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**ELKO NEW MARKET**  
**PUBLIC WORKS DEPARTMENT**

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**ANNUAL REPORT**

**2015**

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## PUBLIC WORKS DEPARTMENT IMPROVEMENTS

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The Public Works Department continues to make changes to increase efficiencies within the department. Ongoing improvements to the Public Works Department in 2015 include:

- Public Works Staff partially moved into the new Public Works Facility in January 2015. Although, the project was not fully completed until later in the year. Staff was able to keep snow and ice control equipment inside during the winter months. Staff spent a considerable amount of time getting the shop area set up to function efficiently. As a result of the shop area and the tools, Staff is now able to complete much more extensive repairs to Fleet vehicles and equipment. Having everything in one location (shop, trucks, tools, office space) has made the department much more efficient.
- Throughout the year, Staff spent a considerable amount of time working with the contractors during the construction of the Water Treatment Facility and the Public Works Facility.
- 2015 was the first full year that City Staff was responsible for all of the snow and ice control responsibilities. Overall, Staff has done an excellent job taking over all responsibilities. Staff will continue to make small changes to improve operations.
- Staff made improvements to the brine making and application systems. As a result, the City is able to use more salt brine and less salt to keep the streets clean throughout the winter season.
- Per the SCALE philosophy, Public Works has continued to work with New Prague Schools on an agreement to mow all of the field areas at the elementary school. The agreement again worked well this season, but may be slightly modified in the future years.
- Staff purchased a used street sweeper. The sweeper will be used for annual spring/fall street sweeping, as well as for other street maintenance projects. The City will not need to continue contracting for street sweeping services.
- Adjustments were made to the daily checklist for water and sewer rounds for more efficient operation.
- Reclassification of Steve Manthei from Maintenance Worker I to Mechanic I.
- Detailed vehicle maintenance records developed to help accurately budget for expenses.
- New forms were developed for tracking purchases.
- Weekly water samples to ensure proper dosage to stay within MDH requirements.
- Updated Snow and Ice Control Policy.
- Staff attended training on changes to MNDOT rules and regulations. This training was held at the SCALE facility in Jordan.
- Staff attended a best management practices training on snow and ice control.
- Addition of many small and large tools to increase efficiencies.
- More efficient and effective ice rink maintenance.
- The cross training of employees has helped the department become more well-rounded.
- Extensive gravel road maintenance.

- Staff purchased a chipper box from the City of Lakeville. This is a steel box that can be easily placed on the back of a truck to hold all of the wood chips from tree trimming and clearing activities.
- Staff flushed every fire hydrant on the water system. This was done to try to remove as much of the iron and manganese as possible before the treatment plant went online.
- Improved record keeping.
- Improved identification of issues before they are problems.
- Staff continues to build great working relationships with other agencies.

## DAY TO DAY WORKLOAD

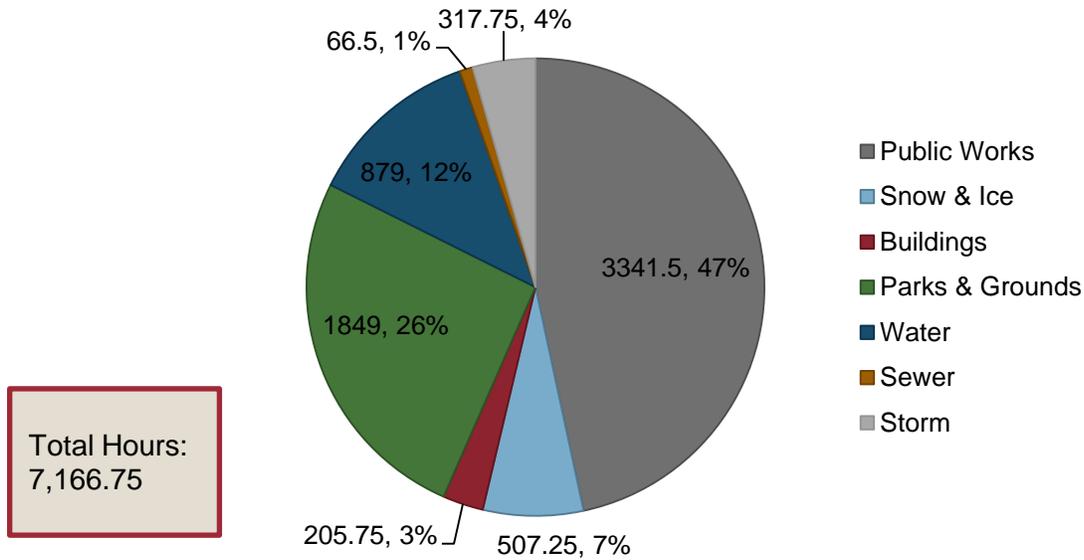
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The Public Works Department has continued to track data related to day to day activities. The Superintendent's goal is to track any and all activities to be able to allocate time accordingly. Staff continues to take on more and more responsibilities each year. Fleet maintenance is an area that has started to expand as equipment has been added. The Public Works Department is also responsible for all of the repairs and maintenance to the Police Department fleet.

