



CITY OF SPRING PARK
CITY COUNCIL AGENDA
FEBRUARY 5, 2018 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA*
 - a. Work Session Meeting Minutes from January 16, 2018
 - b. Regular City Council Meeting Minutes from January 16, 2018
 - c. Cancel Regular City Council Meeting and Work Session for February 20, 2018
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
 - a. Ordinance 18-02: Number of Annual Operating Days for Mobile Food Units
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
 - i. Proposed Concrete Work – Mike Kuno
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. February 5, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. February 7 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - b. February 8 – LMCC Commissioner Orientation at 6:00 PM with Regular Meeting at 7:00 PM
 - c. February 21 – Planning Commission (Time TBD)
 - d. February 21 – Comprehensive Plan Committee (Time TBD)
 - e. February 28 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - f. March 5 – City Council – 7:00 PM
 - g. March 7 – Police Commission – 8:00 AM
14. MISCELLANEOUS (INFORMATION ONLY)
 - a. PeopleService January Report
15. ADJOURNMENT

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

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



CITY OF SPRING PARK
 WORK SESSION MINUTES
 JANUARY 16, 2018 – 6:00 PM
 SPRING PARK CITY HALL

CALL TO ORDER - The work session was called to order by Mayor Rockvam at 6:01 p.m.

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

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

1. FOOD TRUCKS DISCUSSION – City Clerk Schyma stated that the owners of Back Channel Brewery, 4787 Shoreline Drive, would like to know if the City Council is open to altering or removing the annual number of operating days for food trucks in the city. She stated the current ordinance has an 84 day limit per property. She presented the food truck licensing statistics from September through December of 2017.

Mayor Rockvam asked why the restriction was written into the original ordinance.

City Clerk Schyma responded that the City Planner’s thinking was to help protect the interest of brick and mortar restaurants in the City by limiting the amount of days a mobile food vendor could operate within the city limits. While preparing the ordinance the City Planner used example ordinances from other communities that he contracts with but finding a comparable community with Spring Park’s unique makeup is difficult.

Mayor Rockvam stated he was in favor of removing the restriction and then reevaluating the issue in six months.

The City Council consensus was to remove the restriction.

City Attorney Jensen Beck suggested that the Council consider an amendment to the City Code at an upcoming meeting and then revisit the issue in one year to see if further alteration of the Code is necessary.

The City Council consensus was to have staff prepare an ordinance amendment to be considered at the February 5 City Council meeting which would remove the food truck limit of annual operating days. The Council further directed staff to put this same issue back on the Council calendar so that the change can be reevaluated at the end of the year.

2. 2017 CITY PRIORITIES RECAP – City Administrator Tolsma presented a recap of the City priorities and accomplishments of 2017.

The City Council thanked City Administrator Tolsma for his recap of a pretty successful year.

3. 2018 CITY PRIORITIES DISCUSSION – City Administrator Tolsma asked the Council for feedback on their main priorities for 2018.

Council Member Hughes asked for an update on the sidewalk repairs and replacement.

City Administrator Tolsma stated that the project is ready to go but the City did not receive any bids last year due to the time of year; the project will go out for bid again in 2018 and the results will be reviewed.

Council Member Kane Palen stated that the safety concerns at the intersection of County Roads 15 and 125 (Shoreline Drive and Interlachen Road) need to be a priority.

City Administrator Tolsma discussed the potential schedule for playground upgrades at the City's two parks. He also discussed the possibility of putting the playground upgrades and sidewalk repairs on the same bid.

Council Member Pavot described the proposed layout upgrades to the City's parks.

Council Member Kane Palen reminded staff that she agrees with the Planning Commission consensus about having the parks rededicated with the addition of historical markers after all improvements have been made.

Mayor Rockvam asked for an update on potential redevelopment in the City.

City Administrator Tolsma responded that the particular development group that was inquiring about properties on Shoreline Drive has moved on; however, the realtor is continuing to shop the properties around to other potential developers. City Administrator Tolsma also relayed the message to the realtor that the Council is open to possible changes in zoning for those properties.

Mayor Rockvam stated that he likes the idea of having the Planning Commission work on a commercial outdoor storage ordinance in 2018.

The Council consensus was that a commercial outdoor storage ordinance is a priority for 2018.

Mayor Rockvam requested that when photos of commercial outdoor storage issues are used in the newsletter or posted online that the images are of Spring Park properties.

City Clerk Schyma responded that the reason photos of similar situations from other communities were used is so that it didn't look like staff was targeting specific properties in the city.

City Administrator Tolsma responded that addresses can be blurred out on photos if the Council would like only Spring Park properties to be used in the photographic examples of outdoor storage.

Council Member Kane Palen stated that if the City is looking for redevelopment then it also makes sense to consider a rental ordinance as a priority in 2018. She also would like to see a current inventory and analysis of what types of rental housing are available in Spring Park.

City Administrator Tolsma responded that the City has a wide spectrum of rental opportunities for people at all income levels. However, without a current licensing process it would be difficult to get an accurate inventory of rental properties in the City.

Council Member Hughes stated he is in favor of looking at a rental ordinance and licensing process. He does not want a tragedy to happen in Spring Park because of rental housing that has never been inspected to see if it meets minimum health and safety standards.

Mayor Rockvam stated that staff does receive complaints from renters living in bad conditions with unresponsive landlords. He added that he isn't sure how involved the City should be in rental matters but this is an issue that should be reviewed.

Council Member Pavot stated she is in favor of a rental ordinance and licensing process.

4. MISCELLANEOUS – City Administrator Tolsma asked for Council feedback regarding the second regular meeting in February.

The Council consensus was that if there are no critical agenda items, the February 20 work session and regular meeting could be cancelled.

City Administrator Tolsma announced he would not be attending the regular meeting due to illness.

5. ADJOURN – The work session was adjourned by unanimous consent at 6:58 p.m.

Date Approved: February 5, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



CITY OF SPRING PARK
 CITY COUNCIL MINUTES
 JANUARY 16, 2018 – 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: 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 5-0.

4. ADOPT CONSENT AGENDA

- a. Regular City Council Meeting Minutes from January 2, 2018
- b. Resolution 18-07: Resolution of Support for WeCAN CDBG Application

RESOLUTION NO. 18-07

RESOLUTION RECOMMENDING CONTINUATION OF CDBG FUNDING OF WESTERN COMMUNITIES ACTION NETWORK (WeCAN)

This resolution appears as Resolution No. 18-07.

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

Motion carried 5-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS – None.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council– Council Member Hughes provided an update from the most recent Lake Minnetonka Conservation District (LMCD) meeting.

b. City Staff – None.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. January 16, 2018 Claims

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

Motion carried 5-0.

13. UPCOMING MEETINGS & TRAINING

a. January 24 – LMCD – 6:00 PM

b. February 5 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

a. Mound Fire Department December Report

b. PeopleService November Report

15. ADJOURNMENT

M/Hughes, S/Pavot to adjourn the City Council Meeting at 7:07 p.m.

Motion carried 5-0.

Date Approved: February 5, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



STAFF MEMO

ORDINANCE REGARDING ANNUAL DURATION LIMIT FOR FOOD TRUCKS

1. **BACKGROUND:** At the July 10, 2017 City Council meeting the Council passed Ordinance No. 17-03, amending the Spring Park City Code to allow and regulate Mobile Food Units (MFU or food trucks) to operate within the City of Spring. The ordinance stated that a single property has an annual 84 day limit for food trucks to operate on site.

The owners of Back Channel Brewery, 4787 Shoreline Drive, contacted City staff in December 2017 to discuss the possibility of altering or removing the annual number of operating days for food trucks in the city.

2. **DISCUSSION:** The City Council discussed annual duration limits for food trucks at the January 16, 2018 Spring Park City Council work session. The City Council consensus was to proceed with having City staff prepare an ordinance amendment to be considered which would remove the food truck limit of annual operating days. The Council further directed staff to put this same issue back on the Council calendar at the end of the year so that the change can be reevaluated at that time.

