

ELKO NEW MARKET
PUBLIC WORKS
DEPARTMENT



Annual Report 2014

PUBLIC WORKS DEPARTMENT IMPROVEMENTS

The Public Works Department continues to make changes to increase efficiencies within the department. Ongoing improvements to the Public Works Department in 2014 include:

- Following council direction to acquire all equipment needed to take over all snow and ice control responsibilities, the City of Elko New Market purchased three used plow trucks from another municipality at a discounted rate.
- A used New Holland Bi-Directional tractor was added to the fleet, this will also be used mainly for snow and ice control. The tractor is equipped with an 8' snow blower as well as a 16' ditch mower to be used in the summer months.
- A used Toro Batwing mower was purchased to increase efficiencies while mowing.
- Per the SCALE philosophy, Public Works has worked with New Prague Schools on an agreement to mow all of the field areas at the elementary school. The agreement worked well this season, but may be slightly modified for future years.
- A used asphalt roller was another addition of to the fleet. This piece was used many times throughout the summer while performing street maintenance.
- Staff purchased an older street sweeper that will be rehabbed. The sweeper will be used for spring and fall sweeping as well as for other street maintenance projects.
- Daily checklist for water and sewer rounds for more efficient operation.
- Snowplowing all of the streets on the west side of town for the first half of 2014 (roughly half of the City).
- Take over all of the snow and ice control activities throughout the whole City started the second half of 2014.
- Public Works Staff is currently equipped with smart phones. Staff has the ability to receive emails and work orders electronically. Staff also has access to SCADA (sewer and water alarm system) on their phones for better response time during emergencies.
- Portable 800 MHz radios were purchased from another municipality. Staff is now able to communicate with everybody at the same time. Having the ability to talk with all staff at the same time has increased efficiencies throughout the department, especially when performing snow and ice control activities. This also includes being able to talk to Scott County Public Works and other cities within the county as well as the ENM Police. These radios can be used during an Emergency Management situation as well.
- Changes to the department staffing structure have made the department run more efficiently.
- Addition of a Full-time employee, Steve Manthei, who has the skills and knowledge to complete vehicle and equipment repairs in house. This employee was a seasonal employee with the city for multiple seasons. Steve is a very valuable employee.
- New forms for tracking purchases.

- Weekly water samples to ensure proper dosage to stay within MDH requirements.
- Staff attended training on best management practices on turf grass maintenance and salt usage during snow and ice control.
- Snow and ice control practices and procedures.
- New forms used for tracking snow and ice control.
- Detailed vehicle maintenance records developed to help accurately budget for expenses.
- Addition of many small and large tools to increase efficiencies.
- More efficient and effective ice rink maintenance.
- Cross training of employees has helped the department become well-rounded.
- Extensive gravel road maintenance.
- Sign inventory and replacement program.
- Fire Hydrant flushing and maintenance procedures.
- Improved record keeping.
- Ability to identify issues before they are problems.
- Staff continues to build great working relationships with other agencies.

DAY TO DAY WORKLOAD

The Public Works Department has continued to track data related to day to day activities. At this point there is limited comparative data to report. 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 585 utility locates.
- Staff completed 182 total water meter service appointments.
- 104 million gallons of water was pumped and treated in 2014, this is down 9 million gallons from the previous year. This is likely due to the very wet spring and summer.

SPECIAL PROJECTS

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 grow. Below are some examples of special projects the Public Works Staff assisted with or completed in 2014.

