



CITY OF SPRING PARK
CITY COUNCIL AGENDA
JUNE 19, 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 June 5, 2017
 - b. Procurement Policy Amendments
 - c. Lord Fletcher's Special Event Application – July 2
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
 - a. Jenny Bodurka – Tour de Tonka
 - b. Jim Eichten – 2016 Audit
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
 - i. Mike Kuno – Sidewalk Proposal
11. NEW BUSINESS & COMMUNICATIONS
12. UPCOMING MEETINGS & TRAINING
 - a. June 28 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - b. July 3 – Regular City Council Meeting – 7:00 PM
13. MISCELLANEOUS (INFORMATION ONLY)
 - a. PeopleService May Report
 - b. Mound Fire Department May Report
 - c. Mound Fire Department Press Release
14. ADJOURNMENT

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

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



CITY OF SPRING PARK
 CITY COUNCIL MINUTES
 JUNE 5, 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; Gary Hughes; Catherine Kane Palen; and Megan Pavot

Council Members Absent: Pamela Horton

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

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.
3. ADOPT MEETING AGENDA

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

Motion carried 4-0.

4. ADOPT CONSENT AGENDA
- Work Session City Council Meeting Minutes from May 15, 2017
 - Regular City Council Meeting Minutes from May 15, 2017
 - Annual Liquor, Cigarette, & Dance License Renewals
 - Lord Fletcher’s Restaurant Special Event Permits – June 16th & June 25th

Council Member Pavot requested a correction to the Regular City Council Meeting Minutes from May 15, 2017 in regards to Item #8 to add “was in negotiations to perform” when discussing her reason for recusal.

Chad Nelson, Lord Fletcher’s representative, was in attendance and available for questions.

M/Pavot, S/Hughes to adopt the Consent Agenda as amended.

Motion carried 4-0.

5. PUBLIC FORUM - None.
6. PRESENTATIONS & GUEST SPEAKERS - None.
7. PUBLIC HEARINGS
- Back Channel Brewery – Taproom On-Sale & Growler Off-Sale Licenses

Mayor Rockvam opened the public hearing at 7:05 p.m.

Representatives from Back Channel Brewery were in attendance and available for questions.

M/Pavot, S/Kane Palen to close the public hearing.

Motion carried 4-0.

M/Rockvam, S/Hughes to approve the issuance of new taproom on-sale and growler off-sale licenses for Back Channel Brewery, 4787 Shoreline Drive, contingent upon the brewery owners meeting all requirements listed in their Conditional Use Permit (Resolution No. 16-22) and obtaining a Certificate of Occupancy from the City Building Official prior to receiving their licenses.

Motion carried 4-0.

8. PETITIONS, REQUESTS, & APPLICATIONS - None.
9. ORDINANCES & RESOLUTIONS
 - a. Ordinance 17-02: Sexual Predator Residency Restrictions
 - b. Resolution 17-10: Authorizing Summary Publication of Ordinance 17-02

City Administrator Tolsma presented a summary of the ordinance and reviewed the distance restrictions that were recommended by the City Attorney.

M/Hughes, S/Kane Palen to approve Ordinance No. 17-02, amending Chapter 22 of the Spring Park City Code regarding sexual predator residency restrictions, that it be published in the official newspaper, and that it be made part of these minutes.

Motion carried 4-0.

M/Pavot, S/Kane Palen that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 17-10

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE AMENDING CHAPTER 22 OF THE SPRING PARK CITY CODE REGARDING SEXUAL PREDATOR RESIDENCY RESTRICTIONS

Motion carried 4-0. This resolution appears as Resolution No. 17-10.

10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council – Mayor Rockvam questioned the City’s approach on the dock issue at 5th Street Ventures and asked for an update.

City Administrator Tolsma responded that he has had conversations with City Building Official Qualle, City Attorney Jensen-Beck, and LMCD Executive Director Schleuning. He stated that City

Attorney Jensen-Beck researched the issue and concluded that the City does have the legal authority to require an upgrade for ADA accessibility with the dock expansion that was granted by the LMCD. He added that Building Official Qualle is looking into options for “red tagging” the property until the owner is in compliance. The City would rather resolve this issue with the property owner; however, if it is not resolved by the end of the week then action will be taken by the City.

Council Member Kane Palen questioned if there was a breakdown in communication with the property owner about commercial marina requirements and the necessary upgrades for dock access. She also asked why the City isn’t consulted earlier in the application process with the LMCD.

Council Member Hughes, who is also the Council’s representative to the LMCD, discussed the LMCD’s commercial dock application and approval process.

City Administrator Tolsma stated that he is working with the LMCD to ensure that applicants are fully informed about all requirements throughout the application process. He added that the City does not have any authority over the dock but does have authority as to how people access the structure. He continued that the owner of 5th Street Ventures owns several commercial properties in the area; he should be familiar with standard practices and ADA requirements in the commercial field.

b. City Staff – City Administrator Tolsma announced that fire hydrant flushing is June 5-9. He also mentioned that the five inoperable fire hydrants in the City are currently being repaired.

Mayor Rockvam stated that it bothered him that five fire hydrants were inoperable for a few weeks and believes that PeopleService did not handle the repairs in a timely manner.

City Administrator Tolsma clarified that those five fire hydrants have been inoperable for potentially years and that the City was unaware of that fact until PeopleService came to the City and found the problem. City Administrator Tolsma commented that once they found the problem they promptly made arrangements to have it corrected.

Council Member Hughes stated he did not like the placement of the sign on the hydrant because it was not obvious enough and valuable time could be lost in an emergency situation. He questioned why the repairs took a few weeks once the problem was discovered.

City Administrator Tolsma responded that staff was following Council direction with using a particular contractor. The contractor was not responsive and then after some time they decided to contract out the work to a third party which delayed the repair even longer. Staff would’ve directed PeopleService to use another contractor to speed up the repair process but were following Council direction.

Mayor Rockvam stated that the City of Mound has a policy of bagging inoperable fire hydrants so that firefighters can easily see an inoperable hydrant in an emergency and thinks this should be Spring Park’s policy as well.

Council Member Kane Palen asked how many inoperable fire hydrants are currently in the City.

City Administrator Tolsma responded that one hydrant was fixed today and there are four remaining hydrants that are currently being repaired.

Council Member Pavot stated that she does remember the conversation that occurred after the water main break where Council asked staff why a certain contractor that had previously worked for the City was not used during that situation. She believes staff was following Council direction by using that particular contractor for the fire hydrant repairs. She added that she is grateful for the work PeopleService has done for the City especially in finding five inoperable hydrants that the City was unaware of. She would like Council to give staff more discretion to use whatever contractors they believe are the best fit to get the job done.

The City Council consensus was to bag any fire hydrants that are inoperable in the future, contact the Mound Fire Department to notify them of this change in policy, and to give staff the discretion to use whatever contractors they believe are necessary and the best fit for the job.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – Council Member Hughes read a letter from the contractor responsible for the new home construction at 2494 Black Lake Road. He appreciated the contractor being proactive and open with neighbors to help prevent any tension.

12. CLAIMS FOR PAYMENT

a. 6-5-17 Claims for Payment

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

Motion carried 4-0.

13. UPCOMING MEETINGS & TRAINING

- a. June 7 – Police Commission – 8:00 AM
- b. June 8 – LMCC – 7:00 PM
- c. June 13 – Administration Committee – 12:00 PM
- d. June 14 – Planning Commission with Comp Plan Committee to follow – 7:00 PM
- e. June 14 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
- f. June 19 – City Council Work Session – 6:00 PM
- g. June 19 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. April PeopleService Report
- b. Metropolitan Council Population & Household Numbers Estimate

15. ADJOURNMENT

M/Pavot, S/Kane Palen to adjourn the City Council Meeting at 7:43 p.m.

Motion carried 4-0.

Date Approved: June 19, 2017

Theresa Schyma, City Clerk

Dan Tolsma, City Administrator



STAFF MEMO

PROCUREMENT POLICY AMENDMENTS

1. **BACKGROUND:** In May of 2016 the City Council adopted a procurement policy to give staff better clarity regarding purchasing guidelines. The most notable provision of the policy established several different spending ranges with a specific level of authority required for each range (see chart on page 1 of attached policy).
2. **DISCUSSION:** One of the frequent remarks that has been expressed by this Council to City staff is to use more discretion for projects and services that are non-controversial in nature. While city staff has no general objections to this request, we have noted that the current dollar ranges of the procurement policy place constraints on what staff can and cannot do without council involvement. Additionally, the current policy can delay action on items if the next regular Council meeting isn't scheduled to occur for two weeks or longer into the future or is cancelled altogether. To this end, staff met with the Administration committee to propose amending the procurement policy with more flexible spending ranges (see redline amounts on attached policy). The administration committee agreed with the proposal and suggested bringing the changes to the full council for approval.
3. **RECOMMENDATION:** If the council is in agreement with the changes as proposed this policy should be approved with a consent agenda vote. If the council wishes to discuss the proposed amendments, the item should be removed from the consent agenda for discussion under item 11: new business & communications.

