

Step 3. If the dispute remains unresolved after proceeding through Step 2, it shall be brought before the city councils of both cities in a joint city council meeting for resolution.

B. Arbitration

If the dispute remains unresolved after proceeding through all of the above steps, either party may submit the dispute to binding arbitration. The parties shall select an arbitrator that is mutually agreed upon by both parties. If the parties are unable to agree upon an arbitrator, they shall each select an arbitrator for a panel and the two arbitrators selected shall select the third arbitrator. Arbitration shall be completed no later than sixty days from the date that the dispute is submitted to arbitration. The arbitrators' expenses and fees, together with the other expenses, not including legal counsel, accounting or consultant fees, incurred in the conduct of the arbitration, shall be divided equally between the parties to the arbitration. Each party to the arbitration will pay its own attorney, accountant or consultant fees. The arbitrator(s) shall not be empowered to terminate this Contract under any circumstances.

15. **Hold Harmless and Indemnification.** Orono shall maintain general liability insurance for its services and shall include Spring Park as an additional insured for the term of this Contract and any extensions thereof. Orono shall provide Spring Park proof of such insurance coverages and the additional insured endorsement naming Spring Park upon request.

Orono agrees to defend and indemnify Spring Park against any claims brought or actions filed against Spring Park or any officer, employee, or volunteer of Spring Park for injury to, death of, or damage to the property of any third person or persons, arising from Orono's performance under this Contract. Under no circumstances, however, shall Orono be required to pay on behalf of itself and Spring Park, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466, applicable to any one party. The limits of liability for Spring Park and Orono may not be added together to determine the maximum amount of liability for Orono. The intent of this subdivision is to impose on Orono a limited duty to defend and indemnify Spring Park for claims

arising out of the performance of this Contract subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 or otherwise.

This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.

16. **Entire Agreement.** This Contract constitutes the entire agreement between the parties and supersedes and replaces any prior agreement between the parties on the same subject.
17. **Amendment.** This Contract may be amended only with the written approval of both Spring Park and Orono.
18. **Assignment.** The rights and obligations under this Contract will not be assigned, and Orono will not subcontract for any services to be furnished to Spring Park (except as otherwise provided in this Contract), without prior written consent of the other party. Orono agrees that it will not enter into any agreement for services with other communities which will adversely impact any services provided in this Agreement to Spring park. Spring Park acknowledges that Orono provides law enforcement services for Minnetonka Beach and Mound, which also have representatives on the Joint Police Commission described in Section 6.
19. **Notices.** Written notices and communication required to be given under this Contract are to be in writing and sent by U.S. Mail or fax addressed:

If to Spring Park:      City Administrator  
                                 Spring Park City Hall  
                                 4349 Warren Ave  
                                 Spring Park, MN 55384

If to Orono:              City Administrator  
                                 Orono City Hall  
                                 PO Box 66  
                                 Crystal Bay, MN 55323

The parties hereto have executed this Agreement as of the date first above stated.

**CITY OF ORONO**

Dated: July 24, 20 17.

By   
Dennis Walsh, Its Mayor

Dated: July 25, 20 17.

By   
Doug Reeder  
Its City Administrator

The above Contract was reviewed and approved by the City Council for the City of Orono, by Resolution No. \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_.

**CITY OF SPRING PARK**

Dated: \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
Jerome P. Rockvam, Its Mayor

Dated: \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
Dan Tolsma, Its City Administrator

The above Contract was reviewed and approved by the City Council for the City of Spring Park, by Resolution No. \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_.

**CITY OF SPRING PARK, MINNESOTA  
POLICY ESTABLISHING A PROGRAM OF EMPLOYEE RECOGNITION SERVICES**

**RECITALS**

WHEREAS, Minnesota Statutes Section 15.46 provides, in part, as follows:

A...city may establish and operate a program of preventive health and employee recognition services for its employees and may provide necessary staff, equipment, and facilities and may expend funds as necessary to achieve the objectives of the program.

WHEREAS, the City of Spring Park finds that the work of city staff members and city volunteers provide significant benefit to city residents and the public.

WHEREAS, recognition of the work of city staff and volunteers from time to time is important for their good health and morale by providing a supportive work environment.

NOW THEREFORE, the City of Spring Park hereby adopts the following policy providing for recognition services to show appreciation for the contributions of its employees and volunteers as part of a program to support good health and morale as permitted by Minnesota Statutes 15.46.

**EMPLOYEE/VOLUNTEER RECOGNITION POLICY**

**SOCIAL EVENTS.**

The City of Spring Park may hold periodic social events such as an annual employee appreciation lunch or dinner, retirement party or open house offering light refreshments, or other similar social gathering to recognize contributions to the city by city staff and/or volunteers.

Such events should be modest, in keeping with the City's obligation to use public funds wisely. However, sufficient funds may be spent to reasonably recognize the many things that the city's employees and volunteers do for the city and its residents on a daily basis.

**TOKENS OF APPRECIATION.**

The City of Spring Park may purchase items for employees and volunteers to recognize special services provided to the city (including length of service or special services) and to encourage positive morale through recognition of extra effort. Such items may include certificates, plaques, flowers or other modest gifts. Cash awards are not permitted.

**FUNDING.**

The City Council should include in its annual budget an amount it determines is reasonable to fund employee/volunteer recognition events and tokens of appreciation.

City funds may not be used to purchase alcohol or to pay for spouses or other guests to attend employee or volunteer recognition events.

## TALK TO YOUR NEIGHBOR.....

Guest columnist Kandis Hanson, with MNSPECT, LLC

Having a career as a local government leader, I thought I had a good bead on people and a keen sense of my surroundings. However, I was taken by surprise when my neighbor to the rear of my property stepped around the end of my hedge to talk as I was mowing grass.

I hadn't met him before that time and found him nice enough. What caught me flat-footed was his request that I shear the hedge on his side. Whereas I liked the hedge tall and natural, this is where we departed. He explained that the unwieldiness made it difficult to maintain the grass on his side and mowing would be made easier if it were trimmed back.



Here is where the lesson came in: My neighbor and I had a difference of perspectives. I couldn't know how the uncontrolled hedge on his side made life difficult for him. Rather than him bottling up his frustration, he made the choice to **'talk to his neighbor.'** Rather than popping a cork, he was civil and friendly when he explained his dilemma. I couldn't have known this was bothering him but when he rationally explained, I was grateful to know his thoughts and readily complied with his request, wanting to be a good neighbor. After all, a good relationship with my neighbors was important to me!

Here is my challenge to you: If you would like something different from those who live around you, **'talk to your neighbor.'** Find some common ground by having a face-to-face. When you do so, take care with your words and your tone so the end result is good for both, and so that you grow a trusting and respectful neighbor relationship. Know in advance others have their own individual perspective, and do your best to see it their way.

*Kandis Hanson had a 22 year career as a local government leader in three Minnesota communities, all under 10,000 population. She now consults for small cities in her position as Relationship Manager with MNSPECT, LLC, a Building Safety firm and a long-established business located at 235 First Street West, Waconia, MN.*



## Municipal Construction and Development Fee Revenue and Expenses Annual Report

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Spring Park

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This site permits online submission of the *Municipal Construction and Development Fee Revenue and Expenses Annual Report*. To submit or retrieve a report, enter the name of the municipality in the search box to the left and click "Start search." If the municipality isn't found, try using a partial word search, such as "Minne" or "Min" to search for "Minneapolis." The search is not case-sensitive.

Search Results

	Municipality	County	City
<a href="#">Details &amp; Reports</a>	City of Spring Park	Hennepin	Spring Park

Municipality Details

<b>Municipality</b>	City of Spring Park
<b>County</b>	Hennepin
<b>Telephone</b>	952.471.9051
<b>Address</b>	4349 Warren
<b>City</b>	Spring Park
<b>State</b>	MN
<b>Address2</b>	Box 452
<b>ZipCode</b>	55384

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Minnesota Department of Labor and Industry  
443 Lafayette Road N., St. Paul, MN 55155

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# LMCC

LAKE MINNETONKA COMMUNICATIONS COMMISSION

4071 SUNSET DRIVE ■ BOX 385 ■ SPRING PARK, MN 55384-0385 ■ 952.471.7125 ■ FAX 952.471.9151 ■ [lmcc@lmcc-tv.org](mailto:lmcc@lmcc-tv.org)

8/14/17

To: All LMCC Member Cities  
From: Jim Lundberg, Operations Manager  
Reason: LMCC's 2018 Budget

DEEPHAVEN

EXCELSIOR

GREENWOOD

INDEPENDENCE

LONG LAKE

LORETTO

MAPLE PLAIN

MINNETONKA  
BEACH

ST. BONIFACIUS

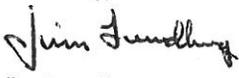
SHOREWOOD

SPRING PARK

WOODLAND

Attached, please find a copy of the Lake Minnetonka Communications Commission's 2018 Budget and 5 Year Capital Plan. The Budget was approved at our August 10<sup>th</sup> Commission meeting. One major highlight is the LMCC beginning to budget for the continuation of our AV Support Program that will start in 2020, to provide continued investment in both sound and video recording quality within our member city council chambers. Additional capital highlights include more up to date LAN and staff computers, back-up power for our major systems (Channels and edit bays) and converting our Community Channel 12 to HD.

Please bring it to your Council for approval. Also, please feel free to call or e-mail me if you have any questions. Interested parties can view our August 10<sup>th</sup> Commission meeting from the LMCC's website at [www.lmcc-tv.org](http://www.lmcc-tv.org)

Sincerely,  
  
Jim Lundberg  
Operations Manager  
LMCC  
(952)471-7125 x104

**Lake Minnetonka Communications Commission**  
**2017 Budget Detail vs 2018 Budget Final**

Updated on 7/25/17

**Budget Revenues**

	2017 Quarterly	2017 Annualized	2018 Quarterly	2018 Annualized
Franchise fees	\$ 55,268.03	\$ 221,072.11	\$ 55,268.03	\$ 221,072.11
PEG fees	\$ 23,832.24	\$ 95,328.96	\$ 25,000.00	\$ 100,000.00
Mound Usage fees	\$ 11,118.69	\$ 44,474.77	\$ 10,575.00	\$ 42,300.00
Studio Rental/DVD Dubs	\$ 625.00	\$ 2,500.00	\$ 625.00	\$ 2,500.00
All other(VOD Services)	\$ 1,000.00	\$ 4,000.00	\$ 1,150.00	\$ 4,600.00
<b>Total Budgeted revenues</b>	<b>\$ 91,843.96</b>	<b>\$ 367,375.84</b>	<b>\$ 92,618.03</b>	<b>\$ 370,472.11</b>

Franchise Salaries	Franchise	\$ 110,157.58	\$ 112,360.57
PEG Production Salaries	PEG	\$ 77,110.48	\$ 80,262.29
Franchise PERA Contributions	Franchise	\$ 8,211.98	\$ 8,458.34
PEG Production PERA Contributions	PEG	\$ 5,748.39	\$ 5,920.84
Franchise FICA Contributions	Franchise	\$ 8,006.19	\$ 8,246.38
PEG Production FICA Contributions	PEG	\$ 5,604.47	\$ 5,772.60
Franchise Health Insurance	Franchise	\$ 15,012.69	\$ 15,012.69
PEG Production Health Insurance	PEG	\$ 10,508.91	\$ 10,508.91
Franchise Worker's Compensation Insurance	Franchise	\$ 882.35	\$ 384.50
PEG Prod. Worker's Compensation Insurance	PEG	\$ 617.65	\$ 384.50
<b>Total Budget - Personnel Expenses</b>		<b>\$ 241,860.69</b>	<b>\$ 247,311.62</b>

Office Supplies	Franchise	\$ 1,400.00	\$ 1,400.00
Special Events/Meetings	Franchise	\$ 300.00	\$ -
Repairs & Maintenance Supplies	PEG	\$ 500.00	\$ 500.00
Studio Expendables	PEG	\$ 2,500.00	\$ 2,500.00
Audit/Accounting Fees	Franchise	\$ 13,000.00	\$ 6,000.00
Access Contractors	Franchise	\$ 13,000.00	\$ 13,000.00
Legal Fees	Franchise	\$ 4,000.00	\$ 4,000.00
Copier Expense	Franchise	\$ 4,150.00	\$ 4,150.00
Payroll Services	Franchise	\$ 1,250.00	\$ 1,250.00
Janitorial Services	Franchise	\$ 2,900.00	\$ 3,200.00
Security Services	Franchise	\$ 300.00	\$ 300.00
Telephone/Communications	Franchise	\$ 3,500.00	\$ 1,500.00
Postage	Franchise	\$ 1,200.00	\$ 1,200.00
Computer Consulting	Franchise	\$ 2,000.00	\$ 2,000.00
Training	Franchise	\$ 400.00	\$ -
Travel	Franchise	\$ -	\$ -
Mileage	Franchise	\$ 1,000.00	\$ 1,000.00
Printing & Publishing	Franchise	\$ 400.00	\$ 400.00
Insurance	Franchise	\$ 4,500.00	\$ 2,900.00
Utilities	Franchise	\$ 10,500.00	\$ 10,500.00
Refuse & Recycling	Franchise	\$ 1,500.00	\$ 700.00
Bank Finance Fees	Franchise	\$ -	\$ -
Contracted Building Repair	PEG	\$ 2,000.00	\$ 2,000.00
Maintenance Repair Equipment	PEG	\$ 2,000.00	\$ 2,000.00
Equipment Rental	PEG	\$ -	\$ -
Advertising	Franchise	\$ 200.00	\$ -
Van Operation	PEG	\$ 1,500.00	\$ 1,500.00
Web streaming/Broadband	Franchise	\$ 8,800.00	\$ 8,800.00
Licenses	Franchise	\$ 1,000.00	\$ 500.00
Other Expenses / Contingency	Franchise	\$ 500.00	\$ 500.00
Capital Building Improvements	PEG	\$ 2,000.00	\$ -

**Total Budget - Expenses** **\$ 86,300.00** **\$ 71,800.00**

**Total Budget - All Expenses** **\$ 328,160.69** **\$ 319,111.62**

Capital equipment expenditures budget	PEG	\$ 27,347.98	\$ 35,158.71
Capital Software	PEG	\$ -	\$ 2,633.43
AV Support Program for Member Cities	PEG	\$ 21,022.00	\$ 13,600.00
Funding for 2020 AV Support Program	PEG	\$ -	\$ 7,000.00
<b>Total 2017 Budget - All expenses plus Capital</b>		<b>\$ 376,530.67</b>	<b>\$ 377,503.76</b>



2018 5 Year Plan Final

Production Truck Upgrades									
Year 3:	Qty:	Description:	Mfg.:	Part #:	Cost Each:	Tax Each:	X Qty:	Total:	
	1	2 in 2 out Instant Replay for Flint	Broadcast PIX	ReVue	\$ 23,600.00	\$ 1,770.00	1	\$ 25,370.00	
	1	Codec Pack for Instant Replay	Broadcast PIX	703	\$ 4,715.00	\$ 353.63	1	\$ 5,068.63	
	1	2020AV Support Program			\$ 13,000.00	\$ -	1	\$ 13,000.00	
							<b>Total:</b>	<b>\$ 43,438.63</b>	
Production Truck Upgrades									
Year 4:	Qty:	Description:	Mfg.:	Part #:	Cost Each:	Tax Each:	X Qty:	Total:	
	1	Replacement Phone System	Toshiba	IP Edge	\$ 3,777.19	\$ 273.85	1	\$ 4,051.04	
	8	Encoder/Flash Recorders	Matrox	MHDX/I	\$ 1,995.00	\$ 144.64	8	\$ 17,117.12	
	8	6' HDMI Cables	StarTech	HDMM6	\$ 9.99	\$ 0.72	8	\$ 85.68	
	16	32 Gig SDHC Flash Cards	Microcenter	73924	\$ 14.99	\$ 1.09	16	\$ 257.25	
	16	32 Gig USB Drives	Microcenter	299933	\$ 9.99	\$ 0.72	16	\$ 171.36	
	1	2020 AV Support Program			\$ 20,000.00	\$ -		\$ 20,000.00	
							<b>Total</b>	<b>\$ 41,682.45</b>	
Production Truck Upgrades									
Year 5	Qty:	Description:	Mfg.:	Part #:	Cost Each:	Tax Each:	X Qty:	Total:	
	6	4k/HD Camcorders	Panasonic	AG-DVX200	\$ 4,195.00	\$ 304.14	6	\$ 26,994.84	
	6	Camera Bags	Monfroto	Pro Lite 195N	\$ 239.99	\$ 17.40	6	\$ 1,544.34	
	1	2020 AV Support Program			\$ 20,000.00	\$ -		\$ 20,000.00	
							<b>Total:</b>	<b>\$ 48,539.18</b>	

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

**RESOLUTION 17-13**

**A RESOLUTION APPROVING THE PROPOSED 2018 BUDGET FOR THE  
LAKE MINNETONKA COMMUNICATIONS COMMISSION**

**WHEREAS**, the Lake Minnetonka Communications Commission (LMCC) provides telecommunication services to the Lake Minnetonka area; and

**WHEREAS**, per the joint powers agreement among the cities served by the LMCC requires approval of the proposed budget; and

**WHEREAS**, the LMCC has submitted the proposed 2018 budget to the city.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

That the City of Spring Park approves and supports the LMCC proposed 2018 budget.

