



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
OCTOBER 15, 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. Regular City Council Meeting Minutes from October 1, 2018
  - b. Special Event Application 18-09 and Temporary On-Sale Liquor License for Back Channel Brewery Event on November 24<sup>th</sup>.
5. PUBLIC FORUM\*\*
6. PRESENTATIONS & GUEST SPEAKERS
  - a. Senator Dave Osmek
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
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
  - a. October 15, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
  - a. October 24 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
  - b. November 13 (Tuesday) – City Council Work Session – 6:00 PM
  - c. November 13 (Tuesday) – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. Mound Fire Department September Report
  - b. 2018 Sheriff's Office LMCD Deputy Activity Report
  - c. August PeopleService 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  
CITY COUNCIL MINUTES  
OCTOBER 1, 2018 – 7:00 PM  
SPRING PARK CITY HALL

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

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

Council Members Absent: Megan Pavot

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

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

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

Motion carried 4-0.

4. ADOPT CONSENT AGENDA

- a. City Council Special Meeting Minutes from September 17, 2018
- b. Regular City Council Meeting Minutes from September 17, 2018
- c. City Council Special Meeting Minutes from September 24, 2018
- d. Resolution 18-19: A Resolution Appointing Election Judges

RESOLUTION NO. 18-19

RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE  
GENERAL ELECTION OF NOVEMBER 6, 2018

This resolution appears as Resolution No. 18-19.

- e. Resolution 18-20: A Resolution Appointing Student Trainee Election Judges

RESOLUTION NO. 18-20

RESOLUTION APPOINTING HIGH SCHOOL STUDENT TRAINEE  
ELECTION JUDGES FOR THE GENERAL ELECTION  
OF NOVEMBER 6, 2018

This resolution appears as Resolution No. 18-20.

f. Agreement for Legal Services – Kennedy & Graven

M/Horton, S/Hughes to adopt the Consent Agenda.

Motion carried 4-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

a. Richard Stanek - Hennepin County Sheriff Update - Due to timing this item was moved after Item #10.

Sheriff Stanek provided the annual update from the Hennepin County Sheriff's office. He provided information on the following areas:

- Overview of the Hennepin County Sheriff's Office and its jurisdiction
- Overview of Agency Leadership and Sheriff's Responsibilities
- Overview of Eight Lines of Business
- Four Public Safety Partnership Areas :
  - Forensics Sciences Division: Crime Lab
  - The Opioid Crisis
  - Violent Crime
  - 21st Century Policing

Sheriff Stanek also presented the 2017 year end summary for the Hennepin County Water Patrol. He spoke about the important partnership with the LMCD and Orono Police Department.

The City Council thanked Sheriff Stanek and his staff for providing the annual update. They further offered appreciation to the Hennepin County Water Patrol and Lt. Kent Vnuk for the wonderful job they do around Lake Minnetonka.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council - Mayor Rockvam discussed the recent hiring process for a new city attorney due to the resignation of long-time City Attorney Nancy Jensen Beck. The City will be contracting with the law firm Kennedy & Graven for legal services and the new lead attorney for the City will be Mary Tietjen. He stated the initial contract runs through the end of 2020.

City Attorney Mary Tietjen introduced herself and discussed the municipal legal services that Kennedy & Graven offer to the City. She thanked the City Council for the opportunity to represent Spring Park. She also mentioned that David Anderson will serve as assistant attorney to the City.

The City Council welcomed City Attorney Tietjen.

b. City Staff – City Administrator Tolsma announced Fall Clean-Up Day will be Saturday, November 3. He added that an informational flyer will be included in the quarterly newsletter that is mailed to all residents in mid-October.

City Administrator Tolsma announced the Mound Fire Department Open House on Wednesday, October 3.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. October 1, 2018 Claims

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

Motion carried 4-0.

13. UPCOMING MEETINGS & TRAINING

a. October 9 – Administration Committee – 12:00 PM

b. October 10 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM

c. October 15 – City Council Work Session – 6:00 PM

d. October 15 – Regular City Council Meeting – 7:00 PM

14. MISCELLANEOUS (INFORMATION ONLY)

a. Mound Fire Department Press Release

15. ADJOURNMENT

M/Hughes, S/Horton to adjourn the City Council Meeting at 7:35 p.m.

Motion carried 4-0.

Date Approved: October 15, 2018

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Dan Tolsma, City Administrator

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Theresa Schyma, City Clerk



STAFF MEMO

BACK CHANNEL BREWERY SPECIAL  
EVENT – SATURDAY, NOVEMBER 24<sup>TH</sup>

1. **BACKGROUND:** Back Channel Brewery is requesting a permit for a special event to be held on Saturday, November 24<sup>th</sup>. The event is scheduled from 12:00 p.m. to 11:00 p.m. and is proposed to include an outdoor tent with live music from 4:00 p.m. to 9:00 p.m. The event would also allow for patrons to have alcoholic beverages in a defined area of the parking lot which will be demarcated with barriers.