City of Spring Park Procurement Policy

Adopted May 23, 2016

Amended May 1, 2017

Amended June 19, 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 <u>\$7,500</u>	Staff Discretion if adequate funding is available in the budget.
\$2,000 – \$4,999 \$7,500 - \$14,999	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 \$15,000 - \$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:

- J 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.
 - o 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.
 - o 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

LORD FLETCHER'S SPECIAL EVENT

1. **BACKGROUND:** Lord Fletcher's Restaurant is hosting a private event on Sunday, July 2nd. As part of the event they are proposing a pyrotechnics display and fire dancers on the island across from the wharf (see attached map for more details). This event is an exact duplication of a special event held last summer, which created no complaints or issues.
2. **DISCUSSION:** To date for this season there have been no complaints received by the City in regards to Lord Fletcher's summer music or special events. Additionally, this event has been reviewed and approved by the Orono Police Department and the Mound Fire Department.
3. **RECOMMENDATION:** Staff recommends approval of the special event contingent upon any additional comments from the Orono Police Department and the Mound Fire Department.

**CITY OF SPRING PARK
4349 WARREN AVENUE
SPRING PARK, MINNESOTA 55384
952-471-9051**

APPLICATION FOR SPECIAL EVENT PERMIT

<u>Type of Permit</u>	<u>Permit Fee</u>
Special Event.....	\$100.00

Name of Applicant RES Specialty Pyrotechnics, Inc.

Address 21595 286th St, Belle Plaine, MN 56011

Telephone 952-873-3113

Responsible Party Erv Haman, cell 612.418.7280
(Please list here the name and telephone number of the contact person for the Event)

If applicable, submit a list of all persons and entities involved in the proposed Event, including organizers, promoters, financial underwriters, commercial sponsors, charitable agencies or organizations to be benefited by the Event, etc. Please include name, address and telephone number of each organization and the name of the contact person or responsible party.

List Attached List Not Applicable

Name and Description of Event Pyrotechnic display at Lord Fletchers for a VIP

Private Event July 2, 2017 - approx. 9:30PM

Address or Location of Event *(if a route is involved, please attach a map showing the start and finish of the Event, directional arrows and the proposed location of any tents, tables, water stations, portable toilets and other similar items)*

Lord Fletchers, 3746 Sunset Dr, Spring Park, MN 55384

Indoor Event Outdoor Event

Date(s) of Event July 2, 2017

Hours of Event approx 9:30-9:45 PM

Estimated Number of Persons Attending or Participating in the Event _____
(not to exceed the maximum number of persons which can legally and reasonably assemble at the Event location)

Plans for Sound Amplification and Sound Control *(include number and location of speakers - please attach site plan if applicable)* **PLEASE NOTE THAT THE EVENT MUST COMPLY WITH ALL CITY ORDINANCES REGARDING NOISE CONTROL.**

Plans for Parking and Traffic Control

Plans for Security and Safety *(describe the proposed procedures for set-up; take-down; operation; first aid; crowd control - including the number of security guards, hours of availability and areas of deployment; lighting - if the Event is to occur at night; and any other proposed security and safety measures)*

Plans for Vendors or Concessionaires *(list all vendors and concessionaires proposed to participate in the Event and their locations and describe the business or service to be provided)*

Plans for Food and Beverages *(describe the types of food and beverages to be served, locations, and procedures for trash collection and disposal)*

PLEASE NOTE THAT A SEPARATE LICENSE IS REQUIRED FOR THE SALE AND/OR SERVICE OF ALCOHOLIC BEVERAGES.

Plans for Sanitation and Trash Collection *(describe plans for site clean-up and for trash collection and disposal, including the number and type of trash/recycling receptacles and their locations; list the person(s) responsible for clean-up for the Event; and list the number and locations of any portable toilets to be used for the Event)*

Request for Use of City Services/Equipment (describe any City services or equipment requested for the Event such as cones, barricades, signs, etc.)

Insurance (please attach a copy of either an insurance policy or a certificate of insurance for the Event which lists the City as an additional insured and which includes the policy number and amount of insurance coverage)

PLEASE NOTE THAT ADDITIONAL PERMITS OR LICENSES MAY BE REQUIRED BY THE CITY, STATE, COUNTY OR OTHER AGENCIES FOR YOUR EVENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO DETERMINE WHICH LICENSES AND PERMITS ARE REQUIRED FOR THE PROPOSED EVENT AND TO OBTAIN SUCH LICENSES AND PERMITS IN ADVANCE OF THE EVENT.

The applicant agrees to defend, indemnify, and hold harmless the City, its Council members, employees, officers, contractors and agents from and against any and all liability, claims, damages, costs, judgments and expenses, including attorneys fees, resulting directly or indirectly from any act or omission arising out of caused by or related to the conduct of the activities authorized by the permit.

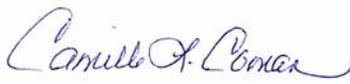
The applicant agrees to comply with all applicable codes, ordinances, rules, and regulations of the City of Spring Park with respect to the Event, including, but not limited to, all codes, ordinances, rules and regulations governing alcohol, noise, nuisance, building occupancy, public safety, and fire safety.

The undersigned represents and warrants that the undersigned is authorized to represent, act on behalf of and bind the applicant.

The applicant states that the information contained in this application is true, correct and complete. If any information contained in this application is found to be false or to constitute a substantial misrepresentation of the Event, the application will be denied and/or the permit revoked.

Applicant: RES Specialty Pyrotechnics, Inc. Date: May 26, 2017

Printed name: Camille Coman

Signature (and title)  Office Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MCGRIFF, SEIBELS & WILLIAMS, INC. P.O. Box 10265 Birmingham, AL 35202	CONTACT NAME: PHONE (A/C, No, Ext): 800-476-2211		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A : James River Insurance Company			12203
INSURER B : National Liability & Fire Insurance Company			20052
INSURER C :			
INSURER D :			
INSURER E :			
INSURER F :			

INSURED
 R E S Specialty Pyrotechnics
 21595 286th Street
 Belle Plaine, MN 56011

COVERAGES

CERTIFICATE NUMBER: 4K5237S2

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			00376888	04/01/2017	04/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73APS071669	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			000376908	04/01/2017	04/01/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: July 2, 2017

Location: Lord Fletcher's, 3746 Sunset Drive, Spring Park, MN 55384

City of Spring Park, MN; Justin Netzinger, aka Justice of Dragons; Lord Fletcher's

Above listed is/are included as Additional Insured respects to the General Liability policy as required by written contract.

Certificate Holder is Additional Insured under General Liability as required by written contract.