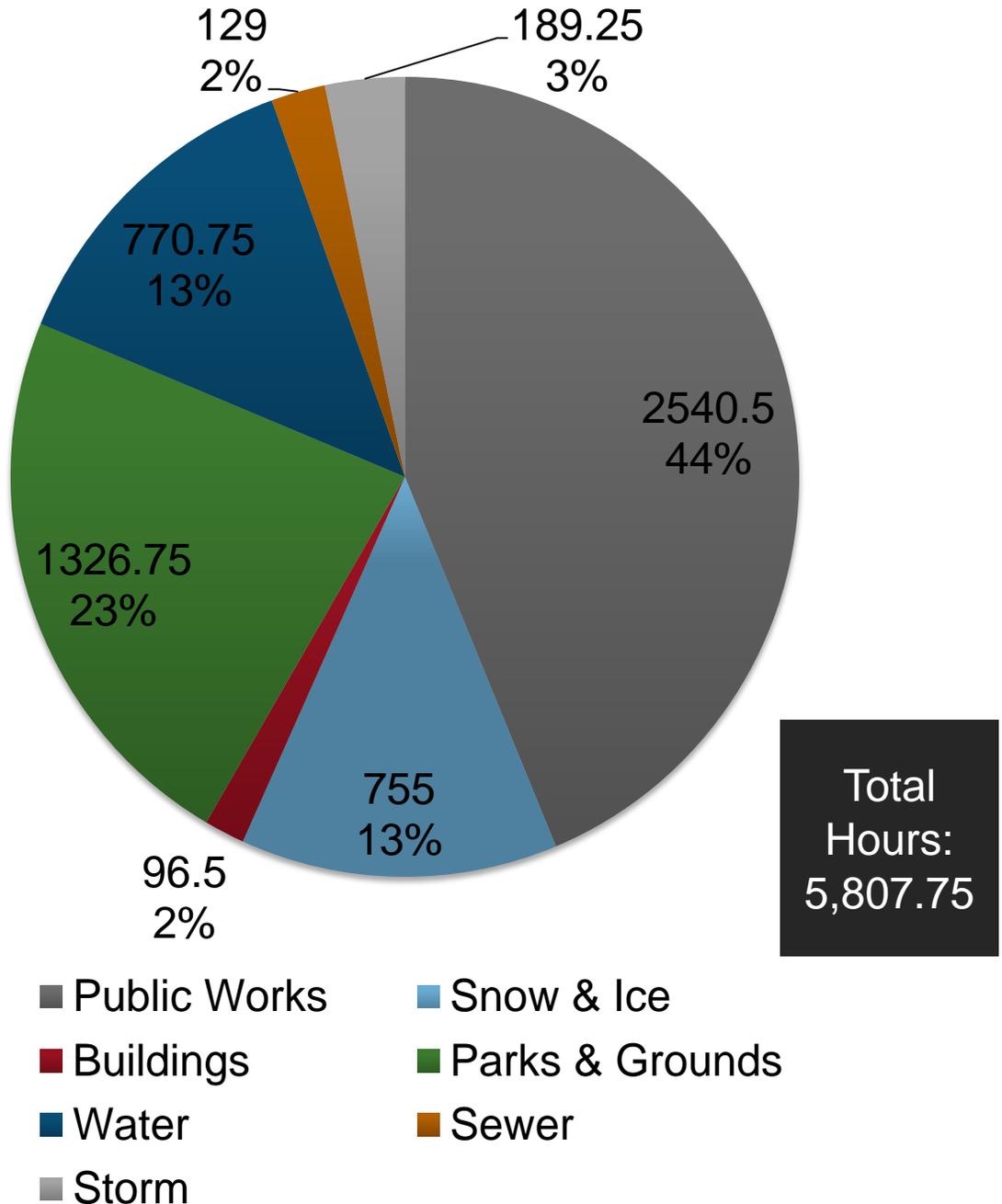
- The City received a grant from the Mdewakanton Sioux to complete the Xerxes Trail Connection. The trail was scheduled to be completed by a contractor, but because of a very busy construction season, many contractors did not have the time, which could have driven up the cost of the project. Public Works Staff was asked to complete the project. With the addition of equipment over the last few years, the city was able to complete the project well under budget, so much under budget that the tribe agreed to let the city use the rest of the grant on another trail project in the upcoming year.
- Staff planned and attended the Water Expo at Eagle View Elementary. Staff received many compliments from residents on how much information and background was given on the topic of water.
- Finish grading and turf restoration was completed at Wagner Park, this project was started in the fall of 2013.
- Staff milled 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.
- Install woodchips and border for new play area at Whispering Hills Park and Kelly Glen Park.
- Staff dug up and repaired an old 15" farm tile line south on Webster Street, and added 3 manholes to be able to inspect the line in the future. There is still more work that will need to be done on this project at a later date.
- Water tower inspection and cleaning.
- 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 located all of the pond inlets and outlets. In the spring Staff will complete this project by marking all of the flared ends with marker signs.
- Staff completed all gravel road grading with a grader from Scott County, in the past this was contracted out at roughly \$80 an hour.
- Staff painted all cross walks in the fall.
- Staff used a concrete grinder to grind down high spots (trip hazards) on sidewalks throughout the city. This has never been done in the past.
- Staff spent a good amount of time working with consultants on the Public Works Facility and the Water Treatment Facility
- 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 started in 2014. The projects would include the Water Treatment Facility, Public Works Campus and the Police Department Garage Addition. All of the projects are very different and all have different contractors, making it very challenging at times.