Adopted by the City Council of the City of Spring Park, Minnesota on August 21, 2017.

Approved:

Attest:

\_\_\_\_\_  
Jerome P. Rockvam, Mayor

\_\_\_\_\_  
Theresa Schyma, City Clerk



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

FOR IMMEDIATE RELEASE  
August 9, 2017

### MOUND FIRE DEPARTMENT HAPPENINGS

Mound, MN, August 9, 2017– During the month of July 2017, the Mound Fire Department responded to 28 fire related calls and 36 medical related calls, for a total of 64 callouts for the month. It was a busy month for MFD staff!

In July the Mound Fire Department staff assisted Hennepin County Water Patrol over the 4<sup>th</sup> of July weekend by having a crew and a boat on Lake Minnetonka to provide medical assistance or fire response during peak activity hours. The Mound Fire Boat and crew assisted the Excelsior Fire Department during the City of Excelsior's 4<sup>th</sup> of July Fireworks, and also participated in the Spirit of the Lakes Grand Day Parade and was on standby during the fireworks display.

On July 19<sup>th</sup> the 2<sup>nd</sup> Annual Guns vs. Hoses Charity Softball Game benefitting WeCAN was held at the WRA Fields in Minnetrista. The Mound Fire Department teamed up against the Orono and Minnetrista Police Departments. Although it was a close game, The Mound Fire Department rallied to win the game with a score of 10-9. It was a fun game with Sparky the Fire Dog, and McGruff the Crime Dog leading off the game along with other shenanigans that took place over the course of the game. Over \$2,500 was raised for WeCAN, along with several non-perishable food donations collected to support the WeCAN Mobile Market.

#### Notable Events:

**Thursday, July 20, 2017** at 08:45 hours the Mound Fire Department was dispatched to a report severed gas line in the 5700 block of Game Farm Road. Mound Fire Crews and the Minnetrista Police Department evacuated Hilltop Primary School as a safety precaution and monitored the school and surrounding residences for explosive gas levels. CenterPoint Energy secured the gas line. There was no damage to properties or injuries to any civilians or firefighters.

## Fire Safety Tips for the Home

For most people, a home is the most important thing you own. It is prudent to ensure the security of your home and family from destructive elements such as fire. Fires may occur due to accidents through carelessness or negligence. It is therefore essential to know of ways and means to keep your house safe from fires.

Listed below are a few important measures for ensuring fire safety for your home:

- Install several smoke alarms, on each level and in each sleeping room. Smoke alarms help save lives and property with early-warning mechanisms. All instructions regarding smoke alarms must be observed scrupulously.
- Maintain and test smoke alarms monthly. Replace smoke alarm batteries at least once per year. Most smoke alarms give out signals when the batteries get low to avoid the danger of forgetting about replacing the batteries.
- Keep an eye out for potential fire hazards. Look for things like frayed or torn cords on electrical devices such as televisions, stereo systems, lamps or computers. Watch out for heaters that are too close to flammable items such as clothing, fabric, books, magazines or old newspapers.
- Children are fascinated with fire, and curiosity can get dangerous. Keep match boxes and lighters out of reach of children. Keep temptation at bay by hiding matches and lighters.
- Many home fires begin in the kitchen. It's always best to be cautious and exercise care in attending to areas that are prone to fire accidents. Kitchen fires often originate when items on the stove are left unattended.
- Always exercise caution when using, placing or lighting candles. Candles can easily allow other things to catch fire if you are not careful. Have proper candle holders, protective covers and extinguishers for candles.
- Fireplaces or wood-burning stoves need attention and maintenance. These devices are another common cause of house fires. Ensure proper safety and upkeep of such devices and keep children out of reach of fire.
- Teach children about the hazards of fire and ensure they are aware of fire safety rules. Remember, the wellbeing of your family is important and everyone is responsible in understanding the hazards of fire.
- Create an emergency fire-exit plan that includes a meeting place. Family members should be aware of this plan, and safety drills must be practiced from time to time. Escape plans have helped families to be safe in fires. Practice a Safe Escape Drill with ALL family members. Doing a practice drill could Save a Life!

If you would like more information, please contact The Mound Fire Department Administrative Offices at 952-472-3555 or email at [moundfire@moundfire.com](mailto:moundfire@moundfire.com).

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AUG - 7 REPORT

2017 MOUND FIRE DEPARTMENT ACTIVITY REPORT  
Emergency Response and Firefighter Hours Detail

MONTH: July

City	Call Type	2017			2016				
		Month	Firefighter Hours	YTD Calls	YTD Hours	Month	Firefighter Hours	YTD Calls	YTD Hours
MOUND	Fire	16	271	97	2397	19	339	71	1564
	Rescue	25	376	119	1960	16	263	97	1654
	Duty Officer	4	4	15	18	3	3	20	20
MINNETONKA BEACH	Fire	1	19	10	201	1	18	10	274
	Rescue	1	13	2	27	1	11	6	128
	Duty Officer	2	2	2	2	0	0	0	0
MINNETRISTA	Fire	1	30	21	374	3	62	18	337
	Rescue	2	32	15	280	2	35	15	327
	Duty Officer	0	0	2	2	0	0	2	2
SHOREWOOD	Fire	0	0	1	16	0	0	1	15
	Rescue	0	0	3	54	0	0	2	30
	Duty Officer	0	0	0	0	0	0	0	0
SPRING PARK	Fire	0	0	9	196	2	29	14	238
	Rescue	7	87	37	540	8	132	50	866
	Duty Officer	3	3	5	6	1	1	6	6
MUTUAL AID	Fire	2	74	9	258	1	64	10	431
	Rescue	0	0	2	26	0	0	1	10
	Weather, Special Event, Etc.	0	0		0	0	0		0
Total Activity All Cities	Fire	20	394	147	3442	26	512	124	2,859
	Rescue	35	508	178	2887	27	441	171	3015
	Duty Officer	9	9	24	28	4	4	28	28
	Stand By	0	0	0	0	0	0	0	0
TOTAL		64	911	349	6357	57	957	323	5902

Monthly Activity by Call Category

Category	2017	2016
COMMERCIAL	5	6
RESIDENTIAL	47	38
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	12	13
SERVICE CALLS (Smoke/CO Detectors)	0	2
LEGITIMATE FIRE ALARMS	4	2
FALSE FIRE ALARMS	3	2

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY

Category	2017		2016	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	2	0	4
MUTUAL AID CALLS GIVEN	2	11	1	11
TRAINING/MAINTENANCE HOURS	351.5	2705	295	2781

Madison Reports 2 Fire Incident & Performance 2017  
City's Monthly Report

**Mound Fire Department  
Incident Reports - Spring Park  
July, 2017**

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
<b>Total Fire Calls</b>							<b>0</b>
<b>Total Fire Hours</b>							<b>0</b>

294	7/3/2017	Spring Park	2450 Island Drive, #301	Rescue	EMS	Transported	10
309	7/9/2017	Spring Park	4601 Shoreline Drive, #104	Rescue	EMS	Assist	24
340	7/27/2017	Spring Park	4515 Shoreline Drive	Rescue	EMS	Assist	7
341	7/27/2017	Spring Park	4523 Shoreline Drive, #210	Rescue	EMS	Unknown Transport	14
346	7/31/2017	Spring Park	4501 Shoreline Drive, #207	Rescue	EMS	Assist	12
347	7/31/2017	Spring Park	4501 Shoreline Drive, #207	Rescue	EMS	Transported	10
349	7/31/2017	Spring Park	2450 Island Drive, #316	Rescue	EMS	Transported	10
<b>Total Rescue Calls</b>							<b>7</b>
<b>Total Rescue Hours</b>							<b>87</b>

290	7/2/2017	Spring Park	2400 Interlachen Road	Fire	Haz Cond - Gas Odor	Nothing Found	1
317	7/15/2017	Spring Park	4201 Sunset Drive, #514	Fire	Check Burn	Advised to Extinguish	1
334	7/22/2017	Spring Park	2424 Black Lake Road	Fire	Check Burn	Home Owner to Extinguish	1
<b>Total Duty Officer Calls</b>							<b>3</b>
<b>Total Duty Officer Hours</b>							<b>3</b>

<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER CALLS</b>		<b>10</b>	<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER HOURS</b>		<b>90</b>
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# Mound Fire Department

City of Spring Park  
January - July, 2017

AUG - 7 REC'D

## Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
14	1/10/2017	4208 West Arm Drive			x	Nothing found	N	N
112	4/4/2017	4527 Shoreline Drive	x			Resident Pulled Alarm	Y	Y
145	4/25/2017	2380 Island Drive	x			Canceled enroute	Y	Y
146	4/25/2017	4501 Shoreline Drive, #124	x			Burnt Food	N	Y
221	6/10/2017	4527 Shoreline Drive	x			Burnt Food - Ventilated	N	Y

### 2017 YTD TOTALS

FIRE ALARM	4			False Alarms	2	
SMOKE DETECTOR		0		Legitimate Alarms	3	
CO DETECTOR			1	Preventable		4
TOTAL - ALL ALARMS	5					

14c

# Orono Police Department

*Proudly Serving Orono, Minnetonka Beach, Mound and Spring Park  
Dedicated to Fairness, Service, Pride and Quality*

The Orono Police Department cordially invites you to join us for an educational opportunity that explores the topic of Use of Force. Across the United States today there is an enormous amount of scrutiny on police officers and the level of force used during encounters with the public; especially as it pertains to deadly force encounters. This educational opportunity will provide you with a foundation and background with regarding all levels of use of force decisions police make regularly. By providing this unique insight into a highly sensitive topic we hope to provide a much more transparent view from a police officer perspective.

**Topics discussed :** *Use of Force Defined, U.S. Constitution and Minnesota case law, Levels of force, Traffic Stops related circumstances* and much more. Most importantly, this will be mainly a hands on course which will allow participants to be actively engaged by playing the role of police officers having to make decisions based on scenerios taken from real life examples.

**When:** Saturday October 7, 2017  
**Where:** Orono Police Department (2730 Kelley Parkway Orono)  
**Time:** 1pm-5pm  
**Cost:** FREE

Refreshments and snacks will be provided. RSVP to either [estensrud@ci.orono.mn.us](mailto:estensrud@ci.orono.mn.us) or [cfarniok@ci.orono.mn.us](mailto:cfarniok@ci.orono.mn.us) or call 952-249-4700 by **September 29, 2017**.

Hope to see you there.  
Sincerely,

Sgt. Chad Stensrud  
Orono Police Department

CC. Chief Correy Farniok

# Orono Police Department<sup>14d</sup>

*Proudly Serving Orono, Minnetonka Beach, Spring Park and Mound  
Dedicated to Fairness, Service, Pride and Quality*

AUG 14 REC'D

**To:** City of Spring Park  
**Date:** August 3, 2017  
**Subject:** Alcohol Compliance Checks

On Thursday, August 3, 2017, the Orono Police Department conducted compliance checks at license holders in the City of Spring Park. All license holders passed the check. They followed proper procedures and did not sell alcohol to an underage person. All businesses involved were sent letters notifying them of their compliance check status.

Sincerely,



Josh Raze #526  
Police Officer  
Orono Police Department

JR:jw



## MEMORANDUM

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

From: John Crawford, P.E., PTOE  
Justin Sebens, EIT.

Date: August 15, 2017

Subject: Lord Fletchers Noise Compliance Study

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Kimley-Horn conducted a noise study around Lord Fletchers restaurant on Saturday August 12<sup>th</sup>, 2017. The purpose was to determine if the noise levels conform to the conditions of the 2017 music concert permit for Lord Fletchers. A total of three distinct site locations were measured with one site containing two measurement points. All noise measurements were conducted following the MPCA and MnDOT Noise policy guidelines. An approved and calibrated Larson Davis LXT sound meter was used to conduct the noise measurements. Each site was measured for 15 minutes. For each measurement taken, the Leq was watched to determine if the instantaneous Leq ever exceeded the 65-dBA limit set forth by the city of Spring Park. If the instantaneous Leq exceeded the 65-dBA threshold the level was noted and recorded. At each location, the "background" noise was measured. Background noise was determined to be the hourly Leq equivalent for each analysis period. **Figure 1** summarizes the measurement locations.

### Measurement Locations and Notes:

**1875 Shadywood Road** – Measurements were taken at two different locations at this property per a previous request of the homeowner. The measurement for location 1 was taken in the backyard approximately 20 feet from the lake shore from 5:20 PM – 5:50 PM. At this location, the music could be heard but was dampened by the large number of Cattails between the measurement site and Lord Fletchers. The 65-dBA limit was exceeded 3 times during the 15-minute measurement period. The first was 66.4 dBA and correlated to the lead singer. The duration was approximately three seconds, well below the permitted duration of ten seconds. The second was 66.0 dBA and this was correlated to a passing motorcycle. The third was 65.3 decibels and was also attributed to a passing motorcycle. The overall Leq for the measurement was determined to be 55.3 dBA. Based on the 65-dBA threshold being exceeded only three times during the 15-minute measurement, Lord Fletchers is within the permitted noise limits at location 1.