The proposed ordinance was posted on the City's website and in the lobby of City Hall at least 10 days prior to the February 5, 2018 City Council meeting.

3. **RECOMMENDATION:**
 - By Motion: Approve Ordinance No. 18-02 amending Spring Park City Code Section 13-34 to remove the annual duration limit for mobile food units operating within the City of Spring Park.
 - By Motion: Direct City staff to add an item on a City Council work session agenda in November or December of 2018 to discuss annual operating days for food trucks in the City of Spring Park.

CITY OF SPRING PARK
HENNEPIN COUNTY, MINNESOTA

ORDINANCE NO. 18-02

AN ORDINANCE AMENDING SPRING PARK CITY CODE SECTION 13-34,
TO REMOVE THE ANNUAL DURATION LIMIT FOR MOBILE FOOD UNITS
OPERATING WITHIN THE CITY OF SPRING PARK

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

Section 1. Chapter 13, Article II – License, is hereby amended to read as follows:

Sec. 13-34. - Duration.

All licenses issued under this chapter shall be valid only during the time period indicated on the license up to a maximum of 14 days per calendar year. The city council at its sole discretion may grant an extension for up to 45 additional days per calendar year upon application for an extension.

~~A single property may allow a mobile food truck to operate up to 84 days per calendar year. Licenses for mobile food units are issued per calendar year and do not have a maximum annual number of operating days. However, in no case shall an individual mobile food unit operate for more than 21 consecutive days. When multiple mobile food units operate simultaneously on the same site, the duration of each permit shall be counted against the 84 day allowance of the property conducting the event.~~

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 5th day of February, 2018.

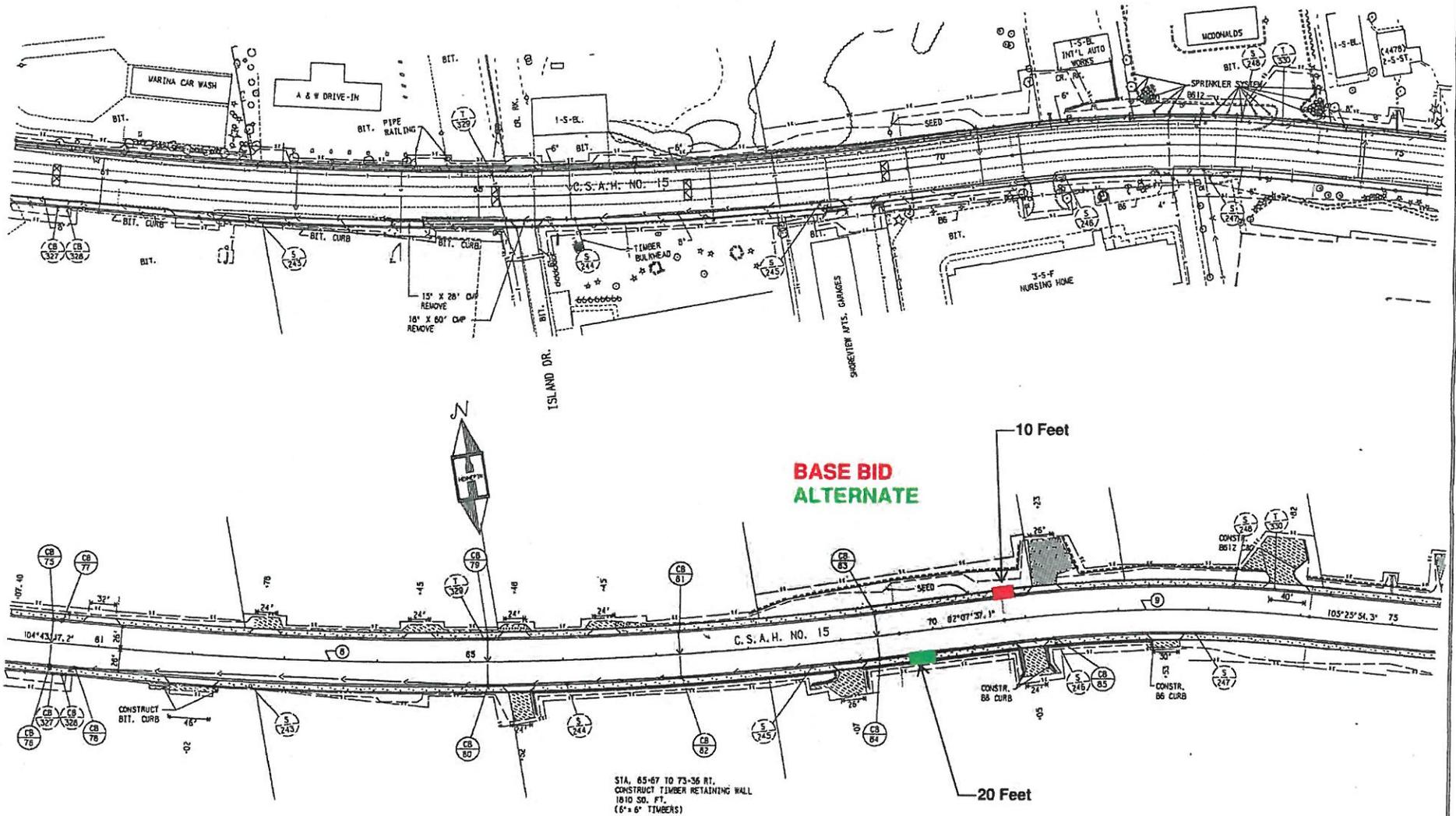
CITY OF SPRING PARK

By _____
Jerome P. Rockvam, Mayor

ATTEST:

By _____
Theresa Schyma, City Clerk

PROJECT 8024 ALT. 2 REV. B SCR#5824 FORM-FORMATR DATE: 11/23/1987



STA. 65+67 TO 73+36 RT.
CONSTRUCT TIMBER RETAINING WALL
1810 SQ. FT.
(6' x 6" TIMBERS)