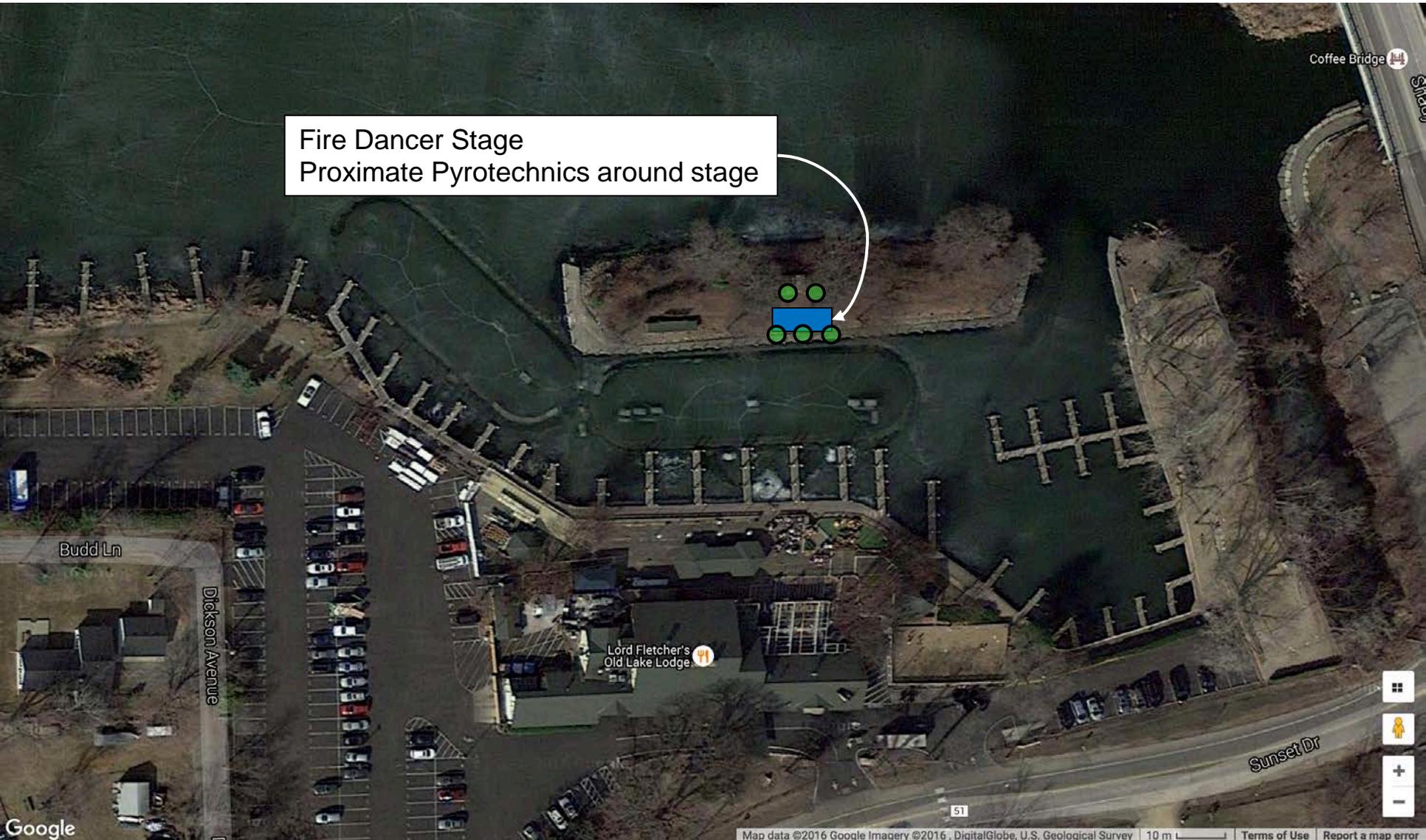
CERTIFICATE HOLDER

Lord Fletcher's
 3746 Sunset Drive
 Spring Park, MN 55384

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Fire Dancer Stage
Proximate Pyrotechnics around stage



 Spectators

 Parking

 Shoot site

 Fallout zone



From: Mike Kuno, PE, MBA [<mailto:MKuno@sambatek.com>]
Sent: Wednesday, June 14, 2017 3:32 PM
To: Dan Tolsma; Dallas Roggeman
Subject: Shoreline Sidewalk

Dan and Dallas,

I've attached figures that show the proposed sidewalk maintenance areas along Shoreline Drive. I've broken the potential areas out into four groups:

1. Priority 1 - Immediate Concerns: Areas that currently have potential safety hazards in the Pedestrian Access Routes (PAR) (cracked or badly spalled panels) and locations where the curb joint displacement is excessive (greater than 2").
2. Priority 2 – Secondary Concerns: Areas that aren't immediate concerns but could be addressed (includes curb joint displacement between 1"-2", cracked joints that haven't separated, etc.).
3. Priority 3 – Non-Par Concerns: Areas outside of the PAR that could be corrected (curb joint displacement approximately 1").
4. PAR Grinding Locations: Areas in the PAR where sidewalk joints have displaced and should be corrected.

A Preliminary estimate for each of the areas identified above is outlined below:

1. Priority 1 (includes grinding): \$22,000 (this includes \$14,000 for the spalled area that may be warranty work).
2. Priority 2: \$14,000
3. Priority 3: \$12,500

My recommendation is to move forward with maintenance of the Priority 1 areas and monitor the 2 and 3 areas but I'd like to discuss with the Council at the Monday Work Session if it fits in the agenda. Next steps would include getting quotes from a couple of Contractors to perform the work, if the Council would like to proceed.

Please let me know if you have questions or want to discuss.

Thanks!

Michael Kuno, PE

Director Municipal Services

12800 Whitewater Drive, Suite 300 Minnetonka, MN 55343

P

763.746.1635

M 952.212.5917 E mkuno@sambatek.com

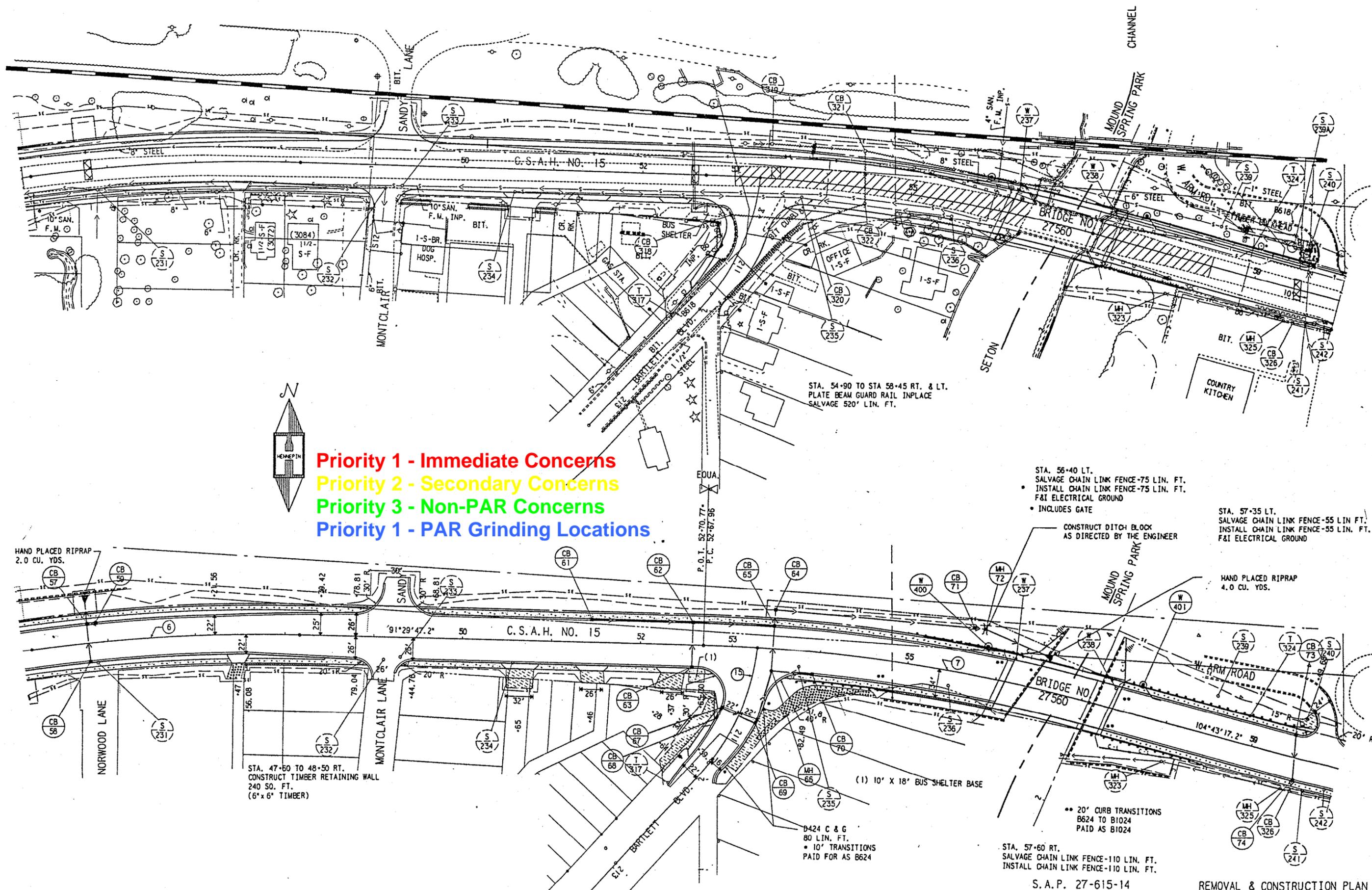


Minnetonka, MN | Mandan, ND

Engineering | Surveying | Planning | Environmental

[MFRA is now Sambatek!](#)

PROJ. - 8024 ALT. - 2 REV. 10 56R-P48024 FORM-FORMAT DATE-11/20/1987



Priority 1 - Immediate Concerns
Priority 2 - Secondary Concerns
Priority 3 - Non-PAR Concerns
Priority 1 - PAR Grinding Locations

STA. 54+90 TO STA 58+45 RT. & LT.
 PLATE BEAM GUARD RAIL INPLACE
 SALVAGE 520' LIN. FT.

STA. 56+40 LT.
 SALVAGE CHAIN LINK FENCE-75 LIN. FT.
 • INSTALL CHAIN LINK FENCE-75 LIN. FT.
 F&I ELECTRICAL GROUND
 • INCLUDES GATE

STA. 57+35 LT.
 SALVAGE CHAIN LINK FENCE-55 LIN. FT.
 INSTALL CHAIN LINK FENCE-55 LIN. FT.
 F&I ELECTRICAL GROUND

HAND PLACED RIPRAP
 2.0 CU. YDS.

HAND PLACED RIPRAP
 4.0 CU. YDS.

