



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
APRIL 3, 2017 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. Special City Council Meeting Minutes from March 20, 2017
  - b. City Council Work Session Minutes from March 20, 2017
  - c. Regular City Council Meeting Minutes from March 20, 2017
  - d. Ordinance 17-01: An ordinance amending Chapter 4 of the Spring Park City Code to correct the hours of operation for brewery and taproom sales in the City
  - e. Appoint Bruce Homan to the Spring Park Planning Commission to fill a current vacancy for a term that is set to expire in 2018
5. PUBLIC FORUM \*\*
6. PRESENTATIONS & GUEST SPEAKERS
  - a. Scott Qualle of MNSPECT – Building Code 101 for elected officials
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council
  - b. City Staff
    - i. Cooks Bay Bridge closure and detour through Spring Park
    - ii. Schedule annual Council goal-setting work session
  - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
13. UPCOMING MEETINGS & TRAINING
  - a. April 12 – Administration Committee – 12:00 PM
  - b. April 12 – LMCD Work Session & Regular Meeting – 6:00 PM & 7:00 PM
  - c. April 12 – Planning Commission – 7:00 PM
  - d. April 17 – City Council Work Session & Regular Meeting – 6:00 PM & 7:00 PM
  - e. April 19 – Open Book Meeting – 6:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. PeopleService February 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.



CITY OF SPRING PARK  
SPECIAL MEETING MINUTES  
MARCH 20, 2017 – 5:30 PM  
SPRING PARK CITY HALL

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1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 5:33 p.m.

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

Council Members Absent: Catherine Kane Palen

Staff Present: Dan Tolsma, City Administrator

2. INTERVIEW OF PLANNING COMMISSION APPLICANTS - The City Council conducted interviews of the following applicants for appointment to the Planning Commission:
- Bruce Homan
  - Jeff Hovelsrud
  - Mark Chase
3. ADJOURNMENT TO WORK SESSION - The meeting was adjourned by unanimous consent at 5:51 p.m.

Date Approved: April 3, 2017

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

\_\_\_\_\_  
Dan Tolsma, City Administrator



CITY OF SPRING PARK  
 WORK SESSION MINUTES  
 MARCH 20, 2017 – 6:00 PM  
 SPRING PARK CITY HALL

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

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

Others Present: Jeff Hoffman, Planning Commission Chair.

Staff Present: Dan Tolsma, City Administrator; Nancy Jensen Beck, City Attorney (arrived 6:05 p.m.); and Theresa Schyma, City Clerk.

1. PLANNING COMMISSION APPLICANT REVIEW - Mayor Rockvam invited Planning Commission Chair Jeff Hoffman into the discussion regarding the three Planning Commission applicants.

The City Council consensus was that all three applicants were highly qualified and would bring valuable insight to the Commission.

Council Member Horton requested a blind vote to get the consensus of the Council before voting on the issue at the Regular City Council Meeting later this evening.

City Administrator Tolsma announced that the majority of votes were for Bruce Homan.

2. SPECIAL EVENTS UPDATE – City Administrator Tolsma briefly discussed two special event applications that are scheduled to be considered at tonight’s Regular Meeting. He gave background information regarding the live music event applications at Lord Fletcher’s and stated that there are no proposed changes from last year’s approvals.

Council Member Hughes has concerns regarding the amplification system of the crappie contest.

City Administrator Tolsma responded that when they were approved last year the City sent them the City Code and State Statutes regarding the noise levels and permitted hours. Also, City staff did recommend not using the amplification system before 8 a.m. in order to be respectful of the neighborhood.

Council Member Pavot stated that she would be recusing herself from the Consent Agenda vote since Lord Fletcher’s manages other properties that one of her bands performs at and doesn’t want there to be a conflict of interest.

### 3. ASSET MANAGEMENT STUDY PROPOSAL

- a. Attached for review is the staff memo from the January 17 work session. Also included is the latest proposal from Sambatek for the remainder of the study, which includes the not to exceed language that was asked for at the January work session.

Mayor Rockvam is questioning why there was no formal contract for the asset management study, how there seemed to be an original estimate of \$10,000-20,000 that nobody can figure out where those numbers came from, and how that project amount increased to its current total.

Council Member Hughes read from the January 25, 2016 City Council work session minutes. He stated the Council asked about cost cutting and bringing in projects under cost and City Engineer Kuno responded that was his goal.

City Administrator Tolsma stated the study is now approximately two-thirds complete with a current total of \$39,000.

Council Member Pavot stated that her interpretation of the work session was that the meeting was a general get-to-know-you with the new city engineer and that it was a very generic statement to keep the project under budget and do a comprehensive study. A budget was never discussed at that work session and believes the \$10,000-20,000 amount came from the Administration Committee.

Council Member Hughes stated that in City Engineer Kuno's defense much of the work and information that he expected to be available was not.

City Attorney Beck stated that this project seems to be the perfect storm of miscommunication, no formal proposal or contract, and a budget that was not approved by the full Council.

