

Public Works Commission Meeting Minutes  
Thursday, November 2, 2023 at 5:00 P.M.  
City Hall Council Chambers

**1. CALL TO ORDER**

Kronenberger called the meeting to order at 5:00 P.M.

**2. ROLL CALL**

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

Also present: City Administrator Neil Jensen, Public Works Director Jed Petersen, Utility Clerk Ellen Hartman, City Council Member Diane Johnson

**3. APPROVE THE AGENDA**

Action – ***Motion by Lundell, second by Kronenberger, to approve the agenda, passing unanimously by roll call vote.***

**4. APPROVAL OF MINUTES FROM THE PREVIOUS MEETINGS**

Action – ***Motion by Lundell, second by Kronenberger, to approve the minutes from October 5, 2023 meeting, passing unanimously by roll call vote.***

**5. PUBLIC INPUT**

None

**6. NEW BUSINESS**

**A. MNDOT Metro Snow Removal Services**

Petersen reported that MNDOT Metro requires a new service agreement each year for snow removal on trunk highways within municipalities. Petersen presented the list of City equipment used to perform the snow removal and the price charged per hour. The metro snow removal area is on 4<sup>th</sup> Street from Main Street to North of the Big Cannon River. MNDOT pays for the accumulating and loading of the snow and the City pays for the hauling and dumping of the snow.

Action – ***Motion by Lundell, second by Kronenberger, to recommend the council approve the Cooperative Snow Removal Agreement with the Minnesota Department of Transportation, passing unanimously by roll call vote.***

**B. Metal Detector**

Petersen reported that Public Works staff use ferromagnetic metal detectors to locate buried infrastructure such as valves, manholes, and curb stops. This is an essential daily use tool for the water and wastewater operators, and is different from the recently purchased locator. PW recently sent in for repair a Metrotech VM 880 Rx. The quote to repair was \$725.00. Looking into the history of the metal detector, it is about 5 or 6 years old and has been sent in for repairs at least 3 times. The cost of a new identical metal detector is \$1,185.00. PW would like to replace the metal detector with a Schonstedt brand locator with the price ranging from \$950.00 to \$1,075.00

Action – ***Motion by Kronenberger, second by Lundell, to recommend the council move forward with the purchase of a new Schonstedt ferromagnetic metal detector not to exceed \$1,075.00, passing unanimously by roll call vote.***

**C. Roof Inspection Reports**

Petersen reported that Merit Contracting performed roof inspections on City Hall, Public Safety/Fire

Hall, Library, Archie Swenson Concession Stand, and at the Wastewater Treatment Plant. Included in the inspection report is a quote for immediate repairs needed, and life extension repairs needed. Immediate repairs are deemed necessary due to defects that are open, currently leaking, or are likely to leak in the next twelve months. Life extension repairs are those that would extend the life of the roof, defer capital, or are in monitor status. Immediate repairs are needed at the Public Safety Building and the Library totaling \$1,033. Life extension repairs can be monitored with continued annual roof inspections.

**Action – Motion by Lundell, second by Kronenberger, to recommend the council move forward with the immediate roof repairs needed on the Public Safety Building and the Library for a total of \$1,033.00, passing unanimously by roll call vote.**

#### **D. Grove Street Retention Pond Drainage**

Petersen reported that the City received two quotes for the Grove Street project. Currently a temporary above-ground pipe, in citizens' yards, redirects water flow from heavy rains. This project regrades the detention pond and builds up the existing berm located on the bluff above Grove Street. The stormwater outfall will be relocated to the west side of the Jablonske property with a controlled flow. The original pond design called for the City to install storm sewer from Grove Street to the pond outlet; the City did not install the storm sewer. During heavy rainfall events, the stormwater overtops the pond berms and runs uncontrolled down the steep ravine causing damage to lots 5 & 6 on Grove Street. This project will address these issues. Jensen stated that runoff will be directed to former SEMMCHRA land that was acquired by the City; it is fortunate that the City now owns the land and can use it for this purpose. The low quote was submitted by Fitzgerald Excavating & Trucking, Inc. of Goodhue in the amount of \$13,900. Schumacher Excavating submitted a quote for \$77,200.

**Action - Motion by Kronenberger, second by Lundell, to recommend the council move forward with awarding the Grove Street project to Fitzgerald Excavation, Inc. in the amount of \$13,900.00, passing unanimously by roll call vote.**

### **7. REPORTS**

**A. Staff – Petersen:** Currently hauling bio-solids, pool parking lot has been paved, snow equipment ready, trail by pool has been paved, Christmas lights will be going up

**B. Commissioners – Kronenberger:** Recommended not piling snow on new pool parking lot

### **8. NEXT MEETING**

**Action – December 7, 2023 at 6:00 P.M. in Council Chambers**

### **9. ADJOURNMENT**

**Action – Motion to adjourn at 5:21 P.M. by Lundell, second by Kronenberger, passing unanimously by roll call vote.**

Respectfully Submitted,  
Ellen Hartman, Utility Clerk

*-Minutes approved at 01/11/24 Public Works & Park Board meeting-*