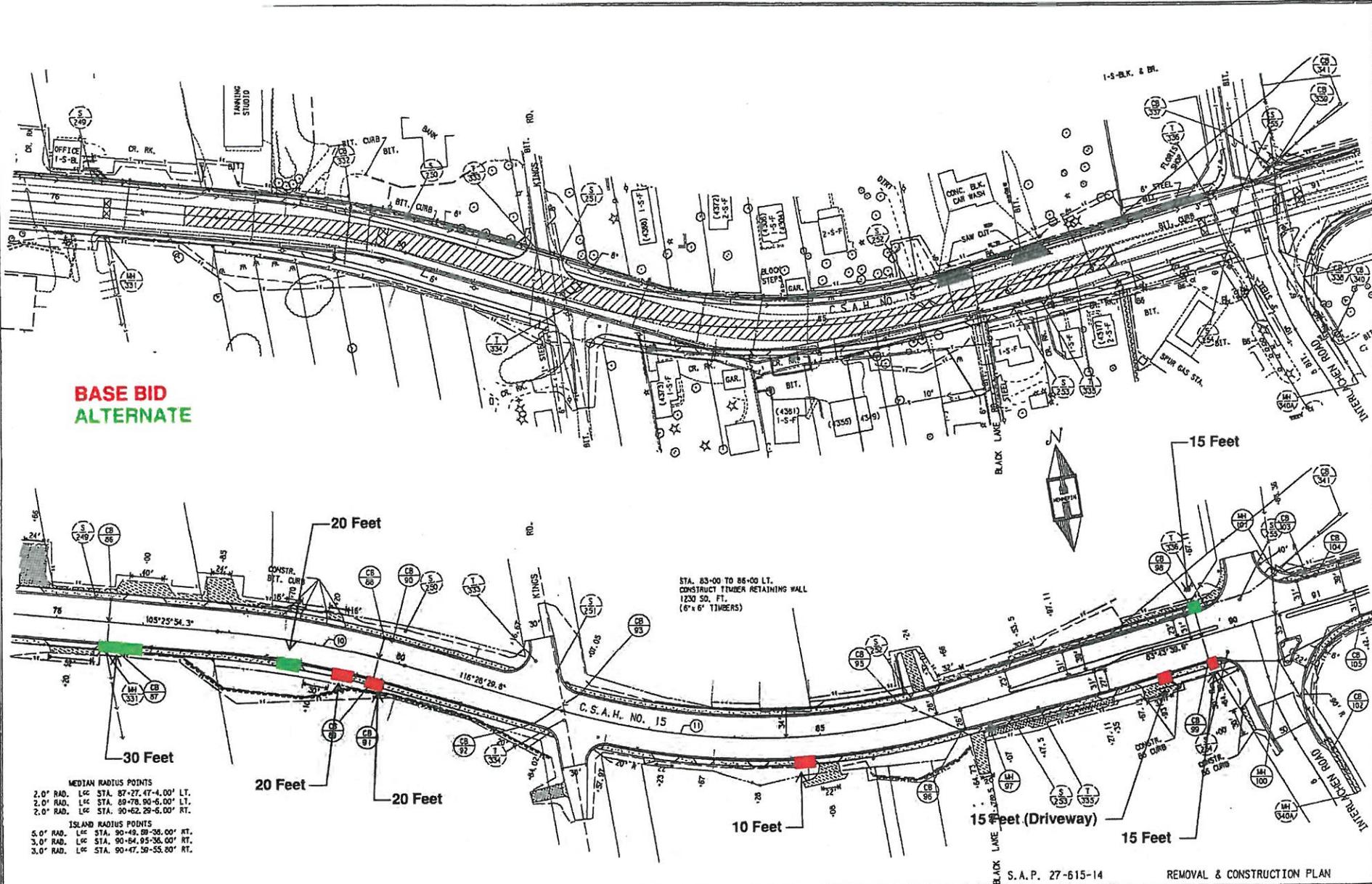
BASE BID
ALTERNATE

10 Feet

20 Feet

10c

PROJECT-8024 AL-2 REV-10 50P-80024 FORM-00MATER DATE-11/20/1967

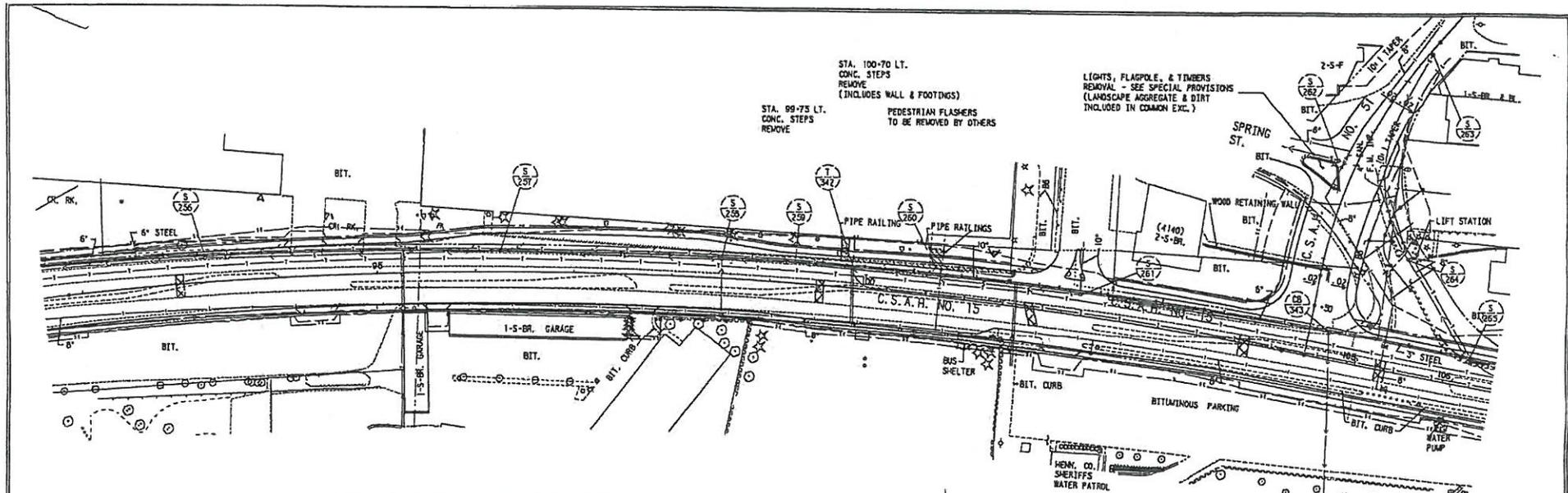


BASE BID
ALTERNATE

MEDIAN RADIUS POINTS
 2.0' RAD. L^{OC} STA. 87+27.47-4.00' LT.
 2.0' RAD. L^{OC} STA. 89+78.90-6.00' LT.
 2.0' RAD. L^{OC} STA. 90+52.29-6.00' RT.

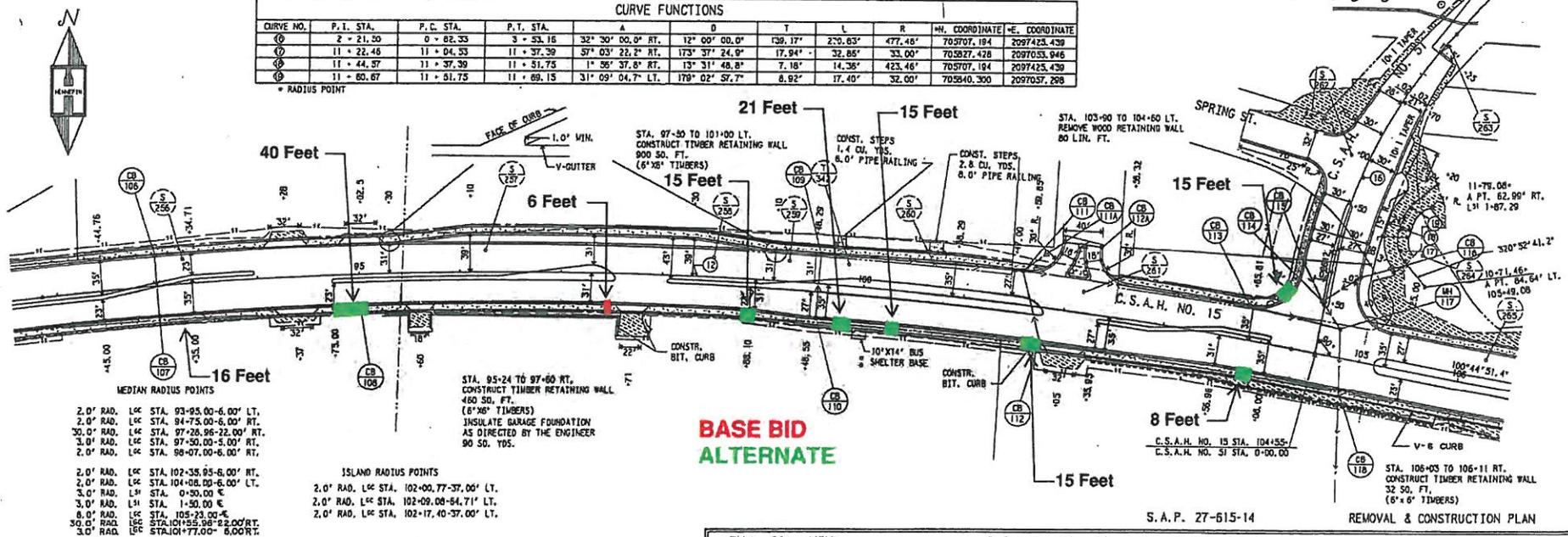
ISLAND RADIUS POINTS
 5.0' RAD. L^{OC} STA. 90+49.89-38.00' RT.
 3.0' RAD. L^{OC} STA. 90+64.95-36.00' RT.
 3.0' RAD. L^{OC} STA. 90+47.58-55.80' RT.