2015 PLANS & GOALS

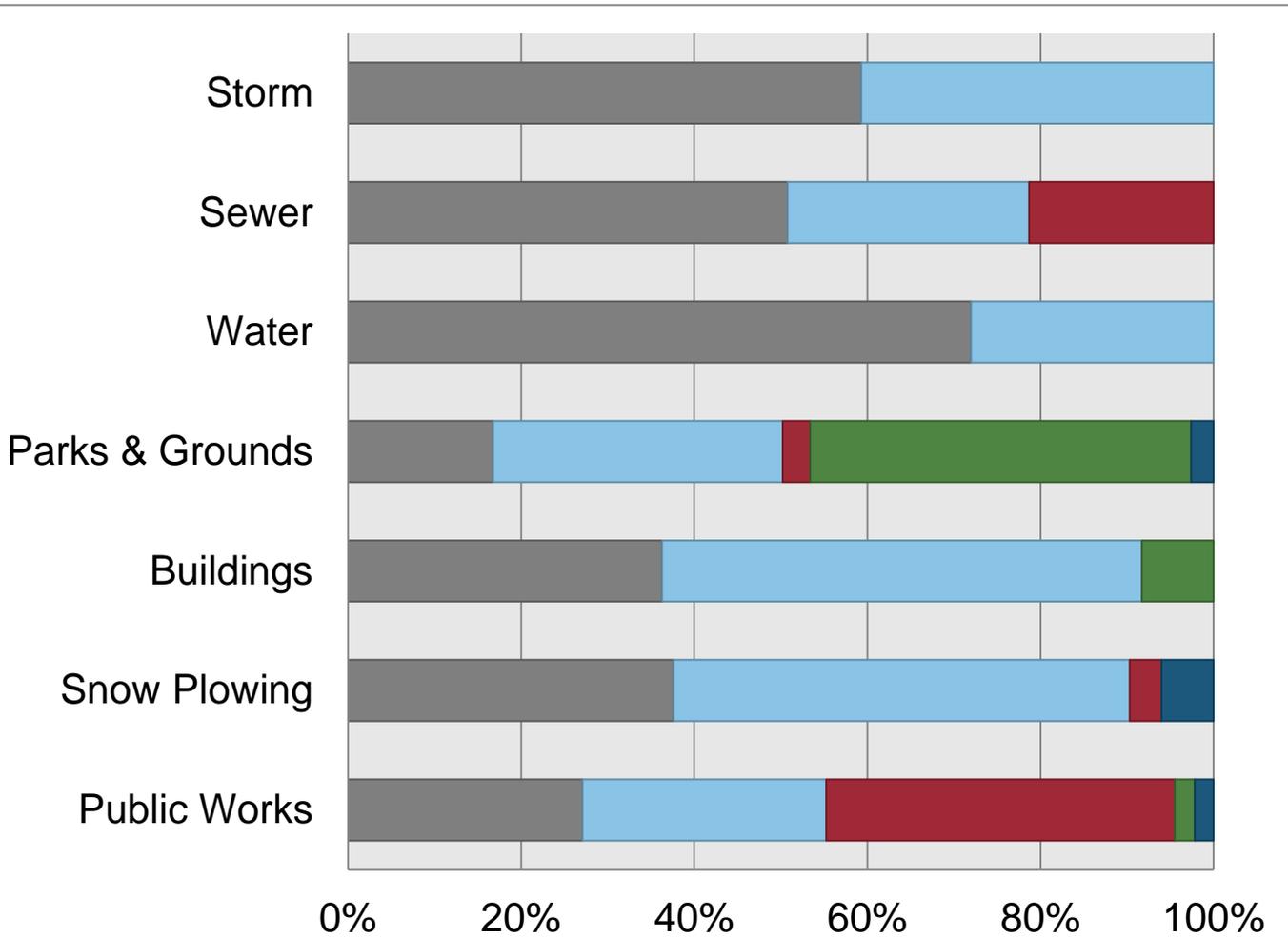
2015 will bring additional changes to the Public Works Department. Some changes will consist of very small adjustments in day to day operations. However, these changes will improve the efficiency of the department. More significant changes will include all snow and ice control responsibilities, along with the addition of the new Public Works Facility and Water Treatment Facility.