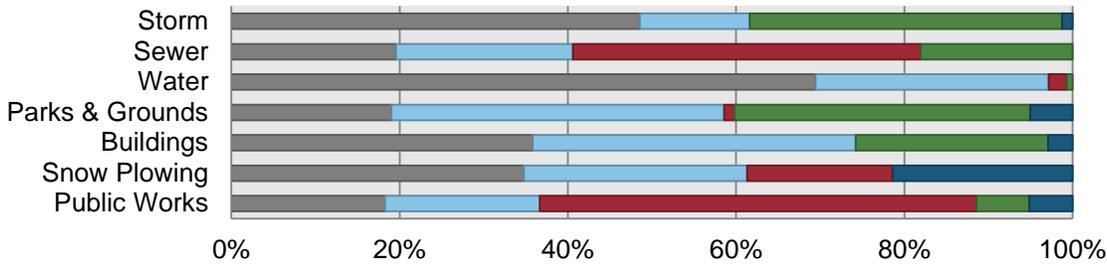
- Staff has performed 503 utility locates.
- Staff has completed 165 total water meter service appointments. This includes water meter checks and/or reads, high usage checks and water shut-offs or turn-on's.
- 96 million gallons of water was pumped and treated in 2015. This is down 8 million gallons from the previous year. This is likely due to the very wet spring and summer.