PROJECT: 8024 ALT: 2 REV: 10 5/24/2014 FOR: 8024 DATE: 11/20/1987



CURVE FUNCTIONS										
CURVE NO.	P. I. STA.	P. C. STA.	P. T. STA.	A	D	T	L	R	N. COORDINATE	E. COORDINATE
1	2 + 21.50	0 + 82.33	3 + 53.16	32° 30' 00.0" RT.	12° 09' 00.0"	139.17'	270.63'	477.48'	705707.194	2097425.430
2	11 + 22.46	11 + 04.33	11 + 37.39	57° 03' 22.2" RT.	173° 37' 24.9"	17.94'	32.85'	33.00'	705287.420	2097053.946
3	11 + 44.37	11 + 37.39	11 + 51.75	1° 56' 37.6" RT.	13° 31' 40.8"	7.16'	14.36'	423.46'	705707.194	2097425.430
4	11 + 60.67	11 + 51.75	11 + 69.15	31° 09' 04.7" LT.	179° 02' 57.7"	6.92'	17.40'	32.00'	705940.300	2097057.298

* RADIUS POINT



- MEDIAN RADIUS POINTS**
- 2.0' RAD. LOC STA. 93-95.00-6.00' LT.
 - 2.0' RAD. LOC STA. 94-75.00-6.00' RT.
 - 3.0' RAD. LOC STA. 97-26.96-22.00' RT.
 - 3.0' RAD. LOC STA. 97-50.00-5.00' RT.
 - 2.0' RAD. LOC STA. 98-07.00-6.00' RT.

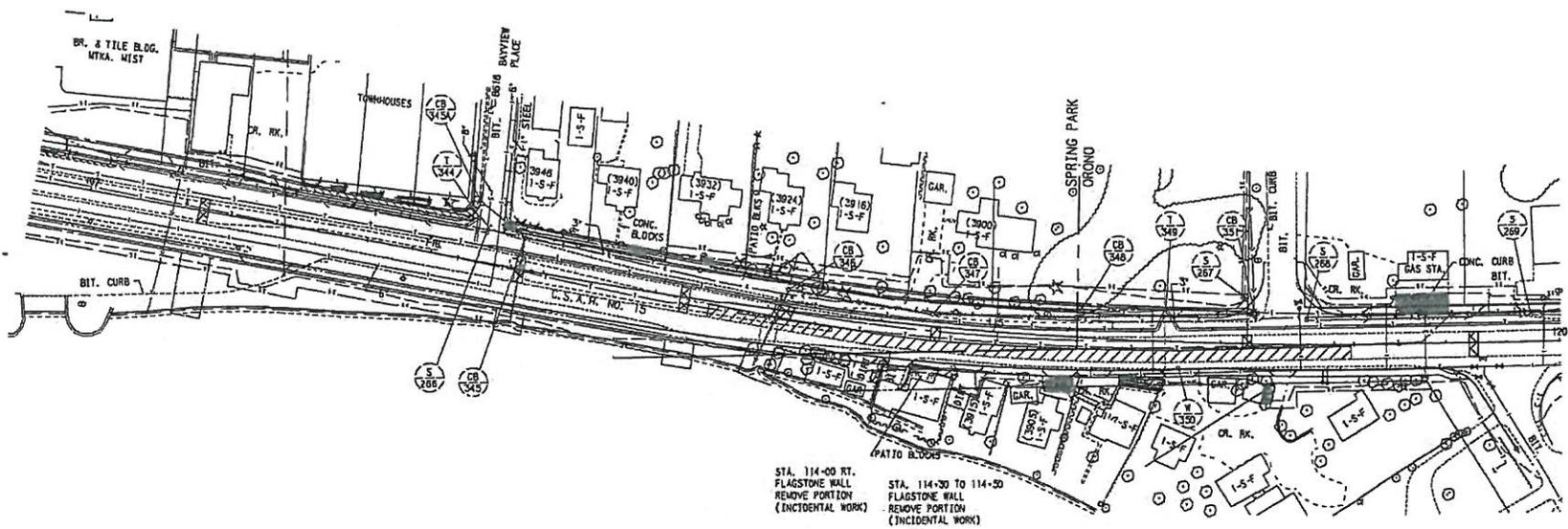
- ISLAND RADIUS POINTS**
- 2.0' RAD. LOC STA. 102-35.95-6.00' RT.
 - 2.0' RAD. LOC STA. 104-08.00-6.00' LT.
 - 3.0' RAD. LSI STA. 0+50.00 C
 - 3.0' RAD. STA. 1+50.00 C
 - 6.0' RAD. LOC STA. 105-23.00 C
 - 30.0' RAD. LOC STA. 101+55.95-22.00' RT.
 - 3.0' RAD. LOC STA. 101+77.00-6.00' RT.

**BASE BID
ALTERNATE**

S.A.P. 27-615-14

REMOVAL & CONSTRUCTION PLAN

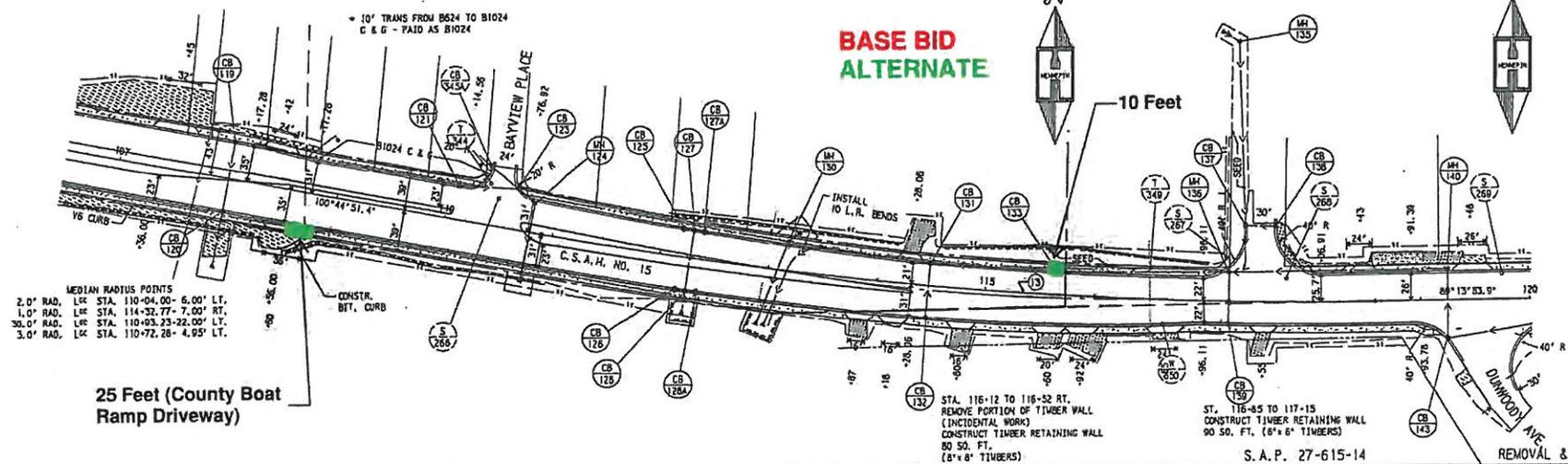
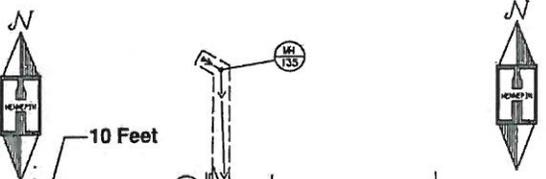
PROJECT 4024 A1-2 REV 10 SUR 1/2002 FORM-FORMATER DATE: 11/20/1987



STA. 114+00 RT.
FLAGSTONE WALL
REMOVE PORTION
(INCIDENTAL WORK)

STA. 114+20 TO 114+30
FLAGSTONE WALL
REMOVE PORTION
(INCIDENTAL WORK)

**BASE BID
ALTERNATE**



MEDIAN RADIUS POINTS
 2.0' RAD. LOC STA. 110+04.00 - 6.00' LT.
 1.0' RAD. LOC STA. 114+32.77 - 7.00' RT.
 30.0' RAD. LOC STA. 110+03.23 - 22.00' LT.
 3.0' RAD. LOC STA. 110+72.28 - 4.95' LT.