The measurement taken at location 2 was located on the homeowner's back deck. The meter was placed approximately 5 feet from the house. A 15-minute measurement was conducted between 5:35 PM - 5:50 PM and determined that the 65-dBA threshold was exceeded three times. The first was 65.1

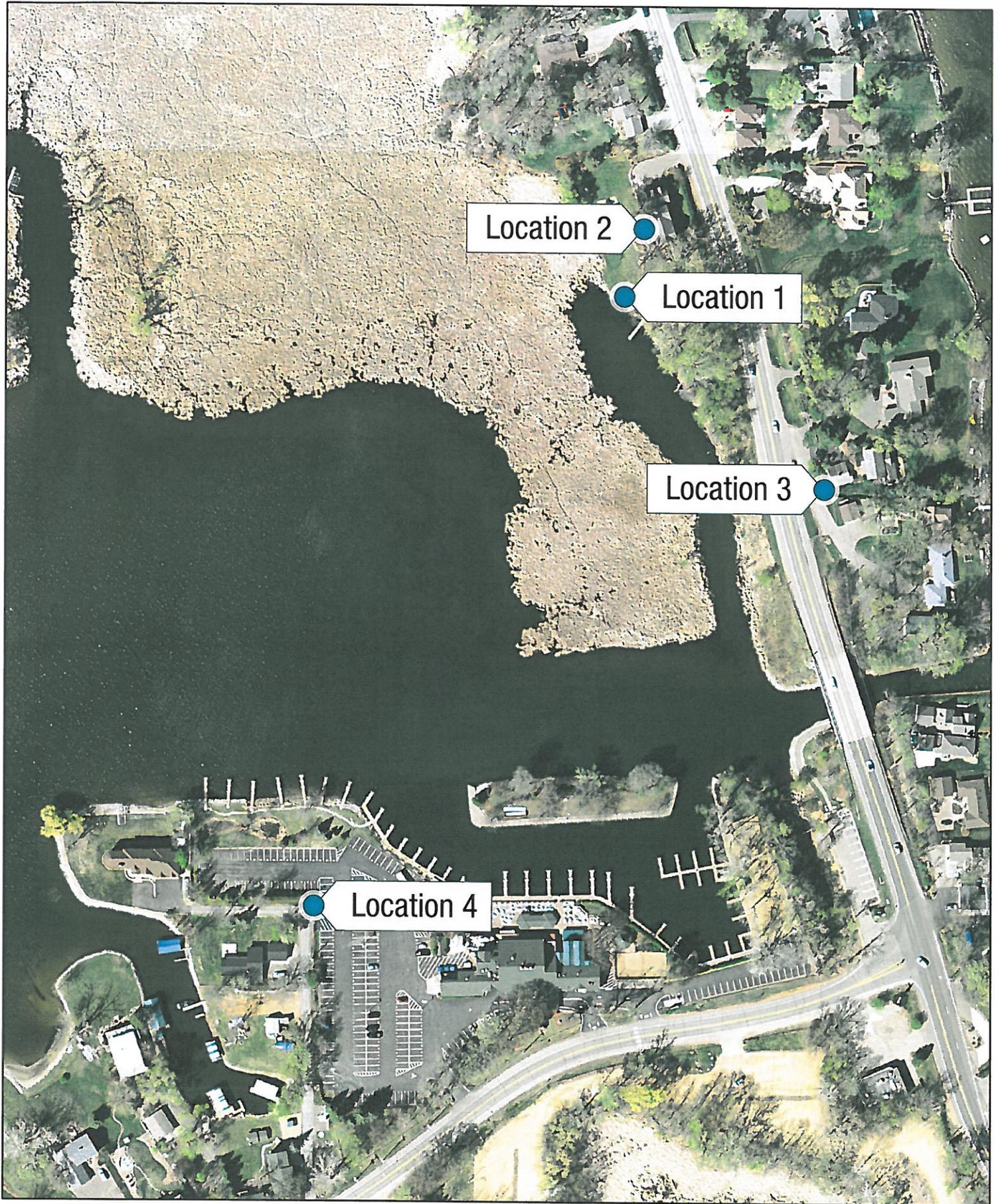
dBA and was correlated to the lead singer. The second exceedance was 66.8 dBA and was correlated to the lead singer. The third exceedance was 65.7 dBA and was correlated to the lead singer. In all three cases, the duration of the exceedance was only one second. The overall Leq for the measurement was 57.6 dBA. Based on the measurement at location 2 it can be determined that Lord Fletchers is within the permitted noise levels for outdoor live music.

**1910 Shadywood Road** – One measurement was taken at location 3 between 6:05 PM – 6:20 PM. The music could be heard but the line of sight was blocked by the roadway and the music was overpowered by the adjacent street traffic. All noise spikes were due to passing traffic. The band sound level varied between 50 and 55 dBA for the entire measurement. The overall Leq for the 15-minute period was 61.3 dBA. Traffic noise is the dominant noise source at location 3. Based on this measurement Lord Fletchers is within the permitted noise levels.

**3800 Budd Lane** – One measurement was taken at location 4 between 6:30 PM – 6:45 PM. There were no recorded exceedances during the 15-minute measurement at this location. The speakers for the band are pointed away from this location and much of the noise at this location is background or ambient noise from passing boats and nearby residences. The overall Leq for the 15-minute period was 54.3 dBA. Based on this measurement Lord Fletchers is within the permitted noise levels.

#### **Noise Conclusions and Suggestions:**

Based on the measurements taken and the noise levels that were observed, Lord Fletchers is not violating any part of the permit set forth by the city of Spring Park, MN. It should be noted that a walkthrough on the patio of Lord Fletchers was completed after the 7:00 PM permit time and music was being amplified by speakers on the patio.





Date: August 17, 2017  
To: City of Spring Park  
From: Dallas Roggeman, Operator  
O & M Report: July 2017

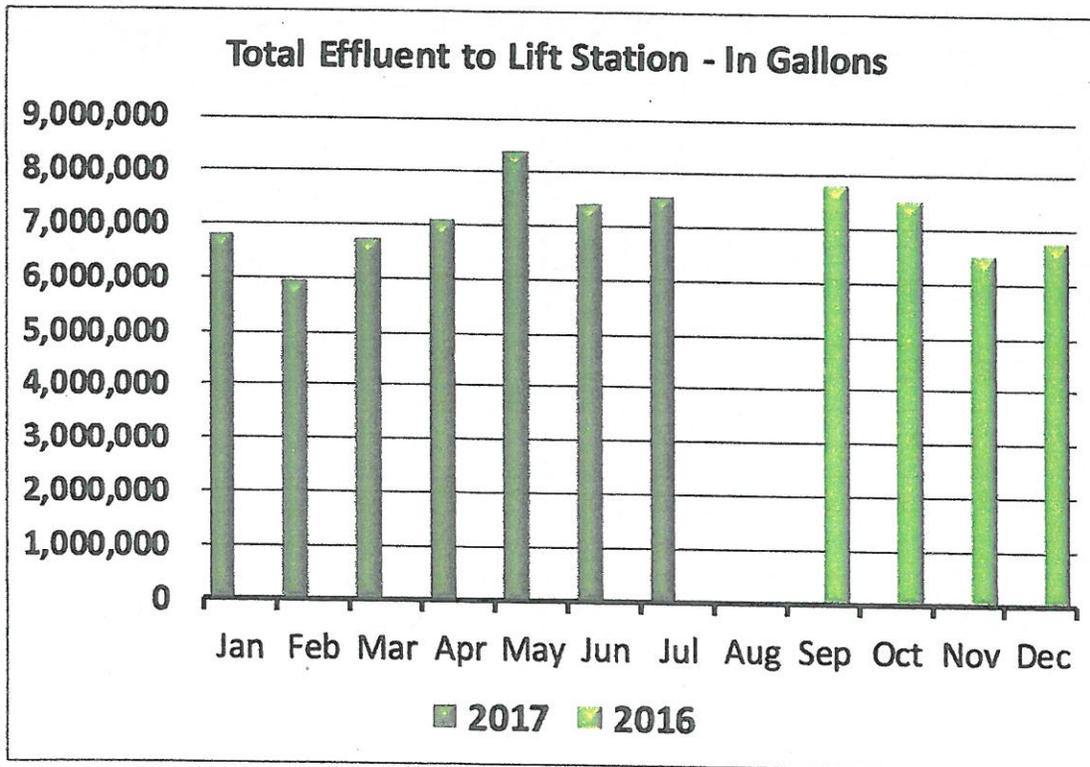
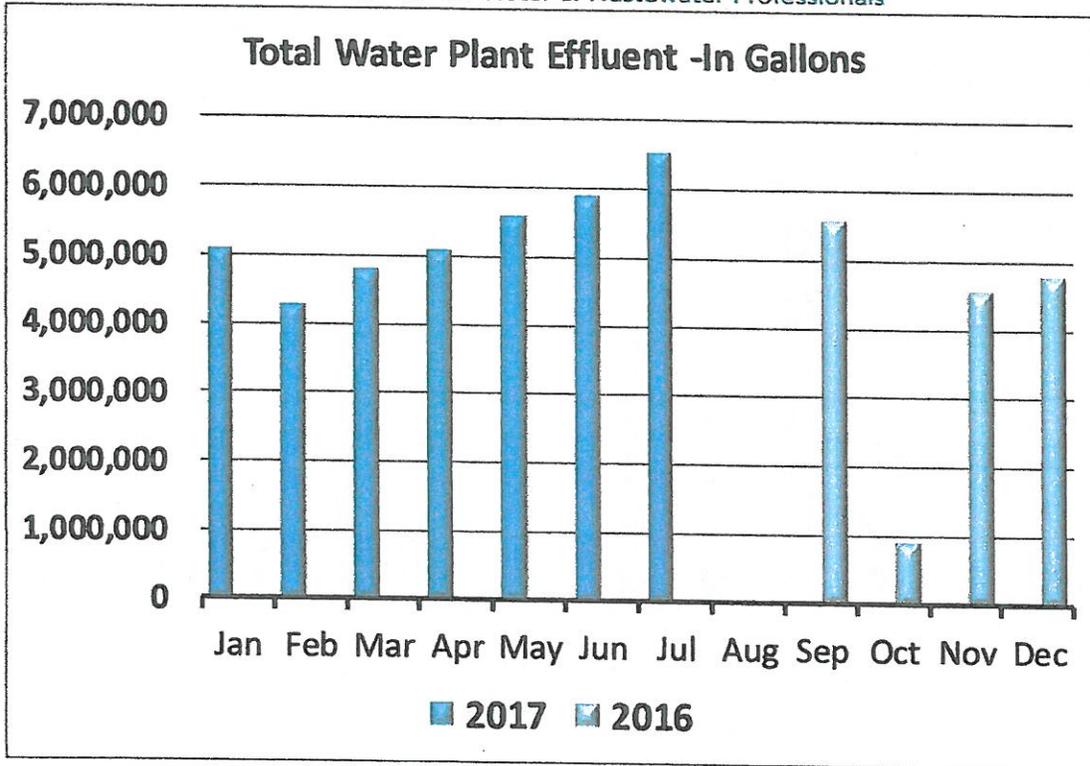
**Spring Park Operations and Maintenance**

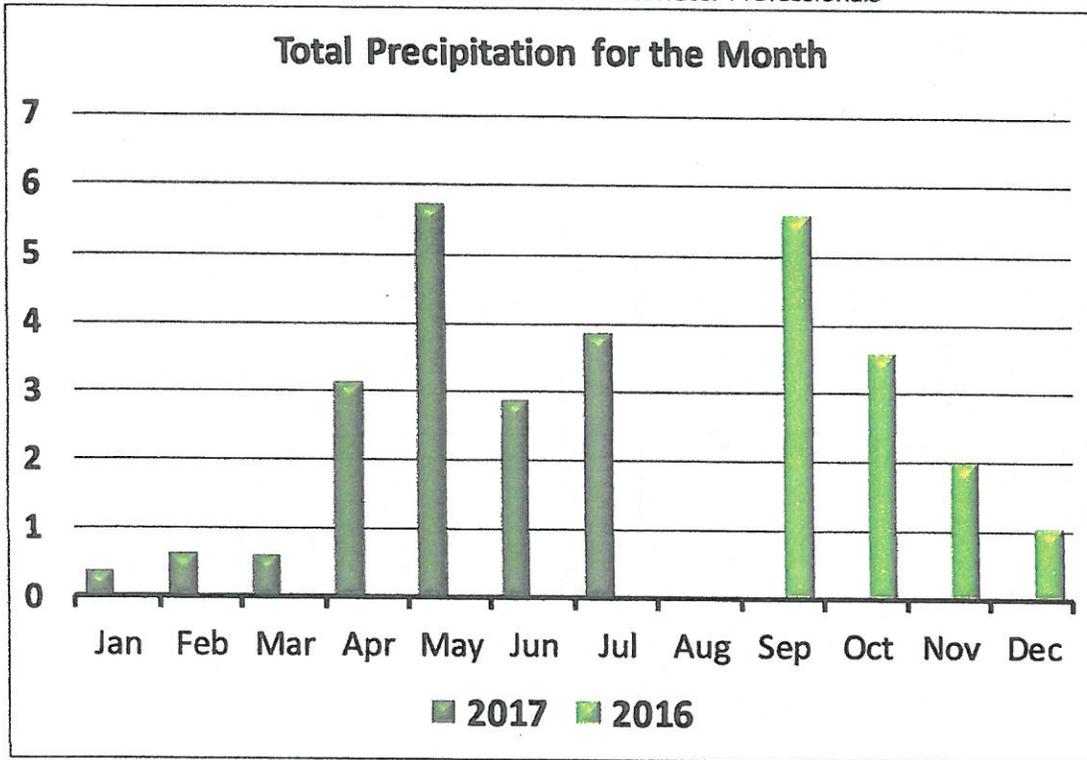
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- Replaced a gear that broke inside of the automatic backwash valve. This was the only spare I had, so more replacements have been ordered. We have a lot of these valves with the same gears so it is a good idea to have a few on hand. The replacement gears are made of metal versus the plastic gear that originated with the valve so they tend to hold up a lot better.
- Working with the phone companies and contractors on changing the phone system in the city hall while maintaining our back up emergency dial out at the water treatment plant that is tied into the city hall's system. Theresa is about to lose her mind with this. Ask her about this, she loves to talk about it.
- After receiving the second bid for sealcoating Warren Ave, Modern Roadways the winning bidder was awarded the job and completed the task in a timely fashion. This is the same crew that has done a lot of your work in town, so I was happy to see them get the bid. The rock will be on the road for a few months before it can be swept and lines can be repainted.
- Continue to work with contractors on Black Lake Rd monitoring sewer and water connections for homes that have been torn down, and the new ones that are going up.
- Sprayed and pulled weeds around the city hall and water treatment plant.
- Updated what was formally known as the material safety data sheets for the chemicals at the water treatment plant to the new standards known as Safety Data Sheets. This is required by the state.
- Paul trimmed the shrubs along the fence line at Wilkes Park, mainly behind the swing set. We didn't want to trim these to much as the adjacent property is a bit of an eye sore in the back.
- Had a second contractor come in to the water treatment plant to give us a bid on painting the existing pipe from the original portion of the facility. Once the second bid comes in, I will pass them along to you. One company seems quit superior to the other so hopefully they are the cheaper bid or at least close.



- Compared our quarterly flow leaving the water treatment facility with the amount billed for in Sharon's records. After making a few adjustments in Sharon's program, we now have good and accurate data that is in the range and comparable to the flow totals we are looking for.
- Installed a new backwash waste flow meter that was under warranty from the construction project. The keypad on the previous one was not working.
- Responded to power outages from a storm on 7-17-17. The pumps at lift station #4 were tripped out, and needed to be reset. I also went around and cleared all the debris from the storm sewer catch basins.
- Replaced the chlorine injector for the post chlorination unit at the water treatment facility. The old injector was leaking water through the unit and into the chlorine lines and roto meters (these are vacuum lines and should not have water in them). All the lines and roto meters were blown out to remove the remaining water, and the new injector was installed. I will put a rebuild kit in the old injector and make it our new spare.
- Viewed the PeopleService Inc. companywide monthly minder on fire extinguisher checks. I inspect all our extinguishers monthly, and they are inspected by a certified company on an annual basis.
- Attended the monthly staff meeting. A couple of the topics in this month's meeting were utility insurance for residents, and applying for infrastructure grants.
- Awhile back, I completed a utility rate survey for the City. Attached you will find 10 different rate studies that I have highlighted. The survey shows both regional, and state wide results from the communities that participated. For more detailed information, please ask me to see the full copy of the report.