STA. 47+50 TO 48+50 RT.
 CONSTRUCT TIMBER RETAINING WALL
 240 SO. FT.
 (6" x 6" TIMBER)

(1) 10' X 18' BUS SHELTER BASE

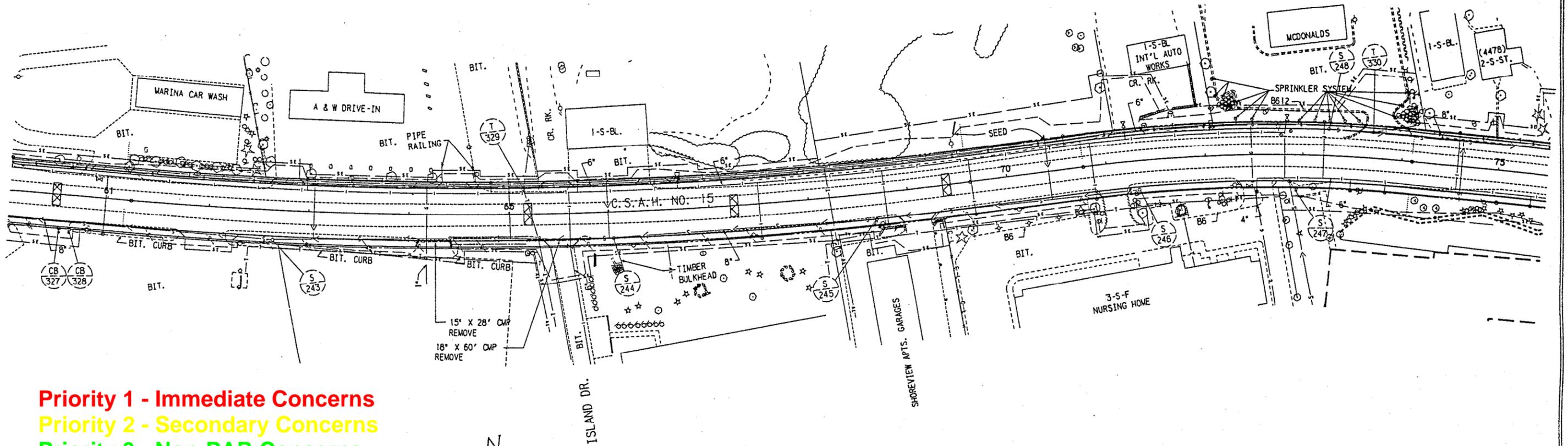
D424 C & G
 80 LIN. FT.
 • 10' TRANSITIONS
 PAID FOR AS B624

•• 20' CURB TRANSITIONS
 B624 TO B1024
 PAID AS B1024

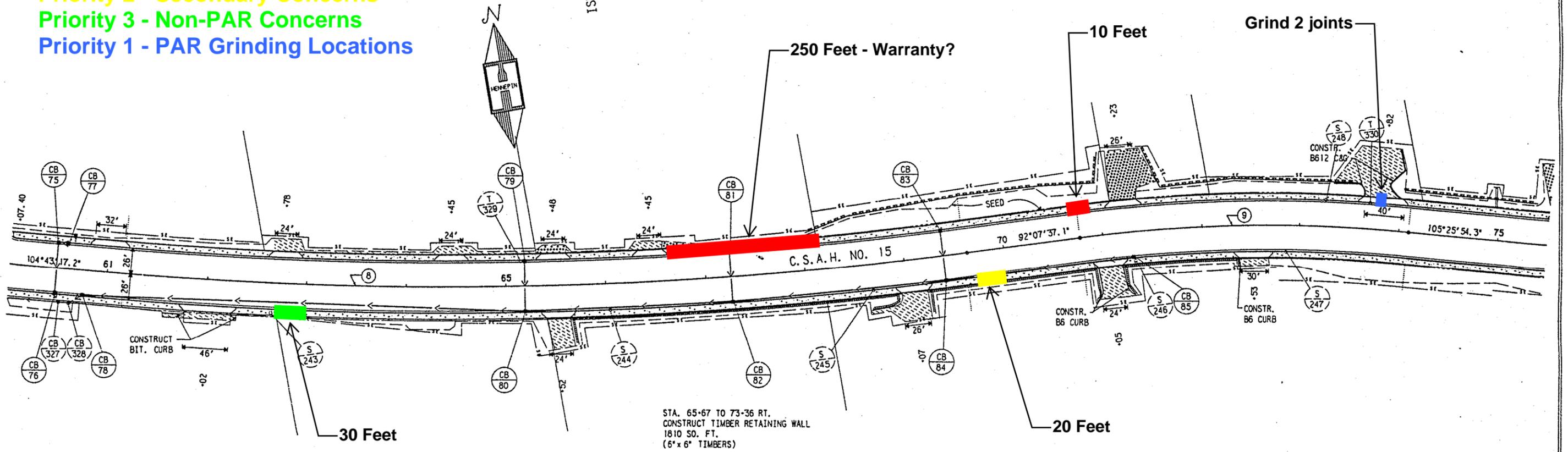
STA. 57+60 RT.
 SALVAGE CHAIN LINK FENCE-110 LIN. FT.
 INSTALL CHAIN LINK FENCE-110 LIN. FT.

S.A.P. 27-615-14

REMOVAL & CONSTRUCTION PLAN

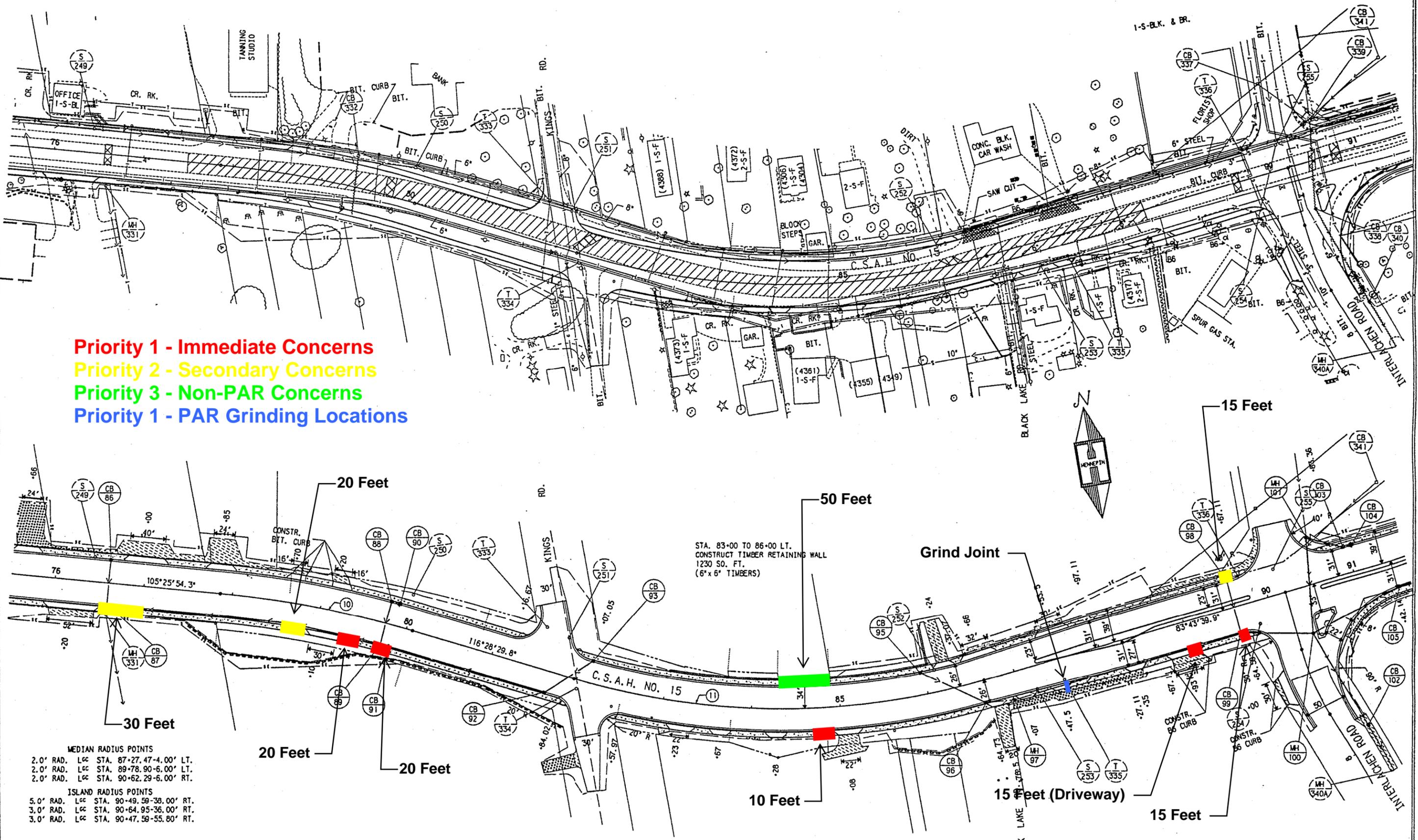


- Priority 1 - Immediate Concerns
- Priority 2 - Secondary Concerns
- Priority 3 - Non-PAR Concerns
- Priority 1 - PAR Grinding Locations