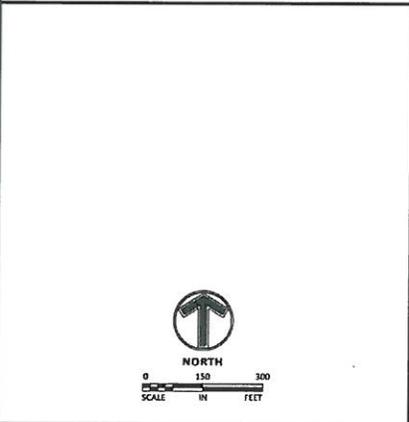
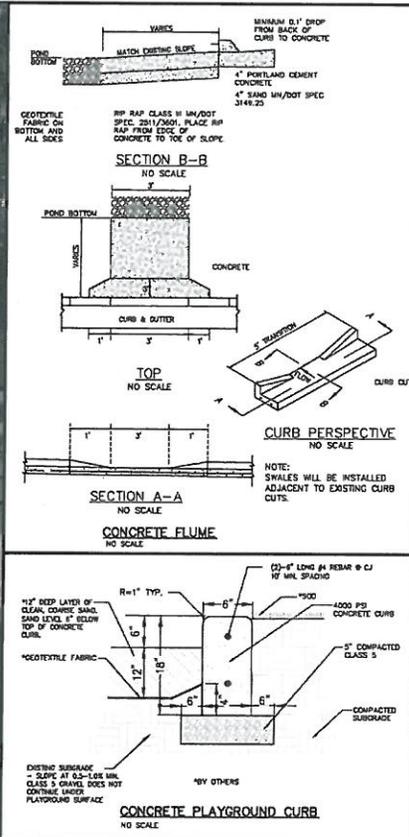
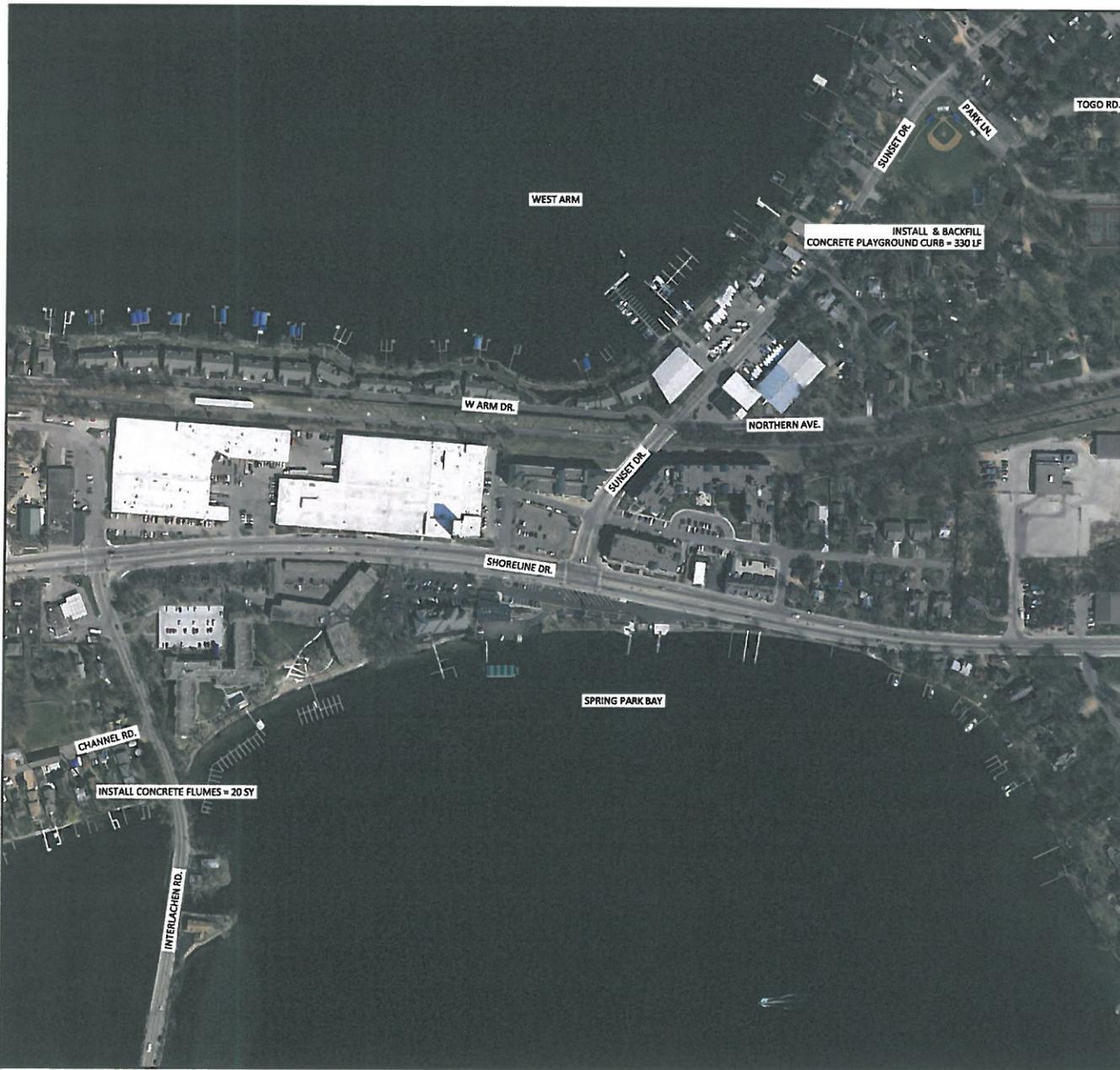
25 Feet (County Boat Ramp Driveway)

STA. 116+12 TO 116+52 RT.
REMOVE PORTION OF TIMBER WALL
(INCIDENTAL WORK)
CONSTRUCT TIMBER RETAINING WALL
80.50 FT.
(8'x8' TIMBERS)

ST. 116+85 TO 117+15
CONSTRUCT TIMBER RETAINING WALL
90.50 FT. (8'x8' TIMBERS)

S.A.P. 27-615-14

REMOVAL & CONSTRUCTION PLAN



Sambatek
www.sambatek.com
12800 Whitewater Drive, Suite 500
Minnetonka, MN 55343
763.476.0010 telephone
763.476.0532 facsimile
Engineering | Surveying | Planning | Environmental

Client
City of Spring Park, MN

4349 Warren Avenue
Spring Park, MN 55384

Project
2018 Spring Park Concrete Maintenance Project

Location
Spring Park, MN

3886 Park Ln
Spring Park, MN 55384

Certification
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional ENGINEER under the laws of the state of Minnesota.
Michael Kuno
Registration No. 45195 Date: 02/01/2018
If applicable, contact us for a web signed copy of this plan which is available upon request at Sambatek's Minnetonka, MN office.