Mayor Rockvam stated that there were errors on both sides and we have no contract. There have been two backups on Black Lake Road so a study does need to be done.

Council Member Kane Palen recommended moving forward with the project but stated that a proposal with expectations and specific tasks needs to be put in writing.

City Administrator Tolsma stated that each one of the backups on Black Lake Road cost approximately \$100,000 and also caused the City's insurance rates to increase.

City Administrator Tolsma stated that getting on an up-to-date infrastructure schedule is what the asset management study is trying to accomplish. This will provide a full picture of Spring Park instead of doing feasibility studies on a project-by-project basis. This will help prioritize projects and take a more comprehensive approach with updating the City's infrastructure.

Mayor Rockvam believes the City Council should offer two options for payment of the current balance due of approximately \$33,000 for the Asset Management Study: 1) pay the entire balance now with an approximate 10% discount or 2) pay the balance over three years with no discount.

Mayor Rockvam added that Sambatek needs to identify the project more thoroughly so that the City knows what it is getting for its money.

City Administrator Tolsma stated that our Comprehensive Plan is also benefitting from this information because Sambatek was able to reduce the engineering charges by approximately \$4,000-5,000 for that project based on the information that will come from the asset management study.

Council Member Pavot stated that the City is already a year behind in payment and concessions have been made by Sambatek for the communication issues.

Council Member Hughes stated he thinks the City needs to make a payment as soon as possible.

City Administrator Tolsma stated that the Council can make a motion at tonight's regular meeting on how they would like to pay the amount currently owed and request a report on what tasks are still waiting for completion.

4. SEXUAL PREDATOR RESIDENCY RESTRICTIONS DISCUSSION

- a. Chief Farniok has approached the police contract cities to determine if there is interest in adopting residency restrictions for sexual predators. Attached is an ordinance that the City of Orono recently adopted.

The City Council consensus was to proceed with having the City Attorney research the ordinance and provide guidance on the distance restriction of 1000 feet or 2000 feet.

City Attorney Beck responded that she will research the reasonableness of the distance and report back to the Council.

5. OUTDOOR STORAGE UPDATE & REQUEST FOR FEEDBACK

- a. Attached for review is a summary provided by Al Brixius of the proposed changes to the City's outdoor storage and nuisance ordinances. Copies of the draft ordinances in full are also attached.

City Administrator Tolsma requested that Council Members look at the draft ordinance and provide him with feedback and comments.

6. LMCD UPDATE

Council Member Hughes provided an LMCD handout and update.

**ADJOURNMENT**

The meeting was adjourned by unanimous consent at 6:55 p.m.

Date Approved: April 3, 2017

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Theresa Schyma, City Clerk

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Dan Tolsma, City Administrator



CITY OF SPRING PARK  
 CITY COUNCIL MINUTES  
 MARCH 20, 2017 – 7:00 PM  
 SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:03 p.m.

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

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

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.
3. ADOPT AGENDA - Council Member Hughes requested that Item #11 be amended to include a vote regarding the amount currently owed for the asset management study and that Item #9 be moved to Item #4 and all subsequent items follow in order.

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

Motion carried 5-0.

4. ORDINANCES & RESOLUTIONS (ORIGINALLY ITEM #9)
  - a. Resolution 17-08: Recognition of Alan W. Bell & Establishing March 29<sup>th</sup> as Alan W. Bell Day in the City of Spring Park

Mayor Rockvam presented the resolution to Alan W. Bell and spoke of Mr. Bell's many accomplishments and contributions to the community.

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

RESOLUTION NO. 17-08

RESOLUTION RECOGNIZING MR. ALAN W. BELL (A GENTLEMAN'S GENTLEMAN)  
 FOR HIS YEARS OF SERVICE AS A MAITRE D', MANAGER, GENERAL MANAGER &  
 PRESIDENT AT LORD FLETCHER'S OLD LAKE LODGE

Motion carried 5-0. This resolution appears as Resolution No. 17-08.

5. ADOPT CONSENT AGENDA
  - a. Regular City Council Meeting Minutes from March 6, 2017

- b. Annual Garbage Hauler Licenses
- c. LMCD Ports of Call Certifications
- d. Minnesota Bound Crappie Contest Permit
- e. Lord Fletcher's Summer Music Permit

Council Member Pavot stated that she would be recusing herself from the Consent Agenda vote since Lord Fletcher's manages other properties that one of her bands performs at and doesn't want there to be a conflict of interest.

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

Motion carried 4-0. (Pavot recused)

- 6. PUBLIC FORUM - None.
- 7. PRESENTATIONS & GUEST SPEAKERS - None.
- 8. PUBLIC HEARINGS - None.
- 9. PETITIONS, REQUESTS, & APPLICATIONS - None.
- 10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council – None.

b. City Staff – City Administrator Tolsma updated the Council on garbage hauling. Randy's Sanitation will now provide residential garbage hauling in Spring Park instead of commercial only. This will be the first garbage hauler in Spring Park to offer organics recycling to residential customers.