## ANNUAL STATISTICS

### 2015 YTD - Combined Time By Dept.

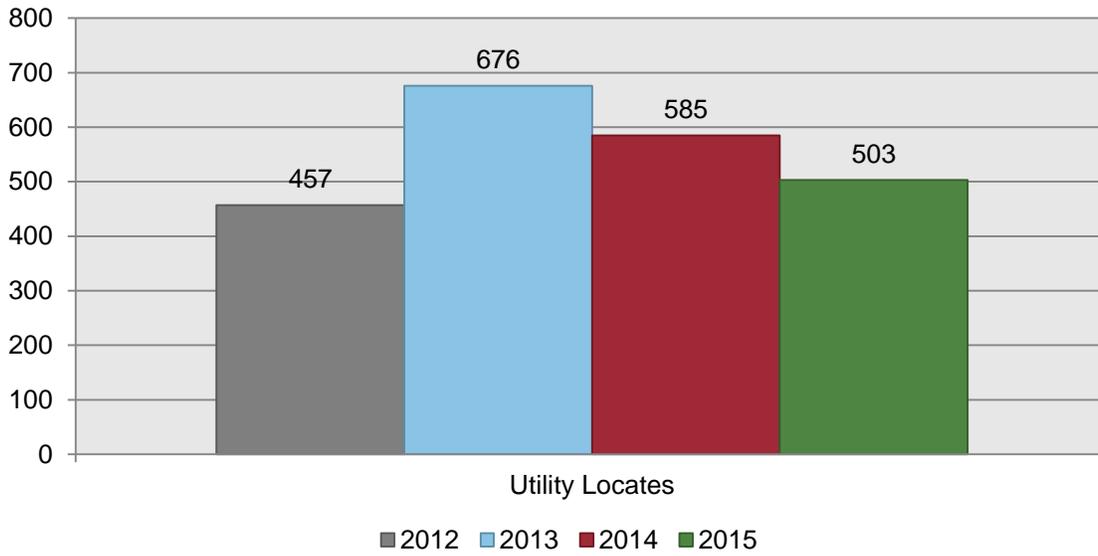


### 2015 Time By Dept. Per Employee

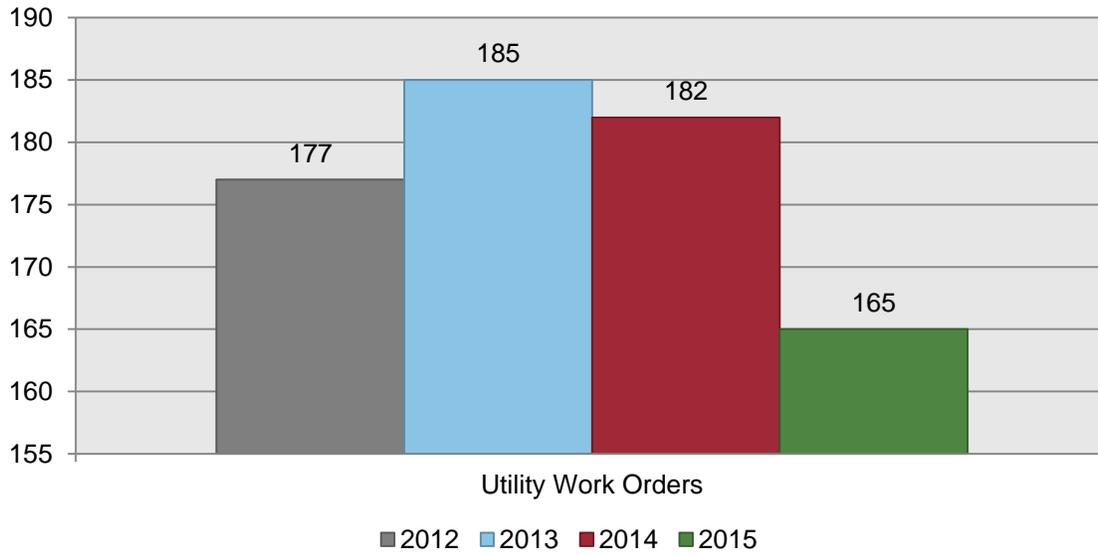


	Public Works	Snow Plowing	Buildings	Parks & Grounds	Water	Sewer	Storm
■ PW II - CS	611	176.5	73.75	351.5	610.5	13	154.25
■ PW II - MD	614.5	134.5	79	731.5	243.5	14	41.5
■ PW I - SM	1734.25	87.75	0	23	19	27.5	0
■ Seas - PW I	210.5	0	47	650	6	12	118
■ Seas - PW II	171.25	108.5	6	93	0	0	4

