

MINUTES  
PUBLIC WORKS COMMITTEE  
MAY 23, 2018

The public works committee met on May 23, 2018, at 4:30 p.m. in the Council Chambers at City Hall.

Present: Chairman Gould, Alderman Sharp, Alderman Hughes, Superintendent Sutherland,  
City Engineer Coulter, Office Manager Passage

Chairman Gould called the meeting to order.

**Budget Review**

Office Manager Passage explained that at the first meeting of the month the budget review topic will be on the agenda and it will give the committee the opportunity to look over the budget each month to see how the expenses are coming in. She presented the budget for the month ending April 2018.

**Sidewalk Application**

Office Manager Passage presented one sidewalk application.

Jerry Myers 205 Louise \$915.20 City Share

The consensus of the committee was to recommend approval at the May 29, council meeting

**Prevailing Wage Ordinance**

Office Manager Passage presented the prevailing wage ordinance. This ordinance is presented each year at this time. The consensus of the committee was to present the ordinance to the council for approval at the May 29, 2018 meeting.

**Prioritize- Priority One Projects**

A discussion was held regarding the prioritizing of the priority one projects.

Mayor White stated that he would like to see the projects prioritized as the summer construction months will go by fast and he would like to see projects completed.

Superintendent Sutherland stated that he has prioritized the projects as follows:

Water/Sewer: Chlorine Detection, Pump House Roofs, Tapping Machine, Water Mains/valves, Vehicle Utility Box, Sewer camera.

Road & Bridge: Street Overlay/curb improvement, Vac Truck Maintenance, Plow/Dump Truck, Tools/shop

A discussion was held regarding the tapping machine project. Mayor stated that it would be best to figure out what the best course of action would be, such as buy, lease, rent, or hire the job to be done instead of buying machine.

**Exhaust Fan – Cutright Pump House**

Superintendent Sutherland advised the committee that the exhaust fan at the cutright pump house no longer works and needs replaced. The cost is \$1,055.00 from Grainger. The consensus of the committee was to bring to council on May 29 the purchase of a new exhaust fan.

### **City Hall Steps**

Superintendent Sutherland stated that the back steps at City hall need to be replaced. He obtained a proposal from Engbrecht Concrete in the amount of \$5,000.00 to remove and replace. Superintendent Sutherland stated that the expense would be taken from TIF Business, Maintenance & Repair Building. The Mayor stated that the front door to City Hall needs to have a hand rail installed along with a door stop. He recommended that the motion be not to exceed \$6,000.00 and have Superintendent Sutherland talk with Mr. Engbrecht to obtain a price to install handrail and door stop. The consensus of the committee was to have Superintendent Sutherland obtain a price for the handrail and door stop and present the request to the city council for approval.

### **Speed Bumps**

A discussion was held regarding the installation of speed bumps on Plaza Drive between Hillcrest and Cloverdale Rd. Superintendent Sutherland stated that the cost of the speed bumps would be \$744.72, from Midwest Construction. The amount would come from TIF Plaza. The consensus of the Committee is to present the request to purchase speed bumps at the May 29 council meeting.

### **Eyebeam Installation**

Superintendent Sutherland stated to install the debris boom a 30 foot I-beam will need to be installed to anchor the boom. The cost for the purchase and installation of the I-beam is \$6,800.00, from Midwest Foundation and the amount would be funded through the TIF business Fund. The consensus of the committee is to present the request to purchase I-beam at the May 29 council meeting.

### **Project Update**

A discussion was held regarding the sidewalk for the veterans memorial. Engineer Coulter showed where the sidewalk would be on the North side of Chestnut St. that would lead from Pearce Community Center parking area to the Veterans memorial.

Engineer Coulter stated that he needs to submit a supplemental MFT resolution for overlay, patching, sealcoating. Based on the projected amount of revenue the city would receive for MFT the city would have to contribute approximately \$20,000.00 for the overlay, patching and sealcoating. He advised this could vary depending on the bids. He recommended that the priority one Road & Bridge project Street Overlay/curb improvements be brought forward as a project and the city use up to \$20,000.00 of the \$70,000.00 budgeted for the overlay and sealcoating if necessary. This would leave \$50,000.00 for other projects that may arise throughout the year. The consensus of the committee was to take to council the request to bring forward the priority on project and to present the supplemental resolution for approval at the May 29 council meeting.

Engineer Coulter stated that in 2014 the city submitted some information regarding storm water discharge for the M-S-4 requirement. This is for storm water for municipal separated storm sewers systems. He explained there are several items we need to follow through with and presented the following information.

## **NPDES Permit for Storm Water Discharges From Municipal Separate Storm Sewer Systems (MS4)**

### Public Education and Outreach

The City is proposing a revision for this item due to the complications in attached a separate notice to the water bill. The water bill is a post card format but there is room for important notices on the bill. The City will insert a notice regarding storm water protection topics each quarter and direct the citizens to the City website for more information. The website will include and link to information regarding storm water pollution and other relevant topics. Periodically, generally once a quarter for a week at a time, the headline of the website will direct citizens to the link for storm water pollution.

### Public Participation Involvement

A public hearing will be held in July to report on the best management practices and to allow public input to be recorded. Follow up on comments received will be reported at the following City Council meeting.

### Illicit Discharge Detection and Elimination

A map showing the location of existing drywells has been prepared. The Public Works Department has regularly inspected and cleaned the drywells to minimize contaminants infiltrating the subsoil.

### Construction Site Runoff Control

The City has continued to enforce the City Ordinance requiring detention for any commercial development and residential subdivisions. New developments are required to provide storm water control plans and the plans are reviewed and approved prior to issuance of building permits. The City also has an ordinance for erosion control on new home construction sites. Contractors are required to maintain silt fence around new home construction to prevent erosion of soil from the property.

### Post-Construction Runoff Control

There were no new commercial developments constructed in the past year. One new commercial development was submitted for review and will be constructed in 2018. The Public Works Department regularly reviews previously constructed detention basins. The Public Works department also inspects new home construction for adherence to the erosion control ordinance for new homes construction.

#### Pollution Prevention\Good Housekeeping

The City of Chillicothe has an area for landscape waste disposal and it is carefully monitored to ensure that no other debris or pollutants are disposed in this area. Times that the area is unlocked for citizen use is posted on the website. When opened, there is an employee stationed at the entrance to check debris being brought to the site and to verify that the citizen is a Chillicothe resident. The Public Works department routinely monitors other more visible city property and right of way for illegal dumping.

Superintendent Sutherland stated that the CCR report has been completed and a copy has been given to the City Clerk to present at the City Council meeting, May 29. He stated that he will have it published in the paper as this is a requirement and have it placed on the website.

Superintendent Sutherland stated that the Mosquito spraying schedule for 2018 has been placed on the website.

#### **Old Business**

Public Works Building – Mayor White stated that his topic could be removed and Priority Projects be added to old business.

#### **Summary**

##### **Council Agenda Items**

Sidewalk Program Application

Prevailing Wage Ordinance

Exhaust Fan – Cutright Pump House

City Hall Steps

Speed Bumps

I-Beam purchase and Installation

Priority one Road & Bridge Project – Street Overlay/curb improvement

MFT Supplemental Resolution

M-S-4 Permit – Storm Sewer Discharge

#### **Chairman Action**

No Discussion

There being no further business the meeting adjourned at 5:17 p.m.

Respectfully,

Dennis Gould  
Chairman