

**STREETS AND SANITATION COMMITTEE
MEETING MINUTES**

*March 25, 2013
5:30 p.m.*

MEMBERS PRESENT

Dave Soeldner
Jim Brey
Jason Sladky
Allan Schema

STAFF PRESENT

Greg Minikel
Brian Helminger
Kevin Glaeser

OTHERS

Ald. Eric Sitkiewitz

MEMBERS ABSENT

Tyler Martell

Announcement that meeting is being taped and audio tape will be available to the public on City's website

D. Soeldner made an announcement that the meeting is being recorded and will be posted to the City website.

Discussion and possible approval of minutes of previous Streets Committee meeting (March 18, 2013)

J. Brey made a motion to approve the minutes from the March 18, 2013 meeting. A. Schema seconded the motion.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding a constituent concern on a traffic signal and possible left turn arrows at Michigan Ave/Rapids Rd

G. Minikel was not sure if the person who requested this issue was invited to the meeting. The concern came from the Mayor's office.

G. Minikel informed the Committee that he looked at the traffic counts at this location. There are only 500 plus or minus northbound left turns in 16 hours. After review, he doesn't feel that a left turn arrow is warranted. However, the traffic counts have definitely gone up on all legs of the intersection between 2007 and 2010. He also stated that we did not get accident data from the police department, but we do not ever recall hearing about many traffic accidents at this intersection.

The Committee agreed with G. Minikel. They said that there might be more traffic on school days when the buses and parents are dropping off and picking up the children, but other than that, there haven't been any issues with turning at this location. The traffic is not backing up, so as to require waiting for an additional cycle.

The Committee said that they would like to know if the constituent was invited to the meeting and if not, we can put this issue on the agenda for the next meeting, so they can discuss the issues/concerns with them.

Discussion and possible action regarding a master contract with Strand Associates for various sanitary sewer and/or WWTF projects

G. Minikel said that he has been working with Brian Helminger on various projects which include roofing at the WWTF plant, flow monitoring for larger interceptor sewers, the purchase of flow meters, and also design engineering for the Horseshoe Drive lift station replacement project.

B. Helminger was present at the meeting and said a formal master agreement is needed to make the process more efficient, so that we do not need to have the City Attorney review multiple contracts and have Council approval for multiple contracts.

D. Soeldner said that the Streets Committee would allow for management to approve various task orders with this consultant to perform work as needed within the budgeted amount for each project

J. Sladky asked if this would be an issue with the bidding process . B. Helminger said that we can choose any consultant that will best suit the needs of the City for professional and design services. If any given project or task order exceeds the project budget, it would be brought back to the Streets Committee for further review and discussion.

J. Brey made a motion to enter into master contract subject to approval by City Attorney and not to exceed budget amounts for each project. A. Schema seconded the motion.

The Committee would like a monthly report and all pay requests will need to go to the Board of Public Works.

Motion carried unanimously, no further discussion.

Discussion and possible action on a proposed letter from the Evergreen Cemetery Manager discussing hours and the possibility of elimination of the city staff assistance

J. Brey informed the Committee and D. Soeldner, as he was absent at the last meeting, what was discussed and that this was referred to the City Attorney for review and his opinion as to whether there are liability issues with City staff assisting as pallbearers at funerals.

The City Attorney said that there are liability concerns with this practice and we should not do it any longer. K. Glaeser said that he e-mailed a few of the Alderpersons regarding the City Attorney's opinion/response and then he mailed out the letter to the funeral homes. He apologized if this wasn't the approach he needed to take. D. Soeldner said that he was fine with it as he did receive the e-mail and responded back to Kevin.

K. Glaeser said that he has not heard back from anyone that received the letter regarding the new standards.

Discussion and possible action on refilling a DPW Laborer vacancy due to a retirement in 2012

(See next agenda item discussion)

Discussion and possible action regarding refilling a DPW Laborer vacancy to a retirement in 2013

K. Glaeser said that the budgeted laborer pool consisted of 26 full-time employees. As of now, there are 14 streets, 5 parks, 2 cemetery and 2 zoo employees. He said that there was a retirement in May 2012, another retirement next week and possibly one in June. K. Glaeser said that, in order to get the operations division back to 26 laborers, we will need to hire 3 additional full-time employees. He said he has utilized Chad and Randy this winter, but this will not be possible during the summer months as supervision of all crews will be necessary.

K. Glaeser proposed replacing two of the retirees in the next couple months and replacing the third vacancy in January 2014, pending inclusion in the 2014 budget.

J. Sladky said that the 26 laborer pool is functional as we need to have a core of key employees.

K. Glaeser explained to the Committee everything that is going on right now and said they are busy with getting equipment ready for spring cleanup. There are signage work orders that need to be completed and potholes throughout the City that need to be patched. The crews will also be taking down snow fencing and picking up the sand barrels in addition to trimming trees, cleaning islands and sweeping streets.