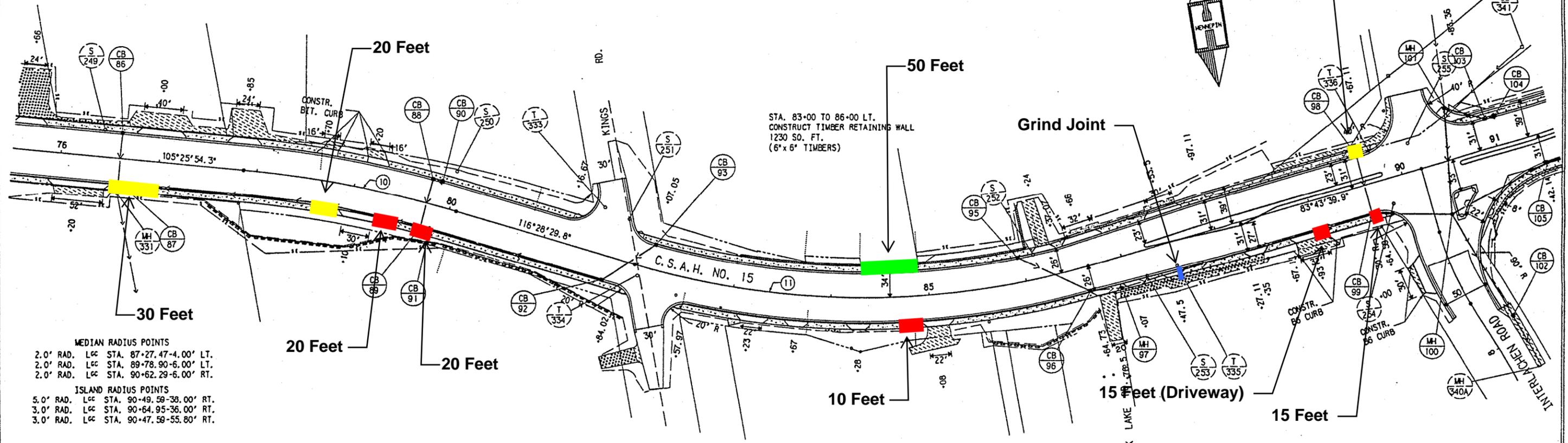


PROJECT 8024 ALT-2 REV-10 SCR-P50024 FORM-FORMATR DATE-11/23/1997

PROJECT-8024 ALT-2 REV-10 SCR-P60024 FORM-FORMAT2R DATE-11/20/1987

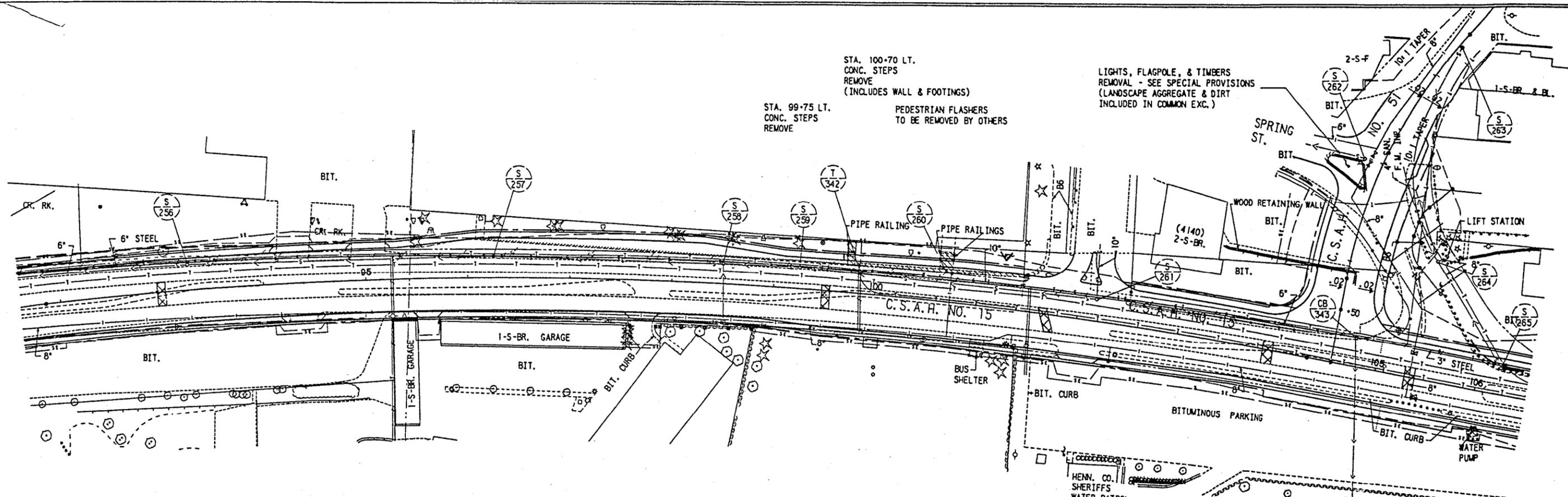


Priority 1 - Immediate Concerns
Priority 2 - Secondary Concerns
Priority 3 - Non-PAR Concerns
Priority 1 - PAR Grinding Locations



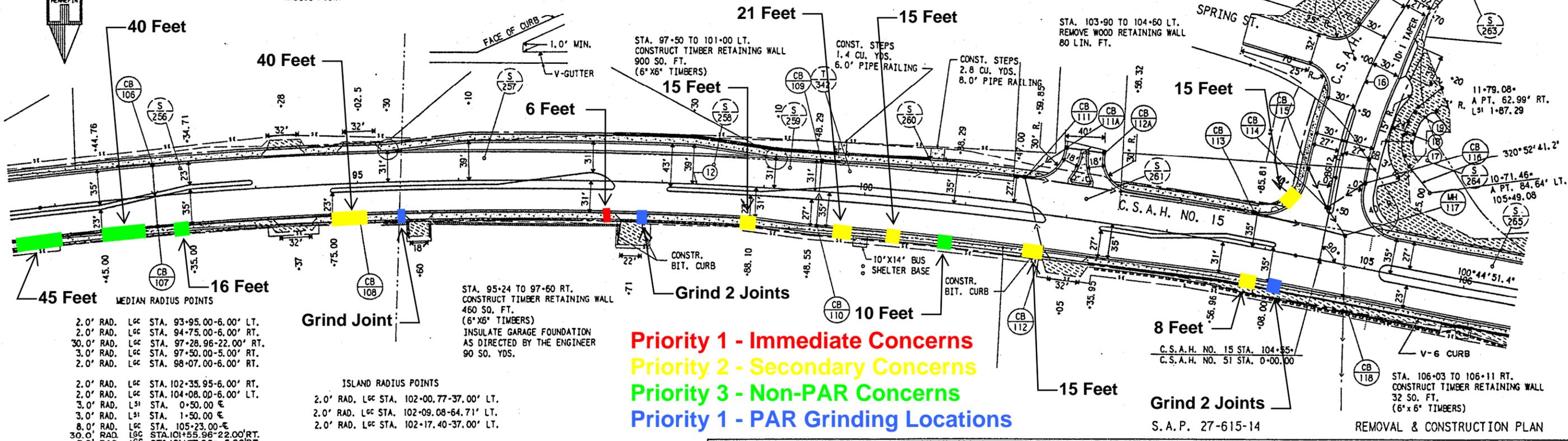
MEDIAN RADIUS POINTS
2.0' RAD. LCC STA. 87+27.47-4.00' LT.
2.0' RAD. LCC STA. 89+78.90-6.00' LT.
2.0' RAD. LCC STA. 90+62.29-6.00' RT.
ISLAND RADIUS POINTS
5.0' RAD. LCC STA. 90+49.59-38.00' RT.
3.0' RAD. LCC STA. 90+64.95-36.00' RT.
3.0' RAD. LCC STA. 90+47.59-55.80' RT.

PROJECT: 8024 ALT: 2 REV: 10 SCR: P78024 FOR: FORMAT2R DATE: 11/20/1987



CURVE FUNCTIONS											
CURVE NO.	P. I. STA.	P. C. STA.	P. T. STA.	Δ	D	T	L	R	*N. COORDINATE	*E. COORDINATE	
①	2 + 21.50	0 + 82.33	3 + 53.16	32° 30' 00.0" RT.	12° 00' 00.0"	139.17'	270.83'	477.46'	705707.194	2097425.439	
②	11 + 22.46	11 + 04.53	11 + 37.39	57° 03' 22.2" RT.	173° 37' 24.9"	17.94'	32.86'	33.00'	705827.428	2097053.946	
③	11 + 44.57	11 + 37.39	11 + 51.75	1° 56' 37.8" RT.	13° 31' 48.8"	7.18'	14.36'	423.46'	705707.194	2097425.439	
④	11 + 60.67	11 + 51.75	11 + 69.15	31° 09' 04.7" LT.	179° 02' 57.7"	8.92'	17.40'	32.00'	705840.300	2097057.298	

* RADIUS POINT



Priority 1 - Immediate Concerns
Priority 2 - Secondary Concerns
Priority 3 - Non-PAR Concerns
Priority 1 - PAR Grinding Locations