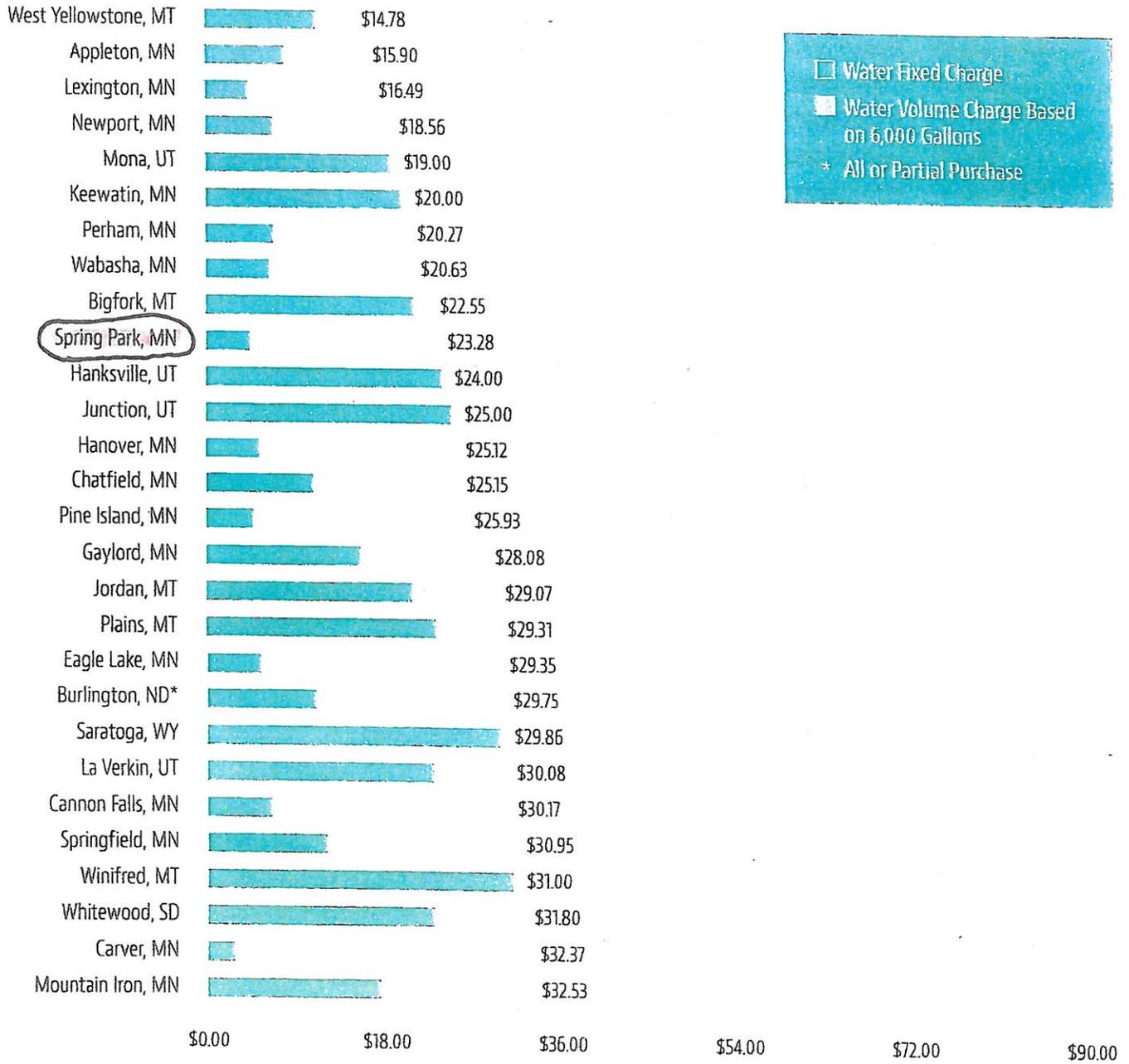


		July-17	June-17	July-16
<b>Water</b>				
<b>Average Daily Pumped</b>	gallons	210,332	196,750	0
<b>Maximum Daily Pumped</b>	gallons	303,000	288,000	0
<b>Total Monthly Pumped</b>	gallons	6,520,300	5,902,500	0
<b>Well #1 Pumped</b>	gallons	2,471,900	2,241,500	0
<b>Well #1 Average Pumped</b>	gallons	79,739	74,717	0
<b>Well #2 Pumped</b>	gallons	4,032,200	3,628,800	0
<b>Well #2 Average Pumped</b>	gallons	130,071	120,960	0
<b>Well #3 Pumped</b>	gallons	0	20,000	0
<b>Well #3 Average Pumped</b>	gallons	0	667	0
<b>Fluoride used</b>	gallons	12.5	11.6	0.0
<b>Fluoride Average used</b>	gallons	0.4	0.4	0.0
<b>Poly Phosphate used</b>	pounds	165.4	146.0	0.0
<b>Poly Phosphate Average used</b>	pounds	5.3	4.9	0.0
<b>Chlorine used</b>	lbs	167	159	0
<b>Chlorine Average used</b>	lbs	5	5	0
<b>Wastewater</b>				
<b>Effluent Flow</b>				
<b>Maximum Daily Pumped Wastewater</b>	gallons	270,090	263,570	0
<b>Average Daily Pumped Wastewater</b>	gallons	244,200	247,100	0
<b>Lift Station Effluent to Met Council</b>	gallons	7,570,320	7,413,140	0
<b>Precipitation</b>	inches	3.87	2.89	0.00

# GROUND WATER SYSTEMS

# 1

(Continued on Next Page)

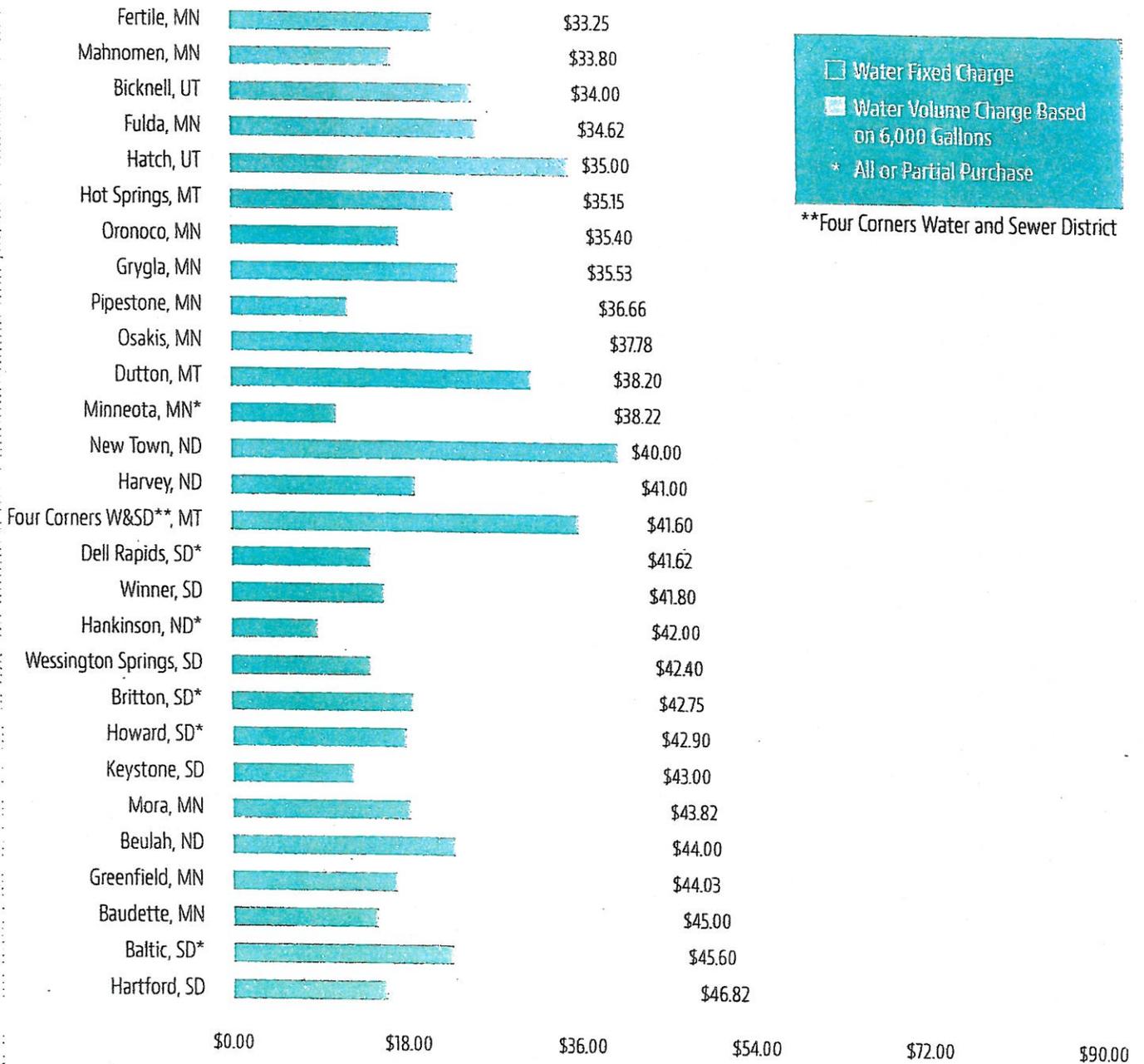


TYPICAL MONTHLY RESIDENTIAL WATER UTILITY BILL (\$)



## GROUND WATER SYSTEMS #1

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TYPICAL MONTHLY RESIDENTIAL WATER UTILITY BILL (\$)

## GROUND WATER SYSTEMS #1

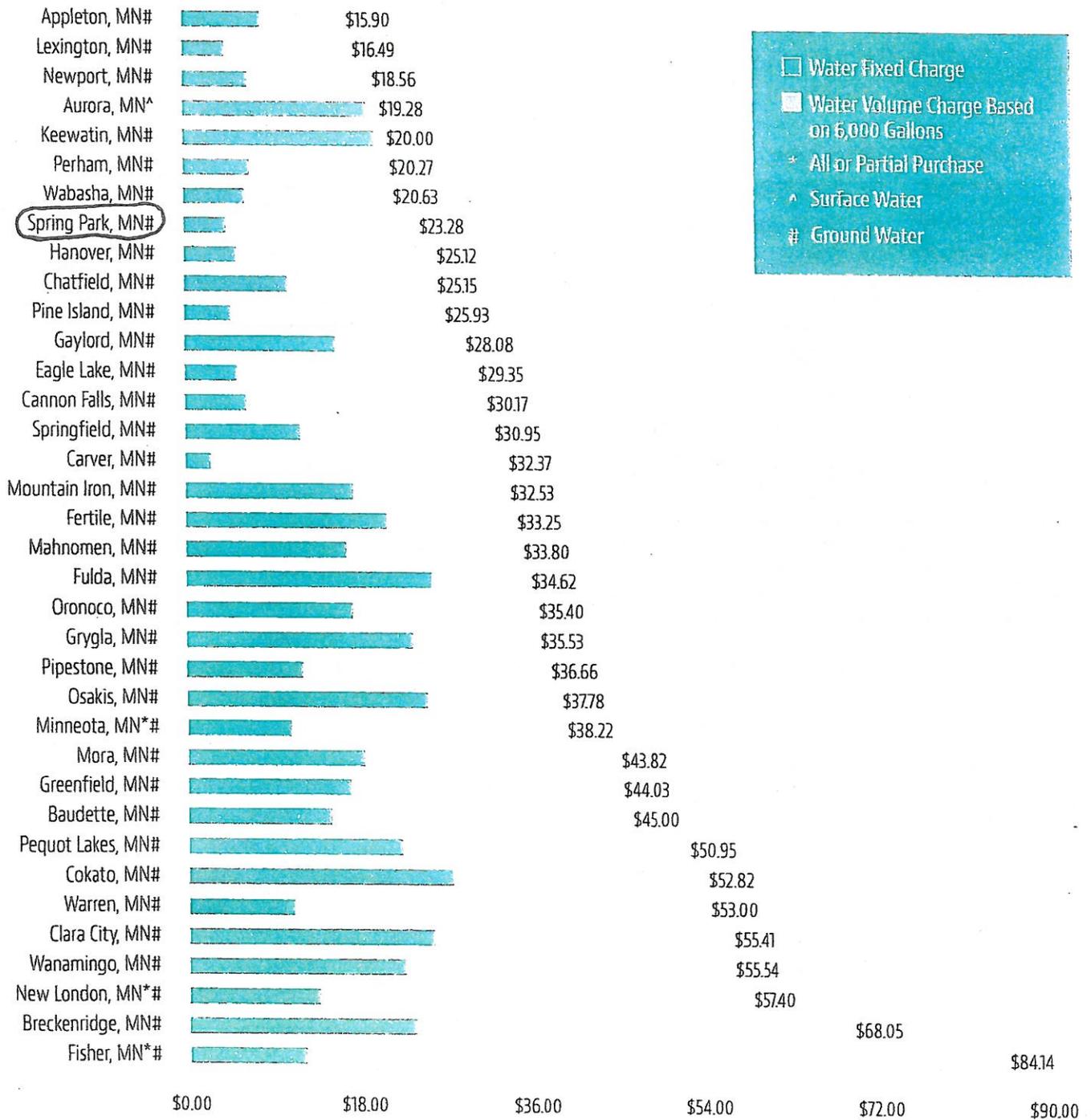
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TYPICAL MONTHLY RESIDENTIAL WATER UTILITY BILL (\$)



MINNESOTA #2

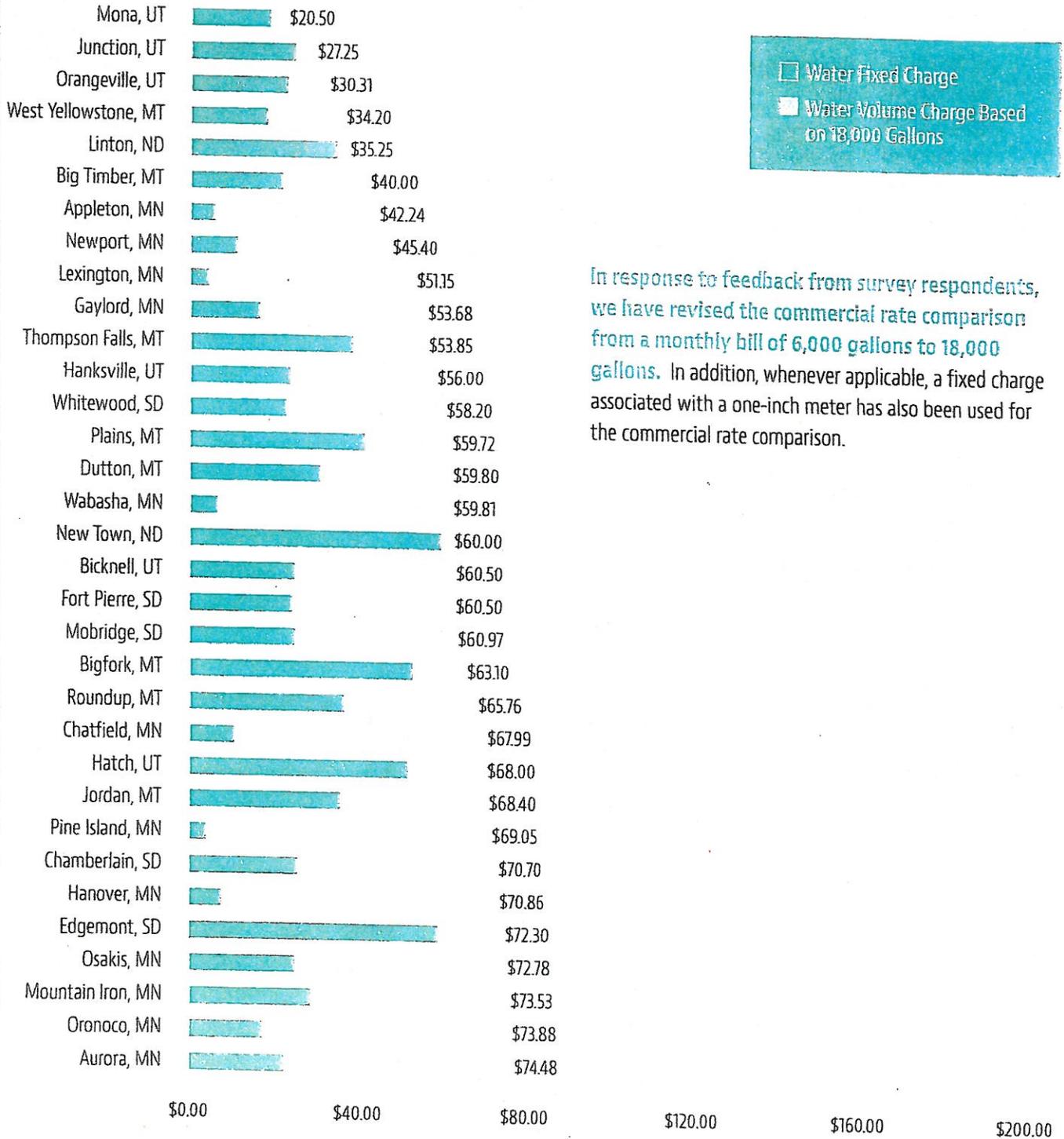


TYPICAL MONTHLY RESIDENTIAL WATER UTILITY BILL (\$)