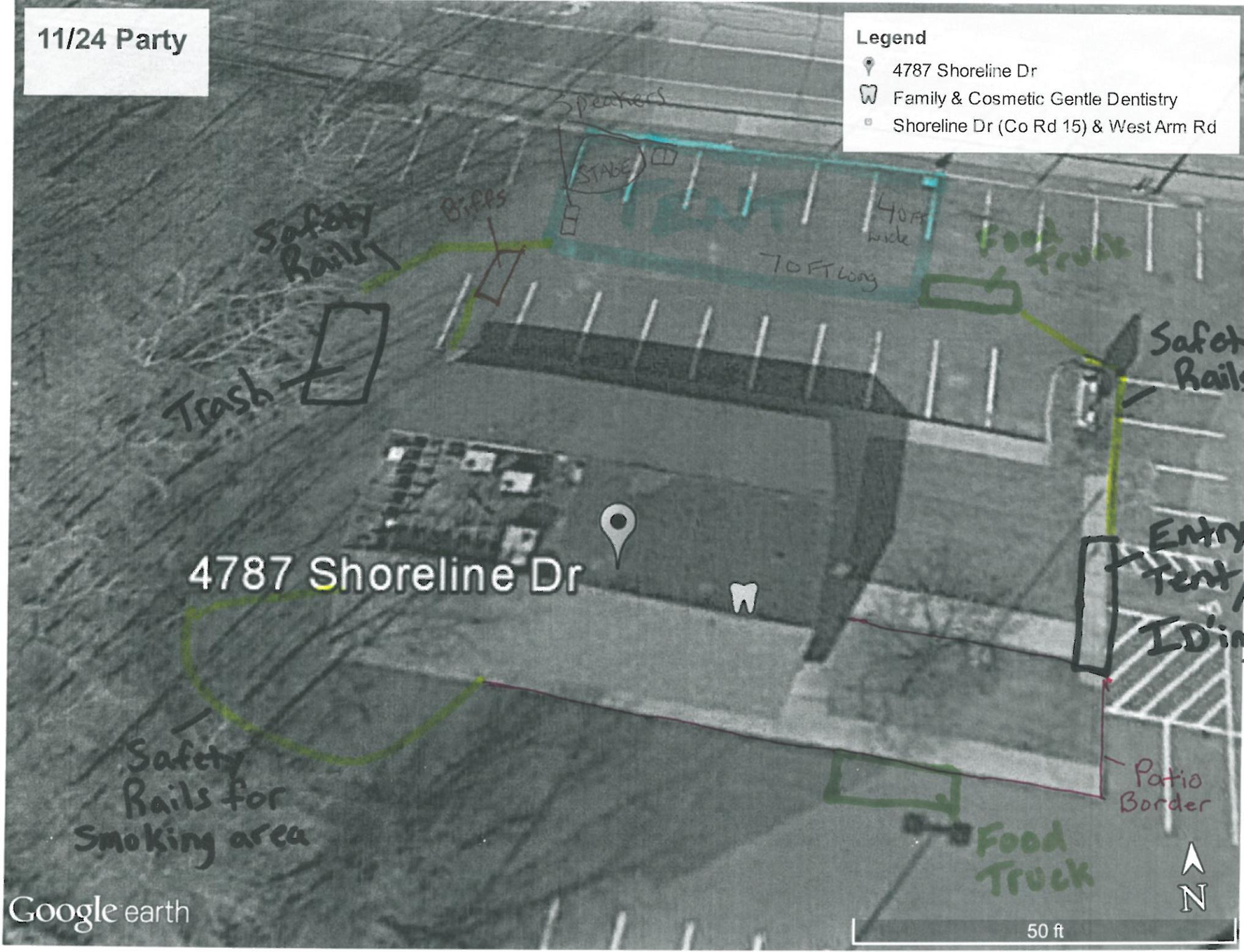
The requests for outdoor music and alcohol require a special event application and a one-day temporary on-sale license that should be included in the motion if approved by the Council.

A site plan and a list of draft conditions is attached for Council review. The event organizer will need to coordinate with the Mound Fire Department and the Orono Police Department prior to the event to ensure that all necessary safety precautions have been taken.

11/24 Party

Legend

- 📍 4787 Shoreline Dr
- 🦷 Family & Cosmetic Gentle Dentistry
- ◻ Shoreline Dr (Co Rd 15) & West Arm Rd



Speakers

STAGE

40 FT wide

70 FT Long

Food Truck

Safety Rails

Bar

Trash

Safety Rails

4787 Shoreline Dr

Entry Tent / ID'ing

Safety Rails for Smoking area

Patio Border

Food Truck





## DRAFT CONDITIONS

BACK CHANNEL BREWING FALL  
CELEBRATION EVENT – SATURDAY,  
NOV 24<sup>TH</sup>

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### SPECIAL EVENT CONDITIONS

1. Event organizer must obtain a one-day temporary on-sale liquor license from the Minnesota Department of Alcohol & Gambling Division.
2. The Applicant must obtain a tent permit from the Mound Fire Department. Additionally, the tent must be inspected and approved by the Mound Fire Department as well as the City's Building Official (if State building code requires) prior to the event.
3. Any alcoholic beverages being sold or taken outside of the principal building shall be limited to confines of the tent and a defined outdoor area consistent with the approved site plan that must be demarcated with barriers. At no point shall any alcoholic beverages be allowed outside of the tent, demarcated outdoor area, or the principal building and patio area.
4. Any and all temporary entrances to the tent and/or outdoor area must be staffed by a designated ID/wristband monitor.
5. The Tent must be installed to the north of the building with the stage and speakers directed to the east.
6. Amplified live music (including music played a DJ) will be permitted between the hours of 4:00 pm and 9:00 pm. Additionally, all noise shall comply with section 18-122 of the Spring Park City Code. In the event of legitimate complaints made to the Orono Police Department Back Channel Brewing shall be required to comply with any and all recommendations made by the Orono Police Department to bring the noise levels into compliance.
7. The event organizer must send notice of the event to all properties within 350 feet of the Brewery. The City will provide the event organizer with a list of properties to be notified.
8. Any additional conditions recommended by the Mound Fire Department and the Orono Police Department shall be complied with.

