

**PUBLIC WORKS COMMITTEE  
CITY HALL CONFERENCE ROOM  
OCTOBER 10, 2016  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. No November Meeting
- IV. OLD BUSINESS
  - A. VOC Water Treatment Plant Project - Update
  - B. 2016 Street Project – Update
  - C. 2017 Street Project – Update
  - D. Irrigation Agreements
- V. INFORMATIONAL
  - A. Bridge Inspection Report (page 4)
- VI. ADJOURN

**\*\*\* Please call or email Ron at 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) if you are not able to attend the meeting.\*\*\***

**Members: Dave Peschong, Neil Herzberg, Melvin Schaefer, Keith Hemmesch, and Matt Quade – or his proxy.**

**Advisory Members: Chuck DeWolf, Ron Mergen, and Renee Eckerly**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Public Works Committee. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Public Works Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early so necessary arrangements can be made.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Public Works Committee

Committee/Council Meeting Date: October 10, 2016

Agenda Section: Consent

Originating Department: Public Works

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the September 12, 2016 Public Works Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes of the September 12, 2016 Public Works Committee meeting.

**MINUTES  
PUBLIC WORKS COMMITTEE**

**SEPTEMBER 12, 2016**

The meeting was called to order by Chairperson Mel Schaefer at 5:00 p.m. Members present were Matt Quade, Dave Peschong, and Neil Herzberg. Keith Hemmesch was absent. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Peschong to approve the minutes from the August 8, 2016 Public Works Committee meeting. Seconded by Herzberg and unanimously carried.**

**PROPOSED WATER & SEWER BUDGETS**

The budget line items were reviewed along with the proposed rate increases, rate comparisons, WAC & SAC charges, trunk charges, water & sewer loss reports, projected revenues, cash balances and irrigation details. In the sewer budget it was noted the transfer to Equipment Reserves decreased by \$11,000.00; this was done to keep the rate increase to a minimal. Also the estimate billable amount was reduced from 180 million to 175 million gallons. The proposed rate increases are as follows:

Water	base charge no rate change	increases bulk rate \$.10
Sewer	base charge no rate change	increases bulk rate \$.12
WAC & SAC	no increase	
Trunk charge	no increase	

After a short discussion,

**Motion was made by Peschong to approve the proposed rate increases and recommend such to the City Council. Seconded by Quade and unanimously carried.**

**IRRIGATION AGREEMENTS**

Mergen reported that the contract will be negotiated this winter with the farmer. A brief history was noted that from 1986 to 2006 the City charged \$25.00 per acre and from 2006 to 2016 it was increased \$1.00 per year. The current rate is \$35.00 per acre. The irrigation budget was reviewed in detail, members held a short discussion and noted this will be on future agenda with a more detailed analysis. Also discussed was the property under pivot 2 currently owned by Larry Rein and that it may be for sale in the near future.

**SNOW PLOWING CONTRACT**

The Snowplowing Contract was reviewed noting that the pricing, terms, and conditions are identical to last year. After a short discussion,

**Motion was made by Quade to approve the Snowplowing Contract and recommend such to the City Council. Seconded by Herzberg and unanimously carried.**

## PALLET FORKS

A quote from A & C Farm Service in the amount of \$2,300.00 for pallet forks was reviewed. The forks are for the new tractor the City has and they are a quick attach type. The ones the City is currently utilizing are a manual type and this may save the City a back injury at some time.

**Motion was made by Quade to approve the quote and recommend such to the City Council. Seconded by Herzberg and unanimously carried.**

## SURPLUS PROPERTY

The City has a 1991 Ford Ranger that is no longer of use and costs more to up keep than its value. It was suggested to surplus the vehicle and members all agreed.

**Motion was made by Peschong to surplus the 1991 Ford Ranger and recommend such to the City Council. Seconded by Quade and unanimously carried.**

## VOC TREATMENT PLANT

DeWolf updated the Committee noting the contracts have been signed and the contractor is ordering equipment and supplies. Site and building construction will begin this fall so they can work inside over winter.

## 2016 PROJECT

DeWolf reported that the mill and overlay portion is complete and the final prep work with class 5 is in progress on Minnie St. with curb and gutter to follow with paving the week of September 19<sup>th</sup>.

## 2017 PROJECT

Members were informed the public hearing is scheduled for the September 26, 2016 City council meeting.

There being no further business, the meeting was adjourned at 5:42 p.m.



**Minnesota Department of Transportation**

Bridge Office  
3485 Hadley Avenue North  
Oakdale, MN 55128-3307

Phone: (651) 366-4501  
Fax: (651) 366-4497

September 16, 2016

Dear Jodi Teich,

The National Bridge Inspection Standards (NBIS) compliance reviews are performed annually for each agency based on the data submitted for the previous inspection cycle (ending in February of every year). Your agency performance has been evaluated against eight of the twenty-three Compliance Metrics as established by the FHWA.

Your agency has also been assigned to a Class based on the number of structures your agency is responsible to inspect. Your agency performance will be compared to other agencies in your Class and a rank has been established for both individual metric performance and overall rank in Class.

Below is a summary report of your agency's performance based on data from February 2016.