J. Brey said he is in favor of hiring 2 full-time employees and will be open to discussing the next position at a later date, likely during the 2014 budget deliberations.

J. Sladky asked if we would be hiring back any of the layoffs. K. Glaeser said that he would like to bring in new applicants; however, previous employees can apply. Kevin will be analyzing the applicants for their skills.

Allan Schema said that he would like to start the process soon, to allow for ample training for next snow season.

J. Brey made a motion to recommend to the Personal Committee hiring a full-time employee for the laborer pool position due to a March 31st retirement and the approval to hire another full-time employee should another retirement occur by July 1, 2013. A. Schema seconded the motion.

K. Glaeser informed the Committee that they hired 8 seasonal plow drivers and everything worked out well. There were no problems.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding the existing DOT Local Roads Improvement Program (LRIP) project (2010-2011 program) on Dewey Street from South 10th to South 18th Street

Tabled until the next meeting.

Discussion and possible action regarding the existing DOT Local Roads Improvement Program (LRIP) project (2012-2013 program) on Dewey Street from South 26th to South 42nd Street

Tabled until the next meeting.

Discussion and possible action regarding a request to extend storm lateral at 1441 N. 23rd Street

G. Minikel said that the property owner was not invited as Irv Seiler, Seiler Bros, came to the City with the request.

D. Soeldner explained that the property owner would like to put in draintile to their backyard and they requested that the City extend the storm sewer to go across the street as there is no inlet on their side of the street (location between Granger and Rheume) for them to connect the draintile.

D. Soeldner doesn't have a problem with the property owners paying (the \$500 connection fee) for this connection, but also said that this year has been unusually wet.

G. Minikel said there was not any money allocated in the 2013 budget for storm sewers.

Allan Schema asked what the cost would be. G. Minikel thought it would be approximately \$10,000 plus or minus, including the pavement replacement.

The Committee recommended notifying the homeowner or Irv Seiler to inform them that there is no money in the budget this year, but could possibly revisit next year. J. Brey suggested checking with abutting property owners to find out their interest as well.

Discussion and possible action regarding a request for a 2nd driveway at 1420 Division Street.

D. Soeldner said that he approved the request via e-mail.

Discussion and possible action regarding a request for variance for a commercial driveway on the northeast corner of S. 16th and Wollmer Street.

G. Minikel said that the City's maximum commercial driveway width is 35 feet wide. G. Minikel said that he looked and there is no driveway directly across the street from this location.

The Committee discussed this location and the purpose to request the variance for a driveway wider than allowed by Municipal Code. J. Brey said he is a little concerned as this is his district and there are issues with the neighbors as they complain about the Broadwind Towers going down S. 16th Street. He doesn't believe that the new driveway is for an everyday operation; however, he

feels we should make the neighbors aware of this variance request.

G. Minikel said that a communication from SMI on behalf of the owner will be on the Council agenda for the April 1, 2013 meeting and if they want to discuss at that time or refer it back to the Committee if needed. Ultimately, the Council document needs to be acted upon. J. Sladky also thought it would be courteous to inform the abutting properties about the variance request.

D. Soeldner requested notifying the abutting property owners and they will discuss at Council.

Discussion and possible action regarding sidewalks on Albert Drive between Johnston Drive and North 8th Street.

J. Sladky asked if there is dedicated land in this area that could tie a pedway to the Woodridge Subdivisions. He would like to see sidewalk on Albert Drive and have the Woodridge Subdivisions tied into this sidewalk via Wild Oak Drive. G. Minikel stated that there is approximately a 500 foot long section (not dedicated) privately owned by Mr. Auchter and he does not want the road to go through his land. The other option might be to get an easement from the owners of the trailer park to the east for constructing a pedway to connect the Woodridge Subdivisions (Wild Oak Drive) with Albert Drive.

G. Minikel said that at one time reconstructing Albert Drive was discussed, but it would have required the installation of one or more stormwater ponds and there is no City owned land on the east end of the street for a pond. Therefore, it was decided to just install a wider 8 foot shoulder on each side of the street (former shoulder was only 3 feet wide) to better accommodate bikes and pedestrians. Typically, we don't allow sidewalks where there is no curb. Technically, a sidewalk could be built, but the location of the sidewalk would have to be placed back further to allow for proper drainage along the existing ditches.

The Committee asked if Safe Routes to Schools would only allow for a portion of the sidewalk. G. Minikel said that he would have to contact them and ask them what would be allowed, or if it would need to be resubmitted.

(D. Soeldner said that the next meeting will be at 6:30 p.m.; however, any future meetings he would like to be at 5:30 p.m.)

Motion by A. Schema to adjourn. *J. Sladky seconded the motion.*

Meeting adjourned at 6:21 p.m.

Greg Minikel, P.E.
Interim Director of Public Infrastructure