2018 MOUND FIRE DEPARTMENT ACTIVITY REPORT  
Emergency Response and Firefighter Hours Detail

MONTH: September

City	Call Type	2018				2017			
		Month	Firefighter	YTD	YTD	Month	Firefighter	YTD	YTD
		Calls	Hours	Calls	Hours	Calls	Hours	Calls	Hours
MOUND	Fire	9	159	90	1875	13	210	122	2829
	Rescue	18	265	144	2387	15	254	150	2444
	Duty Officer	4	4	17	18	1	1	19	22
MINNETONKA BEACH	Fire	1	81	14	378	6	110	18	327
	Rescue	3	113	6	185	1	23	4	61
	Duty Officer	0	0	0	0	0	0	3	3
MINNETRISTA	Fire	1	17	29	644	3	42	30	521
	Rescue	8	163	29	588	2	37	23	423
	Duty Officer	2	2	4	5	0	0	3	3
SHOREWOOD	Fire	0	0	0	0	0	0	2	27
	Rescue	0	0	0	0	0	0	4	70
	Duty Officer	0	0	2	2	1	1	1	1
SPRING PARK	Fire	2	26	34	777	4	77	15	302
	Rescue	7	123	61	1024	8	133	51	768
	Duty Officer	0	0	2	2	0	0	5	6
MUTUAL AID	Fire	0	0	17	564	1	11	12	329
	Rescue	0	0	2	25	0	0	3	41
STAND BY	Weather, Special Event, Etc.	0	0	2	72	0	0	0	0
Total Activity All Cities	Fire	13	283	184	4238	27	450	199	4,335
	Rescue	36	664	242	4209	26	447	235	3807
	Duty Officer	6	6	25	27	2	2	31	35
	Stand By	0	0	2	72	0	0	0	0
	TOTAL	55	953	453	8546	55	899	465	8177

Monthly Activity by Call Category	2018	2017
COMMERCIAL	2	8
RESIDENTIAL	41	32
OTHER (OUTSIDE/ROADWAY/LAKE/OPEN AREA/MISC)	12	15
SERVICE CALLS (Smoke/CO Detectors)	3	2
LEGITIMATE FIRE ALARMS	0	2
FALSE FIRE ALARMS	2	7

MUTUAL AID AND TRAINING/MAINTENANCE SUMMARY	2018		2017	
	Month	YTD	Month	YTD
MUTUAL AID CALLS RECEIVED	1	4	0	2
MUTUAL AID CALLS GIVEN	0	19	1	15
TRAINING/MAINTENANCE HOURS	251.5	2824	258	3334.5

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**Mound Fire Department**  
**Incident Reports - Spring Park**  
 September, 2018

FIRE NO.	DATE	CITY	ADDRESS	FIRE/ RESCUE	DESCRIPTION	ACTION TAKEN	FF HOURS
447	9/24/2018	Spring Park	4141 Shoreline Drive	Fire	Boat Fire	Nothing Found	15
449	9/27/2018	Spring Park	4201 Sunset Drive, #120	Fire	Alarm - Smoke	Faulty Detector	11
<b>Total Fire Calls</b>				<b>2</b>	<b>Total Fire Hours</b>		<b>26</b>

402	9/1/2018	Spring Park	4501 Shoreline Drive	Rescue	EMS	No Transport	13
411	9/8/2018	Spring Park	3930 Sunset Drive	Rescue	EMS	Unknown Transport	18
422	9/14/2018	Spring Park	4515 Shoreline Drive, #320	Rescue	EMS	Unknown Transport	20
426	9/16/2018	Spring Park	4527 Shoreline Drive	Rescue	EMS	Cancelled enroute	15
431	9/18/2018	Spring Park	4014 Sunset Drive	Rescue	EMS	No Transport	21
432	9/18/2018	Spring Park	4014 Sunset Drive	Rescue	EMS	Assisted	21
441	9/22/2018	Spring Park	4523 Shoreline Drive, #315	Rescue	EMS	Transported	15
<b>Total Rescue Calls</b>				<b>7</b>	<b>Total Rescue Hours</b>		<b>123</b>

<b>Total Duty Officer Calls</b>				<b>0</b>	<b>Total Duty Officer Hours</b>		<b>0</b>

<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER CALLS</b>				<b>9</b>	<b>TOTAL FIRE, RESCUE &amp; DUTY OFFICER HOURS</b>		<b>149</b>
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**Mound Fire Department**  
**City of Spring Park**  
**January through September, 2018**

