



MAYOR AND COUNCIL COMMUNICATION

DATE 1/19/2021

CONSENT

AGENDA ITEM: Public Works Director Report

SUBMITTED BY: Marty Powers, Public Works Director

REVIEWED BY: Kristina Handt, City Administrator

ISSUE BEFORE COUNCIL:

City Council is asked to review and accept, as part of Consent Agenda, a brief description of activities that have taken place in the Public Works Department in the month of December 2020.

PROPOSAL DETAILS/ANALYSIS:

PARKS

- Weekly garbage collection continues
- The Lions Park skating rinks were flooded, opened and are in fair condition. The warming house will not be open to the public this skating season due to half of the public works team utilizing it as an office during the pandemic. Portable toilets and picnic tables are stationed near the skating rink for the season. There will not be a rink attendant this season
- Begin grooming Sunfish Lake Park Ski trails
- The contracted buckthorn removal project started in December. The selected contractor used equipment to make efficient work of removing the invasive brush
- Put together build specs and quotes for the replacing of the 2009 Dodge 5500 as planned for 2021
- Staff completed several playground equipment repairs and ordered additional parts for the vandalized playground at Sanctuary Park
- Fence off test wells near the bottom of the sliding hill at Tapestry Park
- Relocate seasonal equipment into storage for the winter
- Finished replacing or flipping weathered boards on all park picnic tables
- The Sunfish Lake Park Kiosk board received upgrades. The old signage was removed, the boards sanded, stained and new signage/maps installed
- Corrected wiring for the push button light switch for the rinks at Lions Park
- Fabricated a firehose reel to increase the daily efficiency of rolling up hoses after flooding the rinks
- Public Works collected scrap/rubbish after the Lake Elmo Baseball Association rebuilt the west dugout at the VFW ballfield

STREETS

- Continue seasonal tree trimming ROW's throughout the city until the Dodge 5500 with chipping box broke down, staff trouble shot, completed some repairs but the unit still did not operate and was sent in for service
- Collect road kill as identified
- Complete maintenance on trucks and equipment as needed
- Reviewed potential 2021 Tapestry project and the Mill Overlay projects on 50th and 51st
- Brush mow ROW's
- Continue virtual monthly OSHA safety meetings
- Attended to streets and sidewalks after several snow and ice events
- Auction off approved disposal items. Revenues exceeded \$10,000
- Continue upgrading street signs
- Complete annual Public Works staff performance reviews
- Update Public Work's asset list for insurance records
- Wash plows after each snow event to minimize corrosion
- Worked with engineering to update the 5 year CIP street and trial maintenance projects

SEWER

- Continue daily rounds for preventive measures, compare pump run times and resolve alarms
- Continue Weekly Proactive Pump downs of all Lift stations, Monthly Float Cleaning
- Staff pulled a plugged Keats Lift station pump and cleared it
- Staff pulled and cleared a plugged mixing valve in the Lisbon lift station
- Complete new utility van outfitting and put into service
- Several staff members attended a virtual continuing ed course revolved around basic wastewater collection maintenance
- Pump down standing water in all structures housing sanitary forcemain air release valves. During this bi-annual maintenance one valve in Royal golf required cleaning as it was plugged.

WATER

- Complete monthly MDH bacteria and fluoride sampling
- Complete Monthly Generator and Safety Inspections of Equipment and Facilities
- Continue daily rounds, chlorine/fluoride sampling and locates
- Continue programming, wiring and dropping off new construction meters
- Continue correcting ongoing meter issues, a large number of new radio reads failed and will need to be replaced. The factory will warranty the failed units and compensate us for our time with extra units
- The construction of the Well 5 building continues
- Submit monthly well water draw down reports to DNR
- Complete two source nitrate samples for MDH
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- Public Works staff have been attended virtual continuing ed classes revolving around well head protection, safe drinking water act, fire hydrant maintenance, risk resilience, emergency response plan , monthly bacti sampling, locating, wells, winter tower operation and chemical injection equipment
- The well 4 chemical room heater failed and was replaced
- 4th quarter meter reading was completed and billed out
- Pump standing water out of all structures containing Pressure Relief Valves

STORMWATER

- Begin mowing storm water ponds for brush control
- Plan for regrading several ditches in spring

FACILITIES

- Continue to Lower and Raise flags for Governor ordered half-staff events
- Enjoyed an annual Public Works Staff holiday grill out
- Participate in the planning and design of the proposed city facilities and expansions

PANDEMIC PREPARDNESS

- The Public Works crew continues to work in two teams out of two locations minimizing the sharing of equipment, tools and office space
- Additional cleaning supplies, rubber gloves, face masks, sanitizers and cleaning wipes have been provided

EMPLOYEE SAFETY COMMITTEE

- Developed and implemented an OSHA mandated Employee Safety Committee that will meet monthly to review all incidents/accidents, quarterly department facility inspections and to insure safety policies/procedures are being followed and are up to standards. The committee will be compromised of city staff from all departments and titles. Many documents and policies have been updated

RECOMMENDATION:

Base on the activities listed above, City Council is respectfully asked to accept the December 2020 Public Works Report.