Summary
Designed: smk Drawn: jcw
Approved: smk Initial Issue: 02/01/2018

Revision History
No. Date By Submittal / Revision

Sheet Title
THOR THOMPSON PARK IMPROVEMENTS
Sheet No. Revision
5

Project No. 21104



Date: January 25, 2018

To: City of Spring Park

From: Dallas Roggeman, Operator

O & M Report: December 2017

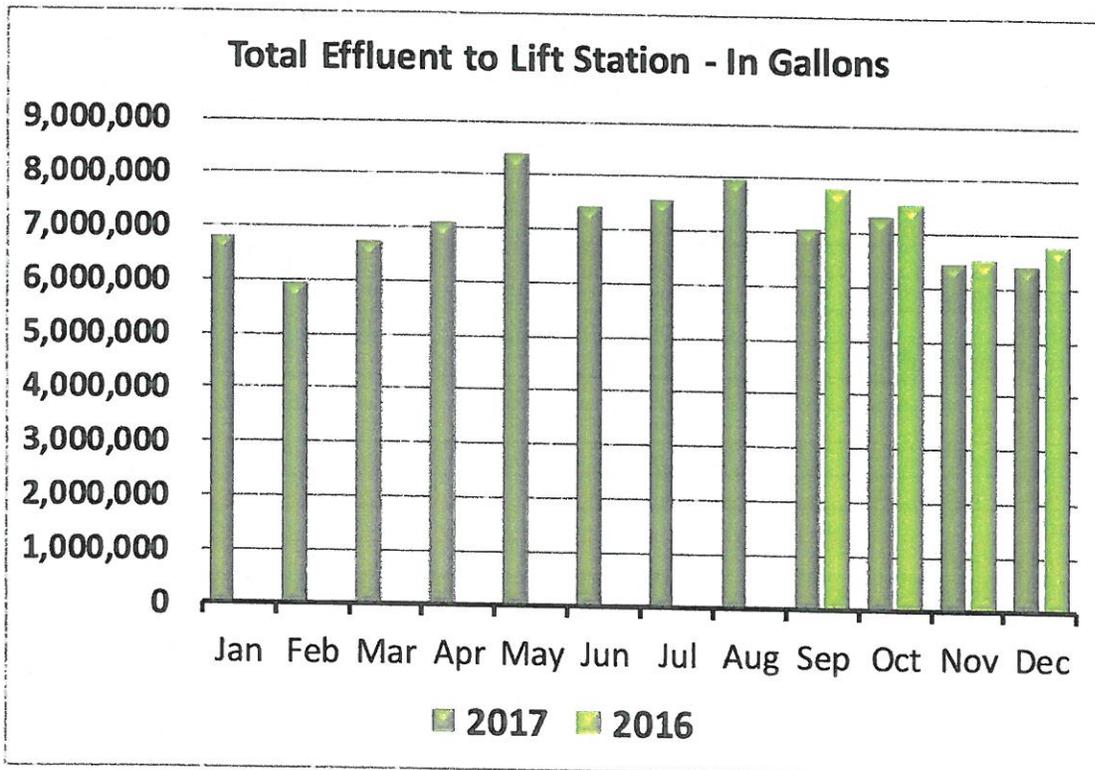
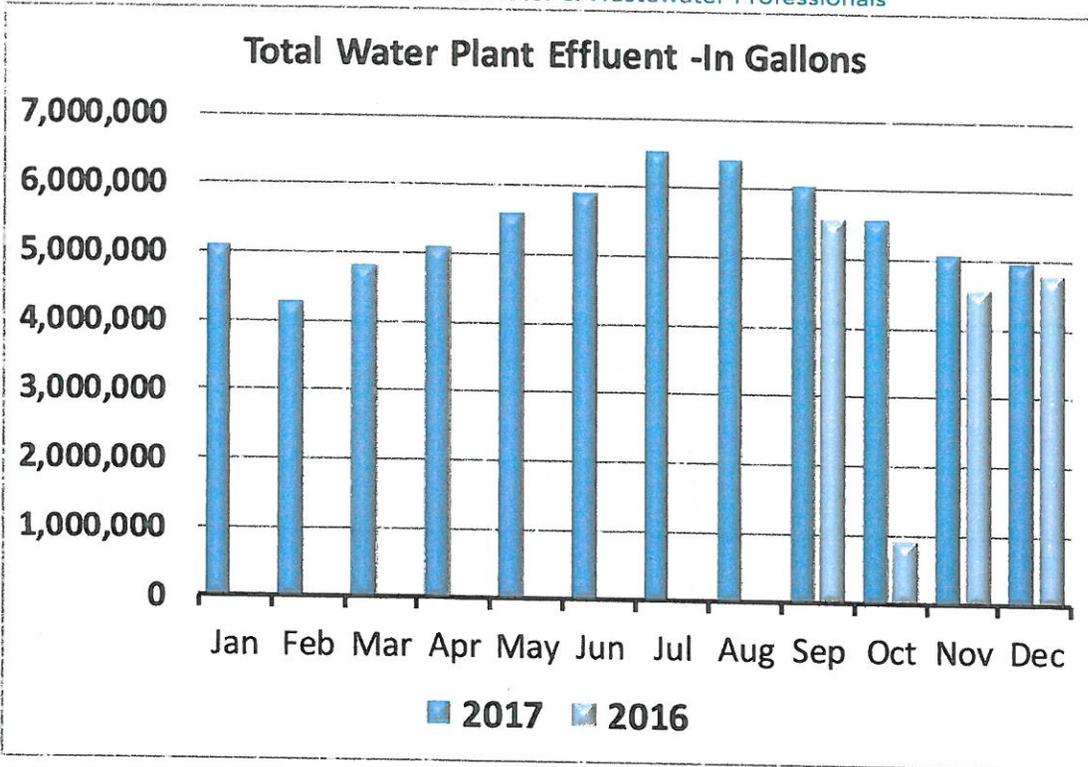
Spring Park Operations and Maintenance

