

**CITY OF BAYPORT  
PUBLIC WORKS DEPARTMENT WORKSHOP MINUTES  
PUBLIC WORKS BUILDING, 98 2<sup>ND</sup> AVENUE SOUTH  
SEPTEMBER 8, 2008  
5:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the City Council quarterly review session of the Public Works department of September 8, 2008 to order at 5:05 p.m.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Dan Johnson, Torry Kraftson and Sharon Ridgway. Councilmember Carlson arrived at 5:40 p.m.

Members Absent: None

Others Present: Administrator Mike McGuire, Public Works Supervisor Mel Horak, Assistant Administrator/Planner Sara Taylor

**Department Overview/Objectives:** Public Works Supervisor Horak stated the Public Works building was completed in 1992 and is very adequate for the department's current and anticipated future needs. The current staffing was reviewed. He noted that it would be beneficial to hire a person with technical experience to help maintain the city's expanding water and sewer infrastructure, with the next staffing replacement. He reported that replacing the radio communication system in 2006 for SCADA, the water and sewer monitoring system, has greatly reduced problems with the system. The cemetery, parks, streets, sewer and water duties and proposed 2009 budgets were reviewed. Supervisor Horak stated that cleaning and flooding the skating rinks is time intensive; however, the effort is greatly appreciated by users.

Discussion followed on the department's increased duties and subsequent maintenance issues with the addition of the booster station, air stripper, beach house and expanded sewer and water system. He reported that from a cost-effective standpoint, the department's emergency preparedness status has improved with the purchase of a portable backup generator that can be hooked up to the two lift stations. He would like to add the capability of plugging the generator into well house 3, and this electrical project is included in the proposed CIP.

Supervisor Horak stated there is a minimal amount of annual street patching needed, due to a good gravel base and ongoing seal coating program. The current street sweeper is 20 years old and maintenance intensive. It may need to be replaced in coming years, especially if the Watershed Management Organization mandates more frequent and/or thorough street sweeping. He noted that the department is requesting authorization to purchase a versatile utility vehicle at the regular September City Council meeting that can be used for alley grading and snow removal.

The department tries to clean the entire sewer system annually, which may become every two years, given the increase in sewer lines. The League of Minnesota Cities recommends every four years; however, Bayport has problems with root intrusion if lines are not cleaned at least every two years. It has been approximately 15 years since the entire system was televised, although the city contracts with a consultant to have trouble spots televised, as needed. Staff is looking into the costs/timing of having the entire city system televised. Supervisor Horak reported that the sewer flushing equipment purchased last year has been working well. Most maintenance and repairs are done in-house with the current equipment, and the challenges of repairing newer, technologically advanced equipment was noted as an issue, as equipment needs to be replaced.

Discussion followed on TCE testing, which indicates the air stripper is removing all TCE from well 2 (7.8 ppb going into the air stripper and 0 ppb coming out). There are minor detections of TCE in wells 3 and 4, however the amounts are not trending upward as quickly as well 2 did, prior to installation of the air stripper.

The review of the Public Works department ended at 5:45 p.m.