Fire Alarm / False Alarm Report

Fire No	Date	Address	Alarm Type			Activity or Action Taken	False Alarm	Pre-ventable
			Fire	Smoke	CO			
11	1/3/2018	4601 Shoreline Drive, #11	x			Burnt Food	N	Y
14	1/5/2018	4527 Shoreline Drive		x		Overheated Equipment	N	Y
23	1/8/2018	2450 Island Drive	x			Leaky Pipe found	N	Y
31	1/14/2018	4601 Shoreline Drive	x			Water in Detector	N	Y
42	1/18/2018	4144 Shoreline Drive	x			Investigated - Reset Alarm	N	Y
209	5/10/2018	2418 Black Lake Road			x	Monitored, no readings	N	N
242	6/2/2018	4300 Shoreline Drive	x			Investigated, Nothing Found	Y	Y
287	6/18/2018	4300 Shoreline Drive	x			Investigated, Nothing Found	Y	Y
293	6/22/2018	4559 Shoreline Drive	x			Set off by Dryer Vent	N	Y
313	7/4/2018	4201 Shoreline Drive	x			Waterflow Alarm, no issues found	N	Y
319	7/9/2018	4300 Shoreline Drive	x			Investigated, Nothing Found	Y	Y
344	7/22/2018	4527 Shoreline Drive	x			Resident Pulled Pull Station	Y	Y
449	9/27/2018	4201 Sunset Drive, #120		x		Faulty Detector	N	N

**2018 YTD TOTALS**

FIRE ALARM	10			False Alarms	4	
SMOKE DETECTOR		2		Legitimate Alarms	9	
CO DETECTOR			1	Preventable		11
<b>TOTAL - ALL ALARMS</b>	<b>13</b>					

## Hennepin County Sheriff's Office 2018 LMCD Summer Deputy Grant Program Activity Review

	<i>Violations</i>							
	<i>Traditional Boats</i>				<i>Personal Watercraft or PWC</i>			
	Citations	Written Warnings	Verbal Warnings	Arrests	Citations	Written Warnings	Verbal Warnings	Arrests
Registration	0	6	40	N/A	1	4	8	N/A
PFD Violation (All Types)	24	0	32	N/A	0	0	0	N/A
Navigation Lights	0	1	7	N/A	0	0	0	N/A
Fire Extinguisher	4	0	1	N/A	0	0	0	N/A
Horn / Whistle	0	0	0	N/A	0	0	0	N/A
Slow-No Wake or Rules of the Road	2	0	56	N/A	0	0	0	N/A
Gunwale Riding	2	0	29	N/A	0	0	0	N/A
Careless / Reckless	0	0	0	N/A	0	0	0	N/A
Age / Permit Violation	0	0	0	N/A	0	0	6	N/A
BWI	0	0	0	6	0	0	0	2
Other	8	0	17	0	3	0	28	0
<b>Sub Total</b>	<b>40</b>	<b>7</b>	<b>182</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>42</b>	<b>2</b>
Total Citations	44							
Total Written Warnings	11							
Total Verbal Warnings	224							
Total BUI Arrests	8							
<b>Total</b>	<b>287</b>							

	<i>Total Violations</i>		
	2018 (36)	2017 (44)	2016 (42)
Start/End Dates	5/26/18 - 7/22/18	05/01/17 - 09/17/17	4/18/16 - 9/17/16
Citations	44	96	95
Written Warnings	11	12	16
Verbal Warnings	224	556	441
BUI/Arrests	8	5	25
<b>Total</b>	<b>287</b>	<b>669</b>	<b>577</b>

**Medicals:** The LMCD Deputy responded to 11 medicals over the summer period including:

- Neck injury from dive accident off boat – C-Spine and neck braced victim – Transported to paramedics and hospital
- Broken femur from fall off boat – Transported by boat to boat access – Medics transported to hospital
- Severe Seizure – Transported to APSD – Paramedics transported to hospital
- Dislocated shoulder – Transported to APSD – Medics transported to hospital
- Allergic reaction – Transported to Arcola Public Safety dock (APSD) to paramedics – Evaluated and released
- Intoxicated party – Transported to APSD – Father picked up
- Intoxicated party – Transported to APSD – Placed in detox
- Cut shin – Transported to Arcola Public Safety dock to paramedics – Bandaged and released
- Allergic reaction to Bee Sting – Transported to paramedics – Evaluated and released
- Seizure – Transported to APSD – Medics transported to hospital
- Dehydrated party – Transported to APSD – Paramedics initiated IV's

**Miscellaneous Incidents:**

- Worked two undercover underage consumption drinking details
- Searched for nine overdue boaters and/or missing people – All safely located
- Responded to six loud music complaints
- Responded to fifteen stalled watercraft and provided tow services
- Removed three hazards to navigation
- Provided safety and security for three fireworks details
- Assisted with wild black bear at Fletchers
- Responded to request from lake resident to stop at child's birthday party
- Removed two dead animals from lake
- Provided safety and security for Liberty on the Lake Concert with Tim McGraw
- Inspected numerous rental watercraft on Lake Minnetonka

## 4th of July Recap

**Personnel:**

- HCSO - All Water Patrol personnel scheduled 12 hour shifts
  - 1 Lieutenant
  - 3 Sergeants
  - 10 Water Patrol licensed deputies
  - 5 ESD/Patrol licensed deputies
  - 17 Water Patrol support special deputies
  - 5 Patrol Support special deputies
  - 42 total HCSO personnel
- MN DNR
  - 5 DNR CO's
- Lake Minnetonka Fireboats
  - Excelsior Fire District – 3 personnel
  - Long Lake Fire Department – 4 personnel
  - St. Boni Fire Department – 4 personnel
  - Mound Fire Department – 3 personnel
  - 14 total Fire Department personnel
- North Paramedics
  - 7 personnel – 2 Rigs, 2 medics on HCSO patrol boats, 1 medic supervisor

**Total Public Safety personnel – 67**

**Generated Incidents:**

There were 117 generated incidents for Water Patrol from 0600 hours on July 4<sup>th</sup> to 0400 hours on July 5<sup>th</sup>.

