

**PUBLIC WORKS & UTILITIES ADVISORY COMMITTEE
MINUTES
December 19, 2012**

ATTENDANCE:

	MEMBERS	PRESENT	
		Yes	No
Chair:	Matt Walker (At-Large)		X
Vice Chair:	Tom Sylte (At-Large)	X	
	Mark Hines (Engineer)	X	
	Taunya Ernst (At Large)		X
	Tyler Miller (Engineer)	X	
	Dan Barton (Contractor)	X	
	Robin Matti (Supplier)	X	
	Don McKillop (Contractor)	X	
	Meeting Quorum	X	
	City Staff:	Dustin Hamilton, Director of Engineering	X
	Kurt Siebenaler, City Engineer		X
	Heath VonEye, City Engineer	X	
	Kendall Glover, Utilities Director	X	
	Sawley Wilde, Interim Public Works Director	X	
	Michael Foote, Sustainability Coordinator	X	
	Jill McCarty, Administrative Support	X	

I. Call to Order

Meeting was called to order at 5:50 p.m.

II. Personal Appearances

None

III. Approval of Minutes

Don McKillop made a motion to approve the minutes and Tyler Miller seconded the motion. All were in favor.

IV. Old Business

A. Agenda for 2012/2013

i. Professional Engineering Services Selection and Contracts:

Nothing new to report on the Consultant process.

ii. Design Standards:

The 2012 Design Standards, Standard Construction Specifications and 2011 Storm Drainage Design Manual were approved on 3rd Reading at the December 17, 2012 Council Meeting. All three will be effective January 1, 2013, and the new versions of

the manuals will be available soon from the Engineering Division. The Stormwater Management Plan ordinance will be going for City Council approval soon.

iii. Waste Diversion Program

Michael Foote gave an update on how the City has partnered with the Master Gardeners for citizens to drop off their Christmas trees at the Gillette Tech Center from December 26 through January 11.

iv. Landscape Ordinance Revisions

The Planning Division will be moving forward with a xeriscaping option. A proposal to the Parks Board will be done in the near future, and then will be sent to the Council for approval after that.

v. Planning Projects

A Streetscape Design Studio for the Downtown Revitalization Project is on-going now. As part of the Downtown Revitalization Project, an additional grant will be submitted for landscaping and streetscaping, and an RFP for the infrastructure design will be awarded in the spring of 2013 for the project.

B. Updated Items

i. Stormwater Strategic Master Plan

The Stormwater Ordinance is currently being reviewed. A public workshop and in-house training will be taking place this winter.

ii. Zoning Ordinance Rewrite

A draft of the Zoning Ordinance is currently being written, and after the fully drafted copy is completed a committee will be formed.

iii. Recycling

Yard Waste Program

The Yard Waste Drop Off Site closed at the end of November and will reopen March 1, 2013. Curbside customer count for the month of November was 1,822.

Recycling Counts

Customer count was 3,077 in November. A program that would pick up recyclables every two weeks from customers was discussed. Michael noted the vendor who does the recycling pickups stated the new scheduling would be easier on the trucks, as well as the efficiency of the program would work better. The use of 96-gallon containers for recycling would be put in use if the pickup was every two weeks. The notices of the new recycling calendar would be sent to all of the utility customers.

Water Conservation

Preparation on water efficiency and conservation plan continues, and working on fine tuning metrics tracking.

Energy Efficiency

Retro commissioning project taking place at City Hall and should be complete by the end of December. Better Building Challenge-Energy Action Plan complete.

Sustainability

RecycleBowl 2012 local champions is Sunflower Elementary. State champion will be announced early 2013.

V. New Business

Don McKillop was recognized and thanked for his six years of service on the Public Works and Utilities Advisory Committee. He will be recognized at the January 22nd Council Meeting (may need to be rescheduled due to Don's schedule). Jeff Johnson with S&S Builders, LLC will be replacing Don as the new contractor representative on the PWUAC beginning January 2013.

After the beginning of the New Year, the committee will meet with Administration for items of topics for the coming year.

VI. Other Business

Next meeting: January 16, 2013

VII. Adjournment

Meeting adjourned at 6:20 p.m.