

Public Works Committee
Tuesday, June 21, 2016 @ 7:10 PM
Fire Dept Training Room – 401 E Main St.

Members Present: Alderpersons Tom Majewski, Sid Boersma and Pat O'Connor

Absent/Excused: Mayor Donna Olson

Absent: Kathleen Johnson.

Staff: Director of Public Works Brett Hebert, Planning Director Rodney Scheel and Vickie Erdahl

Guests: John Udstuen

Call to Order: *Hebert* called the meeting to order

- 1) **Communications:** *Hebert* stated he has been here for 1 ½ months and the Street Dept Crew & Rodney Scheel have been excellent in helping him to get on aboard with all aspects of the job. *Hebert* has been looking at how the Street Dept. operates and how to move forward for the future.

Boersma informed Hebert that he has received positive feedback on how he is doing.

Hebert stated: 1) the yard waste contract for tub grinding has been completed and the company will be in to grind in the next several weeks. 2) *Hebert* met with John Neal regarding the Eastwood Estates Pond issues stating that the pond was going to be treated chemically (Cutrine) by a licensed aquatic biologist. *Majewski* questioned who was paying for this – Hebert stated the city would be paying and that he was following the Stormwater Pond Maintenance Policy. The only billed paid at this time was for a DNR permit. *Majewski* didn't think chemicals were included in the policy and, if so, the policy may need to be revised.

Majewski would like this to be discussed at the July meeting.

- 2) **Activity Reports:** *Hebert* reported that crews have:

- Crews have been out grinding stumps. We will be forced to rent a larger stump grinder to grind stumps that are larger in diameter. This will prove to be more efficient and will save valuable staff time in the long run.
- The City Forester has treated 88 ash trees with TreeAzin to help prevent the spread and ultimate demise of the ash trees. Efficacy of the treatment will be monitored going forward.
- The street sweepers have been out and have achieved the goal of sweeping the entire city in a month's time. The downtown still gets swept every Friday morning.
- Crews have been out with the spray patcher and hot box as much as possible to repair roadways. We have taken a more strategic approach to patching in targeted areas and recording progress on a shared map for all the operators to see what locations have been patched.
- Crews were busy helping with Syttende Mai setup and cleanup.
- Crews have hauled several loads of yard waste to the yard waste site.
- Crews hauled multiple loads of street sweeping to the landfill.
- Staff assembled and installed four new solar crosswalk signs and made other sign related repairs throughout the community.
- All greenways were mowed for the first time in early June.

- Crews have done some trimming of hedged at both Wheeler Prairie and Riverside Cemetery's
- Plumbing has been moved in the fountain at Riverside Cemetery to allow staff to perform maintenance on the pump without going into a confined space. We are currently soliciting quotes to have it sand blasted and ultimately painted.
- The administrative assistant has been busy with day to day operations and helping me with various questions that I have had.

Parks

- Parks staff has worked diligently to get Troll Beach ready for the summer season.
- Parks seasonal staff is working on mowing and trimming all parks at least once per week. Staff is catching up on trimming of the parks as we now have all seasonal on board as of May 23rd.

Old Business:

3) Discussion on Succession Plan for Wood Lot in Lowell Park along Milwaukee St:

Hebert addressed the committee by stating the plan the Urban Forester suggested after a discussion with the Tree Commission. *Hebert* did visit the site; 2) there are multiple leaning trees over the play ground area that need to be addressed sooner than later, 3) trails should be blocked off, 3) we need to determine what the entire area includes as the Forester stated that this area is in a flood plain. *Hebert* also stated that the Street Dept is under staffed to handle the issues with trees in a timely manner.

Majewski stated that the neighbors in the defined area should be included in the discussion as to what happens to the park.

Motioned by Majewski, seconded by Boersma to direct staff to set up a joint meeting between Public Works, Tree Commission and Parks & Recreation to be held with the Public Works meeting on Tuesday, August 16, 2016. Carried 3-0.

4) Emerald Ash Borer Update: *Hebert* informed the committee that a draft template was used from Beloit and is in progress and when completed an R.F.P. will be sent out. Costs per tree will depend on where the trees are located – parkrow vs. park. The rough estimate is \$900.00 per tree for removal and hauling of waste. Replanting has not been included which *Majewski* ask for that pricing to be included.

The plan is to try to remove the trees in a two year time frame but it's very possible it will take longer. The costs will continue to rise the longer the trees are not dealt with.

The arborist just completed injecting 88 trees that were treated two years ago are not currently infected. Several of the treated trees were infected and were removed.

New Business:

5) Approve May 3, 2016 Meeting Minutes: Motion by Boersma seconded by O'Connor to approve minutes. Motion carried 3-0.

- 6) **Staffing – Advertising to Hire a New Streets Supervisor:** *Hebert* stated that the title change to Public Works Street Supervisor was approved and that the position is now being advertised and open until July 6th then anticipates interviewing the week of July 13th. The Human Resources Director informed Hebert that several applications have already been received.
- 7) **2016 Street Pulverization Projects – Local Road Improvement Program; Industrial Circle, Kings Lynn, Chapin, Brewer Ct and King St:** *Scheel* stated that the pulverization project is going very well with Industrial Circle, Brewer Ct and Chapin which also had funding from the LRIP. Kings Lynn’s curb & gutter has started but Kings Lynn will be done in two phases. The project is slated to be completed by August 6th with the paving starting two prior.
- 8) **Street Reconstruction Update – Van Buren, Wilson, and Clyde:** *Scheel* stated that two crews have been working on this project – one on Van Buren & Wilson and one on Clyde St. Both crews are staying on schedule except for when Alliant & A T & T slow them down when they do not complete their work as scheduled.
- The complaints from the residents have been minimal considering the scope of this project and no delays in trash pickup.
- Currently the water mains are being done on Clyde St moving east to west. There is a resident on Clyde St that *Scheel* is working with on their retaining wall issue.
- A question was asked about when the block on Jackson St was going to be done. The company doing the work is trying at this point to keep the traffic flowing on the East /West Sts involved so will do Jackson St when the North/South St can remain open for traffic.
- 9) **Urban Forest Work Order Back Log:** *Hebert* reported that any work involving trees is back logged and presented a chart that included numbers and percentages. *Hebert* stated with the current amount of staff and limited funds for contracting work out the department cannot keep up with the demand. It’s a matter of doing one task or the other. *Hebert* suggested hiring more staff to actually have a tree crew, put more money in the budget for staff /contracting or changes to the level of service.
- 10) **Van Buren Street Reconstruction Billing Structure:** *Majewski* asked that this item be placed on the agenda after being questioned about re-grading a street during construction and wanted some explanation on how it is determined what funds come out the Stormwater Fund. *Scheel* explained the stormwater fund covers inlets & excavation and that grading of the street/curb & gutter is to make sure there is positive drainage to keep the street from deteriorating.
- 11) **Future Agenda Items:** E Main St Tree Planting, Pond Maintenance Policy. Street Right-of-Way minimums

Moved by Boersma seconded by O’Connor to adjourn the meeting at 8:25 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl Administrative Assistant – 6/--/2016