- 84 TRS
- 4 Alcohol related medicals
- 3 Bleed
- 1 Water Emergency (Possible near drowning 4 yr. old child – Elm Creek Park – Child ok and not transported to hospital)
- 25 Misc. (Stall, INFO, Loud Music, AST POL, Missing Person)

**Medicals/Accidents:**

- Adult male transported to hospital for alcohol intoxication
- Adult female transported to detox - .27 BAC – Unable to locate responsible party to drive home
- Adult male minor prop injury to leg. Transported to hospital for stitches
- Adult female with possible diabetic issue. Evaluated by paramedics and determined anxiety attack – Transported by HCSO to family members
- Juvenile male – Elm Creek Park – Lifeguard pulled struggling child from water – Evaluated by paramedics – Determined ok – Not transported to hospital

**Enforcement Actions:**

- Citations - 24
  - 8 Minor Consumptions
  - 16 for safety violations and quiet waters
- BUI's – 0
  - 84 traffic stops conducted by Water Patrol personnel.

**Observations:**

- Heavy late morning rain and threat of afternoon storms decreased the number of lake users from past years.
- Number of boaters at Big Island down but still significant amount of people
- Significant decrease in underage drinkers observed on the lake
- 84 traffic stops and no Boating under the Influence arrests. People utilizing sober operators
- Increase in people practicing courteous boating

