



MEMORANDUM

**DATE:** March 20, 2023

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** David Swearingen, P.E. Public Works Director / City Engineer  
Jeff Frid, Public Works Superintendent

**SUBJECT:** 2023 Public Works Maintenance Plan

Budgeted Amount:	Actual Amount:	Funding Source:
\$N/A	\$N/A	N/A

**Council Should Consider**

The 2023 Public Works Maintenance Plan.

**Background/Discussion**

This item is intended to inform Council of the routine Public Works maintenance activities, repairs and planned projects for 2023. The activities cover all divisions including Streets, Water, Sanitary Sewer, Surface Water, Parks and Equipment.

The plan is built to follow the City’s policies which can be reviewed in Attachments B through G which are the Park Maintenance Plan, Trail Maintenance Policy, Sanitary Sewer Maintenance Policy, Street Sweeping Policy, Snow Plowing Policy, and Emerald Ash Borer (EAB) Plan, respectively. For the Water division, maintenance follows requirements set by the Minnesota Department of Health (MDH) and recommendations from the League of Minnesota Cities (LMC). The Surface Water division follows requirements set by the Municipal Separate Storm Sewer System (MS4) Permit. Equipment Maintenance is managed by the Fleet Maintenance Lead, Attachment H is the job description for those duties.

As every City is slightly unique, our Public Works operations are tailored to our specific needs which is discussed within the 2023 Public Works Maintenance Plan. Keep in mind that the plan does not include emergency response activities caused by watermain breaks, storm damage, power outages, or any unforeseen issues that the Public Works Department will continue to handle.

This is the first iteration for our Public Works team putting together a forecast of maintenance activities for an entire year. It is our goal to complete all of the items within this plan. As maintenance items come in through requests by our residents or Council, Public Works will review the item and will need to make the decision to shift our current plan, if it is an immediate concern, or address it in a future plan. Throughout the year we will be inspecting, planning and using things we learned through this process to build our 2024 Public Works Maintenance Plan.

### **Budget Impact**

It is anticipated that the maintenance activities included in this plan will be covered by the approved operating budget.

### **Attachments**

- Attachment A – 2023 Public Works Maintenance Plan
- Attachment B – Park Maintenance Plan
- Attachment C – Trail Maintenance Policy
- Attachment D – Sanitary Sewer Maintenance Policy
- Attachment E – Street Sweeping Policy
- Attachment F – Snow Plowing Policy
- Attachment G – EAB Plan
- Attachment H – Fleet Maintenance Lead