

Public Works Committee
Tuesday, November 18, 2014 @ 6:00 PM
Ed Overland Room @ City Hall – 318 Fourth St

Members Present: Alderpersons Tom Selsor, Tom Majewski and Tim Swadley

Absent: Ron Christianson

Staff: Street Superintendent Karl Manthe, and Street Department Secretary Vickie Erdahl

Guests: Paul Lawrence

Call to Order:

1) **Communications:** *Manthe* stated the crews were busy with putting up Christmas lights and banners, finishing up stormwater maintenance in several greenways, picking up the last of the leaves and the yardwaste site will be closing in a week

2) **Activity Reports:** (Manthe reported).

- One of those projects is the fall curbside leaf collection. Two leaf vacuums continue to make sweeps throughout the entire city collecting leaves. Leaf collection will continue until November 26th, residents should have leaves raked out by November 24th to assure collection.
- Street sweepers are out accommodating leaf machines and sweeping up after leaf machines go through a section.
- November brush collection was not as heavy as October, but crews still hauled 42 large truck loads of brush to yardwaste site to be mulched later this year.
- Crews continue to work on tree trimming and removals. Many trees identified in recent inventory need to be addressed.
- Street crews were out patching streets. Areas of concerns were S. Monroe Street and major arterial and collector streets.
- The yardwaste site continues to be very busy with residents completing fall yard work. A lot of garden waste and leaves being dumped off. There has been 934 permits (11 last month) sold to city residents and 158 permits (20 permits issued last month) issued to Dunkirk residents so far this season. Yardwaste site closes for year on Tuesday November 25th.
- Crews completed fall cleanup in cemetery. Flowers and plants are trimmed backed by street crews and contracted mowing will mulch leaves in cemetery.
- Crews have gotten Christmas Decorations ready and will be installing lighted roping and seasonal banners on Monday November 17th
- Fleet Maintenance Manager has started prepping equipment for the winter season with installing wings, sanders, and brine tanks to plow trucks. Summer equipment has been cleaned and stored for the year.
- The Parks Department is starting to wind down for the year. Mulching leaves and getting winter equipment ready for snow removal from city sidewalks has been the main focus for crew.
- Other routine tasks completed during last month include; dumping trash barrels downtown, sign repairs, patching trip hazards, cleaning fleet and garage, monitor water levels at Fourth Street Dam and Paradise Pond, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection).

New Business:

- 3) **Approve October 21, 2014 Meeting Minutes:** Motion by Selsor seconded by Swadley to approve minutes. Motion carried 3-0.

- 4) **Discussion on Signage for Arts & Entertainment District in City Right-of-Way:** *Paul Lawrence* discussed what the Arts Council was interested in which is to draw attention to the art district particularly the downtown area. *Lawrence* inquired whether the signs could be on posts already in place or on light poles and in what areas. *Manthe* stated there are some restrictions . no additional signage can be placed on a stop sign and size restrictions.

Lawrence stated the idea of posting the signs are still in the development stages and that the council was working on a logo. *Manthe* stated that the Arts Council had received a grant. *Swadley* suggested that when a logo is developed to put it in the Opera House publications.

- 5) **Discussion on Mowing Maintenance & Geese Control for Paradise Pond:** City resident Alan Staats contacted *Manthe* regarding the geese at Paradise Pond making messes on the lawns bordering the pond.

Mr. Staats requested that the grass not be mowed so low around the pond which would keep the geese in the pond.

Manthe stated his concerns about residents feeding the geese, finding yardwaste /debris in the grass when left longer which could damage mowing equipment. The stormwater maintenance program requires the mowing of the greenways to prevent tree saplings from growing, control invasive species and erosion.

After discussion the committee decided that in the fall the grass surrounding the pond will be left longer (ten feet) to prevent the geese from wandering into residents' yards.

- 6) **Review & Discussion on Ordinance Section 64-9 Street Right-of-Way Use:** Recently there have been multiple appeals to the committee regarding encroachment onto the city right-of-way.

The Public Works Committee feels that the parkrow (right-of-way) needs to be protected.

A suggestion made was that a fee be associated with an appeal made to the Public Works Committee, however, the idea was dismissed as being unfair.

Majewski stated that he felt the issue was procedural and if corrected there would not be as many appeals to the committee. Multiple members stated the Planning Department should go out and measure before the project has started and the permit is granted - even if the fees need to be raised for the permit.

Also suggested was to require more precise drawings including a map printed from Access Dane to give to the resident and field verify. Communication seems to be an issue as most residents don't understand their property boundaries and informing them before the project is started would lead to fewer issues for the end product.

Motion to direct staff (Planning Department) to provide a list of procedures for the process of permits which include field verification before the projects and permits are granted. When prepared, present to the Public Works Committee.

- 7) **Future Agenda Items:** Policy Reviews, Ord. Section 64-9 (City-Right-of-Way), Arts Council

Moved by Selsor seconded by Swadley to adjourn meeting at 6:50 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl, Admin. Asst. 11/19/14