In 2015, 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. The construction of the Water Treatment Facility and Public Works Facility have required a sizeable amount of time and planning. Staff will begin to move into the new Public Works Facility in early 2015 and plans tentatively have the Water Treatment Plant online in late 2015. Although the Public Works Department does not expect to see any staffing changes in the near future, staff continues to evaluate workloads and make recommendations as needed in the future.

2014 YTD - Combined Time By Department

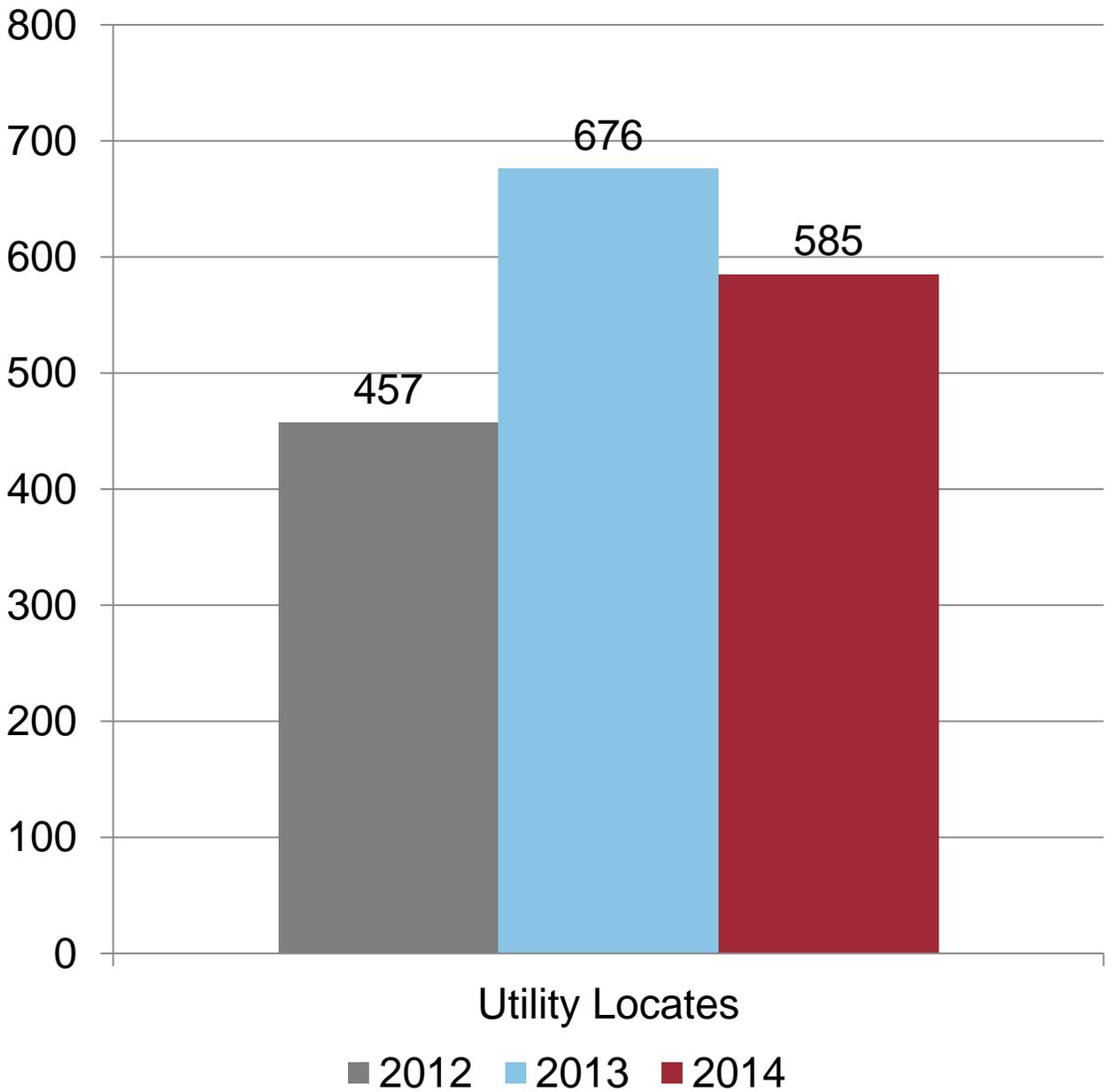


2014 YTD - Time by Department per Employee

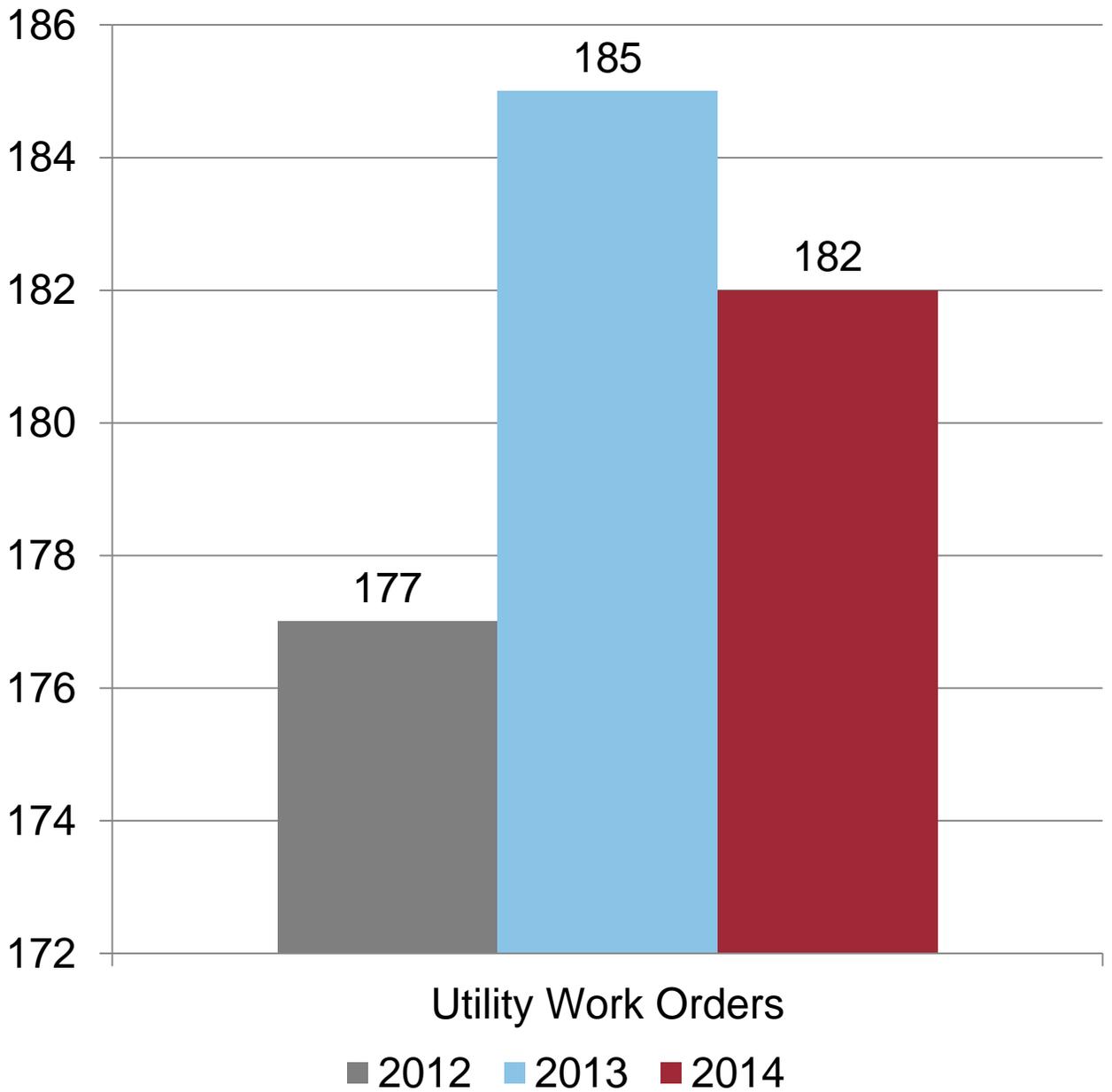


	Public Works	Snow Plowing	Buildings	Parks & Grounds	Water	Sewer	Storm
■ PW II - CS	688	284	35	222.5	554.75	65.5	112.25
■ PW II - MD	715.5	398	53.5	444	216	36	77
■ PW I - SM	1023	27.5	0	42	0	27.5	0
■ Seas - PW I	59	0	8	583.75	0	0	0
■ Seas - PW II	55	45.5	0	34.5	0	0	0

