

Public Works Commission Meeting Minutes
Thursday, March 2, 2023 at 6:00 P.M.
City Hall Council Chambers

1. CALL TO ORDER

Lundell called the meeting to order at 6:02 P.M. Agenda item 5F was added – 2023 Street Project

2. ROLL CALL

Roll call was taken: Cliff Adel – present; Laura Kronenberger, Council Member-absent; Derek Lundell, Council Member-present

Also present: City Administrator Neil Jensen, PW Director Dan Howard, Utility Clerk Ellen Hartman, Council Member Diane Johnson

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Action – *Motion made by Adel to approve the minutes, second by Lundell, passing unanimously.*

4. PUBLIC INPUT

None

5. NEW BUSINESS

A. 1214 State St W Request - Salzman

Jensen reported that Evie Salzman of 1214 State St W does not spend the winter in Minnesota and she is requesting to stop paying the base rate for sewer and water while she is gone. Consensus was to follow policy, which states the base rate must be paid unless the water service is abandoned and the water line removed from the property to the main.

Action – *Motion made by Lundell to continue minimum water/sewer charges at 1214 State St W, second by Adel, passing unanimously.*

B. 524 Cedar St N Request – Willeford/Cassidy

Two months of leaking toilet caused a high water bill at 524 Cedar St N. Tangee Cassidy requested additional time to pay the bill.

Action – *Motion by Adel to allow Tangee Cassidy time to pay water/sewer account 0808-00 without penalty if regular monthly installments are paid; past due amount needs to be paid by 12/20/23, after which time penalties will begin to accrue, second by Lundell, passing unanimously.*

C. Wastewater Treatment Plant Raw Wastewater Pit Pump

Howard reported that the wastewater treatment plant relies on 4 raw wastewater pit pumps to pump the raw wastewater from the underground structure into Building 10 for preliminary treatment. 2 of 4 pumps have been in place since the construction of the WWTP in 2001, and have been repaired as needed. With the introduction of flushable wipes, the impeller technology of pumps has changed to force the wipe through the pump to be retrieved in the bar screen of the preliminary treatment. One pump was replaced in late December 2021, the second in Spring of 2022, but the remaining two pumps do not have the new technology and are prone to clogging and shutdown if a flushable wipe is tangled in the pump. Since the installation of one new pump in the north chamber of the raw wastewater structure in late December 2021, and the second in the south chamber, we no longer must pull those pumps and remove flushable wipes from the impeller daily. Public Works would like to replace a third

pump, to be installed in the north chamber of the structure. Electric Pump proposes a new Flygt Pump capable of handling the flushable wipe. The cost of replacement is \$22,453 – at an increase of approximately \$2,000 in one year.

Action - *Motion by Adel to recommend the City Council accept the estimate from Electric Pump for a new Flygt Pump capable of handling the flushable wipes, with a cost of \$22,453, and move forward with this project, second by Lundell, passing unanimously.*

D. 2000 Dodge Dakota Pickup Sale

Howard reported that Public Works would like to offer the 2000 Dodge Dakota Pickup at auction.

Action - *Motion by Lundell and second by Adel to recommend the City Council allow Public Works to offer the 2000 Dodge Dakota at auction, passing unanimously.*

E. Part-Time Custodian

Jensen reported that there is an opening for a part-time custodian to clean City Hall, Public Safety, Library and PW; staff would like to advertise the position.

Action – *Motion by Lundell and second by Adel to allow the advertisement of the open part-time custodian position, passing unanimously.*

F. 2023 Street Project

Jensen reported that land acquisition from James Johnson has stalled, so the 2023 street project has been divided into 2 phases. Phase 1 can continue without using the Johnson property; it includes installing the lift station and boring the sewer pipe under the river north of the 3rd Street bridge. The 2nd phase needs to be bid and awarded by 12/6/23 to assess the nearby property owners; the 1st phase is a cash project.

Action – *Motion by Lundell and second by Adel to recommend the City Council proceed with a two-phase approach to completing the 2023 street project, passing unanimously.*

7. REPORTS

A. Staff – Howard reported that PW is hauling away snow piles, winter decorations have been taken down, and there have been some repairs needed on snow removal equipment.

B. Commissioners – Adel questioned the snow removal budget; Howard stated that some sand and salt is being used from the 2023 allotment, with the hope that it will not be needed in the first part of the next snow season.

8. NEXT MEETING

Action – *April 6, 2023 at 6:00 P.M. in Council Chambers*

9. ADJOURNMENT

Action – *Motion to adjourn at 6:21 P.M. by Adel, second by Lundell, passing unanimously.*

Respectfully Submitted,
Ellen Hartman, Utility Clerk