



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Jason Gorr – Public Works Director

Date: April 7, 2020

Subject: Public Works Report

Report: Attached is the March 2020 Public Works Report.

Council Action Requested: No Council action requested.



March 2020 Public Works Report

Buildings:

- Weekly cleaning and inspections of facilities
- Monthly inspections and maintenance checklist
- Continued necessary steps toward building upgrades to allow for handicapped entrances
- Cole Memorial insulation inspection and gathering insulation bids
- Continued conducting bi-weekly warm water runs at the Chamber to prevent septic line freeze-ups
- Reviewed HVAC inspections and bids for annual AC / Furnace Inspections on our 8 buildings (17 furnaces and 9 AC units)
- Overhead and outdoor lighting repairs and upgrades to LED's
- Energy assessment information requested being gathered
- Removed recycling at City Hall & clean/maintain oil recycling bin
- Replaced many fluorescent lights at the Library assume failed due to construction vibrations incurred
- Sent in the Electric Lift for annual inspection and service (1st time ever done!)
- Participated in decision making discussions modified procedures in response to COVID – 19 (public access restrictions and eventually staggering shifts and tasks)

Streets:

- Cleared ice and materials obstructing any drainage issues in the community / storm intakes
- As streets and ROW have been melting off we've begun assessing winter damage
- Received new Skid Steer attachments (2) – Grapple Bucket & Pallet Forks
- Received new John Deere 544L (Payloader) and attachments (grapple, snow pusher, 3.5-yard bucket)
- Ongoing fleet maintenance including greasing, washing, tires, etc.
- Utilizing cold patch material when temperatures allow for filling potholes – MANY on Nelson
- Began our sign survey process upgrade and spreadsheet format (over 450 signs)
- Began strategizing street survey and roads needs for the year
- Began our street sweeping efforts (w/ our equipment)
- Solicited a couple bids and chose a local (Brainerd) company to sweep our downtown w/ specialize sweeping equipment designed to thoroughly clean without the dust issues
- Looking into striping companies to be utilized for restriping in 2020 on city streets and lots as needed

Parks:

- Emptied garbage cans and inspected Dog Park weekly
- Prepped for the Parks Commission Meeting as we were invited to attend to address the Splashpad on the agenda (postponed due to COVID – 19)
- Reviewed and approved numerous events and festivities for 2020
- Initiated our PW Park Plans to be utilize going forward to summarize and plan goals for maintenance and development
- Assembling estimates and options for Beanhole pit fencing upgrades
- Found options with the local rental company for min-excavators for Beanhole Festivities
- Cleaned, rehabbed, and repainted City garbage cans to be placed out this year
- 30 City Benches Upgrade Project: new wood, new ads on backs (Faith Boost trying better techniques), clear coat to protect/preserve, prepped/repainted metal frames

Other:

- City Sign messages/notifications modified multiple times

- Council meeting & prep
- Working on cross training staff with Water / WW Utilities – PRASD
- Remainder of our spring training events we registered for were canceled (COVID – 19)

Compiled and submitted by Pequot Lakes Public Works Director Jason Gorr
Please direct questions to: (612)810-9478 or jgorr@pequotlakes-mn.gov

Water Dept.

Facility Performance for February 2020:

Flow

Average daily gallons pumped: 91,000 gallons
 Maximum daily gallons pumped: 128,000 gallons
 Minimum daily gallons pumped: 56,000 gallons
 Total monthly gallons pumped: 2,547,000 gallons

Lab

Average daily chlorine concentration: 0.32 (mg/l)
***Recommended chlorine concentration: 0.2 to 0.5 mg/l**
 Average daily fluoride concentration: 0.86 (mg/l)
***Recommended fluoride concentration: 0.5 mg/l to 0.9 mg/l**

Wastewater Dept.

Facility Performance for February 2020:

Flow

Average Daily Flow: 59,800 gallons **(Design – 121,795 gal/day)**
 Maximum Daily Flow: 66,700 gallons
 Minimum Daily Flow: 53,303 gallons
 Total Monthly Flow: 1,734,300 gallons

Operations Report

- 1) Water treatment facility inspections were completed daily.
- 2) Wastewater facility and lift station checks were done every Mon., Wed., and Fri.
- 3) Monthly lift station maintenance (check amps, clean floats, inspect wet well, etc) was completed on 3/16.
- 4) Weekly water testing was completed.
- 5) Water meters were read on 3/24.
- 6) Monthly fluoride report was submitted to Minnesota Department of Health on 3/6.
- 7) Monthly Discharge Monitoring Report for the WWTP was submitted to MPCA on 3/6.
- 8) Quarterly Discharge Monitoring Report for the WTP was submitted to MPCA on 3/10.
- 9) The few accounts in the City that were running their water to keep from freezing will be notified that they can stop.
- 10) A couple small repairs were made at the City's water treatment facility in mid-March following an inspection by MDH Drinking Water Protection Staff. A slow leak was repaired on a chemical feed line and a new break box was installed for the fluoride feed pump.
- 11) Jake Freeman replaced a bad diaphragm on the potassium permanganate feed pump at the WTP a couple weeks ago. Pot-perm is used for oxidation of iron and manganese.
- 12) The City's water meter-reading handheld device is obsolete and in need of replacement. Dean Eilertson w/Core and Main has provided us with a proposal on upgrading to a model that will offer continued support for the foreseeable future.
- 13) PRASD operators were called to a business on Second St. on March 12th for a sewer backup. After inspection, it was determined that the City's line was open and the business contacted a plumber to clear their service line.

14) Spring hydrant flushing is scheduled for Wed., April 29th and Thurs., April 30th.

Respectfully Submitted by:

Andrew Schwartz Operations Manager, Pine River Area Sanitary District

Please feel free to call my cell at 320-232-5787 with any questions/concerns

For 24-hour emergency service call 218-851-9060