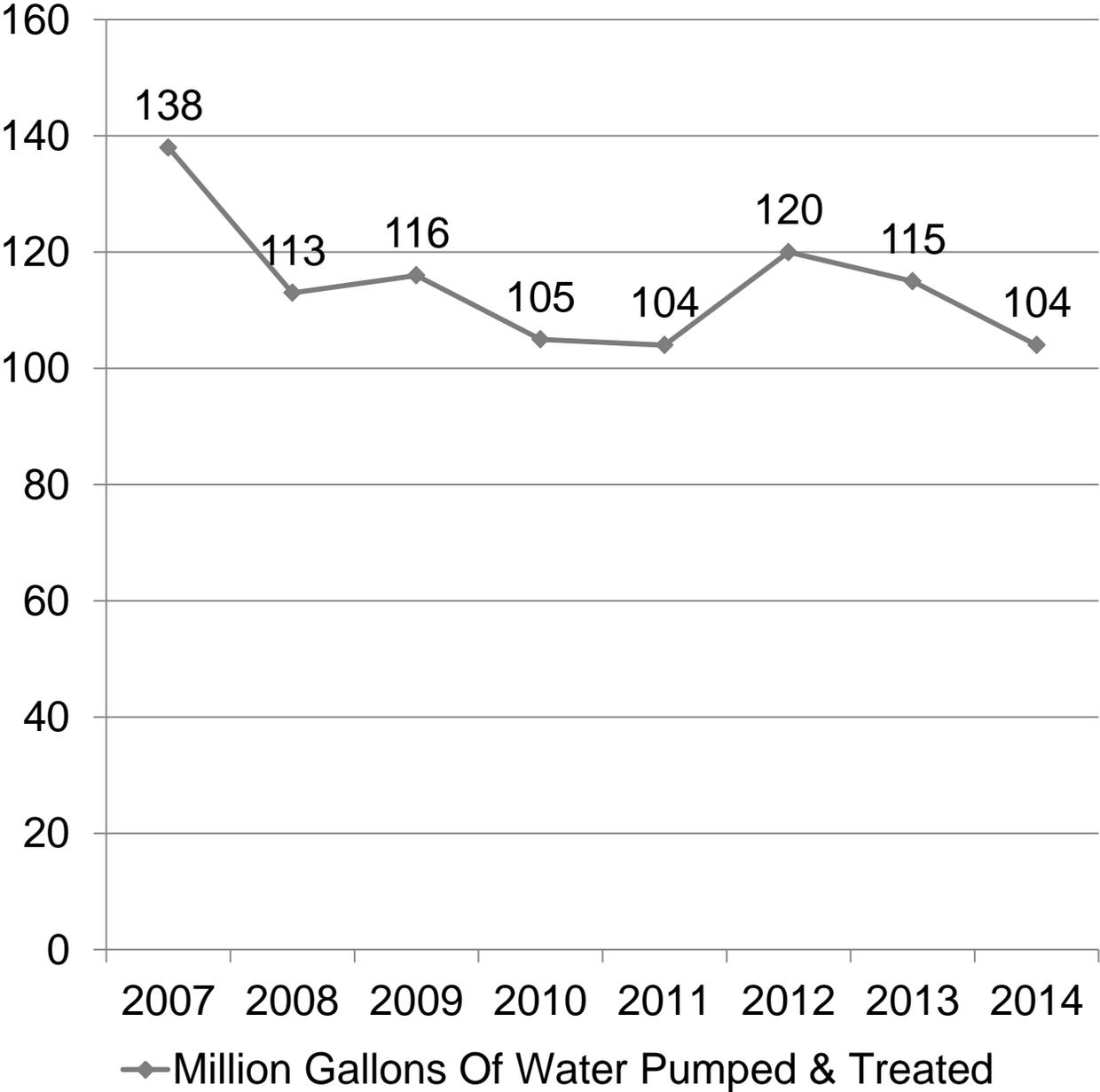
Utility Locates



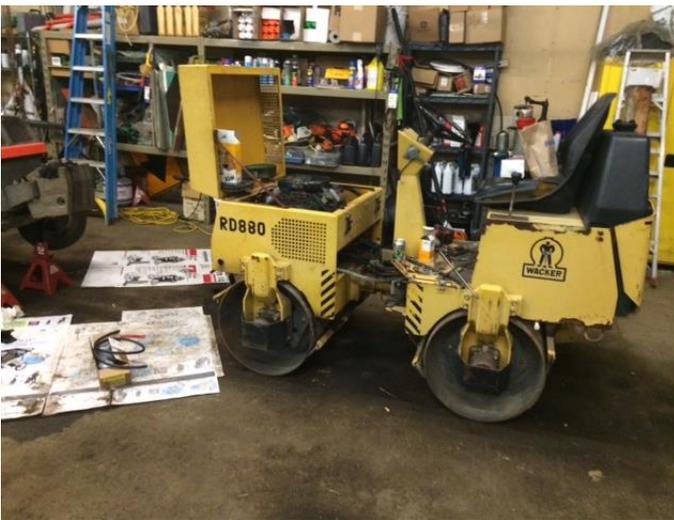
Utility Work Orders



Million Gallons of Water Pumped & Treated



Public Works Fleet Additions