14c



Date: October 1, 2018

To: City of Spring Park

From: Shawn Wilson, Operator

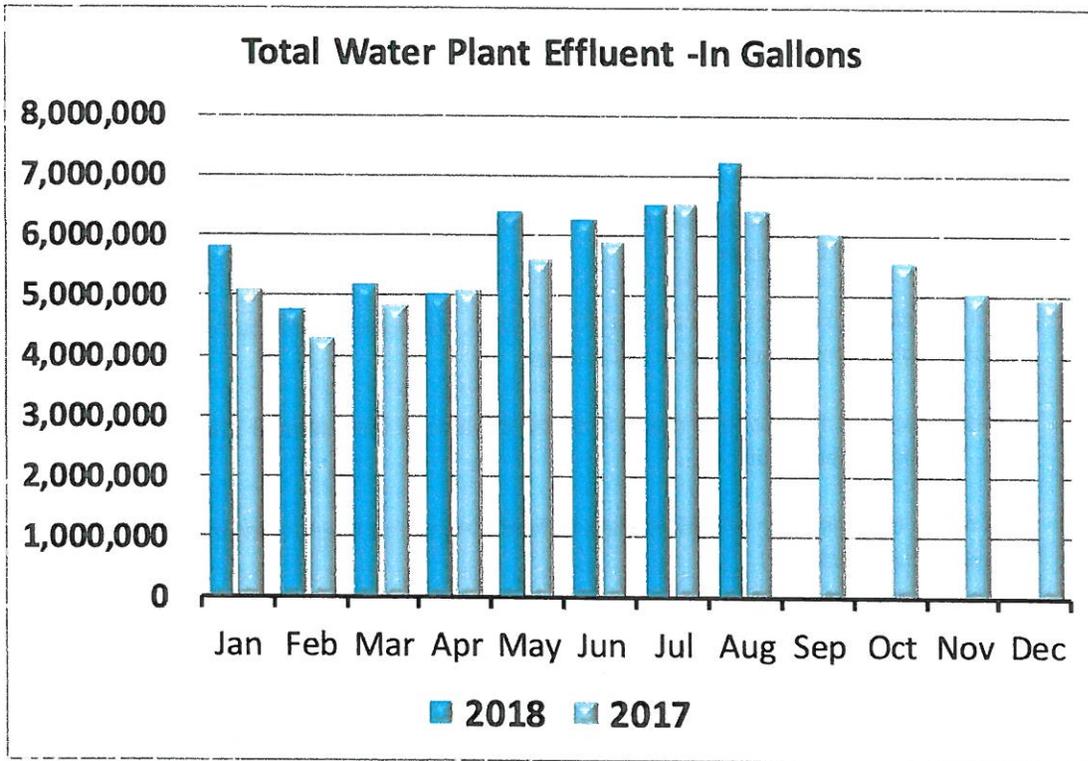
O & M Report: August 2018

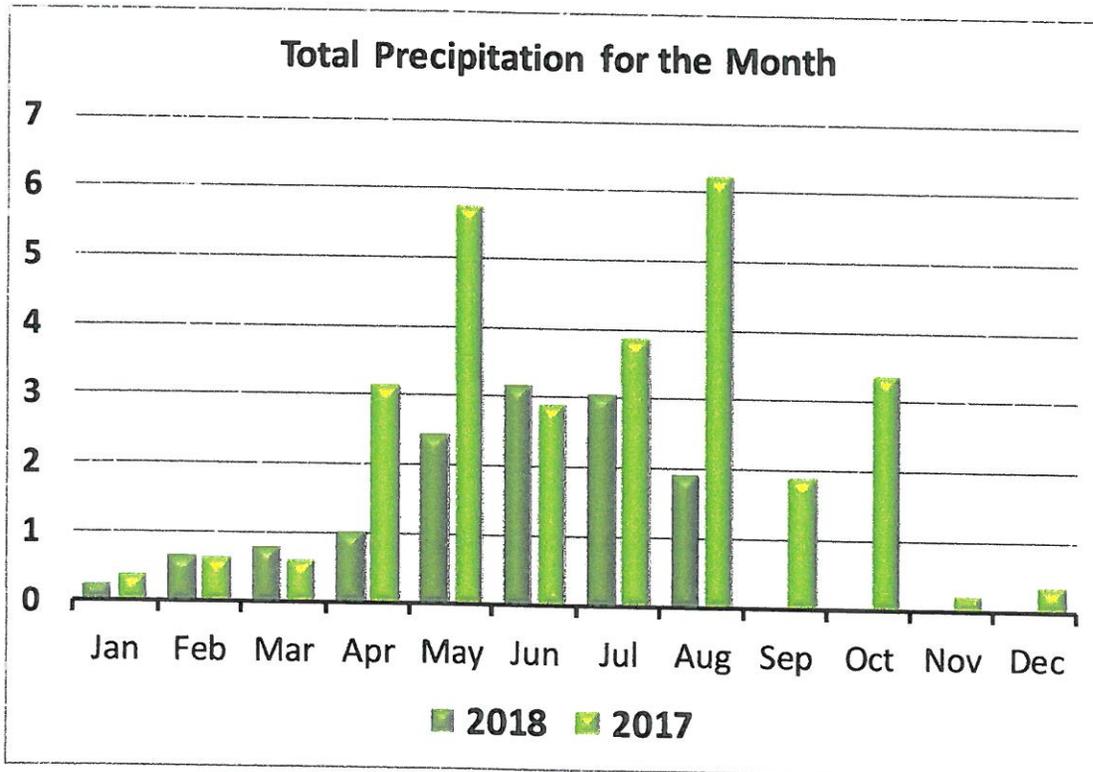
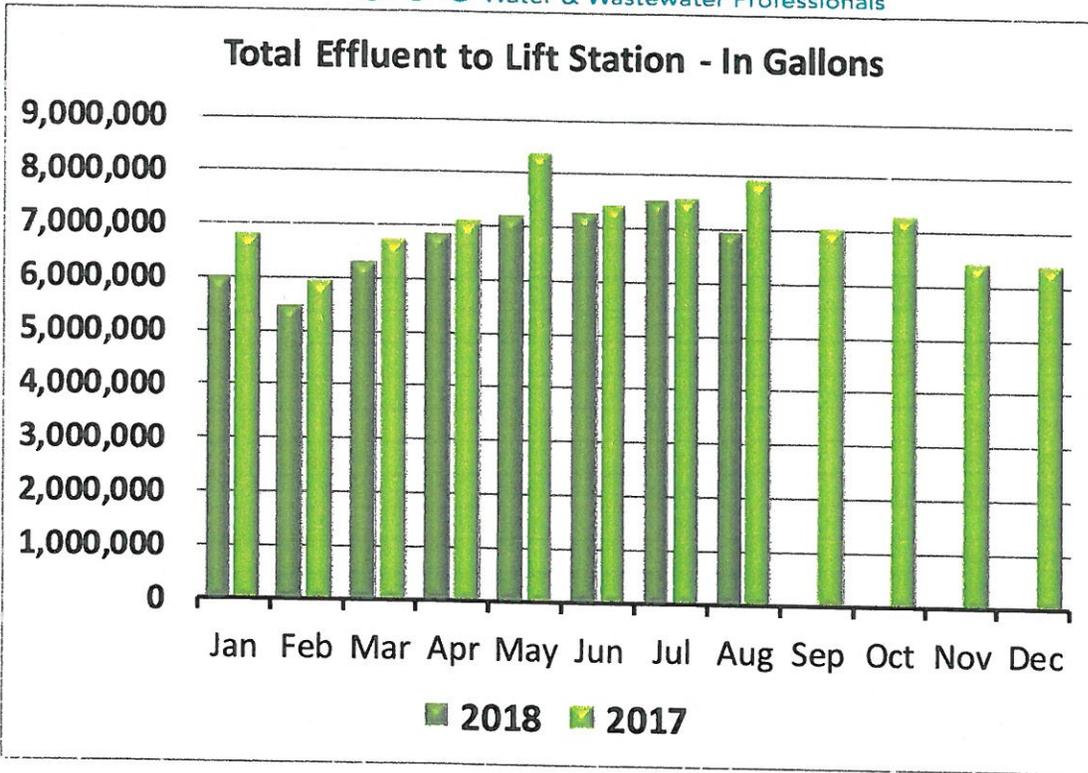
## **Spring Park Operations and Maintenance**

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- Rerouted and redid some of the gutters on the city hall to reroute where the water flow went so it wasn't pooling up next to the foundation. Dan shared some of his expertise with how to route the gutters!
- Brian Norma from MDH came out for TCE testing, our tests are still coming back good and the high-performance filter is holding up.
- It was brought to my attention that one of the trash cans were bent at Thor Thompson park, I straightened it out.
- I did some tree trimming at Wilkes Park behind the swing set and trimmed some of the bushes at Lift Station #1.
- I pressure washed around City Hall to clean up the spider webs and bug splatters!
- Turned water on at 3847 Sunset Drive and installed water meter.
- Learned how to use our locater so I can locate the street light wires.
- R D & Associates came out and put up our flags for Labor Day.
- Contacted Hydro-Klean to setup a time for them to come out and do our annual jetting and televising.
- No call outs for the month of August! I am still learning and meeting new people!
- Norlings are still doing an amazing job and impressed with their work.
- Other Miscellaneous tasks include: Helped Theresa with cleaning out the closets in City Hall and move stuff around for elections. Operate our backup well #3, attend meetings, have chemicals delivered and fill as needed, water shut-offs and turn-ons as needed, complete water and sewer locates as needed, 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, checking to make sure garbage cans are being emptied in the parks, lower flags to half-staff and raise as needed.