Date: June 14, 2017

To: City of Spring Park

From: Dallas Roggeman, Operator

O & M Report: May 2017

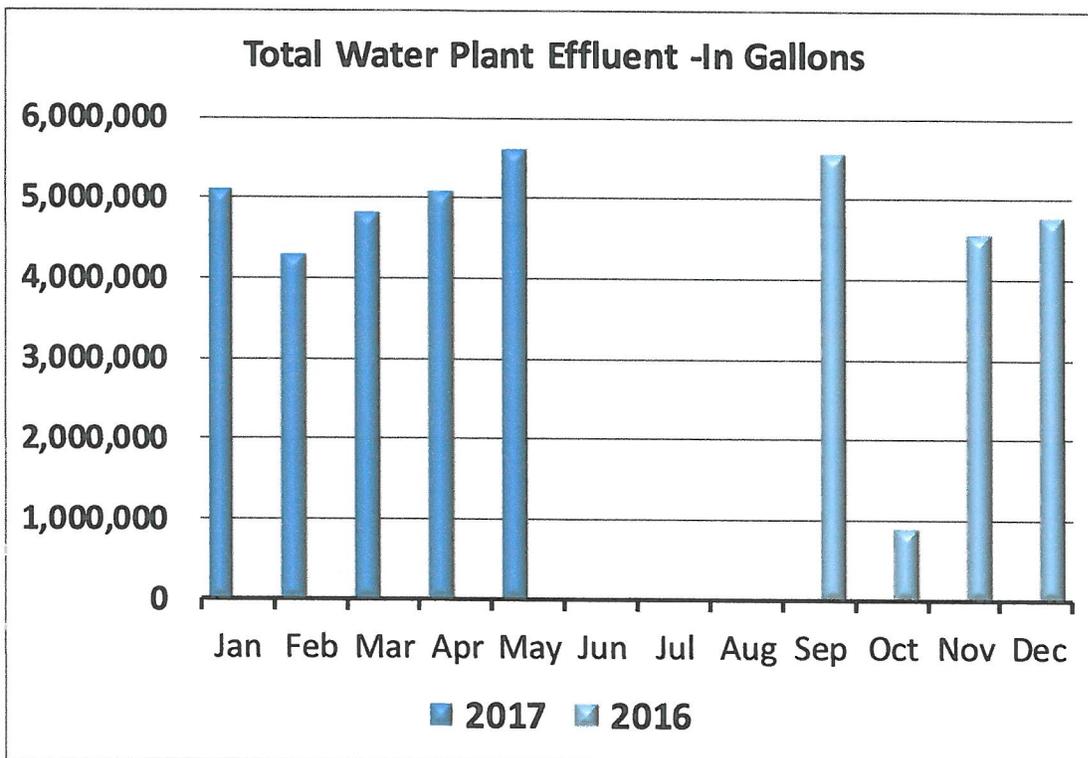
Spring Park Operations and Maintenance

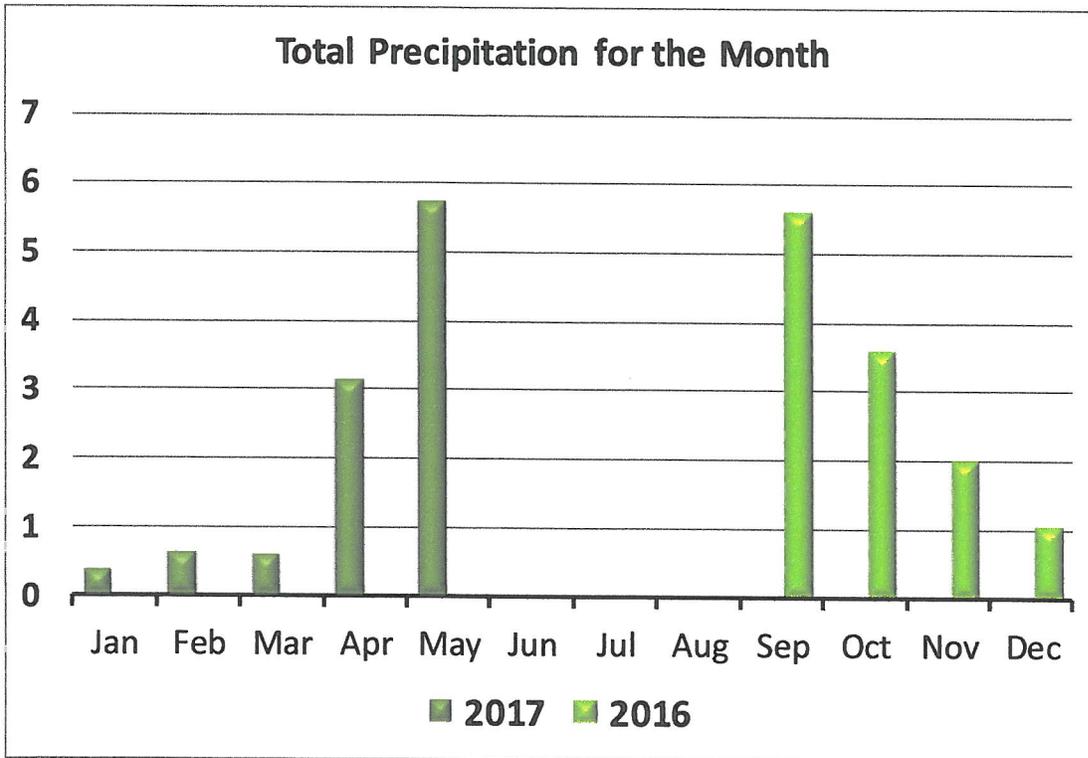
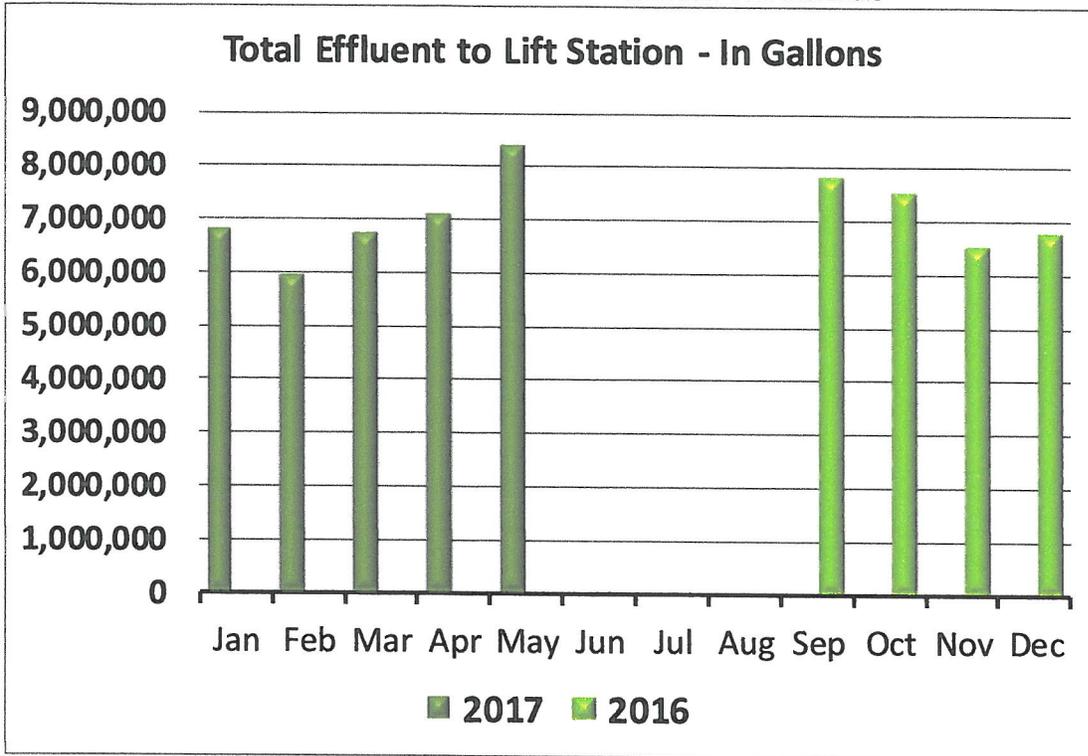
- Gary Hughes, Mike Kuno and I walked all the sidewalks in town, and what we discovered is that almost all the sidewalks meet ADA requirements from the timeframe in which they were installed, however if any work is done in the roadway, the sidewalks in that area would then need to be brought up to the latest ADA requirements (which a lot of ours are not). Hennepin County will be doing an overlay on the county roads in 2019. Unlike a lot of areas, Hennepin County considers an overlay maintenance that does not warrant ADA upgrades, however will pay for 50% of the ramps and pads at the time of the overlay (I think this would be the ideal time to do this work). We are recommending fixing the non-compliant and real poor areas this year, all pads and ramps in 2019, and apply for a grant next year to have a larger scale project completed or get by maintaining the bad spots each year until the county roads are redone in roughly 2035 (the deadline for this grant money is March 1st of each year). Mike Kuno will be presenting the council with options and prices at a June meeting. We also have \$2701 in money from the Hennepin County CAM program that can go towards sidewalks (County aid to municipalities under the population of 5,000). While inspecting the sidewalks, we also monitored the retaining walls along Shoreline Dr., some are pretty concerning and should be looked in to sooner than others, and in long term, almost all of them need to be upgraded.
- Had three tree stumps grinded down, two at the City Hall, and one at Thor Thompson Park. Norling's will be coming in to patch up the holes left behind and plant grass.
- Worked with Jeff from Stone Creations on getting the water feature ponds at the Press Homes filled off our hydrants. Also, metered the water usage and gave the information to Sharon for billing.
- Along with keeping the grass areas and parks looking good, Paul has also been replacing light ballast's in the City Hall, painting fire hydrants and signs, maintaining all the lawn equipment, and helping with other tasks that come up.
- Monitor and clean Catch basins and Rain gardens as needed to keep things flowing at a desired rate and prevent puddling as much as possible. Jerry showed me a spot on Northern Ave where the water is to drain in the ditch, that is now also monitored frequently. We have been considering ideas on how to improve the rain garden on Channel Rd. There are a few issues in that area, number one being that if the lake level gets too high, the water will back up into the rain garden and make its way to the homes