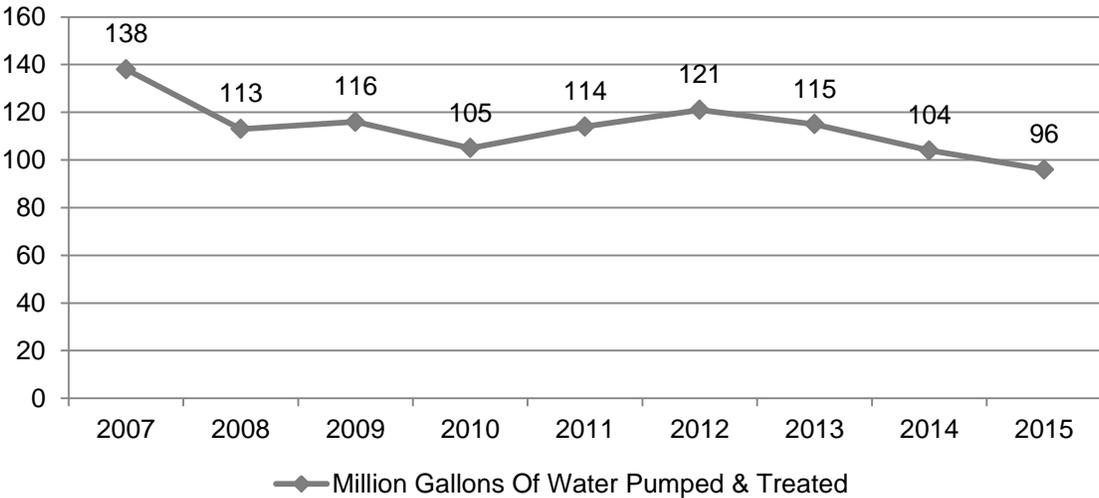
## Utility Locates



## Utility Work Orders



# Million Gallons Of Water Pumped & Treated



## SPECIAL PROJECTS

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The Public Works Department had the ability and initiative to take on many special projects throughout the year. These special projects have resulted in significant savings over the year. As the department continues to grow in size and knowledge, the amount of special projects will also increase. Below are some examples of special projects the Public Works Staff assisted with or completed in 2015.

- In 2014 The City received a grant from the Mdewakanton Sioux to complete the Xerxes Trail Connection. As a result of the City being able to complete that project under budget, the remaining balance could be used as part of the Pete's Hill Trail Spur project. Staff completed all of the tree and stump removal for the project. Staff will install the finishing touches to the project in the upcoming year.
- Staff cut out and patched many gate valves, catch basins, manholes and other imperfections within the streets. As the streets continue to age, the amount of maintenance and repairs needed is expected to grow. Over the years staff has had the ability to take on more and more street repairs.
- The department was able to install and/or repair storm sewer infrastructure in many locations throughout the City. Staff is able to perform this work at a much lower cost than a contractor.
- Public Works Staff assisted with the planning and installation of the hockey lights at Little Windrose Park. Staff was able to significantly lower the cost on the project by performing a majority of the work in house.
- Staff assisted with the removal of Well house 1. It was previously located next to the New Market water tower. The well house had to be taken down before the well could be sealed. The well will be sealed sometime in the future.
- Staff performed tree trimming in many locations throughout the community.
- Retention pond maintenance, removal of trees and debris. With the addition of the wood chipper staff is now able to perform all of this work in house.
- Public Works Staff continued to locate all of the pond inlets and outlets.
- Staff performed gravel road grading with a grader from Scott County, in the past this was contracted out at roughly \$80 an hour.
- Staff made subgrade improvements and added rock to the driveway coming into the Public Works Campus. Previously there were no drainage swales and the water would sit on the driveway.
- The Public Works Department worked collaboratively with the Elko New Market Chamber of Commerce to make the Community Tree lighting a success. The Department built the sign brackets and strung all of the lights on the tree.
- Bi-weekly engineering meetings at Bolton & Menk have helped with project planning and management.
- A considerable amount of Superintendent Schweich's time was spent planning, overseeing, and meeting with the contractors on all of the large projects that were completed in 2015. The projects would include: the Water Treatment Facility, Public Works Campus, Pete's Hill Trail Spur, and the Police Department Parking Lot. All of the projects are very different and all have different contractors, which presented a challenge at times.

## PUBLIC WORKS PICTURES

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## 2016 PLANS & GOALS

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2016 will bring additional changes to the Public Works Department. Most changes will consist of very small adjustments in day to day operations. However, these changes will improve the efficiency of the department. More significant changes will be related to the start-up and operation of the Water Treatment Facility.

In 2016, Staff expects to increase the value to the taxpayer, as we have in previous years, by improving operations and efficiencies within the Public Works Department. Staff will evaluate workload and make staffing recommendations, as needed, for 2017.