

Public Works Committee Meeting
April 10, 2019 3:00pm
Council Chambers, Town of Wadena

Attendees: Greg Linnen
Conrad Eliason
Greg Chaykowski
Jennifer Taylor
Lovely Magnaye
Garrett Cull
Joel Simpson
Jordan Theisen
Marshall Zubot

Meeting started at 3:05 pm.

Greg on behalf of Council thank Garrett for his service to the Town of Wadena and thank the Staff for their hard work especially during water breaks in the past winter.

Greg asked Garrett the action items list:

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| Snow Pile Management | Garrett gave a copy of the snow pile management that he is using however there is no official policy on this. Jen said she will be include this in the agenda for a future council meeting. |
| Urban Highway Question | Jen will research who is the best person to talk to about this: Can they make an artery or open up intersection during heavy snow fall/storm? |
| Street Sweeping Schedule | Garrett said they cannot set a detailed schedule because they do not know for sure how long it would take to finish one street but they can provide us with a window of time so residents can be encouraged to not park on the street. Joel said it usually takes 2-3 straight days to finish the whole town. |
| Shooting Crows | Jen said Andy is willing to do this but we need to appoint him and our bylaws need to be repealed/revised. |
| Flushing Lines Schedule | Jen will sit down with the staff to figure out a plan when flushing lines. |
| Hydrant Replacements | There are 6 hydrants that need to be replaced this year. Clow Canada through EMCO will hold a training in July for hydrant repairs. |
| Valve Turning Exercise | Garrett said he needs the file from his office computer. We need to recover it because the computer does not turn on. They did some valve turning exercise last year. |

Valve Repairs	<p>Garrett indicated that every valve along Main St needs to be replaced before paving. He recommended to use frost-free valves in the future given our situation during winter. He also mentioned that 80% of the valves that they touched this year were broken and need to be replaced but they need to dig again. Priorities include those by Scoops, along Kennedy and Main St and by Armbruster's.</p> <p>Lovely encouraged staff to utilize the maps provided by Associated Engineering and will print the maps for Public Works to use. Jen emphasized that we need to send them the information to update the map to keep track and record all the activities including repairs, replacement, maintenance etc.</p>
Curb stop report	<p>Garrett said they do not have a list of curb stops but last year they replaced 8. He mentioned Olson and Kolach's need to be replaced this year. Garrett said they need at least 7-8 curb stops to make the rental of hydro-vac worth it.</p>
Pot hole repairs	<p>Garrett said they will be making an order for cold mix in May. We can revisit the result of the condition assessment to identify priorities.</p> <p>Greg said we can include in the tri-town meeting this year, the possibility of acquiring an industrial machine for pot hole repairs.</p>
Meter Replacements	<p>We still have less than 100 old meters to replace with RF. Our license with Badger Meter will expire in August 2019. Lovely will contact them for the acquisition of the new meter reader.</p> <p>Regarding Wadena Housing Authority, our staff needs to check the duplex and identify which one has one meter so we can deactivate the account of the units that does not have any meter.</p>
Lift Station Cleaning Schedule	<p>Garrett said the crew is aware that they need to clean every 6 months.</p>
Side Walk Repair	<p>Garrett said they will have to check the budget and pick up from where he left.</p>
Staff Training and Certification	<p>Jen said this will be discussed in the next staff meeting.</p>
Curb Extensions Tender	<p>Jen and Greg will contact references for the committee's top picks.</p>
Curbs on Hwy 5	<p>Our staff needs to identify priorities and get quote for the repair.</p>
Enabling Accessibility Grant	<p>Lovely checked on this and found out that it is not yet open for applications.</p>
George Mayer's	<p>Jen asked Garrett to contact Cindy to explain to her the process involved in</p>

House	disconnecting lines during demolition.
Weneeda Park Lodge Meter Replacement	Garrett said Ashley from Water World Industries has been contacted to replace it because it is a bigger meter requiring a certified plumber to install it.
Water Tower Repair	Garrett said that the town needs to shut down the water tower for 3 weeks to have this project completed.
MDSI Water Line	Garrett said this needs to be done by the end of April. We need to talk to Ryan if can extend the deadline. MDSI needs to install a 2-inch fire suppression line. All the expenses will be billed to MDSI.
Martin Dashney's Water Situation	Dashney's are on boil water indefinitely. We will run a temporary waterline from the neighbor until a new hydrant can be installed.
Lagoon dredging	This needs to be done this year. Our staff will talk to Roys.
Water Plant Filter Media change	This needs to wait until all the running water orders are done.

Jen will continue to meet with Public Works staff to discuss their department's activities and projects.

Greg expressed Council's support to the department while recruiting a new Director.

Meeting adjourned at 4:15pm.