*PeopleService* INC.  
Water & Wastewater Professionals

		August-18	July-18	August-17
<b>Water</b>	<b>Units</b>			
<b>Average Daily Pumped</b>	gallons	233,258	211,000	207,139
<b>Maximum Daily Pumped</b>	gallons	283,000	288,000	241,000
<b>Total Monthly Pumped</b>	gallons	7,231,000	6,541,000	6,421,300
<b>Well #1 Pumped</b>	gallons	2,722,000	2,599,000	2,421,700
<b>Well #1 Average Pumped</b>	gallons	87,806	83,838	78,119
<b>Well #2 Pumped</b>	gallons	4,430,000	4,222,000	3,954,700
<b>Well #2 Average Pumped</b>	gallons	142,903	136,193	127,571
<b>Well #3 Pumped</b>	gallons	200	700	0
<b>Well #3 Average Pumped</b>	gallons	6	23	0
<b>Fluoride used</b>	gallons	10.7	10.1	9.8
<b>Fluoride Average used</b>	gallons	0.3	0.3	0.3
<b>Poly Phosphate used</b>	pounds	156.5	160.9	151.6
<b>Poly Phosphate Average used</b>	pounds	5.0	5.2	4.9
<b>Chlorine used</b>	lbs	106	137	193
<b>Chlorine Average used</b>	lbs	3	4	6
<b>Wastewater</b>				
<b>Effluent Flow</b>				
<b>Maximum Daily Pumped Wastewater</b>	gallons	241,720	314,320	311,330
<b>Average Daily Pumped Wastewater</b>	gallons	224,100	250,470	256,260
<b>Lift Station Effluent to Met Council</b>	gallons	6,947,240	7,513,960	7,944,050
<b>Precipitation</b>	inches	1.91	3.05	6.23

<b>WO#</b> 29243.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 7/3/2018</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 7/1/2018</td></tr> <tr><td><b>Delinquent</b> 7/31/2018</td></tr> <tr><td><b>Completed</b> 7/24/2018</td></tr> </table>	<b>Created</b> 7/3/2018	<b>Printed</b>	<b>Scheduled</b> 7/1/2018	<b>Delinquent</b> 7/31/2018	<b>Completed</b> 7/24/2018
<b>Created</b> 7/3/2018									
<b>Printed</b>									
<b>Scheduled</b> 7/1/2018									
<b>Delinquent</b> 7/31/2018									
<b>Completed</b> 7/24/2018									
<b>Equipment</b>	5308-EXT	Fire Extinguishers							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	Inspect, tip upside down bang with rubber hammer, check to see if charged.								
<b>Notes</b>	Tools Required: rubber hammer, pen GOOD								

<b>WO#</b> 29242.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 7/3/2018</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 7/1/2018</td></tr> <tr><td><b>Delinquent</b> 7/31/2018</td></tr> <tr><td><b>Completed</b> 7/22/2018</td></tr> </table>	<b>Created</b> 7/3/2018	<b>Printed</b>	<b>Scheduled</b> 7/1/2018	<b>Delinquent</b> 7/31/2018	<b>Completed</b> 7/22/2018
<b>Created</b> 7/3/2018									
<b>Printed</b>									
<b>Scheduled</b> 7/1/2018									
<b>Delinquent</b> 7/31/2018									
<b>Completed</b> 7/22/2018									
<b>Equipment</b>	5308-GEN	Generators							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	Tools Required: wrenches, funnels, oil and coolant Check all fluids levels. Generators #1, 2, 3, 5 run automatically weekly, #6 (runs the 1st Wednesday of every month) and the portable and WTP generator need to be run manually.								
<b>Notes</b>	GENERATOR 1 - ALL GOOD GENERATOR 2 - ALL GOOD GENERATOR 3 - ALL GOOD GENERATOR 5 - ALL GOOD WTP - ALL GOOD GENERATOR 6 - ALL GOOD PORTABLE - RAN FOR A BIT								

<b>WO#</b> 29241.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 7/3/2018</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 7/1/2018</td></tr> <tr><td><b>Delinquent</b> 7/31/2018</td></tr> <tr><td><b>Completed</b> 7/24/2018</td></tr> </table>	<b>Created</b> 7/3/2018	<b>Printed</b>	<b>Scheduled</b> 7/1/2018	<b>Delinquent</b> 7/31/2018	<b>Completed</b> 7/24/2018
<b>Created</b> 7/3/2018									
<b>Printed</b>									
<b>Scheduled</b> 7/1/2018									
<b>Delinquent</b> 7/31/2018									
<b>Completed</b> 7/24/2018									
<b>Equipment</b>	5308-LS-1	Lift Station #1							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	LS QRTL PM								
<b>Instructions</b>	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED								
<b>Notes</b>	PUMP #1: 5.3, 6.3, 5.8 PUMP #2: 5.4, 6.2, 5.4								