The Council was glad that residents who wish to participate in organics recycling now have an option in the City.

- c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS

- a. Asset Management Study Proposal – City Administrator Tolsma presented a brief summary of the history of the study.

M/Rockvam, S/Hughes to approve offering Sambatek two options for payment of the current balance due of approximately \$33,000 for the Asset Management Study: 1) pay the entire balance now with a 12% discount or 2) pay the balance over three years with no discount.

Mayor Rockvam stated there has been miscommunication and blame on both sides in regards to the Asset Management Study.

Council Member Kane Palen stated she would like to get this issue resolved in order to move forward with the study.

Mayor Rockvam requested a roll call vote.

Motion carried 5-0. (Pavot, Hughes, Horton, Kane Palen, and Rockvam all ayes.)

12. CLAIMS FOR PAYMENT

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

- a. March 22 – LMCD – 6:00 PM
- b. April 3 – City Council – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

- a. MFD Press Release & February Report
- b. Property Sales Data – Hennepin County Assessor

Council Member Horton reported on the success of “Stuff the Bus” event on March 10. She thanked the community for their participation in the charity event that benefited the Westonka Food Shelf.

15. ADJOURNMENT

M/Hughes, S/Horton to adjourn the City Council Meeting at 7:23 p.m.

Motion carried 5-0.

Date Approved: April 3, 2017

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Theresa Schyma, City Clerk

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Dan Tolsma, City Administrator



## STAFF MEMO

ORDINANCE CORRECTING HOURS OF  
OPERATION FOR BREWERY/TAPROOMS

1. **BACKGROUND:** On October 17, 2016 the City Council approved Ordinance No. 16-04 amending Chapter 4 of the Spring Park City Code to allow breweries and taprooms in Spring Park. Section 6 of the approved ordinance addressed the hours of operation for breweries and taprooms. However, there was an error and Saturday hours were inadvertently left out of the ordinance that was presented to the Council.
2. **DISCUSSION:** The City Council was presented and thoroughly discussed the hours of operation regarding breweries and taprooms in 2016. The attached ordinance is simply correcting an unintentional error and not changing any other details that the City Council approved on October 17, 2016.
3. **RECOMMENDATION:** Approve Ordinance No. 17-01 amending Spring Park City Code Chapter 4, Alcoholic Beverages, to correct the hours of operation for brewery and taproom sales within the City of Spring Park.

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

**ORDINANCE NO. 17-01**

**AN ORDINANCE AMENDING SPRING PARK CITY CODE CHAPTER 4,  
ALCOHOLIC BEVERAGES TO CORRECT THE HOURS OF OPERATION FOR  
BREWERY AND TAPROOM SALES WITHIN THE CITY OF SPRING PARK**

**THE CITY COUNCIL OF THE CITY OF SPRING PARK, MINNESOTA  
ORDAINS AS FOLLOWS:**

**Section 1.** Chapter 4 Article V, Hours of Operation is hereby amended to read as follows:

Sec. 4-231. - Off-sale, on-sale, setup licenses.

- (c) Holders of a setup/and taproom license shall be permitted to operate from 12:00 noon ~~to~~ on Sundays to 1:00 a.m. on Mondays and from 8:00 a.m. to 1:00 a.m. of any weekday and Saturdays.

**Section 2.** Effective Date. This ordinance shall be in full force and effective immediately upon its passage and publication.

ADOPTED by the City Council of Spring Park this 3rd day of April, 2017.

CITY OF SPRING PARK

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

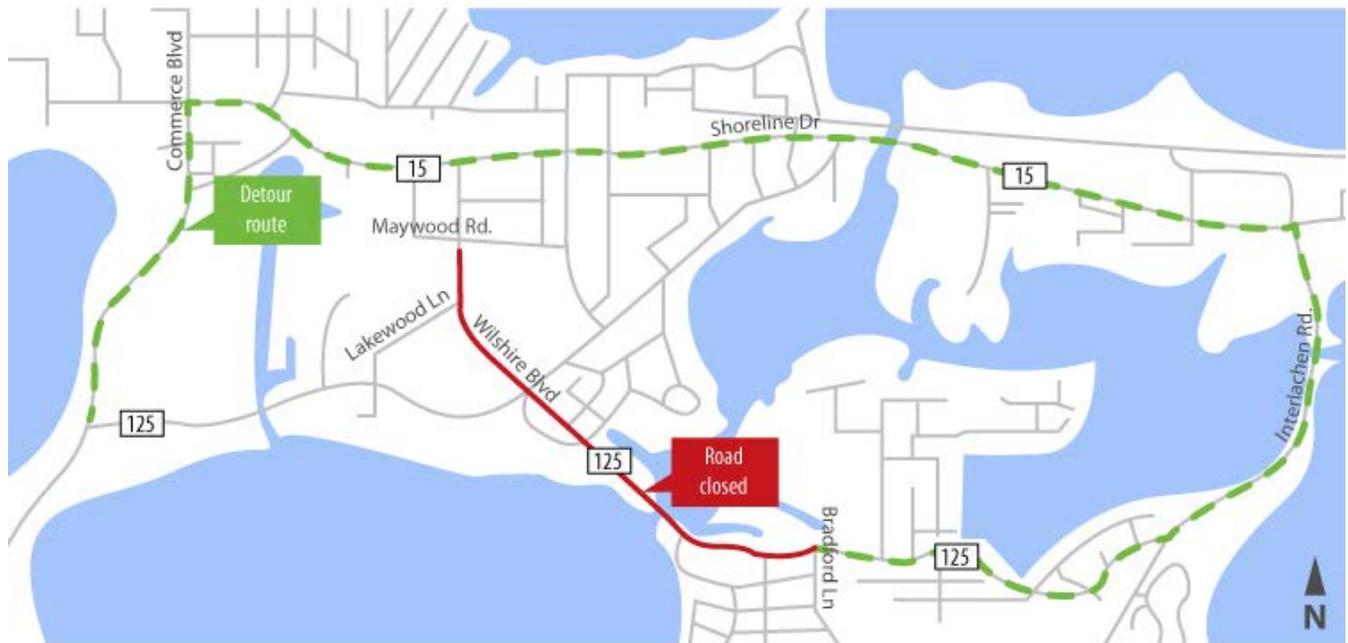
ATTEST:

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

## Full closure of Wilshire Blvd. scheduled to begin in early April

Metropolitan Council Environmental Services (MCES), operator of the metro-area wastewater collection and treatment system, will continue to upgrade the sanitary sewer line along Wilshire Blvd. between Maywood Rd. and Bradford Ln. Construction is anticipated to occur from April 2017 through early 2018, with restoration following in the summer/fall 2018.

**Wilshire Boulevard is anticipated to close (see map below) at the beginning of April and remain closed through the end of the year. During the closure, traffic will be detoured using Interlachen Rd., Shoreline Dr. and Commerce Blvd.**



## City of Mound updates

The City of Mound will have nearby work occurring on other local streets in 2017. For more information about city projects and to sign up for city road construction and other updates, visit the City of Mound's website at [www.cityofmound.com](http://www.cityofmound.com).

### Contact us

Contact us with questions or concerns at any time during the project.

**Email:** [MCESMound@zanassoc.com](mailto:MCESMound@zanassoc.com)

**Hotline:** 952-222-3912

**Web:** [metro council.org/sewerconstruction/mound](http://metro council.org/sewerconstruction/mound)

### SIGN UP FOR PROJECT UPDATES

**NEWSLETTER / TEXT**

Subscribe to our newsletters, or text & email alerts.

Email

Enter Email or Phone #

**SIGN UP**

Have updates delivered directly to your email or phone! Visit us online at: [metro council.org/sewerconstruction/mound](http://metro council.org/sewerconstruction/mound)

And enter your information. When we update the website, you'll be the first to know.



