

MEMORANDUM

DATE: January 29, 1991

TO: Michael G. Herring, City Administrator

FROM: William C. Hawn, Director of Public Works/City Engineer *WCH*

RE: Minutes - Meeting Public Works/Parks Committee

A meeting of the Public Works/Parks Committee was held on January 24, 1991. Those in attendance included Councilmember Jade Bute, Chairperson, (Ward II), Councilmember Alan Politte (Ward III), Councilmember Nancy Greenwood (Ward I), Mayor Jack Leonard, City Administrator Michael G. Herring, and Director of Public Works/City Engineer William C. Hawn. Also in attendance were Councilmember Dan Hurt (Ward III) and eight (8) visitors.

The following is a listing of those items discussed by the Committee at this meeting:

1. Director of Public Works/City Engineer William C. Hawn opened the discussion concerning the Westerly site detention and siltation requirements. Mr. Hawn reviewed with the Committee the detention requirements detailed in the Westerly ordinance requiring a stormwater outfall reduction of 25 percent below the existing condition. Mr. Hawn explained a detailed analysis of both the east and west detention facilities, which verified that the detention facilities had been constructed in compliance with the ordinance requirements. Mr. Hawn provided photos to the Committee indicating the status and location of siltation control along the Georgetown Subdivision property line. Mr. Hawn advised the Committee that Public Works crews had installed additional straw bales to address specific areas at the request of residents. Councilmember Dan Hurt informed the Committee he recently inspected the site and, as a result, would suggest that the developer be required to provide siltation control along the entire property line adjacent to Georgetown Rd. between the east and west detention basins. Councilmember Dan Hurt informed the Committee he was satisfied with the detention basin designs. Councilmember Alan Politte made a motion to notify the contractor he is to install bales or silt fence along the Georgetown Subdivision property line between the east and west detention basins. This work is to be completed by 5:00 p.m. Monday, January 28, 1991. Failure to comply with this requirement will result in a stop work order and the City would then install the required siltation control. The motion was seconded by Councilmember Nancy Greenwood and was passed unanimously.

PUBLIC WORKS/PARKS COMMITTEE MEETING (Cont'd)

Page Two

January 29, 1991

The Committee also voted unanimously to direct Mr. Herring to coordinate with Mr. Hawn such that communication is established between the Moroso family and the developer to schedule/complete work on cleaning out silt from the ditch on the eastern side of the Moroso property. Additionally, Mr. Hawn is to further review approved plans for the Westerly development and report back to the Committee members at the next meeting as to the entire subject of drainage and siltation control.

2. Councilmember Jade Bute explained the proposed Winter Paving Policy. The cold weather concrete installation will be in accordance with the American Concrete Institute 306 from 1988, as revised by the City. Councilmember Alan Politte motioned to approve and forward the Winter Paving Policy to the City Council. The motion was seconded by Councilmember Nancy Greenwood and passed unanimously.

3. Director of Public Works/City Engineer William C. Hawn advised the Committee on the status of the Forestvale stormwater project. He explained that this project needed to get under contract in December to qualify for partial MSD funding. The contractor has asked for and has not yet received a 45 day extension due to the weather conditions, in an effort to minimize property damage. The Committee approved the 45 day extension.

4. City Administrator Michael G. Herring opened the discussion on snow removal procedures concerning plowing of state and county roads by city crews. Director of Public Works/City Engineer William C. Hawn explained the City's policy concerning state and county roads. The street workers are instructed to wrap the snow around the corner when turning onto a county road. If they are going more than a block, then they are to raise their blade and move on. The policy is not to plow a state or county road unless requested by the Police Department, or if there is a dangerous section which needs plowing or salt. Councilmember Jade Bute motioned to continue with the present policy. Councilmember Nancy Greenwood seconded the motion. The motion was passed unanimously. Additionally, the Committee voted unanimously to direct Mr. Herring to have articles prepared for the next citizen newsletter re: snow routes and plowing procedures on County/State roads. Also, articles are to be prepared for the Spring newsletter re: street improvement projects planned by the City for 1991.

5. Director of Public Works/City Engineer William C. Hawn advised the Committee that Wilson Road Spur had recently been added to City snow plowing. This is in a subdivision that is still under construction, and meets all requirements per the current policy.

6. Councilmember Alan Politte addressed the Committee on tree trimming. He believes the trees are being trimmed too high. The discussion that followed determined that the trees needed to be trimmed 10-12 feet in order to accommodate trash trucks, school buses, etc. The program is also based on a five-year trimming cycle. Councilmember

PUBLIC WORKS/PARKS COMMITTEE MEETING (Cont'd)
Page Three
January 29, 1991

Nancy Greenwood motioned to continue trimming trees, but trim them conservatively. Councilmember Alan Politte seconded the motion. The motion was passed unanimously.

Councilmember Nancy Greenwood motioned to recommend to City Council to have the City pick up and chip limbs left at the curb from residents who trim their own trees. It was specified that we would only do this if we are in the area being trimmed. Councilmember Jade Bute seconded the motion. The motion was passed unanimously.

7. City Administrator Michael G. Herring briefly explained the amended version of the Garbage & Recycling Bid request and outlined the agenda for the Solid Waste Public Meeting, scheduled for 7:00 P.M. that evening.

8. City Administrator Michael G. Herring addressed the Committee regarding bid results for an Engineering Copy Machine. Mr. Herring requested that the Committee authorize approval and acceptance of the bid. Public Works Director/City Engineer William C. Hawn explained the urgency in accepting the bid, due to the fact that the bids that have been received are only good for a certain amount of time. The Committee directed Mr. Hawn to contact the low bidder to see if the bid price could be held until the next Council meeting; if not, a special meeting of the City Council would be set up. The Committee voted unanimously to recommend to Council the contract to Repro Equipment limited, for the purchase of a DIETZGEN 636S for \$13,797.80. The FY 1991 Budget contains \$16,000 for this purchase.

9. Councilmember Jade Bute announced the next meeting would be on Thursday, February 7, 1991, at 7:30 a.m.

10. There being no further business to discuss the meeting was adjourned.

WCH:ck