



CITY OF HARRISBURG
Public Works Meeting Minutes
Summary

Date: January 20th 2016

Time: 6:00 PM

Place: City Hall, located at 120 Smith Street

Committee Members Present: Chairperson Sarah Puls, and Tom Dentel. Also present: Public Works Director- Chuck Scholz; John Loshbaugh were absent

Called to Order by Sarah Puls at 6:04pm

1. *Dentel motioned to approve the minutes from August 19, 2015 which were seconded by Puls. Passed Unanimously*
2. **SUBJECT/ACTION: Hwy 99 Storm/Sidewalk Project Completion discussion**
3. **SUBJECT/ACTION: Reviewed hand-out that provided information on what a tree committee does and why the City should have a Tree Committee. Public Works Committee recommends the Mayor Appoint a City Tree Committee. [Please see Addendum No. 1 for a copy of the Tree Board Information. A copy of HMC 12.20 is on-line on the City's website]**
4. **SUBJECT/ACTION: Discussed other Public Works Projects and expected completion**
5. **SUBJECT/ACTION: Discussed presented materials on the State of the Public Works Department [Please see Addendum No. 2 for the 2015 year end evaluation]**
6. **Other: Discussed and reviewed a partial set of preliminary Plans for Moore Street improvements to be completed in 2016 (This documentation is available in the Public Works Director's office)**

Adjourn: 7:47 pm

What do Tree Boards DO?*

*most Tree Boards do only a FEW of these activities...

Raise Public Awareness/Public education

- Organize Arbor Day ceremonies and events
- Organize tree-related exhibits in libraries
- Organize tree-planting projects
- Organize tree pruning demonstrations
- Write articles for local media
- Provide tree-care radio PSAs
- Help cities write press releases
- Promote and organize Heritage Tree programs
- Conduct "tree walks"
- Help city formulate and implement tree management plan

- Help city formulate and implement hazard tree reduction plan
- Conduct/update (simple) tree inventories (or organize groups to do so)

Advocate for trees

- Testify concerning certain tree issues confronting city
- Articulate controversial tree issues for the public
- Serve as representatives (in conjunction with city staff) in dealing with tree-utility issues
- Serve as "eyes" for tree code compliance

CITY OF HARRISBURG- PUBLIC WORKS
YEAR-END EVALUATION (by the PW Crew)

For

2015

Accomplishments	Areas of Concern	Suggestions for 2016
<p>Repaired waterline breaks in Mar, June and August gaining valuable experience (4)</p> <p>Had success full 4th of July</p> <p>Completed Harvestfest setup in an efficient manner (3)</p> <p>Have been effectively communicating in last quarter (4)</p> <p>New Gator</p> <p>Water and sewer to Priceboro Park (2)</p> <p>Getting water and sewer buildings and grounds looking good and organized (3)</p> <p>Worked well as a cohesive group</p> <p>Not having to harvest Poplars (2)</p> <p>Crew learned more things and continue to learn more (3)</p> <p>Lots of water meter replacements</p> <p>Skills and knowledge to encourage professional growth and involvement</p>	<p>Beginning of year communication or lack thereof (4)</p> <p>Same old equipment</p> <p>Poplar trees</p> <p>Length of time to finish Priceboro Restroom</p> <p>Working on the 4th of July</p> <p>Let crew members go do assigned tasks without being babysat or micro-managed or bossed (4)</p> <p>Not enough team and too much I</p> <p>Need to deal with performance and job expectation issues swiftly</p> <p>Learning to recognize when something just needs to be done</p> <p>Keeping a positive attitude (2)</p>	<p>Update old equipment (2)</p> <p>Continue with good communication (3)</p> <p>More cross-training (3)</p> <p>More in-house class time learning more aspects of water & wastewater</p> <p>Monthly audit books or task sheets so we know what needs to be done including expanding to cover all equipment (2)</p> <p>More communication from the top down on long and short term goals of the PWD (3)</p> <p>Emergency Response and Preparedness KSA</p> <p>More site cleanup and organization</p> <p>Get more employees certified</p> <p>Keep parks looking as good as they can</p> <p>Backflow inspection program to be fully implemented</p>

Complete and return by end of day January 19th 2016.