Date: March 24, 2017

To: City of Spring Park

From: Dallas Roggeman, Operator

O & M Report: February 2017

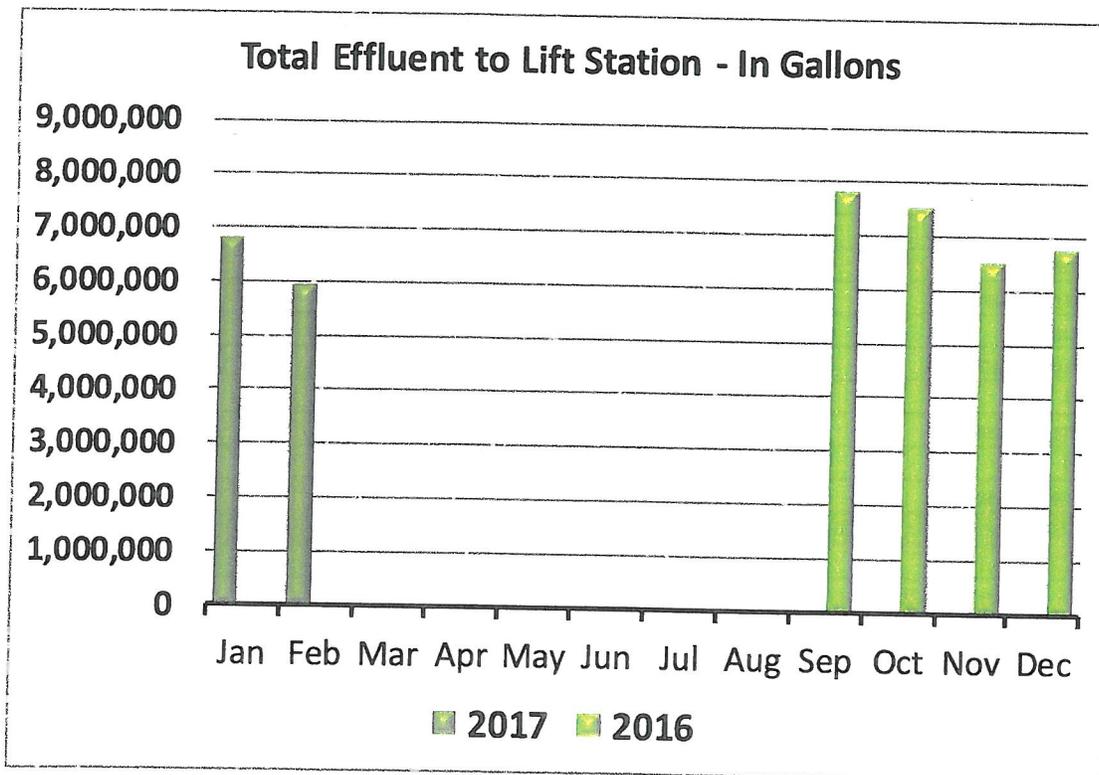
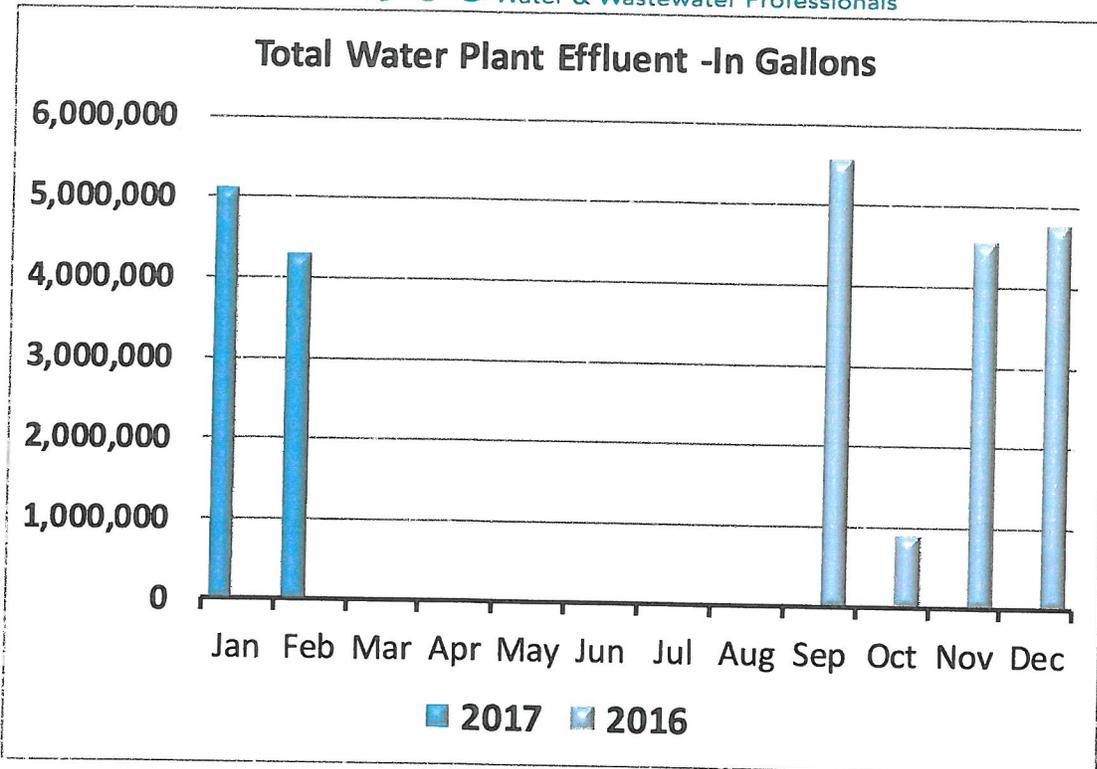
## **Spring Park Operations and Maintenance**