<b>WO#</b> 29240.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00					
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<table border="1"> <tr><td><b>Created</b> 7/3/2018</td></tr> <tr><td><b>Printed</b></td></tr> <tr><td><b>Scheduled</b> 7/1/2018</td></tr> <tr><td><b>Delinquent</b> 7/31/2018</td></tr> <tr><td><b>Completed</b> 7/24/2018</td></tr> </table>	<b>Created</b> 7/3/2018	<b>Printed</b>	<b>Scheduled</b> 7/1/2018	<b>Delinquent</b> 7/31/2018	<b>Completed</b> 7/24/2018
<b>Created</b> 7/3/2018									
<b>Printed</b>									
<b>Scheduled</b> 7/1/2018									
<b>Delinquent</b> 7/31/2018									
<b>Completed</b> 7/24/2018									
<b>Equipment</b>	5308-LS-1	Lift Station #1							
<b>Location</b>	5308-Spring Park								
<b>Task</b>	MPM Monthly Preventative Maintenance								
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project.</li> <li>2. Inspect and clean floats.</li> <li>3. If level indicator verify operating properly.</li> <li>4. Inspect overall condition of lift station.</li> </ol>								
<b>Notes</b>	OVERALL GOOD EXCEPT MIXER METER STOPPED WORKING. NEED TO REPLACE								

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<b>WO#</b> 29241.02	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</p> </div>
<b>Equipment</b>	5308-LS-2	Lift Station #2		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	LS QRTLY PM			
<b>Instructions</b>	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED			
<b>Notes</b>	PUMP #1: 5.4, 5.7, 5.5 PUMP #2: 5.4, 5.3, 5.6			

<b>WO#</b> 29239.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</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. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>				

<b>WO#</b> 29238.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</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. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	OVERALL GOOD			

<b>WO#</b> 29241.03	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</p> </div>
<b>Equipment</b>	5308-LS-3	Lift Station #3		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	LS QRTLY PM			
<b>Instructions</b>	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED			
<b>Notes</b>	PUMP #1: 6.3, 6.3, 6.5 PUMP #2: 6.4, 6.0, 6.4			

<b>WO#</b> 29237.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</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. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	OVERALL GOOD			

<b>WO#</b> 29241.04	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</p> </div>
<b>Equipment</b>	5308-LS-4	Lift Station #4		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	LS QRTLY PM			
<b>Instructions</b>	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED			
<b>Notes</b>	PUMP #1: 8.3, 7.4, 7.6 PUMP #2: 8.7, 8.1, 8.2			

<b>WO#</b> 29241.05	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/24/2018</p> </div>
<b>Equipment</b>	5308-LS-5	Lift Station #5		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	LS QRTLY PM			
<b>Instructions</b>	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED			
<b>Notes</b>	PUMP #1: 5.6, 5.6, 5.5 PUMP #2: 5.8, 5.7, 5.6			

<b>WO#</b> 29236.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/23/2018</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. Inspect overall condition of lift station.</li> </ol>			
<b>Notes</b>	OVERALL GOOD			

<b>WO#</b> 29241.06	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<div style="border: 1px solid black; padding: 5px;"> <p><b>Created</b> 7/3/2018</p> <p><b>Printed</b></p> <p><b>Scheduled</b> 7/1/2018</p> <p><b>Delinquent</b> 7/31/2018</p> <p><b>Completed</b> 7/23/2018</p> </div>
<b>Equipment</b>	5308-LS-6	Lift Station #6		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	LS QRTLY PM			
<b>Instructions</b>	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED			
<b>Notes</b>	#1: 38.7 amps #2: 38.1 amps #3 - 38.3 amps			

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<b>WO#</b> 29235.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/23/2018
<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>	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. Inspect overall condition of lift station.			
<b>Notes</b>	OVERALL GOOD			

<b>WO#</b> 29175.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/20/2018
<b>Equipment</b>	6308-AIR STRIPPER BLOWERS	BLOWERS FOR AIR STRIPPER		
<b>Location</b>	5308-Spring Park			
<b>Task</b>	MONTHLY-PM			
<b>Instructions</b>	MONITOR INTAKE AND DISCHARGE PRESSURE. CHANGE FILTERS IF NEEDED.			
<b>Notes</b>	DO DAILY IF PLANT IS RUNNING			

<b>WO#</b> 29174.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/24/2018
<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>	GOOD			

<b>WO#</b> 29162.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/2/2018 <b>Delinquent</b> 8/1/2018 <b>Completed</b> 7/20/2018
<b>Equipment</b>	6308-EWS	Eye Wash Station		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	Flush eye wash and inspect for proper working order.			
<b>Notes</b>	DONE WEEKLY			

<b>WO#</b> 29173.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/20/2018
<b>Equipment</b>	6308-GSF	Gravity Sand Filter		
<b>Location</b>	6308- Spring Park			
<b>Task</b>	MPM Monthly Preventative Maintenance			
<b>Instructions</b>	Flush PVC line above backwash sludge tank into the backwash sludge tank until clean (there is a piece of PVC pipe with a coupler attachment to hook up to drain this)			
<b>Notes</b>				

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<b>WO#</b> 29172.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/19/2018
<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>	LOOKS GOOD			

<b>WO#</b> 29171.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/18/2018
<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>	LOOKS GOOD			

<b>WO#</b> 29170.01	<b>Type</b> Scheduled	<b>Priority</b> 5	<b>Downtime Hours</b>	<b>Total Cost</b> \$0.00
<b>Create Reason</b>	Triggered by Calendar	<b>Created By</b> jfanciullo		<b>Created</b> 7/3/2018  <b>Printed</b> <b>Scheduled</b> 7/1/2018 <b>Delinquent</b> 7/31/2018 <b>Completed</b> 7/19/2018
<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>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