### COMMERCIAL WATER CHARGES #3

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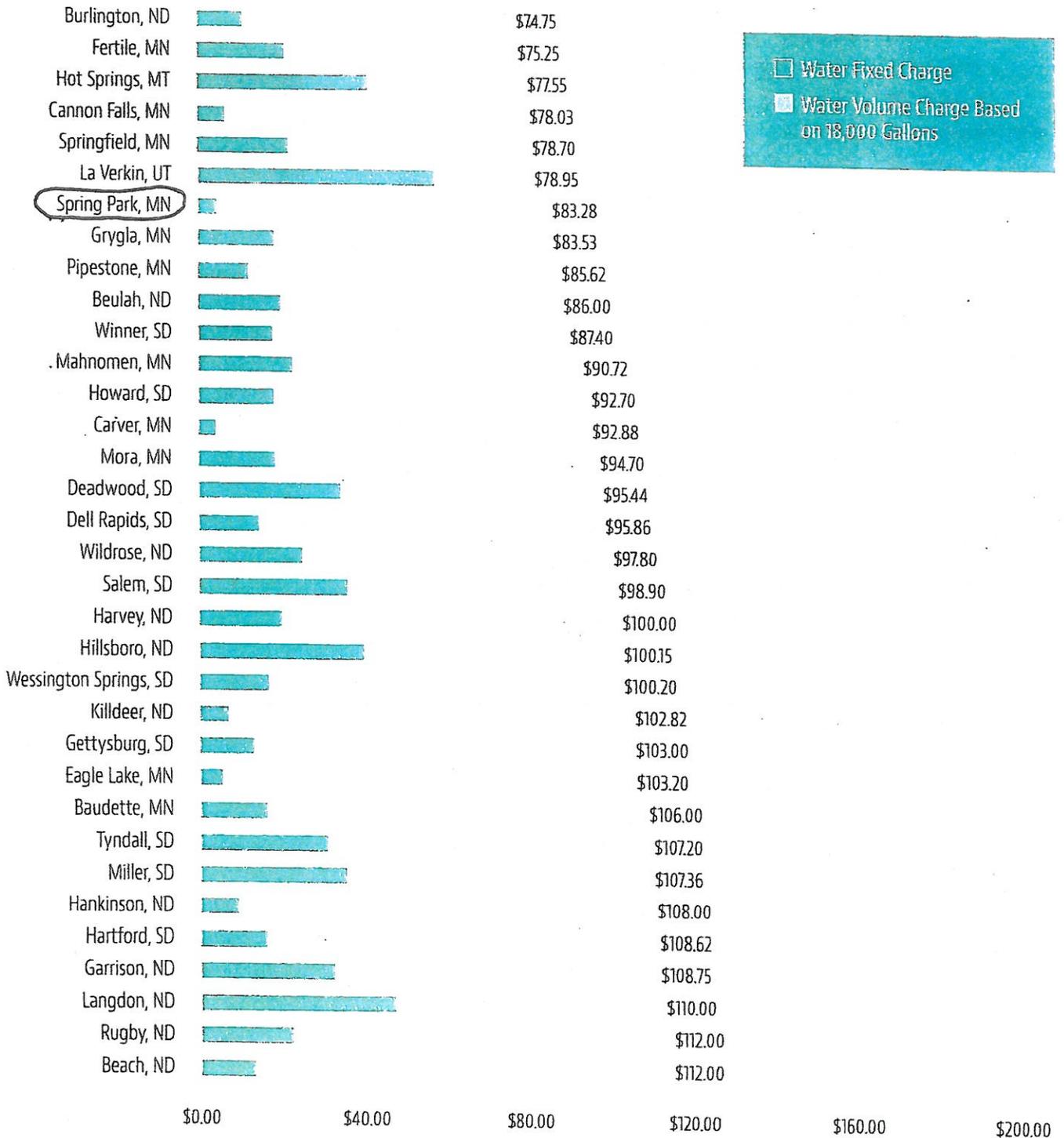


In response to feedback from survey respondents, we have revised the commercial rate comparison from a monthly bill of 6,000 gallons to 18,000 gallons. In addition, whenever applicable, a fixed charge associated with a one-inch meter has also been used for the commercial rate comparison.

TYPICAL MONTHLY COMMERCIAL WATER UTILITY BILL (\$)

# COMMERCIAL WATER CHARGES #3

(Continued from Previous Page, Continued on Next Page)

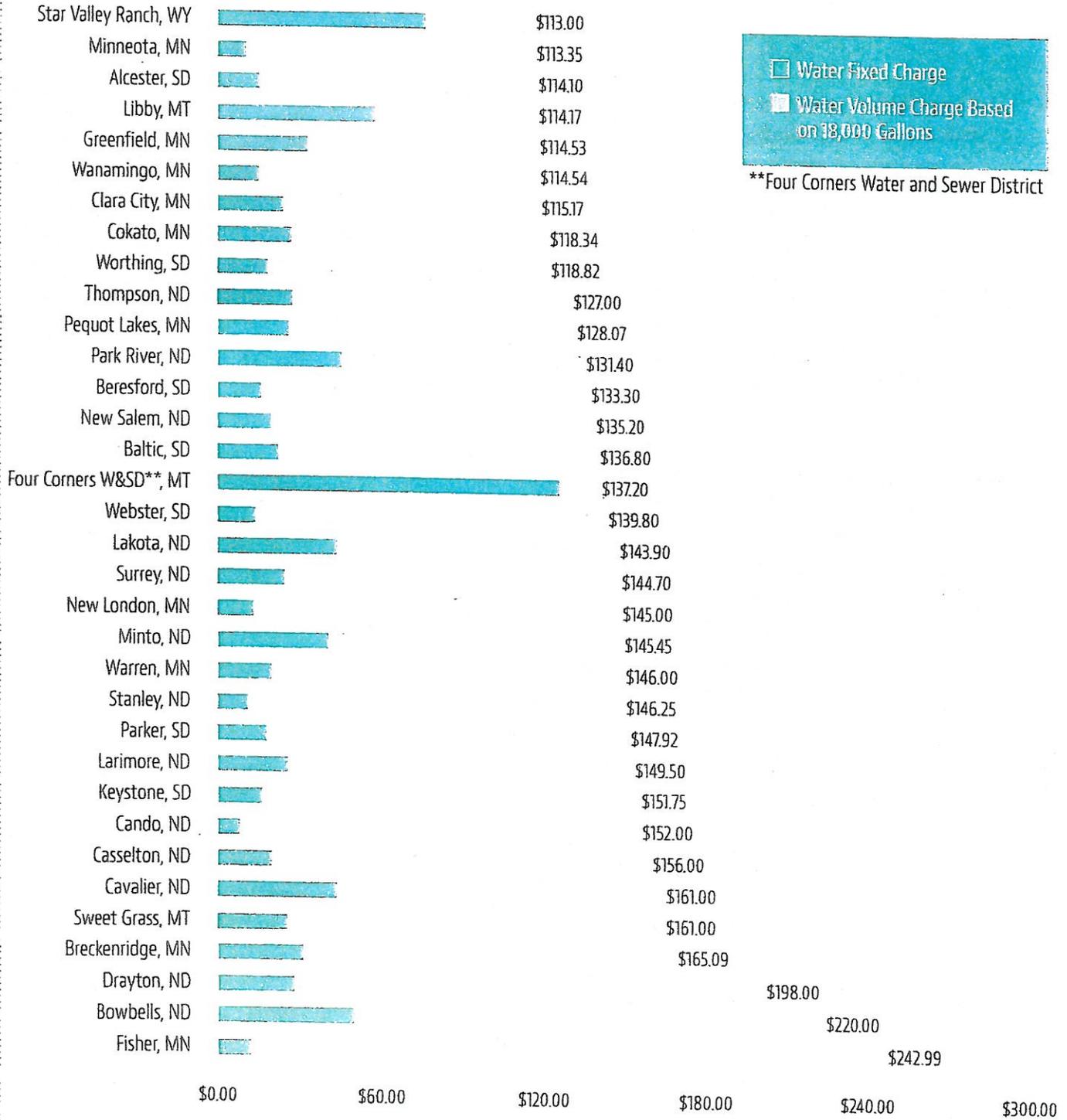


TYPICAL MONTHLY COMMERCIAL WATER UTILITY BILL (\$)



# COMMERCIAL WATER CHARGES # 3

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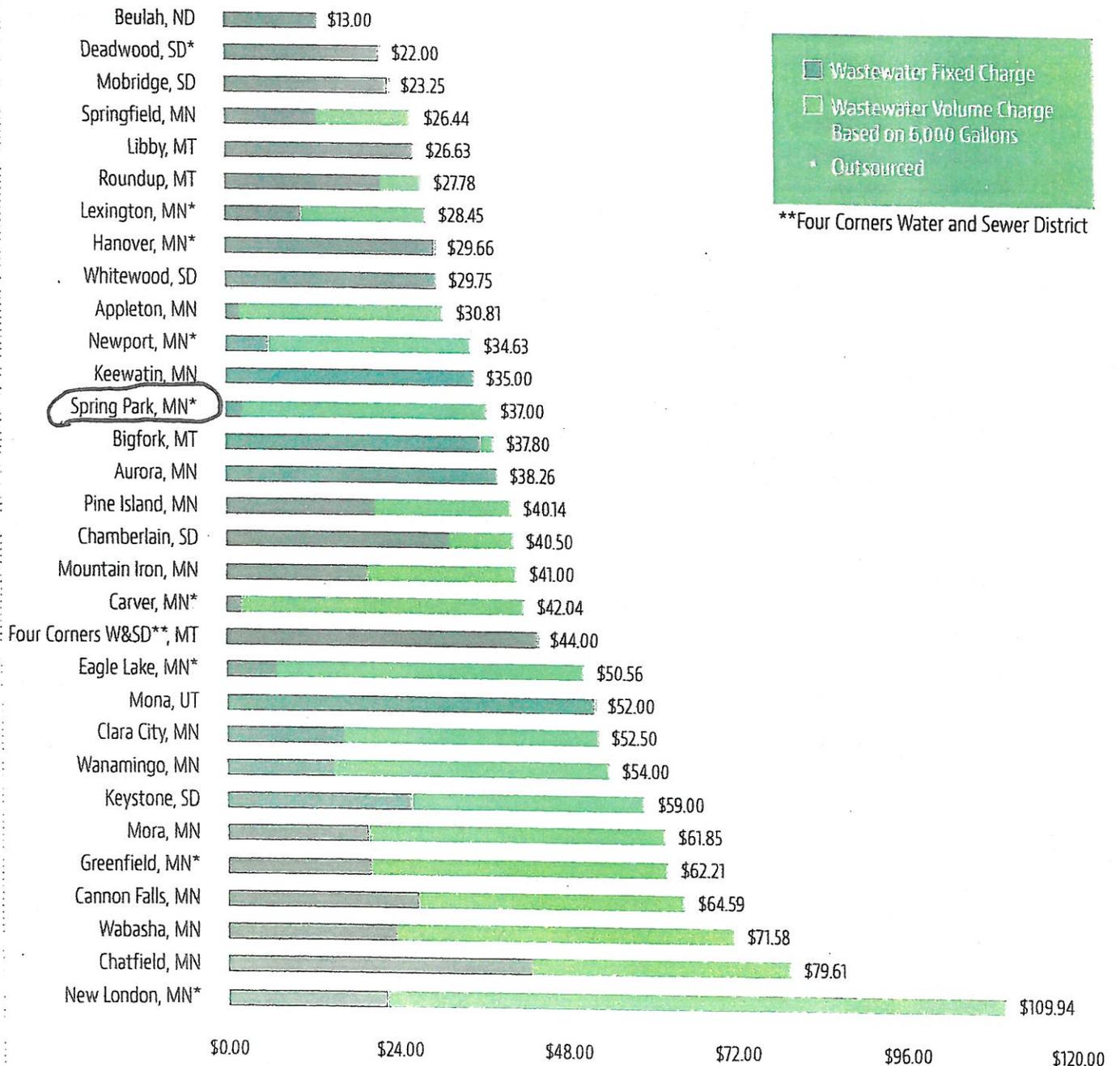


Water Fixed Charge  
 Water Volume Charge Based on 18,000 Gallons  
 \*\*Four Corners Water and Sewer District

TYPICAL MONTHLY COMMERCIAL WATER UTILITY BILL (\$)



## MECHANICAL WASTEWATER SYSTEMS #4

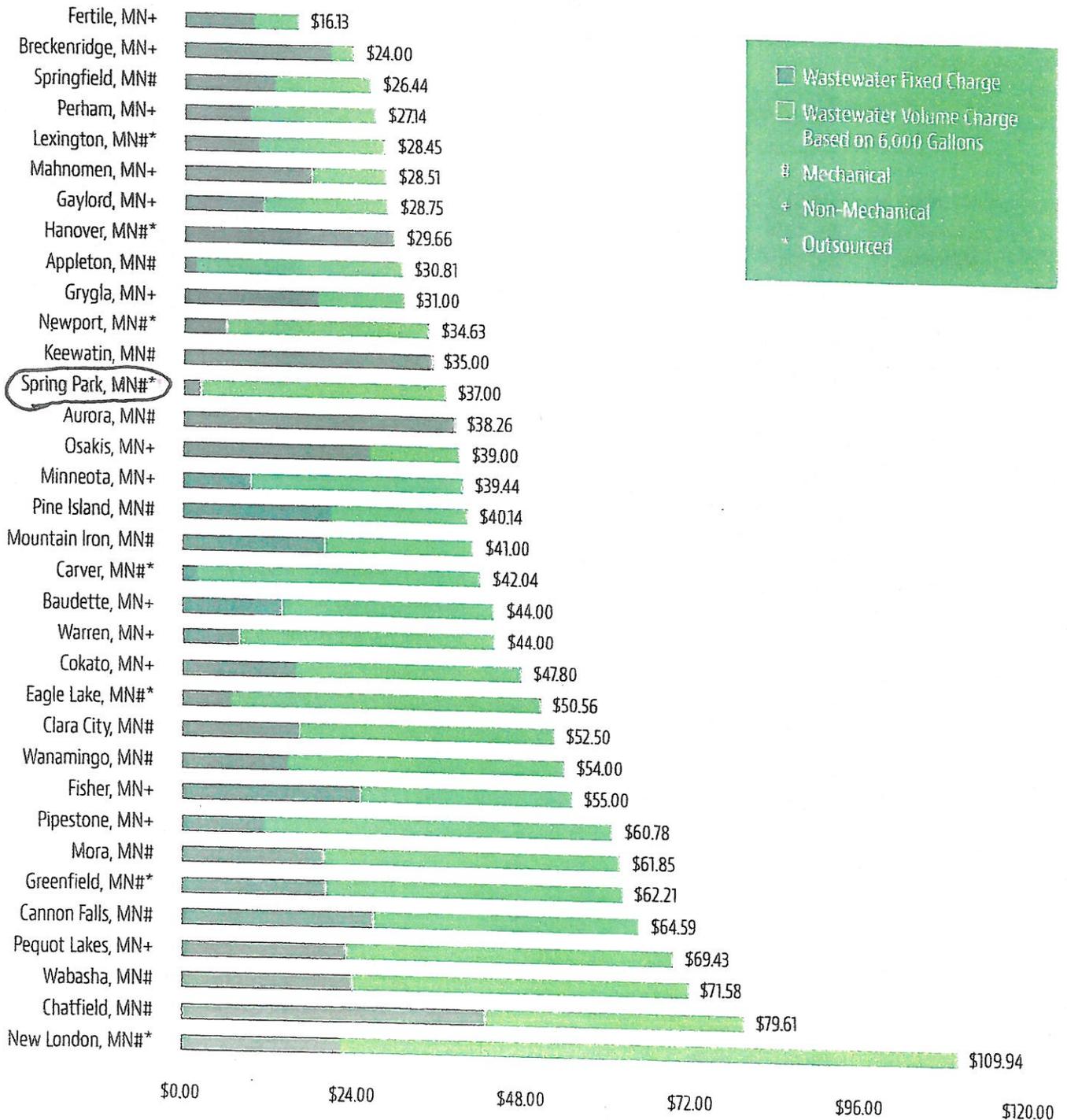


■ Wastewater Fixed Charge  
■ Wastewater Volume Charge Based on 6,000 Gallons  
\* Outsourced