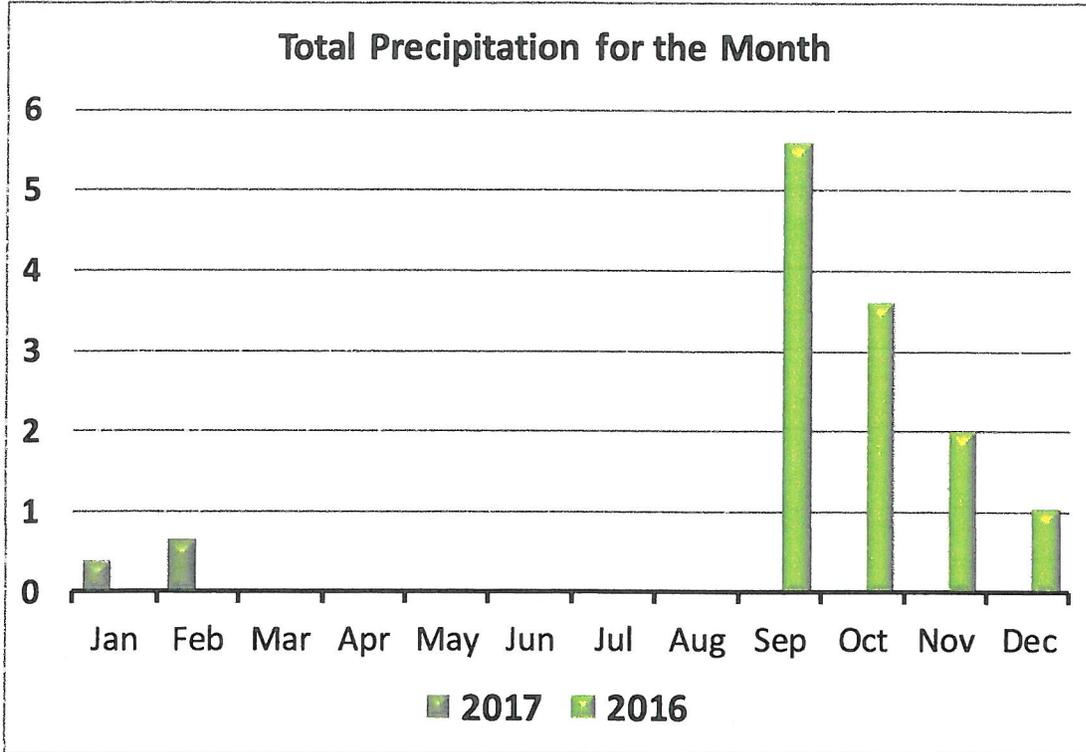
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- There have been and handful of snags during the start-up of the air stripper at the water treatment facility. While performing initial start-up in the beginning of February, we ran into a setback immediately. The air stripper which under normal operation, will discharge the same amount of water that is coming in, and basically run at an operating level of just a couple of inches that is stored in the sump section of the air stripper. This was not the case for our unit upon start-up, what we found was that the air stripper was not discharging until it built up enough pressure to break a vacuum barrier (air gap) from a void in our discharge pipe. Typically, these units just dump directly into an open tank, ours has a 30ft section of pipe that runs straight down the clear well then to the West corner, then ending in the Northwest corner. What was happening is this pipe was filling with the same amount of water that was in the clear well then had an air gap in the remaining pipe. After many test runs and a lot of thought, we decided to tap in a pressure relief valve on the top side of the discharge pipe to relieve the vacuum (pressure) that was being created. Thankfully this solved the issue, had it not, this would have been a major setback. The other setbacks are mainly in the programming portion of startup, after monitoring operation, I noticed the filter level was slowly dropping out of the operating range I like. The water coming into the filter is supposed to match the water discharging the filter. It was close but off by enough to make a difference over a day of operation. The solution here is to add a stint into the program to dial these flows in a little more closely, and operate on the filter level set points we desire. There are also some programming issues with getting the filter to backwash under normal conditions. Both issues should be resolved the first part of March, and the system will be able to go back online with wells 1 and 2 for further monitoring and normal operation.
- Sharon and I completed and submitted the annual DNR water usage report. There are some discrepancies in the water usage, we are going to start monitoring more closely and frequently. We also completed the Annual Met Council Industrial Waste Report, and the Hennepin County permit for the water main break we had in January.
- Had two nearby PeopleService employees come to the water plant for training on the new system so they are familiar with the setup when they are on-call and or covering duties.



- Picked up a bunch of garbage by the city hall parking lot, and a lot of downed tree branches on the South side of the city hall. Also, continue to clean up around the water treatment plant as construction workers move out.
  
- Posted the appropriate road restriction signs around town, and ordered a few extra as I was a couple short. Also, ordered and installed two signs to slow for children on Northern Ave, as requested by area residents.
  
- Working on getting bids for potential 2017 projects. The repair of five poorly operating/inoperable fire hydrants, this year's sewer main slip lining and well repairs.
  
- As the PeopleService regional safety coordinator, I reviewed and gathered the information for our quarterly safety meeting in Willmar MN.
  
- Quality Control and I programmed the new alarms for the air stripper into our Scada system, added a page with a diagram for the air stripper on the PLC, and hooked up the inline chlorine monitor unit.
  
- Other Miscellaneous tasks include: 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, attended bi-weekly construction meetings, completed monthly work orders and maintenance on all equipment, startup training on new items at the water treatment facility, shovel snow as needed, daily rounds/logs at the WTP, attend staff meetings, clean as needed.





