

**MINUTES OF THE BOARD OF PUBLIC WORKS MEETING  
MONDAY, DECEMBER 10, 2007 – 5:30 P.M.**

The Board of Public Works met in City Hall on Monday, December 10, 2007 at 5:30 P.M. Present were Mayor Dan Hedrington, Darrin Senn and Director of Public Works Rick Rubenzer. Council President Hoekstra arrived late. Absent were Finance Manager Lynne Bauer, Street Manager Glen Zwiefelhofer and City Attorney Bob Ferg. Also attending were Water Supervisor Rory Olson and Jon Strand of S.E.H.

1. **Motion** by Hedrington, seconded by Senn, to approve the minutes of the November 12, 2007 Board of Public Works meeting. All present voting aye. Motion carried.

2. There was no action taken on the Bohaty Logging project review.

3. Utilities Manager Rubenzer reviewed the Facility Plan Upgrade with the Board. A requirement of the City receiving the 1.6 mg/l monthly phosphorous effluent discharge limit at the Treatment Plant was that the Facility Plan Upgrade be completed by the end of calendar year 2007. After discussing the attached scope of services to complete the said upgrade, there was a **motion** by Hedrington, and a second by Senn, to recommend the Common Council approve up to \$7,000 of Waste Water Utility Operations Funds for the completion of the Waste Water Treatment Plant Facilities Plan Amendment by the end of 2007. In addition, that Mayor Hedrington be authorized to sign the proposal from Earth Tech to accomplish the same, contingent upon Utilities Manager Rubenzer's negotiating a detailed cost breakdown from Earth Tech. All present voting aye. Motion carried.

Council President Hoekstra arrived at this point.

4. Jon Strand of S.E.H. presented a proposal for Water System Operation and Maintenance. The Board discussed the need to have a written methods and procedures manual for the operation and maintenance of the City's water system. In addition, that a compliance schedule be drafted and that Water Department Staff sign the compliance schedule stating they have received the training and will comply with the operation and maintenance of the City's water system. A majority of this work would be at the new Nitrate Plant. After further discussion, there was a **motion** by Hoekstra, and a second by Rubenzer, to recommend that the Common Council approve up to \$26,000 of Water Utility Operation Funding to complete water system operation and maintenance training. Said project to include a written procedures manual and compliance schedule along with a Water Utility Staff affidavit stating each will comply with the operation and maintenance plan. In addition, that Mayor Hedrington be authorized to execute the attached project proposal with S.E.H. to be billed on an hourly basis. All present voting aye. Motion carried.

5. Utilities Manager Rubenzer discussed a visit to the City of Hudson's Water Utility and observance of their water system operation. Two filtration buildings were

observed in operation and then a visit to the S.E.H. pilot Water Treatment Plant/Trailer was done. The pilot plant is a model of a filtration plant that would take groundwater samples from a well and determine the best oxidant to be used to reduce iron and manganese levels below the E.P.A. National Secondary Drinking Water Standards limits. After discussion, there was a **motion** by Senn, and a second by Rubenzer, to recommend the Common Council authorize Mayor Hedrington to execute the attached proposal with S.E.H. to proceed with West Well Field testing using S.E.H.'s mobile pilot plant. Said proposal for an amount not to exceed \$12,000 and to be billed on an hourly basis. All present voting aye. Motion carried.

6. The Board considered Public Works Contract Claims. **Motion** by Hedrington, seconded by Hoekstra, to recommend the Common Council pay Public Works Contract Claims a)-c) as follows:

	<u>Claims</u>	<u>Contract Amount</u>	<u>Invoice Amount</u>	<u>%Complete</u>
a)	Apple Valley Conc, Pay Req 5, 2007 Contract	\$98,925.00	\$4,855.76	101.60%
b)	S.E.H., Inv # 170522, SCADA	\$ 9,200.00	\$ 206.11	91%
c)	S.E.H., Nitrate Treatment Plant Modifications Inv #170523	\$87,180.00	\$3,928.90	117%

All present voting aye. Motion carried.

7. **Motion** by Hoekstra, seconded by Senn, to adjourn. All present voting aye. Motion carried. The Board adjourned at 6:15 P.M.

Richard J. Rubenzer, Secretary  
Board of Public Works