\*\*Four Corners Water and Sewer District

TYPICAL MONTHLY RESIDENTIAL WASTEWATER UTILITY BILL (\$) \$0.00 \$24.00 \$48.00 \$72.00 \$96.00 \$120.00

# MINNESOTA # 5



TYPICAL MONTHLY RESIDENTIAL WASTEWATER UTILITY BILL (\$)

## COMMERCIAL WASTEWATER CHARGES #6

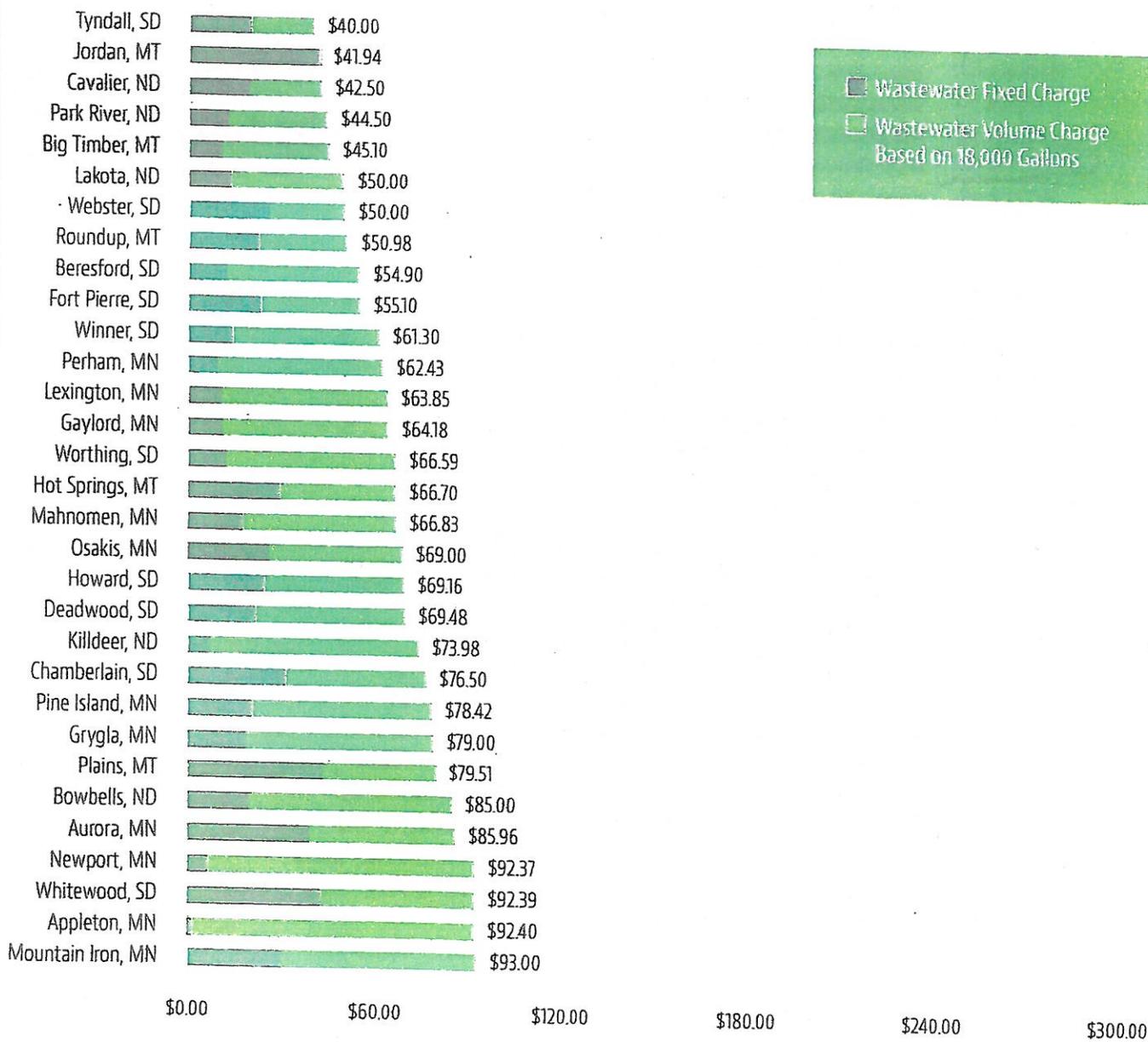
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## COMMERCIAL WASTEWATER CHARGES #6

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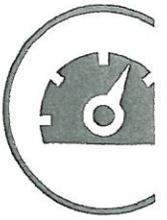
TYPICAL MONTHLY COMMERCIAL WASTEWATER UTILITY BILL (\$)

## COMMERCIAL WASTEWATER CHARGES #6

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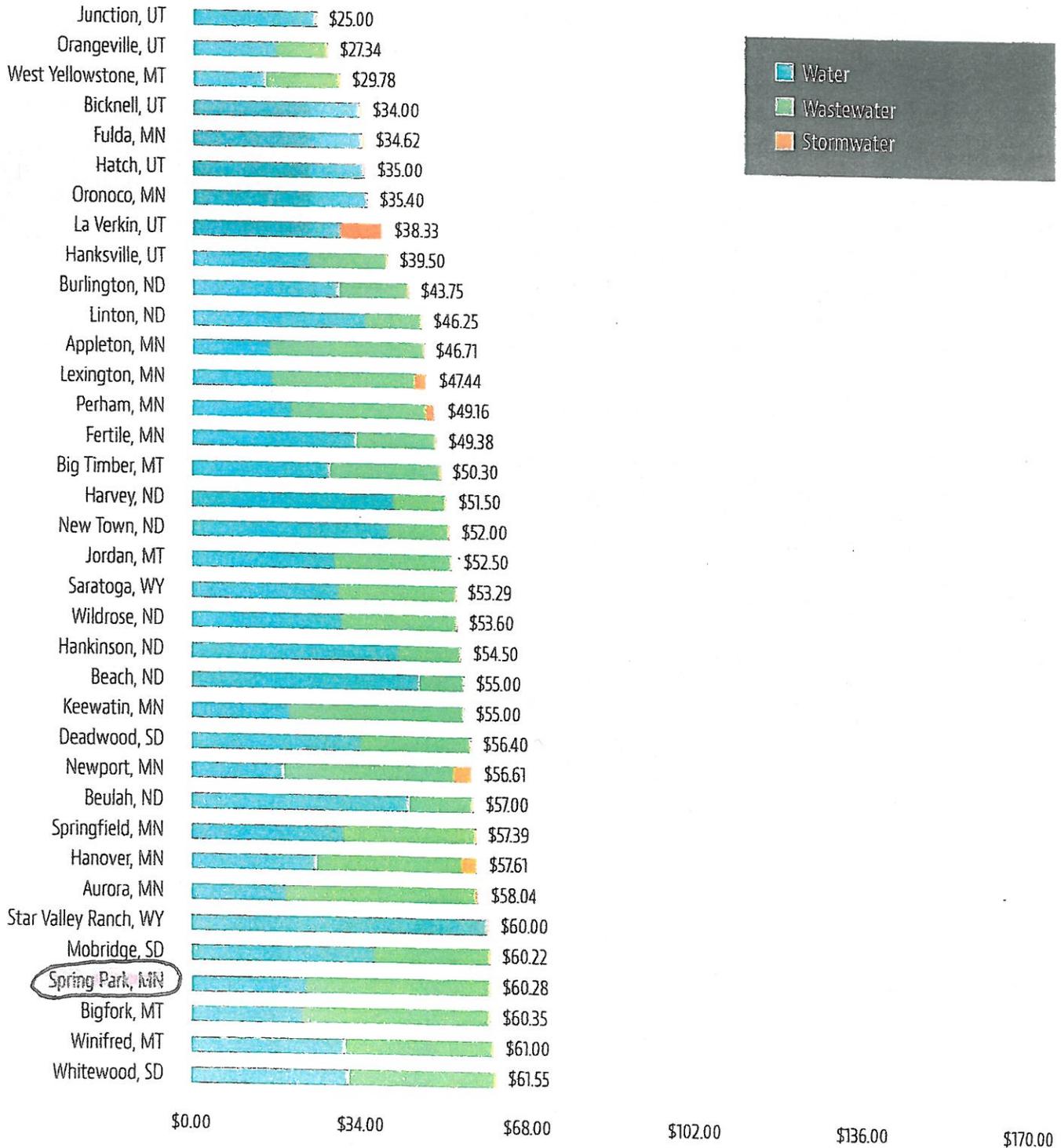


TYPICAL MONTHLY COMMERCIAL WASTEWATER UTILITY BILL (\$)



# TYPICAL MONTHLY RESIDENTIAL TOTAL UTILITY BILL #7

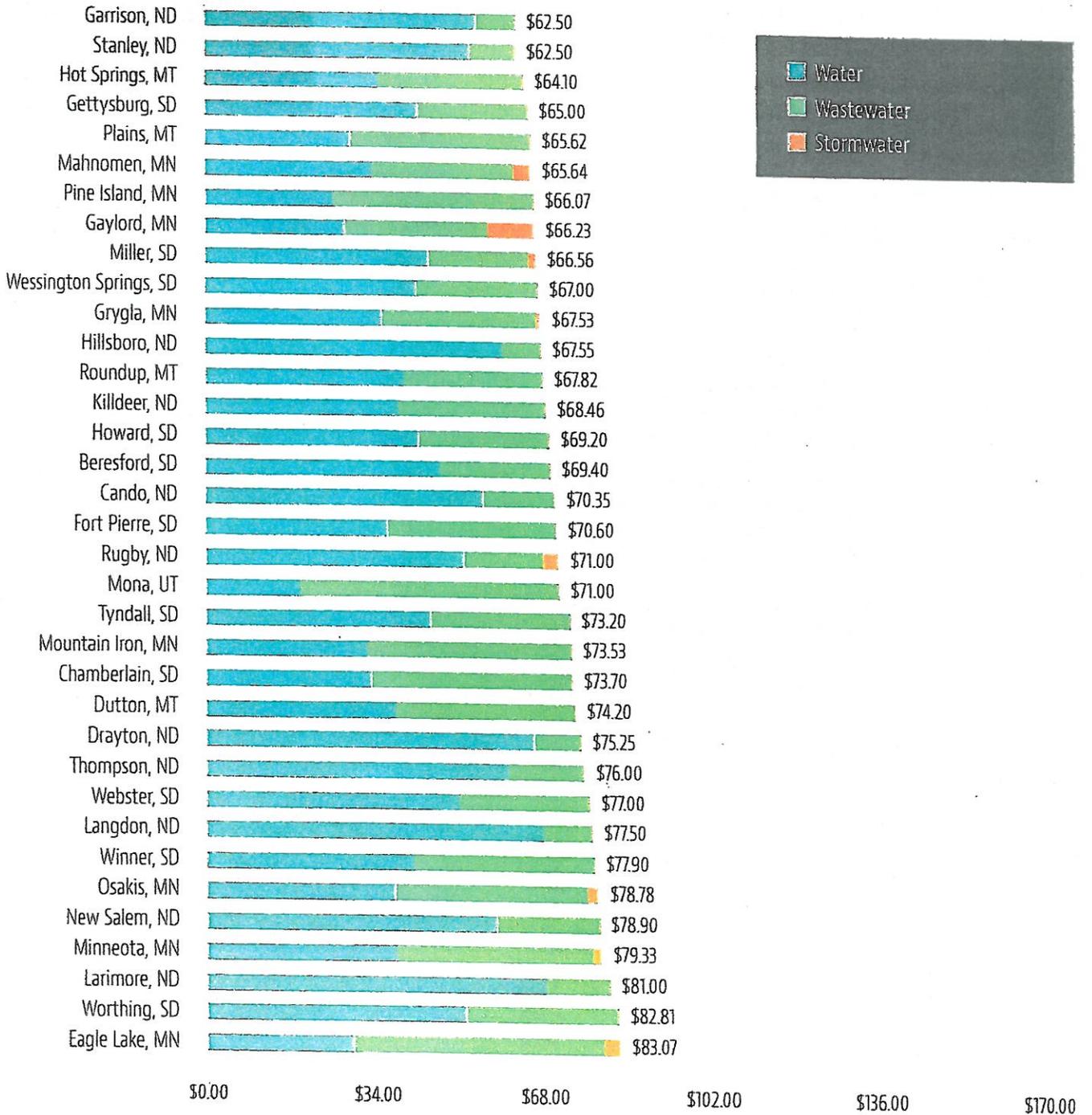
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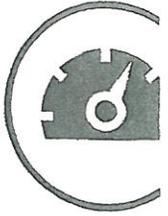


# TYPICAL MONTHLY RESIDENTIAL TOTAL UTILITY BILL

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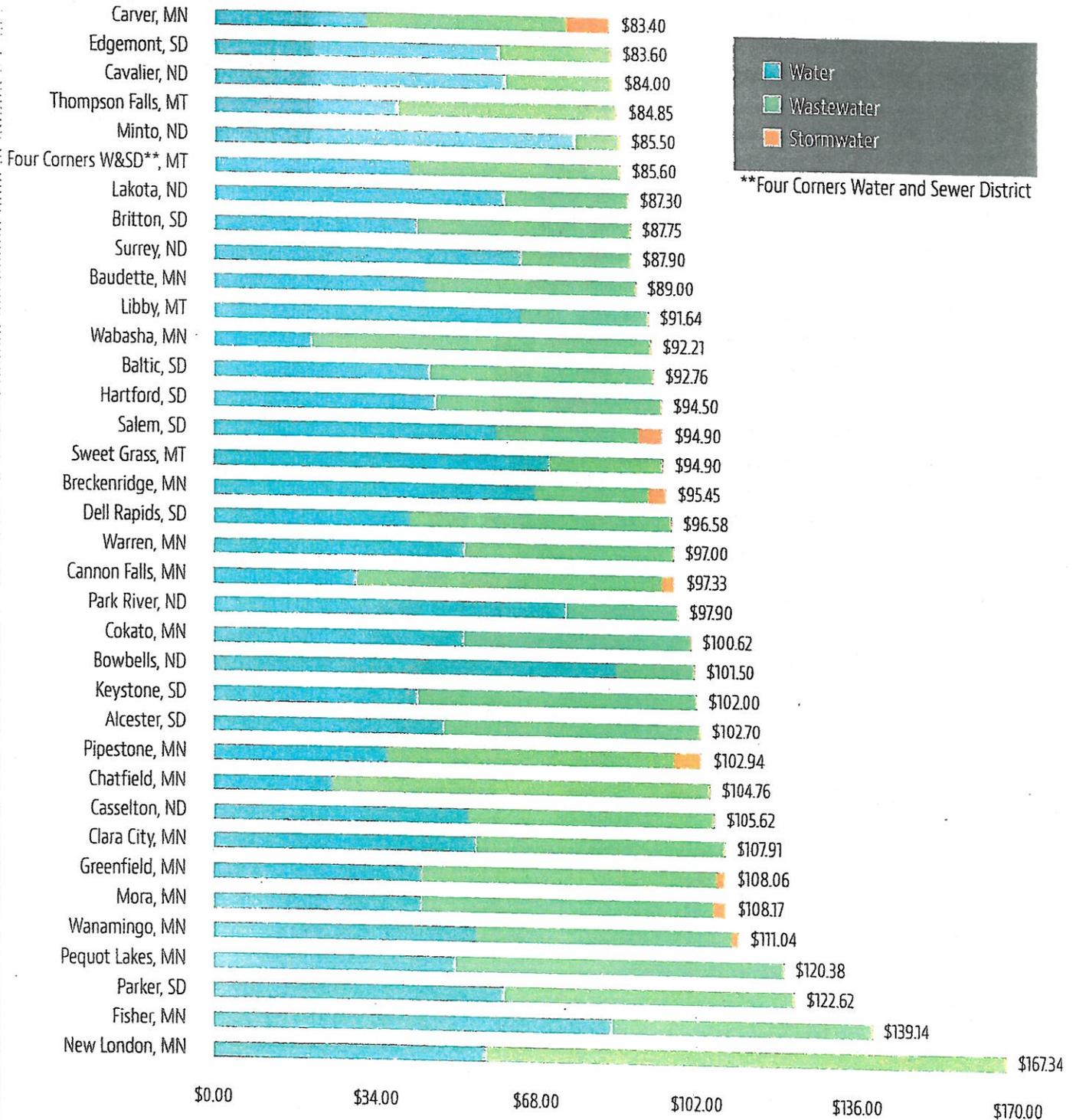
#7