to the South, if it is not plugged prior (a backflow preventer or knife valve of sorts may eliminate this problem). Another issue is that the rain garden has become dense and filled with a lot of overburden and supposedly houses a muskrat (I have never seen it). At the time of this project if it occurs, tiling in a line from the low spots on Wilkes Park may be a good idea also, when we receive a fair amount of rain, a good portion of the park becomes flooded for quite some time (this is a low spot/flood plain so there may not be a lot we can do). Digging down and expanding the raingarden may also be a thought.

- Worked with Temaca on repairing a broken sprinkler line across from the City Hall.
- The crew from Pro Lawns was here to fertilize and apply weed preventer to all the city grass areas minus Wilkes Parks due to the gardens in the area.
- Reviewed the PeopleService Inc companywide monthly minder on working safely in all weather conditions.
- Completed the annual WINS (Wastewater Infrastructure Needs Survey) survey and sent it back to the Minnesota Pollution Control Agency. The survey is to determine if the has any major wastewater projects in place for the upcoming year and near future.
- Received the annual CCR (consumer confidence report) from the Minnesota Department of Health. This report shows all our drinking water sample results from the past year. Everything looked good and was within the required parameters. Theresa posted the report on the city webpage, and it was also published in the Laker newspaper.
- As of late May, we were still waiting on hydrant parts, the conversion kits for the old hydrants (from 1963) in town need to be built and that takes some time. Our contractor on this job kind of let me down as far as response time and availability, he has now contracted it out to a third party that specializes in hydrants because he is too busy. We are hoping to have the hydrant work completed the week of June 5th – 9th which will work out perfect as I am scheduled to flush all the hydrants in town that week, this way we will not have to stir things up twice. A small section of Shoreline Dr. will need to be shut down for a short period while the hydrant near Gary's house is fixed. When our contractor tested this hydrant, he could not get it shut back off and we then discovered that the underground gate valve for this hydrant does not work either. All residents and business affected by the brief shut down will be notified prior to doing so.
- Ran a study on the filter in the water plant to determine the frequency it should be backwashing now that we are operating on wells 1 & 2 versus #3. After running dozens of iron tests on the filter water, I settled in on a number of 42 hours of runtime per backwash versus the old 22 hours setting. This probably could have even been stretched out a touch further but it is good to get a backwash in once a week regardless, and that is what you will have, one backwash per week versus two which should save us a fair amount of money in the long run. The filter in the water treatment facility still does a very good job, even though the media in the filter is nearing its life expectancy. I monitor iron levels often and if that starts to change you will be informed.

- Replaced the American Flags at the city hall and Thor Thompson Park, the Mound American Legion provides us with replacement flags.
- Contacted Century Link and Media Com to fix the broken/shifted phone and cable pedestals in town, mostly on Shoreline Dr.
- Other Miscellaneous tasks include: coordinate work with contractor, inspect sewer and water disconnects and connects, monitor poly phosphate levels in the water, replace street signs as needed, monitor Lord Fletchers grease trap and lift station cleaning, lower and raise the American flags as required, add softener salt at city hall, 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, daily rounds/logs at the WTP, attend staff meetings, clean as needed.





PeopleService INC.
Water & Wastewater Professionals

Water	Units	May-17	April-17	May-16
Average Daily Pumped	gallons	181,032	169,820	0
Maximum Daily Pumped	gallons	239,000	217,000	0
Total Monthly Pumped	gallons	5,612,000	5,094,600	0
Well #1 Pumped	gallons	2,152,400	916,700	0
Well #1 Average Pumped	gallons	69,432	30,557	0
Well #2 Pumped	gallons	3,463,500	1,474,600	0
Well #2 Average Pumped	gallons	111,726	49,153	0
Well #3 Pumped	gallons	0	2,717,900	0
Well #3 Average Pumped	gallons	0	90,597	0
Fluoride used	gallons	10.7	10.4	0.0
Fluoride Average used	gallons	0.3	0.3	0.0
Poly Phosphate used	pounds	133.2	46.4	0.0
Poly Phosphate Average used	pounds	4.3	1.5	0.0
Chlorine used	lbs	146	120	0
Chlorine Average used	lbs	5	4	0
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	341,710	267,590	0
Average Daily Pumped Wastewater	gallons	270,870	236,420	0
Lift Station Effluent to Met Council	gallons	8,396,930	7,092,640	0
Precipitation	inches	5.75	3.15	0.00

WO# 24552.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 5/1/2017 Printed Scheduled 5/1/2017 Delinquent 5/31/2017 Completed 5/10/2017
Equipment	5308-BW/RCTK	Back Wash / Reclaim Tank		
Location	5308-Spring Park			
Task	BAM Bi-Annual Preventative Maintenance			
Instructions	Pump pit completely empty to remove all settled iron			
Notes				

WO# 24554.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 5/1/2017 Printed Scheduled 5/1/2017 Delinquent 5/31/2017 Completed 5/10/2017
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.			
	Tools Required: rubber hammer, pen			
Notes				

WO# 24555.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 5/1/2017 Printed Scheduled 5/1/2017 Delinquent 5/31/2017 Completed 5/10/2017
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 (runs the 1st Wednesday of every month) and the portable needs to be run manually.			
Notes	a new seal was put in the pump April 2016 this fixed the coolant leak problem			

WO# 24557.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 5/1/2017 Printed Scheduled 5/1/2017 Delinquent 5/31/2017 Completed 5/12/2017
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, 5.6, 5.9 #2 6.0, 5.7, 6.2			

WO#	24559.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
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Scheduled	5/1/2017																		
Delinquent	5/31/2017																		
Completed	5/12/2017																		
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 #1 7.4, 7.2, 7.1 #2 6.0, 5.8, 5.8																		

WO#	24561.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
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Delinquent	5/31/2017																		
Completed	5/12/2017																		
Equipment	5308-LS-3	Lift Station #3																	
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 #1 6.4, 6.3, 6.6 #2 6.3, 6.2, 6.3																		

WO#	24562.01	Type	Scheduled	Priority	5	Downtime Hours		Total Cost	\$0.00										
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Scheduled	5/1/2017																		
Delinquent	5/31/2017																		
Completed	5/12/2017																		
Equipment	5308-LS-4	Lift Station #4																	
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	Pump #1 7.9, 7.8, 7.6 #2 11.8, 11.8, 11.8																		

WO#	24563.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00										
Create Reason	Triggered by Calendar			Created By	vkube		<table border="1"> <tr><td>Created</td><td>5/1/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>5/1/2017</td></tr> <tr><td>Delinquent</td><td>5/31/2017</td></tr> <tr><td>Completed</td><td>5/12/2017</td></tr> </table>		Created	5/1/2017	Printed		Scheduled	5/1/2017	Delinquent	5/31/2017	Completed	5/12/2017
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Delinquent	5/31/2017																	
Completed	5/12/2017																	
Equipment	5308-LS-5			Lift Station #5														
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 #1 5.6, 5.7, 5.6 #2 5.7, 5.6, 5.5																	

WO#	24564.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00										
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Delinquent	5/31/2017																	
Completed	5/12/2017																	
Equipment	5308-LS-6			Lift Station #6														
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 draw #1 39.5 #2 39.5 #3 39.3																	

WO#	24608.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00										
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Scheduled	5/1/2017																	
Delinquent	5/31/2017																	
Completed	5/10/2017																	
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#	24553.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00										
Create Reason	Triggered by Calendar			Created By	vkube		<table border="1"> <tr><td>Created</td><td>5/1/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>5/2/2017</td></tr> <tr><td>Delinquent</td><td>6/1/2017</td></tr> <tr><td>Completed</td><td>5/10/2017</td></tr> </table>		Created	5/1/2017	Printed		Scheduled	5/2/2017	Delinquent	6/1/2017	Completed	5/10/2017
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Scheduled	5/2/2017																	
Delinquent	6/1/2017																	
Completed	5/10/2017																	
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# 24609.01	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 5/1/2017</p> <p>Printed</p> <p>Scheduled 5/1/2017</p> <p>Delinquent 5/31/2017</p> <p>Completed 5/10/2017</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				