		February-17	January-17	February-16
<b>Water</b>				
<b>Average Daily Pumped</b>	gallons	153,507	164,665	0
<b>Maximum Daily Pumped</b>	gallons	199,000	252,000	0
<b>Total Monthly Pumped</b>	gallons	4,298,200	5,104,600	0
<b>Well #1 Pumped</b>	gallons	259,200	0	0
<b>Well #1 Average Pumped</b>	gallons	9,257	0	0
<b>Well #2 Pumped</b>	gallons	362,300	0	0
<b>Well #2 Average Pumped</b>	gallons	12,939	0	0
<b>Well #3 Pumped</b>	gallons	3,718,700	5,153,800	0
<b>Well #3 Average Pumped</b>	gallons	132,811	166,252	0
<b>Fluoride used</b>	gallons	8.2	8.5	0.0
<b>Fluoride Average used</b>	gallons	0.3	0.3	0.0
<b>Chlorine used</b>	lbs	145	153	0
<b>Chlorine Average used</b>	lbs	5	5	0
<b>Wastewater</b>				
<b>Effluent Flow</b>				
<b>Maximum Daily Pumped Wastewater</b>	gallons	223,860	239,080	0
<b>Average Daily Pumped Wastewater</b>	gallons	212,790	219,990	0
<b>Lift Station Effluent to Met Council</b>	gallons	5,958,090	6,819,780	0
<b>Precipitation</b>	inches	0.62	0.37	0.00

Completed Work Order General Report

WO#	23494.01	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>	2/1/2017	
<b>Equipment</b>	5308-EXT	Fire Extinguishers					<b>Printed</b>		
<b>Location</b>	5308-Spring Park						<b>Scheduled</b>	2/1/2017	
<b>Task</b>	MPM Monthly Preventative Maintenance						<b>Delinquent</b>	3/3/2017	
<b>Instructions</b>	Inspect, tip upside down bang with rubber hammer, check to see if charged.							<b>Completed</b>	2/14/2017
	Tools Required: rubber hammer, pen								

Notes

WO#	23495.01	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>	2/1/2017	
<b>Equipment</b>	5308-GEN	Generators					<b>Printed</b>		
<b>Location</b>	5308-Spring Park						<b>Scheduled</b>	2/1/2017	
<b>Task</b>	MPM Monthly Preventative Maintenance						<b>Delinquent</b>	3/3/2017	
<b>Instructions</b>	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators run automatically each week, except Lift Station #6 Runs monthly, and the portable only runs manually.							<b>Completed</b>	2/17/2017
<b>Notes</b>	At #5 lift, all okay, #1 all okay, #2 all okay, #3 all okay #6 the test button on the control panel on south east corner needs to be posted to run the generator, then the over ride button needs to be placed to shut down, there will be a 5 minute cool down cycle before it shuts off WTP generator press the transfer test button for 15 seconds to turn the generator on (this is located on panel in WTP), it will cycle for 10 minutes then switch back.								

WO#	23496.01	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>	2/1/2017	
<b>Equipment</b>	5308-LS-1	Lift Station #1					<b>Printed</b>		
<b>Location</b>	5308-Spring Park						<b>Scheduled</b>	2/1/2017	
<b>Task</b>	MPM Monthly Preventative Maintenance						<b>Delinquent</b>	3/3/2017	
<b>Instructions</b>	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.							<b>Completed</b>	2/16/2017
<b>Notes</b>	amp draws Pump 1- 5.9, 6.2, 5.9 Pump 2 5.7,6.2,5.6 floats all good								

WO#	23497.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/16/2017</p> </div>	
<b>Equipment</b>	5308-LS-2	Lift Station #2				
<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>	amp draws pump 1- 6.0,5.9,5.8 Pump 2-6.2,6.2,6.0 floats all good					

WO#	23498.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/16/2017</p> </div>	
<b>Equipment</b>	5308-LS-3	Lift Station #3				
<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>	amp draws pump 1- 6.6,6.3,6.6 pump 2 6.7,6.1,6.6 floats all good					

WO#	23499.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/16/2017</p> </div>	
<b>Equipment</b>	5308-LS-4	Lift Station #4				
<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>	amp draws Pump 1-8.3, 7.6, 7.8 Pump 2 12.5, 11.9, 12.1 cleaned floats					

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WO#	23500.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/16/2017</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>	amp draws Pump 1 5.7, 5.8, 5.6 Pump 2 5.8, 5.8, 5.6 floats all clean							

WO#	23501.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/16/2017</p> </div>	
<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>	Amp draws Pump 1 37.4, 38.6, 37.9 Pump 2 38.1, 39.8, 39.1 Pump 3 36.9, 38.7, 38.2 floats all good							

WO#	23547.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/6/2017</p> </div>	
<b>Equipment</b>	6308-CL-G-MON			Chlorine Gas Monitor				
<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>	Vessco retested all as part of construction							

WO#	23548.01	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> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/6/2017</p> </div>	
<b>Equipment</b>	6308-DHD			Dehumidifiers				
<b>Location</b>	6308- Spring Park							
<b>Task</b>	PREVENTATIVE MAINTENANCE							
<b>Instructions</b>	Check filters and replace if needed. Assure drain line is clear.							
<b>Notes</b>	replaced all filters, there are boxes of spares on the work bench in the WTP							