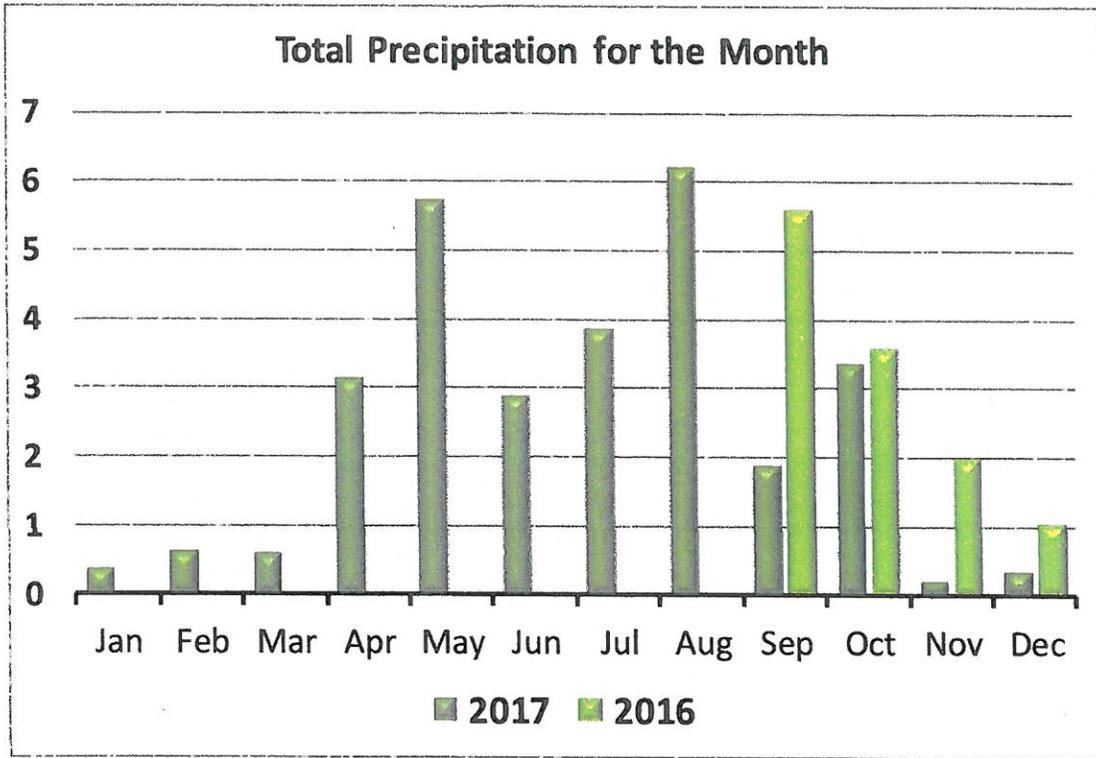
- Had the bi-annual cleaning of the bar rack at the main lift station completed by Hydro-Klean. The bar rack helps prevent debris from getting to the lift station pumps causing plugging issues.
- Attended a Lego-League meeting where they presented me with their idea of the aeration system for the water tower to prevent ice from building. There is a nice article in the latest news letter that goes into further detail. It has been a great experience for me and hopefully the kids as well.
- Had an outside PeopleService employee complete a company OSHA inspection at our water treatment facility. Only a few minor things were found (no first aid kit, no signage pointing to the fire extinguishers, and eye wash station were being flushed monthly versus weekly). All issues have been resolved. This is a practice our company performs annually at each of our facilities, to make sure they are safe, and up to date on the latest safety requirements. As regional safety coordinator, I have done many of these inspections myself and try to stay up to date on new regulations. PeopleService provides good training and communication on the latest safety trends.
- Replaced the timer on the mixer at lift station #1 (Lord Fletchers Restaurant). The old one was malfunctioning and either running all the time or not at all. The mixer helps keep grease from building up, especially on the side walls and floats. A new one was installed promptly and is now business as usual. Therefore, I like to visit the stations a couple times per week versus just relying on the Scada system or alarms. Some things are easier to notice and diagnose by getting a visual observation.
- Reviewed the PeopleService Inc monthly minder on public safety, noting that how we operate and maintain our facilities plays a large roll in that.
- As you are probably aware, we had a watermain break on Shoreline Drive near the boat ramp on 12-14-17 thru 12-15-17. It was a spiral crack in the main (a slit), so no chunks of pipe could be retrieved to inspect. This dig was a bit of a challenge as the water table was very high being so close to the lake causing the hole to flood at a rate the pumps struggled to keep up with. The road was patched with the appropriate concrete patch required by Hennepin County at the time of the repair, so there will be no need for any re-patching in the spring. I know some of the council members are eager to see a chunk of



pipe as a visual of how it is wearing, I will get one when the opportunity presents itself. Also, Mike Kuno has mentioned a new technology where they are able to inspect pipe by probing through the ground, he didn't know much about it, and was going to look into it and inform me.

- Attended a regional safety meeting where we discussed the topics of electrical safety, and defensive driving.
- Completed applications for all the new reports that will be due in 2018. Most of which are completed and submitted in the beginning of the year. Also finishing up data entry on the water supply plan, and meeting with or getting that info to Mike Kuno.
- Other Miscellaneous tasks include: train backup PeopleService employees on all duty's, shovel at the city hall, water plant, and as needed at the lift stations, attend meetings, have chemicals delivered and fill as needed, water shut-offs and turn-ons as needed, monitor street lights and Christmas lights for proper operation, install and repair water meters and readers as needed, monitor poly phosphate levels in the water, complete water and sewer locates 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, lower flags to half-staff and raise as needed, clean.





		December-17	November-17	December-16
Water				
	Units			
Average Daily Pumped	gallons	160,129	168,560	154,148
Maximum Daily Pumped	gallons	194,000	262,000	232,000
Total Monthly Pumped	gallons	4,964,000	5,056,800	4,778,600
Well #1 Pumped	gallons	1,893,300	1,917,600	0
Well #1 Average Pumped	gallons	61,074	63,920	0
Well #2 Pumped	gallons	3,050,200	3,106,200	0
Well #2 Average Pumped	gallons	98,394	103,540	0
Well #3 Pumped	gallons	0	13,900	4,751,500
Well #3 Average Pumped	gallons	0	463	153,274
Fluoride used	gallons	6.5	6.4	8.4
Fluoride Average used	gallons	0.2	0.2	0.3
Poly Phosphate used	pounds	114.2	113.8	0.0
Poly Phosphate Average used	pounds	3.7	3.8	0.0
Chlorine used	lbs	110	138	122
Chlorine Average used	lbs	4	5	4
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	225,310	240,260	241,910
Average Daily Pumped Wastewater	gallons	206,260	215,410	218,430
Lift Station Effluent to Met Council	gallons	6,394,070	6,462,440	6,771,480
Precipitation	inches	0.34	0.19	1.04

Completed Work Order General Report

WO# 26748.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p>Created 12/4/2017</p> <p>Printed</p> <p>Scheduled 12/1/2017</p> <p>Delinquent 12/31/2017</p> <p>Completed 12/5/2017</p> </div>
Equipment	6308-WELL-3	Well #3		
Location	6308- Spring Park			
Task	MONTHLY-PM			
Instructions	Conduct draw down test. Examine well head for unusual wear or vandalism.			
Notes	WELL WAS IN OPERATION SHORTLY FOR MPCA TCE SAMPLING. IT IS GOOD TO RUN IT NOW AND THEN TO MAKE SURE EVERYTHING IS OPERATING PROPERLY.			
WO# 26749.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p>Created 12/4/2017</p> <p>Printed</p> <p>Scheduled 12/1/2017</p> <p>Delinquent 12/31/2017</p> <p>Completed 12/5/2017</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	GREASING IS DONE A COUPLE TIMES PER WEEK AS PACKING LOOSENS			
WO# 26750.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p>Created 12/4/2017</p> <p>Printed</p> <p>Scheduled 12/1/2017</p> <p>Delinquent 12/31/2017</p> <p>Completed 12/5/2017</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	GREASING IS DONE A COUPLE TIMES PER WEEK AS PACKING LOOSENS.			
WO# 26751.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p>Created 12/4/2017</p> <p>Printed</p> <p>Scheduled 12/1/2017</p> <p>Delinquent 12/31/2017</p> <p>Completed 12/5/2017</p> </div>
Equipment	6308-IR-FIL-UNT	Iron Removal Filter Unit		
Location	6308- Spring Park			
Task	APM Annual Preventative Maintenance			
Instructions	Inspect unit for corrosion and chipping paint. Check fan operations. Complete maintenance on all Keystone valves per instructions in Keystone and O.C.V. Filter vent fin fans when Wells are running. Make sure you can hear or see this on the East Viewing Port. Keystone valves are a visual inspection of all ports and assure all wiring and hard wire components are tight.			
Notes	BIDS HAVE GONE OUT FOR THE PAINTING OF THE FILTER. CURRENTLY TRYING TO FIND BACKUP/SPARE METAL GEARS FOR THE KEYSTONE VALVES TO REPLACE THE PLASTIC ONES. IT IS LOOKING LIKE THEY ARE OBSOLETE.			
WO# 26752.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p>Created 12/4/2017</p> <p>Printed</p> <p>Scheduled 12/1/2017</p> <p>Delinquent 12/31/2017</p> <p>Completed 12/5/2017</p> </div>
Equipment	6308-HS-PUM-2	High Service Pump #2		
Location	6308- Spring Park			
Task	QPM Quarterly Preventatvie Maintenance			
Instructions	Grease upper and lower units. Observe oil level thru site glass. Inspect for abnormal wear. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN			
Notes				