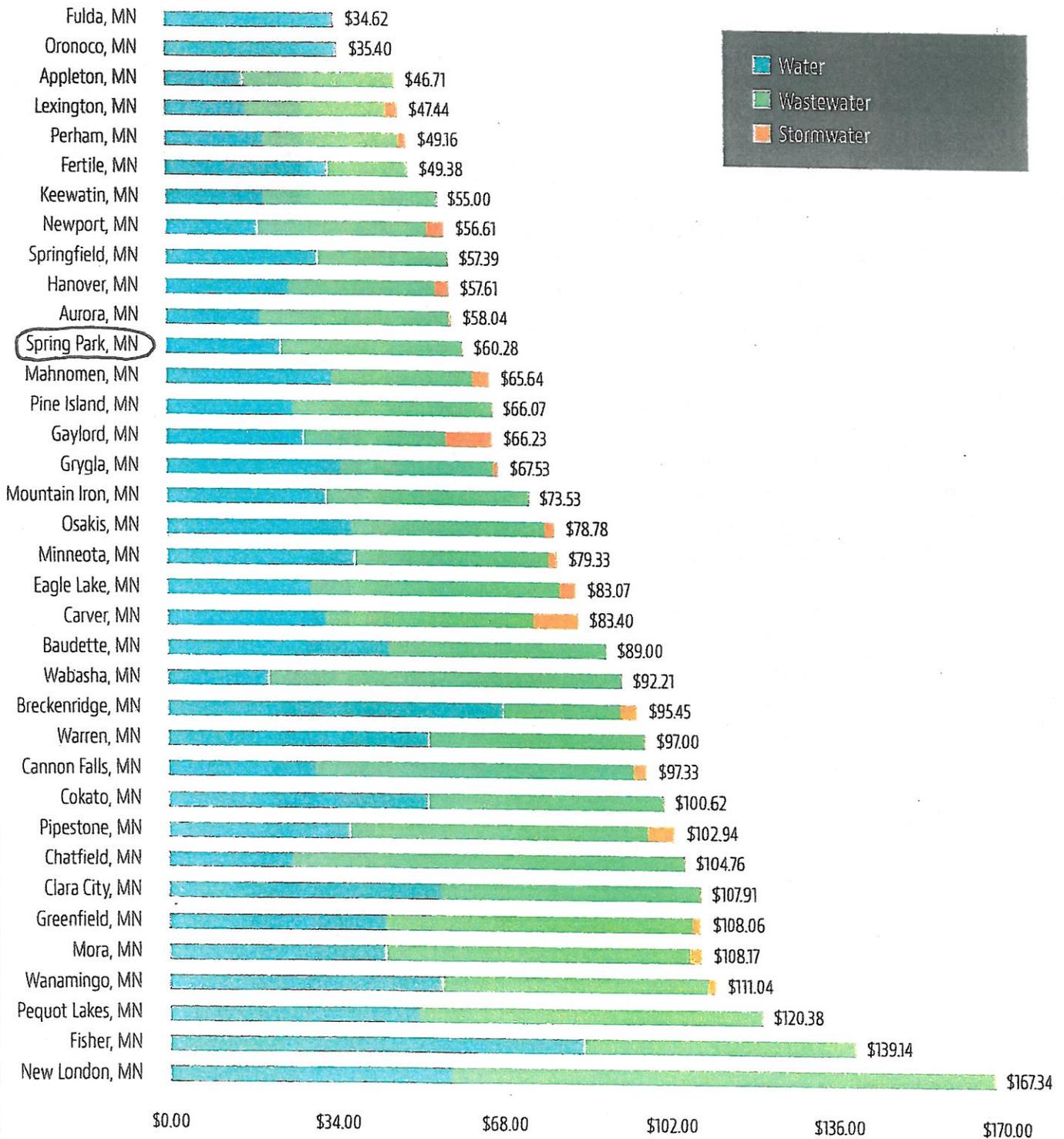


## TYPICAL MONTHLY RESIDENTIAL TOTAL UTILITY BILL #7

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# MINNESOTA #8





**MINNESOTA #9**  
(Continued on Next Page)

Included in Monthly Fee or Additional Monthly Fee Indicated  
(some services indicated are provided only once or twice a year)

CITY	STATE	SOLID WASTE COLLECTION TYPE	CONTAINERS PROVIDED	CONTAINER SIZE(S) - GALLONS	BASIC MONTHLY FEE	ADDITIONAL BAGS OR CONTAINERS	MSW RATE PER TON (\$)	RECYCLING	RECYCLING CONTAINERS PROVIDED	ADDITIONAL SERVICES
Appleton	MN	Private Contractor	No	33	\$15.00	\$2.20	\$90.00	Yes	No	Yard Waste & Composting Included
Aurora	MN	Private Contractor	No		\$9.00			Yes		
Baudette	MN	Private Contractor	No	33	\$4.00	\$13.60		Yes		Appliance Pickup \$15/Each; TV/Electronics Pickup \$35/Each; Recycling \$9.17/Month
Breckenridge	MN	Private Contractor	Yes							Recycling, Yard Waste, Brush, Leaf, Christmas Tree Collection, Appliance, Tire Collection Included
Cannon Falls	MN	Private Contractor	Yes					Yes	Yes	Recycling \$3.75/Month
Carver	MN	Private Contractor	Yes					Yes		
Chatfield	MN	Private Contractor	No		\$7.80			Yes	No	Appliance Pickup Available for Additional Fee; Recycling \$3.69/Month
Clara City	MN	Private Contractor	Yes	35	\$10.00	\$1.00	\$75.00	Yes	No	Recycling \$3.69/Month; Appliance Pickup \$15; Recycling Billed Annually; Christmas Tree Collection Included
Cokato	MN	Private Contractor	Yes	32	\$11.25		\$85.00	Yes	Yes	Recycling \$3.18/Month; Appliance Pickup Additional Charge
Eagle Lake	MN	Private Contractor	Yes	64	\$13.65	\$13.65	\$100.00	Yes	Yes	Recycling \$4.29/Month; Appliance Pickup Available for Additional Fee
Fertile	MN	Private Contractor						Yes		
Fisher	MN	Private Contractor	Yes	96	\$15.50	\$6.00	\$95.00	Yes	Yes	Recycling \$6.00/Month
Fulda	MN									
Gaylord	MN	Private Contractor	Yes		\$12.90		\$80.00	Yes	Yes	Yard Waste, Brush, Leaf, Composting, & Christmas Tree Collection Included
Greenfield	MN							Yes	Yes	Recycling \$3.34/Month; Yard Waste, Brush, Leaf, Composting, & Christmas Tree Collection Included
Grygla	MN	Private Contractor	No		\$19.75					Yard Waste, Brush, Leaf, & Christmas Tree Collection Included; Appliance Pickup Available for \$5-\$10/Each
Hanover	MN	Private Contractor						Yes	Yes	

**MINNESOTA #9**  
 (Continued from Previous Page)

Included in Monthly Fee or Additional Monthly Fee Indicated  
 (some services indicated are provided only once or twice a year)

CITY	STATE	SOLID WASTE COLLECTION TYPE	CONTAINERS PROVIDED	CONTAINER SIZE(S) - GALLONS	BASIC MONTHLY FEE	ADDITIONAL BAGS OR CONTAINERS	MSW RATE PER TON (S)	RECYCLING	RECYCLING CONTAINERS PROVIDED	ADDITIONAL SERVICES
Keewatin	MN	Private Contractor	Yes	56	\$14.00	\$1.75	\$45.00	Yes	No	Brush, Leaf, Christmas Tree Collection, & Composting Included
Lexington	MN	Private Contractor	Yes							
Mahnomen	MN	Private Contractor						Yes		
Minneota	MN	Private Contractor	Yes	65	\$13.95	\$10.00	\$75.00	Yes	Yes	Recycling \$1.67/Month
Mora	MN	Private Contractor								
Mountain Iron	MN	Public Operation	Yes	30	\$15.59		\$49.00	Yes	No	
New London	MN	Private Contractor								
Oronoco	MN							Yes	Yes	
Osakis	MN	Private Contractor	Yes	35	\$14.77			Yes	Yes	Yard Waste Collection Included
Pequot Lakes	MN	Private Contractor	Yes				\$65.00	Yes	Yes	
Perham	MN	Private Contractor						Yes		Appliance Pickup Available on Annual Cleanup Day or for Additional Cost at Landfill
Pine Island	MN	Private Contractor						Yes	Yes	
Pipestone	MN	Public Operation	Yes	15	\$7.25					Brush, Leaf, & Christmas Tree Collection Included; Tire Pickup Available for Additional Fee
Spring Park	MN	Private Contractor	Yes					Yes	Yes	
Springfield	MN	Private Contractor	No		\$11.46					Recycling Billed Separately by the County
Wabasha	MN							Yes	Yes	
Wanamingo	MN	Private Contractor	Yes		\$13.50		\$60.00	Yes		Recycling \$2.75/Month
Warren	MN	Public Operation	No		\$7.92					Yard Waste, Appliance Pickup, & Leaf Collection Available for Additional Fee; Recycling \$15/Month

#10



CITY	POPULATION	SURFACE WATER	GROUND WATER	MECHANICAL WASTEWATER SYSTEM	NON-MECHANICAL WASTEWATER SYSTEM	MONTHLY RATE (6,000 gallons)			TOTAL
						WATER	WASTEWATER	STORMWATER	
Appleton, MN	1,362		✓	✓		\$15.90	\$30.81		\$46.71
Aurora, MN	1,682	✓		✓		\$19.28	\$38.26	\$0.50	\$58.04
Baudette, MN	1,060		✓		✓	\$45.00	\$44.00		\$89.00
Breckenridge, MN	3,340		✓		✓	\$68.05	\$24.00	\$3.40	\$95.45
Cannon Falls, MN	4,330		✓	✓		\$30.17	\$64.59	\$2.57	\$97.33
Carver, MN	4,330		✓	Outsourced		\$32.37	\$42.04	\$8.99	\$83.40
Chatfield, MN	2,798		✓	✓		\$25.15	\$79.61		\$104.76
Clara City, MN	1,310		✓	✓		\$55.41	\$52.50		\$107.91
Cokato, MN	2,700		✓		✓	\$52.82	\$47.80		\$100.62
Eagle Lake, MN	2,932		✓	Outsourced		\$29.35	\$50.56	\$3.16	\$83.07
Fertile, MN	852		✓		✓	\$33.25	\$16.13		\$49.38
Fisher, MN	433		Purchase		✓	\$84.14	\$55.00		\$139.14
Fulda, MN	1,257		✓	Not Reported		\$34.62			\$34.62
Gaylord, MN	2,305		✓		✓	\$28.08	\$28.75	\$9.40	\$66.23
Greenfield, MN	257		✓	Outsourced		\$44.03	\$62.21	\$1.82	\$108.06
Grygla, MN	221		✓		✓	\$35.53	\$31.00	\$1.00	\$67.53
Hanover, MN	2,321		✓	Outsourced		\$25.12	\$29.66	\$2.83	\$57.61
Keewatin, MN	1,059		✓	✓		\$20.00	\$35.00		\$55.00
Lexington, MN	2,010		✓	Outsourced		\$16.49	\$28.45	\$2.50	\$47.44
Mahnomen, MN	1,214		✓		✓	\$33.80	\$28.51	\$3.33	\$65.64
Minneota, MN	1,392		Purchase		✓	\$38.22	\$39.44	\$1.67	\$79.33
Mora, MN	3,523		✓	✓		\$43.82	\$61.85	\$2.50	\$108.17
Mountain Iron, MN	2,898		✓	✓		\$32.53	\$41.00		\$73.53
New London, MN	1,300		Purchase	Outsourced		\$57.40	\$109.94		\$167.34
Newport, MN	3,450		✓	Outsourced		\$18.56	\$34.63	\$3.42	\$56.61
Oronoco, MN	875		✓	Not Reported		\$35.40	\$0.00		\$35.40
Osakis, MN	1,740		✓		✓	\$37.78	\$39.00	\$2.00	\$78.78
Pequot Lakes, MN	2,280		✓		✓	\$50.95	\$69.43		\$120.38
Perham, MN	3,281		✓		✓	\$20.27	\$27.14	\$1.75	\$49.16
Pine Island, MN	3,324		✓	✓		\$25.93	\$40.14		\$66.07
Pipestone, MN	4,300		✓		✓	\$36.66	\$60.78	\$5.50	\$102.94
Spring Park, MN	1,713		✓	Outsourced		\$23.28	\$37.00		\$60.28
Springfield, MN	2,152		✓	✓		\$30.95	\$26.44		\$57.39
Wabasha, MN	2,482		✓	✓		\$20.63	\$71.58		\$92.21
Wanamingo, MN	1,091		✓	✓		\$55.54	\$54.00	\$1.50	\$111.04
Warren, MN	1,600		✓		✓	\$53.00	\$44.00		\$97.00

WO#	25053.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	5308-EXT	Fire Extinguishers						
<b>Location</b>	5308-Spring Park							
<b>Task</b>	MPM Monthly Preventative Maintenance							
<b>Instructions</b>	Inspect, tip upside down bang with rubber hammer, check to see if charged.							
<b>Notes</b>	Tools Required: rubber hammer, pen							

<b>Created</b>	6/28/2017
<b>Printed</b>	
<b>Scheduled</b>	7/1/2017
<b>Delinquent</b>	7/31/2017
<b>Completed</b>	7/10/2017

WO#	25052.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo					
<b>Equipment</b>	5308-GEN	Generators						
<b>Location</b>	5308-Spring Park							
<b>Task</b>	MPM Monthly Preventative Maintenance							
<b>Instructions</b>	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators #1, 2, 3, 5 run automatically weekly, the WTP, #6 (runs the 1st Wednesday of every month) and the portable needs to be run manually.							
<b>Notes</b>	LOOKING INTO GETTING CLEAR COOLANT TANKS SO THEY CAN BE MONITORED MUCH MORE EASILY							

<b>Created</b>	6/28/2017
<b>Printed</b>	
<b>Scheduled</b>	7/1/2017
<b>Delinquent</b>	7/31/2017
<b>Completed</b>	7/10/2017