WO#	23493.01	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> 2/1/2017
<b>Equipment</b>	6308-EWS	Eye Wash Station							<b>Printed</b>
<b>Location</b>	6308- Spring Park							<b>Scheduled</b> 2/2/2017	
<b>Task</b>	MPM Monthly Preventative Maintenance							<b>Delinquent</b> 3/4/2017	
								<b>Completed</b> 2/13/2017	
<b>Instructions</b>	Flush eye wash and inspect for proper working order.								
<b>Notes</b>									

WO#	23549.01	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> 2/1/2017
<b>Equipment</b>	6308-GSF	Gravity Sand Filter							<b>Printed</b>
<b>Location</b>	6308- Spring Park							<b>Scheduled</b> 2/1/2017	
<b>Task</b>	MPM Monthly Preventative Maintenance							<b>Delinquent</b> 3/3/2017	
								<b>Completed</b> 2/15/2017	
<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#	23550.01	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> 2/1/2017
<b>Equipment</b>	6308-HS-Pum-1	High Service Pump #1							<b>Printed</b>
<b>Location</b>	6308- Spring Park							<b>Scheduled</b> 2/1/2017	
<b>Task</b>	BAM Bi-Annual Preventative Maintenance							<b>Delinquent</b> 3/3/2017	
								<b>Completed</b> 2/15/2017	
<b>Instructions</b>	Tools Required: crescent wrench, funnel, bucket, oil and grease Do not over fill, use instructions from printed manual and on name plates. GE Specs 4 oil: D6B6A use ball bearing grease, spec D6A2C5, polyurea grease all motor frames are #324, Wells are 2S HP, Service Pumps are 40 Hp with max RPM 1755, both have upper and lower bearings. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN								
<b>Notes</b>									

WO#	23551.01	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> 2/1/2017
<b>Equipment</b>	6308-HS-PUM-2	High Service Pump #2							<b>Printed</b>
<b>Location</b>	6308- Spring Park							<b>Scheduled</b> 2/1/2017	
<b>Task</b>	BAM Bi-Annual Preventative Maintenance							<b>Delinquent</b> 3/3/2017	
								<b>Completed</b> 2/15/2017	
<b>Instructions</b>	Tools Required: crescent wrench, funnel, bucket, oil and grease Do not over fill, use instructions from printed manual and on name plates. GE Specs 4 oil: D6B6A use ball bearing grease, spec D6A2C5, polyurea grease all motor frames are #324, Wells are 2S HP, Service Pumps are 40 Hp with max RPM 1755, both have upper and lower bearings. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN								
<b>Notes</b>									

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<b>WO#</b> 23552.01	<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		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/15/2017</p> </div>
<b>Equipment</b>	6308-WELL-1	Well #1		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MONTHLY-PM			
<b>Instructions</b>	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			
<b>Notes</b>				

<b>WO#</b> 23553.01	<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		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/15/2017</p> </div>
<b>Equipment</b>	6308-WELL-2	Well #2		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MONTHLY-PM			
<b>Instructions</b>	Grease shaft bearing, observe oil level in sight glass. Inspect unit for abnormal wear. Conduct draw down test.			
<b>Notes</b>				

<b>WO#</b> 23554.01	<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		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/15/2017</p> </div>
<b>Equipment</b>	6308-WELL-3	Well #3		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MONTHLY-PM			
<b>Instructions</b>	Conduct draw down test. Examine well head for unusual wear or vandalism.			
<b>Notes</b>				

<b>WO#</b> 23555.01	<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		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 2/1/2017</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 2/1/2017</p> <p><b>Delinquent</b> 3/3/2017</p> <p><b>Completed</b> 2/15/2017</p> </div>
<b>Equipment</b>	6308-WELL-PUM-1	Well Pump #1		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	BIANNUAL PM			
<b>Instructions</b>	<p>Tools Required: crescent wrench, funnel, bucket, oil and grease</p> <p>Do not over fill, use instructions from printed manual and on name plates.</p> <p>GE Specs 4 oil: D6B6A</p> <p>use ball bearing grease, spec D6A2C5, polyurea grease</p> <p>all motor frames are #324, Wells are 2S HP, Service Pumps are 40 Hp with max RPM 1755, both have upper and lower bearings.</p> <p>Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN</p>			
<b>Notes</b>				

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<b>WO#</b>	23556.01	<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>	2/1/2017
<b>Equipment</b>	6308-WELL-PUM-2		Well Pump #2					<b>Printed</b>	
<b>Location</b>	6308- Spring Park							<b>Scheduled</b>	2/1/2017
<b>Task</b>	BIANNUAL PM							<b>Delinquent</b>	3/3/2017
								<b>Completed</b>	2/16/2017
<b>Instructions</b>	<p>Tools Required: crescent wrench, funnel, bucket, oil and grease                  Do not over fill, use instructions from printed manual and on name plates.                  GE Specs 4 oil: D6B6A                  use ball bearing grease, spec D6A2C5, polyurea grease                  all motor frames are #324, Wells are 2S HP, Service Pumps are 40 Hp with max RPM 1755, both have upper and lower bearings.                  Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN</p>								

Notes

<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