WO# 24613.01	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 5/1/2017</p> <p>Printed</p> <p>Scheduled 5/1/2017</p> <p>Delinquent 5/31/2017</p> <p>Completed 5/10/2017</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# 24612.01	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 5/1/2017</p> <p>Printed</p> <p>Scheduled 5/1/2017</p> <p>Delinquent 5/31/2017</p> <p>Completed 5/16/2017</p> </div>	
Equipment	6308-WELL-1	Well #1		
Location	6308- Spring Park			
Task	ANNUAL-PM			
Instructions	Contact well company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.			
Notes	Done on 01/27/17			

WO# 24615.01	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 5/1/2017</p> <p>Printed</p> <p>Scheduled 5/1/2017</p> <p>Delinquent 5/31/2017</p> <p>Completed 5/10/2017</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# 24614.01	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 5/1/2017</p> <p>Printed</p> <p>Scheduled 5/1/2017</p> <p>Delinquent 5/31/2017</p> <p>Completed 5/16/2017</p> </div>	
Equipment	6308-WELL-2	Well #2		
Location	6308- Spring Park			
Task	ANNUAL-PM			
Instructions	Contact Well company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.			
Notes	done on 01/27/17			

WO# 24616.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 5/1/2017 Printed Scheduled 5/1/2017 Delinquent 5/31/2017 Completed 5/10/2017
Equipment	6308-WELL-3	Well #3		
Location	6308- Spring Park			
Task	ANNUAL-PM			
Instructions	Contact Well Company and schedule inspection. When inspection is complete send inspection report in to be entered into the maintenance system.			
Notes	Well #3 is now strictly for back up, there is some work that needs to be done with the well and an inspection will be completed once this work is approved			

WO# 24617.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By vkube		Created 5/1/2017 Printed Scheduled 5/1/2017 Delinquent 5/31/2017 Completed 5/10/2017
Equipment	6308-WELL-3	Well #3		
Location	6308- Spring Park			
Task	MONTHLY-PM			
Instructions	Conduct draw down test. Examine well head for unusual wear or vandalism.			
Notes				

Report Totals	Downtime Hours 0	Part Cost \$0.00	Labor Cost \$0.00	Vendor Cost \$0.00	Equip/Tool Cost \$0.00	Total Cost \$0.00
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2017 MOUND FIRE DEPARTMENT ACTIVITY REPORT
Emergency Response and Firefighter Hours Detail

MONTH: MAY

City	Call Type	2017			2016				
		Month	Firefighter	YTD	Month	Firefighter	YTD		
		Calls	Hours	Calls	Hours	Calls	Hours		
MOUND	Fire	5	72	43	1116	14	260	44	998
	Rescue	16	219	77	1280	14	213	65	1119
	Duty Officer	1	1	5	6	3	3	14	14
MINNETONKA BEACH	Fire	1	17	4	69	0	0	3	45
	Rescue	0	0	0	0	2	59	4	102
	Duty Officer	0	0	0	0	0	0	0	0
MINNETRISTA	Fire	6	81	15	228	1	13	11	205
	Rescue	3	33	10	204	1	18	10	219
	Duty Officer	0	0	1	1	0	0	1	1
SHOREWOOD	Fire	1	16	1	16	0	0	1	15
	Rescue	1	10	3	54	0	0	2	30
	Duty Officer	0	0	0	0	0	0	0	0
SPRING PARK	Fire	0	0	5	130	5	82	12	209
	Rescue	4	54	20	297	6	101	36	636
	Duty Officer	1	1	1	1	2	2	5	5
MUTUAL AID	Fire	1	64	5	150	3	113	9	367
	Rescue	0	0	2	26	0	0	1	10
	Weather, Special Event, Etc.	0	0	0	0	0	0	0	0
Total Activity All Cities	Fire	14	250	73	1709	23	468	80	1839
	Rescue	24	316	112	1861	23	391	118	2116
	Duty Officer	2	2	7	8	5	5	20	20
	Stand By	0	0	0	0	0	0	0	0
TOTAL	40	568	192	3578	51	864	218	3975	

Monthly Activity by Call Category	2017	2016
COMMERCIAL	6	7
RESIDENTIAL	29	33
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	5	11
SERVICE CALLS (Smoker/CO Detectors)	2	4
LEGITIMATE FIRE ALARMS	0	1
FALSE FIRE ALARMS	3	3

Category	2017		2016	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	0	2	0	1
MUTUAL AID CALLS GIVEN	1	7	3	10
TRAINING/MAINTENANCE HOURS	438.25	1885	433.5	2265.5

Mound Fire Department
Incident Reports - Spring Park
 May, 2017

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

154	5/1/2017	Spring Park	4601 Shoreline Drive, #104	Rescue	EMS	No transport	22
155	5/3/2017	Spring Park	4559 Shoreline Dr, #415	Rescue	EMS	Transported	10
170	5/17/2017	Spring Park	4527 Shoreline Drive	Rescue	EMS	Cancelled enroute	9
192	5/31/2017	Spring Park	4559 Shoreline Drive, #213	Rescue	EMS	Transported	13
Total Rescue Calls							4
Total Rescue Hours							54

161	5/12/2017	Spring Park	4364 Shoreline Drive	Rescue	Alarm - Medical	No Patient Contact	0
Total Duty Officer Calls							1
Total Duty Officer Hours							0

TOTAL FIRE, RESCUE & DUTY OFFICER CALLS							5
TOTAL FIRE, RESCUE & DUTY OFFICER HOURS							54

Mound Fire Department

*City of Spring Park
January - May, 2017*

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

2017 YTD TOTALS

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



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
June 13, 2017

MOUND FIRE DEPARTMENT HAPPENINGS

Mound, MN, June 13, 2017– During the month of May 2017, the Mound Fire Department responded to 14 fire related calls and 26 medical related calls, for a total of 40 callouts for the month.

In the month of May, the Mound Fire Department participated in the Westonka Color-A-Thon 5K run, Trista Days in the City of Minnetrista, the American Legion Memorial Day Event, and provided EMS standby at the Mound Westonka High School Graduation.

In March of this year, the Mound Fire Department was asked if we had any obsolete fire protection gear we would be willing to donate to a needy fire department in Caucasia, Columbia. We had some old sets of obsolete coats, pants and helmets that did not meet US Safety standards. Even though the donated gear does not meet the current National Fire Protection Assn. standards, it still provides much more protection than the gear the Columbian fire department was using. The Caucasia fire department only had one fire helmet, and was literally using BMX helmets for protection, and had little or no protective safety gear. The Caucasia fire department was very thankful for the “new” gear we donated. A local business person shipped the gear to Columbia for free. NICE! (Photo attached).



Notable Events:

05-7-2017: On Tuesday, May 7, 2017 at 20:55 hrs, the Mound Fire Department responded to mutual aid request from the Maple Plain Fire Department to assist with a large vegetation fire in the 1900 block of County Road 90 in Independence. The Mound Fire Department, along with multiple mutual aid fire departments assisted Maple Plain Fire in extinguishing the large vegetation fire, and preventing the fire from spreading to nearby buildings. The Mound Fire Department Crew was on scene for 4 hours. There were no injuries to firefighters or civilians.

Grilling Safety Tips

Fire in the grill, under hot dogs and burgers, is a welcome sight at the family cookout. But fire anywhere else can make your summer barbecue memorable for all the wrong reasons. To keep you and your family safe while grilling, follow these general guidelines:

- Adults must always attend a hot grill, and to avoid disaster keep children and pets away.
- Propane and charcoal BBQ grills should only be used outdoors.
- The grill should be placed well away from the home, deck railings and out from under eaves.
- Permanently mounted grills must be a minimum of 18" away from combustibles or structures.
- To avoid a major fire hazard, keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.

Propane grills - Before you use your grill:

- Check the major connection points between the propane tank hose and the regulator and cylinder, and where the hose connects to the burners. Tighten if loose.
- Be sure to check the propane tank hose for the potential leaks.
- To check for leaks: apply a light soap and water solution to the hose using a brush or spray bottle. If there is a gas leak, the propane will release bubbles around the connection or hose.
- If there are bubbles indicating a leak, your grill is NOT safe to use.
- If there is a leak, turn off the tank and have your grill serviced by a professional.

When the grill is on:

- As you are cooking, if you smell gas, turn off the gas tank and burners.
- If the leak stops immediately, get the grill serviced by a professional before using it again.

Charcoal grills

- Charcoal chimney starters allow you to start the charcoal using newspaper as a fuel.
- If you use a starter fluid, use only charcoal starter fluid. Never use gasoline as a starter fuel.
- Never add charcoal fluid or any other flammable liquids to the fire.
- Keep charcoal fluid out of the reach of children and away from heat sources.
- There are also electric charcoal starters, which do not use fire. Be sure to use a heavy duty extension cord for outdoor use.
- When using charcoal, let the coals completely cool before disposing in a metal container.
- Never dispose of hot coals inside a garage or shed.

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