WO#	24893.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	vkube					
<b>Equipment</b>	5308-LS-1	Lift Station #1						
<b>Location</b>	5308-Spring Park							
<b>Task</b>	APM Annual Preventative Maintenance							
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).</li> <li>2. Check for any loose or faulty electrical connections within the pump control panel.</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.</li> <li>4. Check amperage draws on all phases of the pump motor.</li> <li>5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.</li> <li>6. Check condition and operation of motor thermal protectors (if you equipped).</li> <li>7. Removal of pump from lift station for physical inspection.</li> <li>8. Check condition of upper shaft seals (inspect condition of oil).</li> <li>9. Check condition and operation of leakage detector (if you equipped).</li> <li>10. Check lower shaft seals (inspect condition of oil).</li> <li>11. Change oil (if required).</li> <li>12. Check for worn or loose impeller.</li> <li>13. Check all impeller wear rings.</li> <li>14. Check for noisy upper and lower bearings.</li> <li>15. Check physically for damaged or cut pump cable.</li> <li>16. Clean, reset and check operation of the level sensors.</li> <li>17. Check for correct shaft rotation.</li> <li>18. Reinstall pump and check for leakage at the discharge connection.</li> <li>19. Test of operating cycle.</li> <li>20. Test backup batteries, alarm system and alarm dialer if station is so equipped.</li> <li>21. Provide written report of inspection on each pump/pump station.</li> </ol>							

<b>Created</b>	6/1/2017
<b>Printed</b>	6/28/2017
<b>Scheduled</b>	6/1/2017
<b>Delinquent</b>	7/1/2017
<b>Completed</b>	7/20/2017

Notes	2 PILOT LIGHT BULBS WERE BURNT OUT METER #1: 4332.5 METER #2: 2083.7
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<b>WO#</b> 25051.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 6/28/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2017</p> <p><b>Delinquent</b> 7/31/2017</p> <p><b>Completed</b> 7/11/2017</p> </div>	
<b>Equipment</b>	5308-LS-1	Lift Station #1		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<p>5.8, 6.2, 5.6 5.6, 6.1, 5.4 METER #1 - 4383.2 METER #2 - 2123.2</p>			

<b>WO#</b> 24895.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 6/1/2017</p> <p><b>Printed</b> 6/28/2017</p> <p><b>Scheduled</b> 6/1/2017</p> <p><b>Delinquent</b> 7/1/2017</p> <p><b>Completed</b> 7/20/2017</p> </div>	
<b>Equipment</b>	5308-LS-2	Lift Station #2		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	APM Annual Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).</li> <li>2. Check for any loose or faulty electrical connections within the pump control panel.</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.</li> <li>4. Check amperage draws on all phases of the pump motor.</li> <li>5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.</li> <li>6. Check condition and operation of motor thermal protectors (if you equipped).</li> <li>7. Removal of pump from lift station for physical inspection.</li> <li>8. Check condition of upper shaft seals (inspect condition of oil).</li> <li>9. Check condition and operation of leakage detector (if you equipped).</li> <li>10. Check lower shaft seals (inspect condition of oil).</li> <li>11. Change oil (if required).</li> <li>12. Check for worn or loose impeller.</li> <li>13. Check all impeller wear rings.</li> <li>14. Check for noisy upper and lower bearings.</li> <li>15. Check physically for damaged or cut pump cable.</li> <li>16. Clean, reset and check operation of the level sensors.</li> <li>17. Check for correct shaft rotation.</li> <li>18. Reinstall pump and check for leakage at the discharge connection.</li> <li>19. Test of operating cycle.</li> <li>20. Test backup batteries, alarm system and alarm dialer if station is so equipped.</li> <li>21. Provide written report of inspection on each pump/pump station.</li> </ol>			
<b>Notes</b>	<p>MIXER IMPRELLER SHOWING WEAR AND IT IS RECOMMENDED THAT IT BE REPLACED METER #1: 7252.7 METER #2: 7227.2</p>			

WO#	25050.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo						<b>Created</b> 6/28/2017
<b>Equipment</b>	5308-LS-2	<b>Lift Station #2</b>							<b>Printed</b>
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>								
<b>Notes</b>	PUMP #1: 6.0, 5.8, 5.7 PUMP #2: 6.0, 5.9, 5.8 METER #1: 7332.6 METER #2: 7314.2								

WO#	25049.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo						<b>Created</b> 6/28/2017
<b>Equipment</b>	5308-LS-3	<b>Lift Station #3</b>							<b>Printed</b>
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>								
<b>Notes</b>	PUMP #1: 5.5, 5.3, 5.3 PUMP #2: 5.5, 5.3, 5.2 METER #1: 1988.3 METER #2: 2027.3								

WO#	24899.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar			<b>Created By</b>	vkube		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 6/1/2017</p> <p><b>Printed</b> 6/28/2017</p> <p><b>Scheduled</b> 6/1/2017</p> <p><b>Delinquent</b> 7/1/2017</p> <p><b>Completed</b> 7/21/2017</p> </div>	
<b>Equipment</b>	5308-LS-4			<b>Lift Station #4</b>				
<b>Location</b>	5308-Spring Park							
<b>Task</b>	APM Annual Preventative Maintenance							
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).</li> <li>2. Check for any loose or faulty electrical connections within the pump control panel.</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.</li> <li>4. Check amperage draws on all phases of the pump motor.</li> <li>5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.</li> <li>6. Check condition and operation of motor thermal protectors (if you equipped).</li> <li>7. Removal of pump from lift station for physical inspection.</li> <li>8. Check condition of upper shaft seals (inspect condition of oil).</li> <li>9. Check condition and operation of leakage detector (if you equipped).</li> <li>10. Check lower shaft seals (inspect condition of oil).</li> <li>11. Change oil (if required).</li> <li>12. Check for worn or loose impeller.</li> <li>13. Check all impeller wear rings.</li> <li>14. Check for noisy upper and lower bearings.</li> <li>15. Check physically for damaged or cut pump cable.</li> <li>16. Clean, reset and check operation of the level sensors.</li> <li>17. Check for correct shaft rotation.</li> <li>18. Reinstall pump and check for leakage at the discharge connection.</li> <li>19. Test of operating cycle.</li> <li>20. Test backup batteries, alarm system and alarm dialer if station is so equipped.</li> <li>21. Provide written report of inspection on each pump/pump station.</li> </ol>							
<b>Notes</b>	PUMP #2 WAS BROUGHT TO THE SHOP FOR NEW SEALS, O-RING KIT, AND A NEW BUIDE CLAW. WE HAD A SPARE IN THE SHOP THAT IS NOT IN THE LIFT STATION. ONCE THIS PUMP IS REPAIRED IT WILL BECOME OUR NEW SPARE.							

WO#	25048.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
<b>Create Reason</b>	Triggered by Calendar			<b>Created By</b>	jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 6/28/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2017</p> <p><b>Delinquent</b> 7/31/2017</p> <p><b>Completed</b> 7/11/2017</p> </div>	
<b>Equipment</b>	5308-LS-4			<b>Lift Station #4</b>				
<b>Location</b>	5308-Spring Park							
<b>Task</b>	MPM Monthly Preventative Maintenance							
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>							
<b>Notes</b>	PUMP #1: 8.5, 7.8, 7.4 PUMP #2: 9.1, 8.7, 8.5 METER #1: 724.5 METER #2: 2649.4							

<b>WO#</b> 24901.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 6/1/2017</p> <p><b>Printed</b> 6/28/2017</p> <p><b>Scheduled</b> 6/1/2017</p> <p><b>Delinquent</b> 7/1/2017</p> <p><b>Completed</b> 7/21/2017</p> </div>	
<b>Equipment</b>	5308-LS-5	Lift Station #5		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	APM Annual Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).</li> <li>2. Check for any loose or faulty electrical connections within the pump control panel.</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.</li> <li>4. Check amperage draws on all phases of the pump motor.</li> <li>5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.</li> <li>6. Check condition and operation of motor thermal protectors (if you equipped).</li> <li>7. Removal of pump from lift station for physical inspection.</li> <li>8. Check condition of upper shaft seals (inspect condition of oil).</li> <li>9. Check condition and operation of leakage detector (if you equipped).</li> <li>10. Check lower shaft seals (inspect condition of oil).</li> <li>11. Change oil (if required).</li> <li>12. Check for worn or loose impeller.</li> <li>13. Check all impeller wear rings.</li> <li>14. Check for noisy upper and lower bearings.</li> <li>15. Check physically for damaged or cut pump cable.</li> <li>16. Clean, reset and check operation of the level sensors.</li> <li>17. Check for correct shaft rotation.</li> <li>18. Reinstall pump and check for leakage at the discharge connection.</li> <li>19. Test of operating cycle.</li> <li>20. Test backup batteries, alarm system and alarm dialer if station is so equipped.</li> <li>21. Provide written report of inspection on each pump/pump station.</li> </ol>			
<b>Notes</b>	<p>EVERYTHING GOOD                  METER #1: 799.3                  METER #2: 778.6</p>			

<b>WO#</b> 25047.01	<b>Type Scheduled</b>	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo	<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 6/28/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2017</p> <p><b>Delinquent</b> 7/31/2017</p> <p><b>Completed</b> 7/11/2017</p> </div>	
<b>Equipment</b>	5308-LS-5	Lift Station #5		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	<p>PUMP #1: 6.6, 6.2, 5.8                  PUMP #2: 5.8, 5.8, 5.6                  METER #1: 814.4                  METER #2: 793.8</p>			

<b>WO#</b> 24903.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> vkube		<b>Created</b> 6/1/2017  <b>Printed</b> 6/28/2017 <b>Scheduled</b> 6/1/2017 <b>Delinquent</b> 7/1/2017 <b>Completed</b> 7/22/2017
<b>Equipment</b>	5308-LS-6	Lift Station #6		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	APM Annual Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Check electrical condition of insulation on power cable and on power cable and on all phases of motor windings (resistance check).</li> <li>2. Check for any loose or faulty electrical connections within the pump control panel.</li> <li>3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.</li> <li>4. Check amperage draws on all phases of the pump motor.</li> <li>5. Check voltage between all phases on the load side of the pump control (line side for sing phase), pump off.</li> <li>6. Check condition and operation of motor thermal protectors (if you equipped).</li> <li>7. Removal of pump from lift station for physical inspection.</li> <li>8. Check condition of upper shaft seals (inspect condition of oil).</li> <li>9. Check condition and operation of leakage detector (if you equipped).</li> <li>10. Check lower shaft seals (inspect condition of oil).</li> <li>11. Change oil (if required).</li> <li>12. Check for worn or loose impeller.</li> <li>13. Check all impeller wear rings.</li> <li>14. Check for noisy upper and lower bearings.</li> <li>15. Check physically for damaged or cut pump cable.</li> <li>16. Clean, reset and check operation of the level sensors.</li> <li>17. Check for correct shaft rotation.</li> <li>18. Reinstall pump and check for leakage at the discharge connection.</li> <li>19. Test of operating cycle.</li> <li>20. Test backup batteries, alarm system and alarm dialer if station is so equipped.</li> <li>21. Provide written report of inspection on each pump/pump station.</li> </ol>			
<b>Notes</b>	EVERYTHING GOOG METER #1: 7421.0 METER #2: 7492.2 METER #3: 7200.0			

<b>WO#</b> 25046.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 6/28/2017  <b>Printed</b> <b>Scheduled</b> 7/1/2017 <b>Delinquent</b> 7/31/2017 <b>Completed</b> 7/11/2017
<b>Equipment</b>	5308-LS-6	Lift Station #6		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Collect and record amperage draw for each pump.</li> <li>5. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	PUMP #1: 39.0 PUMP #2: 39.4 PUMP #3: 39.1 METER #1: 7459.7 METER #2: 7531.5 METER #3: 7239.5			

WO#	24993.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo						<b>Created</b> 6/28/2017
<b>Equipment</b>	6308-CL-G-MON	Chlorine Gas Monitor							<b>Printed</b>
<b>Location</b>	6308- Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	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.								
<b>Notes</b>	THERE IS NO METER READING FOR THIS.								

WO#	24985.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo						<b>Created</b> 6/28/2017
<b>Equipment</b>	6308-EWS	Eye Wash Station							<b>Printed</b>
<b>Location</b>	6308- Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	Flush eye wash and inspect for proper working order.								
<b>Notes</b>									

WO#	24992.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	jfanciullo						<b>Created</b> 6/28/2017
<b>Equipment</b>	6308-GSF	Gravity Sand Filter							<b>Printed</b>
<b>Location</b>	6308- Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	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)								
<b>Notes</b>									

WO#	24967.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	vkube						<b>Created</b> 6/1/2017
<b>Equipment</b>	6308-REC-PUM-1	Reclaim Pump #1							<b>Printed</b> 6/28/2017
<b>Location</b>	6308- Spring Park								
<b>Task</b>	ANNUAL-PM								
<b>Instructions</b>	Contact well company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.								
<b>Notes</b>	THIS IS A HARD PLUMBED THROW AWAY PUMP. MEANING THERE IS NO MAINTENANCE - IT IS JUST USED UNTIL IT GOES BAD. THERE ARE 2 PUMPS SO THERE IS BACKUP IF ONE FAILS. THIS WORK ORDER WILL BE DISABLED SINCE NO MAINTENANCE IS REQUIRED.								

WO#	24968.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00	
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b>	vkube						<b>Created</b> 6/1/2017
<b>Equipment</b>	6308-REC-PUM-2	Reclaim Pump #2							<b>Printed</b> 6/28/2017
<b>Location</b>	6308- Spring Park								
<b>Task</b>	ANNUAL-PM								
<b>Instructions</b>	Contact well company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.								
<b>Notes</b>	THIS IS A HARD PUMBED THROW AWAY PUMP, MEANING THERE IS NO MAINTENANCE. IT IS JUST USED UNTIL IT GOES BAD. THERE ARE 2 PUMPS SO THERE IS BACKUP IF ONE GOES BAD. THIS WORK ORDER WILL BE DISABLED SINCE THERE IS NO MAINTENANCE REQUIRED.								

Completed Work Order General Report

<b>WO#</b> 24991.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 6/28/2017
<b>Equipment</b>	6308-WELL-1	Well #1		<b>Printed</b>
<b>Location</b>	6308- Spring Park			<b>Scheduled</b> 7/1/2017
<b>Task</b>	MONTHLY-PM			<b>Delinquent</b> 7/31/2017
<b>Instructions</b>	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			<b>Completed</b> 7/10/2017
<b>Notes</b>	DRAW DOWNS RECORDED DAILY ON SCADA SYSTEM			

<b>WO#</b> 24990.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 6/28/2017
<b>Equipment</b>	6308-WELL-2	Well #2		<b>Printed</b>
<b>Location</b>	6308- Spring Park			<b>Scheduled</b> 7/1/2017
<b>Task</b>	MONTHLY-PM			<b>Delinquent</b> 7/31/2017
<b>Instructions</b>	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			<b>Completed</b> 7/10/2017
<b>Notes</b>	DRAW DOWNS ARE RECORDED DAILY ON SCADA SYSTEM			

<b>WO#</b> 24989.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 6/28/2017
<b>Equipment</b>	6308-WELL-3	Well #3		<b>Printed</b>
<b>Location</b>	6308- Spring Park			<b>Scheduled</b> 7/1/2017
<b>Task</b>	MONTHLY-PM			<b>Delinquent</b> 7/31/2017
<b>Instructions</b>	Conduct draw down test. Examine well head for unusual wear or vandalism.			<b>Completed</b> 7/10/2017
<b>Notes</b>	DRAW DOWNS ARE RECORDED DAILY ON SCADA SYSTEM. THIS WELL IS STRICTLY BACKUP			

<b>Report Totals</b>	<b>Downtime Hours</b> 0	<b>Part Cost</b>	\$0.00
		<b>Labor Cost</b>	\$0.00
		<b>Vendor Cost</b>	\$0.00
		<b>Equip/Tool Cost</b>	\$0.00
		<b>Total Cost</b>	\$0.00