Public Works Activities



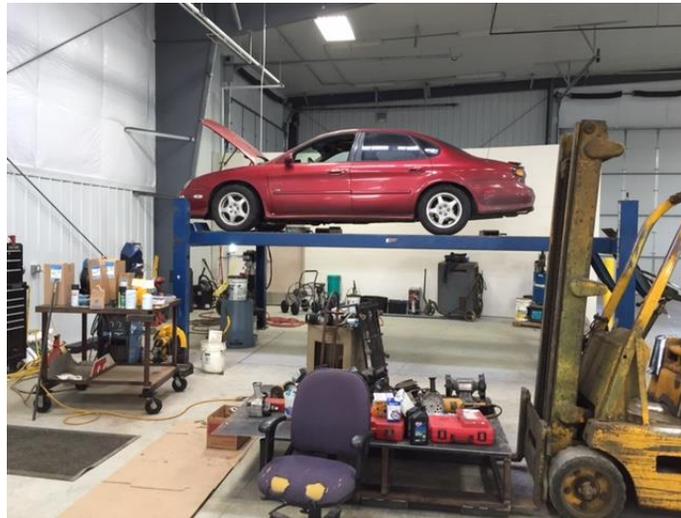
Public Works Activities



Public Works Trails Project



Public Works Campus



Public Works Snow Removal

