

Public Works Committee
Tuesday, December 15, 2015 @ 6:00 PM
Hall of Fame Room @ City Hall – 381 E Main St

Members Present: Alderpersons Tom Majewski, Paul Lawrence, Sid Boersma, Tom Selsor and Mayor Olson

Absent & Excused: None

Staff: Street Superintendent Karl Manthe, Planning Director Rodney Scheel and Vickie Erdahl

Guests: Alderperson Michael Engelberger, 3 High School Students

Call to Order: *Majewski* called the meeting to order at 6:05 pm

1) **Communications:** *Manthe* stated: 1) the stormwater project at the south end of Eastwood Pond worked well. The sediment that was dredged from the pond – holes were dug nearby and the sediment was buried. Another portion of the pond maybe dredged in the future but at this time the pond is being monitored. In the future *Manthe* will identify other stormwater projects and step to maintain other ponds. 2) Hauling of fill from the cemetery has been completed and a detailed plan to complete the area will be provided in the near future. *Boersma* discussed the Crabapple Arboretum and the issues and hopes the training Dave Moyer is providing is helpful. *Boersma* also discussed the solar kiln and the progress of the Tree Commission to partner with other programs to help with wood recycling.

2) **Activity Reports:** Reports include the following information;

- November brush collection was average as crews hauled 49 truckloads of brush to yardwaste site to be mulched at a later time. This was last brush for the year, crews will be out in January for Christmas trees and the next scheduled brush collection will be April 4, 2016.
- As mentioned above, crews had to plow the streets and clean the sidewalks after an 8 inch snow event on Friday November 20 & Saturday November 21. The first snow plowing event of the year went pretty good and we only experienced a couple breakdowns of equipment.
- Crews have performed safety pruning, trimmed branches hanging over streets, sidewalks and blocking signs throughout the city. Crews also removed parkrow trees.
- Crews were out with cold patch patching streets throughout the city. The new “hotbox” unit for heating the asphalt keeps the asphalt more workable during cold days.
- The yardwaste site is officially closed for the year. The yard waste site was extremely busy during November. For the year, 964 (9 new permits for November) permits have been sold to city residents and 149 (2 new permits for November) permits issued to Dunkirk Township resident. The 964 is a new record for permits, beating the old record of 934. The yardwaste site will open again on April 2, 2016 weather permitting.
- Leaf collection was very heavy this year and crews were able to complete 98% of the collection before the snow event. Crews will be out the first week of December collecting those leaves that were not collected prior to snow event. The street sweepers complemented the leaf collection with sweeping up leaves in the gutter and street.
- With very heavy rain prior to Thanksgiving, crews cleaned stormwater inlets throughout the city.
- Street crews hung up the Christmas decorations after volunteer assembled the lights and garlands. Holiday banners were also put up at this time.
- Administrative Assistant is busy keeping inventories current for cemetery, trees and signs, processing invoices, tracking yardwaste permits, sales, and usage, computerizing employee timesheets, and addressing customer inquiries.

- Fleet Maintenance Manager continues to maintain city wide fleet to make sure it is available for daily tasks. Fleet Manager has all winter snow & ice removal equipment ready for the season. Working on repairs to snow removal equipment.
- The Parks Department finished mulching of leaves, put down rubber matting at Norse Park Ice Rink warming shelter, and cleaned city sidewalks after snow event
- Other routine tasks completed during the month include; dumping trash barrels downtown and cemeteries, cleaning fleet and garage, check traffic signals, monitor water levels at Fourth Street Dam, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection).

Old Business:

- 3) **Veterans Park Tennis Court Project Update – Pickleball Information:** *Manthe* provided three (3) options to consider including the costs involved. After a short discussion and committee members wanting more budget information the item was tabled until January 2016. **Motion by Lawrence, seconded by Boersma to table this item until the January meeting. Motion carried 3-1 (with Selsor voting no).**

New Business:

- 4) **Approve November 17, 2015 Meeting Minutes:** Motion by Boersma seconded by Selsor to approve minutes. Motion carried 5-0. (Mayor voting yes)

- 5) **2016 Construction Projects:** *Manthe* discussed / informed the committee of the projects. The reconstruction projects are: Clyde St (Madison St – Van Buren St), Van Buren St (Main St to Wilson St) and Wilson St (Van Buren St – Page St). Pulverization projects are: Potentially Gjertson St (Main to Hamilton St), Kings Lynn Rd (Jackson St to Felland St), King St (W South St to Kvamme), Chapin Lane (Roby Rd to Devonshire), Industrial Circle and Brewer Court carry over(from 2015).

There will be an Open House on Thursday, January 14, 2016 for residents to learn more and ask questions. Bids would be sent out late January or early February Reconstruction projects could start mid-March or beginning of April and Pulverization could start mid-May to early June.

- 6) **Discussion on Sidewalk and Crosswalk Ramp Snow Removal:** Alderperson Mike Engelberger received a letter from a resident concerning snow removal hazards in crosswalks downtown which was forwarded to both Public Safety & Public Works. *Scheel* addressed the committee to explain the current procedures and enforcement; including the fact that crosswalks are considered to be private property and cleared by the property owners – not just downtown but throughout the city. *Scheel* stated most owners due take responsibility to clear the ramps to the street. One committee member stated an issue with this crosswalk happens when the street is plowed multiple times and property owners have already shoveled once.

- 7) **Review Snow Removal Procedures from Downtown (Page St to Railroad Tracks)** *Manthe* discussed the procedures that are followed after an average snowfall to plow and remove snow from the downtown area which is - Page St to the rail road tracks and one block north and south of Main St. The crews plow the streets first (if large snowfall at least once to open the street and go back later to curb). The following day after he business owners shovel the snow into the curb area street crew pulls out from curb, loads and hauls snow away. One committee member suggested that these rules be posted to the website. Alderpersons Tom

Selsor and Mike Engelberger stated that they felt the street department did a great job plowing and cleaning up the city.

- 8) **Discussion and Recommendation – Ordinance Section 10-2 Construction Standards – Chapter 10-2 (d) Street Tree Installation:** *Manthe* provided the committee a copy of the ordinance with the suggested changes to the Street tree Installation. *Manthe* found that developers aren't as knowledgeable about trees to put in the park rows even when provided with types of trees. After speaking with the developers it would be easier for the developers to pay a fee to cover the costs of the city purchasing and planting the trees. This would also ensure that the planting is done, that there is diversity in the selection of the trees (in case of diseases) and planting is not passed along unknowingly to the purchaser of the home. The city arborist would also be able to keep the tree inventory updated. Another point made was that currently with the Emerald Ash Borer affecting so many areas there is now concern of a tree shortage in the nurseries. Changes and corrections will be made and will be on the January agenda.

- 9) **Future Agenda Items:** Veterans Park/Pickleball, New Home/Commercial Parkrow Tree Planting and Adaptive Management Program

Moved by Selsor, seconded by Boersma to adjourn the meeting at 7:40 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl Administrative Assistant – 12/18/15