Completed Work Order General Report

WO#	26753.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00											
Create Reason	Triggered by Calendar	Created By	jfanciullo			<table border="1"> <tr><td>Created</td><td>12/4/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>12/1/2017</td></tr> <tr><td>Delinquent</td><td>12/31/2017</td></tr> <tr><td>Completed</td><td>12/5/2017</td></tr> </table>				Created	12/4/2017	Printed		Scheduled	12/1/2017	Delinquent	12/31/2017	Completed	12/5/2017
Created	12/4/2017																		
Printed																			
Scheduled	12/1/2017																		
Delinquent	12/31/2017																		
Completed	12/5/2017																		
Equipment	6308-HS-Pum-1	High Service Pump #1																	
Location	6308- Spring Park																		
Task	QPM Quarterly Preventatvie Maintenance																		
Instructions	Grease upper and lower units. Observe oil level thru site glass. Inspect for abnormal wear. Lubriplate Synthetic SFL-1 Food Machinery Lubricant/Grease and can get it at ISC Companies 12905 HWY 55 Minneapolis MN																		

Notes

WO#	26754.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00											
Create Reason	Triggered by Calendar	Created By	jfanciullo			<table border="1"> <tr><td>Created</td><td>12/4/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>12/1/2017</td></tr> <tr><td>Delinquent</td><td>12/31/2017</td></tr> <tr><td>Completed</td><td>12/5/2017</td></tr> </table>				Created	12/4/2017	Printed		Scheduled	12/1/2017	Delinquent	12/31/2017	Completed	12/5/2017
Created	12/4/2017																		
Printed																			
Scheduled	12/1/2017																		
Delinquent	12/31/2017																		
Completed	12/5/2017																		
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#	26744.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00											
Create Reason	Triggered by Calendar	Created By	jfanciullo			<table border="1"> <tr><td>Created</td><td>12/4/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>12/2/2017</td></tr> <tr><td>Delinquent</td><td>1/1/2018</td></tr> <tr><td>Completed</td><td>12/5/2017</td></tr> </table>				Created	12/4/2017	Printed		Scheduled	12/2/2017	Delinquent	1/1/2018	Completed	12/5/2017
Created	12/4/2017																		
Printed																			
Scheduled	12/2/2017																		
Delinquent	1/1/2018																		
Completed	12/5/2017																		
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#	26755.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00											
Create Reason	Triggered by Calendar	Created By	jfanciullo			<table border="1"> <tr><td>Created</td><td>12/4/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>12/1/2017</td></tr> <tr><td>Delinquent</td><td>12/31/2017</td></tr> <tr><td>Completed</td><td>12/5/2017</td></tr> </table>				Created	12/4/2017	Printed		Scheduled	12/1/2017	Delinquent	12/31/2017	Completed	12/5/2017
Created	12/4/2017																		
Printed																			
Scheduled	12/1/2017																		
Delinquent	12/31/2017																		
Completed	12/5/2017																		
Equipment	6308-DHD	Dehumidifiers																	
Location	6308- Spring Park																		
Task	PREVENTATIVE MAINTENANCE																		
Instructions	Check filters and replace if needed. Assure drain line is clear.																		

Notes

WO#	26756.01	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00											
Create Reason	Triggered by Calendar	Created By	jfanciullo			<table border="1"> <tr><td>Created</td><td>12/4/2017</td></tr> <tr><td>Printed</td><td></td></tr> <tr><td>Scheduled</td><td>12/1/2017</td></tr> <tr><td>Delinquent</td><td>12/31/2017</td></tr> <tr><td>Completed</td><td>12/5/2017</td></tr> </table>				Created	12/4/2017	Printed		Scheduled	12/1/2017	Delinquent	12/31/2017	Completed	12/5/2017
Created	12/4/2017																		
Printed																			
Scheduled	12/1/2017																		
Delinquent	12/31/2017																		
Completed	12/5/2017																		
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#	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By	jfanciullo		Created	12/4/2017
Equipment	6308-AIR STRIPPER BLOWERS		BLOWERS FOR AIR STRIPPER			Printed	
Location	5308-Spring Park					Scheduled	12/1/2017
Task	MONTHLY-PM					Delinquent	12/31/2017
Instructions	CLEAN THE FILTER OF THE BLOWER THAT IS RUNNING AND ALTERNATE BLOWERS. TAKE HOUR METER READING OFF OF VFD BY SELECTING THE ESC BUTTON, PRESS THE DOWN MENU TAB, THEN PRESS THE MONITORY TAB AND SCROLL DWON TO RUN TIME.						

Notes

WO#	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By	jfanciullo		Created	12/4/2017
Equipment	5308-LS-6		Lift Station #6			Printed	
Location	5308-Spring Park					Scheduled	12/1/2017
Task	MPM Monthly Preventative Maintenance					Delinquent	12/31/2017
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: 38.1 PUMP 2: 38.1 PUMP 3: 38.0 LIFT STATION: CLEANED 12/4/17. THIS IS BI-ANNUAL MAINTENANCE.						

WO#	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By	jfanciullo		Created	12/4/2017
Equipment	5308-LS-5		Lift Station #5			Printed	
Location	5308-Spring Park					Scheduled	12/1/2017
Task	MPM Monthly Preventative Maintenance					Delinquent	12/31/2017
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

WO#	Type	Scheduled	Priority	5	Downtime Hours	Total Cost	\$0.00
Create Reason	Triggered by Calendar		Created By	jfanciullo		Created	12/4/2017
Equipment	5308-LS-4		Lift Station #4			Printed	
Location	5308-Spring Park					Scheduled	12/1/2017
Task	MPM Monthly Preventative Maintenance					Delinquent	12/31/2017
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

WO# 26818.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 12/4/2017 Printed Scheduled 12/1/2017 Delinquent 12/31/2017 Completed 12/4/2017
Equipment	5308-LS-3	Lift Station #3		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.			

Notes

WO# 26819.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 12/4/2017 Printed Scheduled 12/1/2017 Delinquent 12/31/2017 Completed 12/4/2017
Equipment	5308-LS-2	Lift Station #2		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.			

Notes

WO# 26820.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 12/4/2017 Printed Scheduled 12/1/2017 Delinquent 12/31/2017 Completed 12/4/2017
Equipment	5308-LS-1	Lift Station #1		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Collect and record amperage draw for each pump. 5. Inspect overall condition of lift station.			

Notes THE TIMER FOR THE MIXER IS NOT WORKING. A NEW ONE HAS BEEN ORDERED

WO# 26821.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		Created 12/4/2017 Printed Scheduled 12/1/2017 Delinquent 12/31/2017 Completed 12/4/2017
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	THE GENERATOR AT LIFT #2 GOT AN EXTENDED RUN TIME DURING A POWER OUTAGE ON 11/26/17			

Completed Work Order General Report

WO# 26822.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		
Equipment	5308-EXT	Fire Extinguishers		
Location	5308-Spring Park			
Task	MPM Monthly Preventative Maintenance			
Instructions	Inspect, tip upside down bang with rubber hammer, check to see if charged.			
Notes	Tools Required: rubber hammer, pen ANNUAL CHECKS WERE PERFORMED 10/30/17			

Created	12/4/2017
Printed	
Scheduled	12/1/2017
Delinquent	12/31/2017
Completed	12/5/2017

WO# 26823.01	Type Scheduled	Priority 5	Downtime Hours	Total Cost \$0.00
Create Reason	Triggered by Calendar	Created By jfanciullo		
Equipment	5308-BLW-2	Air Stripper Blower #2		
Location	5308-Spring Park			
Task	QPM Quarterly Preventatvie Maintenance			
Instructions	To get the blower hour meter readings off of the VFD Hit the ESC button Click on the drive mon tab then click on the monitoring tab and scroll down to run time the open end bearing 6208, south grease zerk or see diagram on name plate Should received 1 squirt of grease with my Napa grease gun and the drive end 6311 should receive .9 teaspoons of grease, roughly 7 squirts with my Napa Grease gun There are no removable drain plugs that we need to worry about. Tools: Napa grease gun, Polyrex em grease, Paper towels			
Notes				

Created	12/4/2017
Printed	
Scheduled	12/1/2017
Delinquent	12/31/2017
Completed	12/5/2017

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