Metric	Compliance Percent	Rank In Class	Status
#2: PA Qualifications	100.0%	N/A	Compliant
#3: TL Qualifications	100.0%	N/A	Compliant
#6: Lower Risk Frequency	100.0%	1 of 67	Compliant
#7: Higher Risk Frequency	100.0%	1 of 67	Compliant
#12: Quality of Inspections	100.0%	1 of 67	Compliant
#13: Load Ratings	100.0%	1 of 67	Compliant
#14: Post or Restrict	100.0%	1 of 67	Compliant
#23: Update Data	100.0%	1 of 67	Compliant
Overall*	100.0%	1 of 67	Compliant

*\* = Metrics 2 & 3 are not used in ranking agencies and therefore does not factor into overall compliance*

The intention of this report is to allow bridge inspection Program Administrators to view performance data for their agency, and make corrections as needed. This report will be the basis for additional reviews in the future along with additional metrics that cannot be evaluated by a database query. If you feel if any of the data presented in this report is incorrect please contact me.

Thank you,

David Hedeem, P.E.  
MnDOT Bridge Office  
[David.Hedeem@state.mn.us](mailto:David.Hedeem@state.mn.us)  
Phone: 651-366-4528

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# 2016 NBIS COMPLIANCE REPORT FOR CITY OF PAYNESVILLE

<b>METRIC #2 23 CFR 650.309</b>		<b>100.0% COMPLIANT</b>	
<i>Program Administrator: Does the Program Administrator meet the requirements? (Refresher training up to date and PE license is in valid status)</i>			
<b>Program Administrator Name</b>	<b>Appointed</b>	<b>Training Requirement</b>	<b>PE License Status</b>
Jodi Teich	12/26/2012	CURRENT	VALID

<b>METRIC #3 23 CFR 650.309</b>		<b>100.0% COMPLIANT</b>	
<i>Team Leader: Does at least one Team Leader meet the requirements? (Refresher training and recertification requirement is current)</i>			
<b>Team Leader Names</b>		<b>Expiration Date</b>	<b>Training Requirement</b>
Brian Kluempke		12/31/2018	VALID
Aaron Leyk		12/31/2019	VALID

<b>METRIC #6 23 CFR 650.311</b>	<b>100.0% COMPLIANT</b>	<b>RANK 1 OUT OF 67 IN CLASS</b>
<i>Routine inspections: Have lower risk bridges been inspected at required intervals?</i>		
<b>Bridges That Did Not Meet The Required Interval</b>		
<b>Bridge Number</b>	<b>Due Date</b>	<b>Inspected Date</b>
None		

<b>METRIC #7 23 CFR 650.311</b>	<b>100.0% COMPLIANT</b>	<b>RANK 1 OUT OF 67 IN CLASS</b>
<i>Routine inspections: Have higher risk bridges been inspected at required intervals?</i>		
<b>Bridges That Did Not Meet The Required Interval</b>		
<b>Bridge Number</b>	<b>Due Date</b>	<b>Inspected Date</b>
None		

<b>METRIC #12 23 CFR 650.311</b>	<b>100.0% COMPLIANT</b>	<b>RANK 1 OUT OF 67 IN CLASS</b>
<i>Is each bridge inspected with nationally recognized acceptable inspection procedures, with the necessary quality of assessment, rating and documentation?</i>		
<ul style="list-style-type: none"> <li>The Approach Roadway NBI is initially set to 9 and must be changed by the inspector.</li> <li>All NBI Ratings must have a narrative to support a rating of 5 or lower. This needs to be done in the text boxes next to the dropdown rating selection in SIMS:</li> </ul>		
NBI: 60: Substructure (Rating and Comments) <span style="float: right;">5</span>		
<small>Rating lowered from 7 to 5 in 2004 per the 2004 underwater inspection (undermining of concrete at Pier #4 and scaling of concrete at Pier #5). [2013] While the 2012 underwater inspection report suggests a substructure rating of 6, the rating will remain at 5 due to the section loss and exposed rebar at piers 5 to 7. Also, the undermining at pier 4 was not found in the 2009 or 2012 underwater inspections.</small>		
<b>Bridge</b>	<b>Reason For Non Compliance</b>	
None		

# 2016 NBIS COMPLIANCE REPORT FOR CITY OF PAYNESVILLE

<b>METRIC #13 23 CFR 650.313</b>	<b>100.0% COMPLIANT</b>	<b>RANK 1 OUT OF 67 IN CLASS</b>
<p>Has each bridge been rated to its safe load carrying capacity in accordance with the AASHTO Manual? Bridges without completed forms are listed below.</p> <ul style="list-style-type: none"> <li>Obtain form templates from: <a href="http://www.dot.state.mn.us/bridge/datamanagement.html">http://www.dot.state.mn.us/bridge/datamanagement.html</a> and return the complete forms to <a href="mailto:BridgeDataRequests.DOT@state.mn.us">BridgeDataRequests.DOT@state.mn.us</a></li> </ul>		
<b>Bridge Numbers With No Load Rating On File</b>		
None		

<b>METRIC #14 23 CFR 650.313</b>	<b>100.0% COMPLIANT</b>	<b>RANK 1 OUT OF 67 IN CLASS</b>
<p>Have all bridges been posted or restricted in accordance with the AASHTO Manual or in accordance with State law, when the maximum unrestricted legal loads or State routine permit loads exceed that allowed under the operating rating or equivalent rating factor?</p>		
<b>Bridge Numbers With Missing, Incorrect, or Damaged Load Rating Signing</b>		
None		

<b>METRIC #23 23 CFR 650.315</b>	<b>100.0% COMPLIANT</b>	<b>RANK 1 OUT OF 67 IN CLASS</b>		
<p>Is the data entered into the State's inventory within 90 days for State owned bridges and within 180 days for other bridges?</p>				
<b>Bridge Number</b>	<b>Date Inspected</b>	<b>Date Submitted</b>	<b>Date Approved</b>	<b>Days Elapsed</b>
None				