



MINUTES

Subcommittee: Public Works
Meeting Date: May 22, 2018
Meeting Time: 10:30 a.m.
Meeting Location: City Hall Conference Room

Subcommittee Members and City Staff:

Vice Mayor Carol Russell, Chair	City Manager David Kelley
Councilmember Gus Wolter	City Engineer/Public Works Director Mark Rincon Senior Engineering Technician Eric Janzen

1. **Call to Order:** Chair Russell called the meeting to order at 10:30 a.m. Councilmember Wolter and Mr. Janzen were absent.
2. **Communications:** Chair Russell referenced a letter included in the March 27, 2018, minutes. Mr. Kelley suggested the development a Frequently Asked Questions (FAQs) page to address road repair issues for the City's website.
3. **Public Comments:** None
4. **Approval of Minutes:** The minutes of the March 27, 2018, meeting were approved.
5. **Current Items for Discussion:** Chair Russell moved item 5b before 5a.
 - b) Request for four-way stop sign installation at N. Washington and W. Second Streets
Mariah Love, Cloverdale, stated her request for a four-way stop at N. Washington and W. Second Streets due to a recent accident and safety concerns. Mr. Rincon suggested, in addition to added stop signs, a four-way crosswalk could also be installed for pedestrian safety. The subcommittee recommended this item be brought forward to the June 12, 2018, City Council meeting.
 - a) Street parking along Elbridge
Mr. Rincon reviewed options to address travel lane restrictions and parking along Elbridge Avenue. Chair Russell recommending bringing this item to the City Council for discussion of options.
 - c) Update – Vista View slip out
Mr. Rincon stated that the design is progressing and cautioned that the CalOES review of the geotechnical report and design submittals is likely to be much longer than the two weeks allowed for in the project schedule.
 - d) Update – Treadway/S. Cloverdale Boulevard traffic signal
Mr. Rincon stated that construction bid documents will be ready for issuance in June, but cautioned of a significant spike in electrical contracting prices and wants to protect the City against bids coming in substantially higher than the engineer's estimate. The subcommittee recommended apprising Council of the design and overview of the project with a presentation by W-Trans at the second Council meeting in July.
 - e) Update – Safe Routes to School (SR2S)
Mr. Rincon stated CalTrans has issued the Right-of Way certification and Staff is proceeding with obtaining the E76 approval to obligate funds.
 - f) Update - Porterfield Creek Trailhead
Mr. Rincon stated the ADA improvements are completed and the project is near completion.
 - g) Cellular lease agreements at Ritter reservoir tank
Mr. Rincon stated the City will be negotiating new cellular antenna lease agreements, and will coordinate with City Attorney regarding access issues by lessees.
 - h) NorCal Skydiving lease agreement renewal
This item will be moved to the Airport subcommittee meeting agenda.

i) Annual encroachment permit fee update

Mr. Rincon reviewed the current annual encroachment permit policies and fees and stated the Public Works Department would like to formalize a new procedure allowing for a limited number of job locations per notification and specifies job types permitted under this policy. The subcommittee recommended proceeding with a formal update and bringing it back to this subcommittee for review.

j) City Park Master Plan

Mr. Rincon delivered an update and stated the ad hoc committee will review recommended modifications and RHAA will customize the draft final master plan for presentation to the Council.

Bob Cox, incoming Rotary president, requested to be notified as cost data becomes available for the event center.

k) MTC summer engineering intern

Mr. Rincon notified the subcommittee that the Public Works Department will have a new summer intern from Santa Rosa through the Metropolitan Transportation Commission (MTC) intern program. The subcommittee recommended recognizing her at a Council meeting upon completion of the program, which may generate interest from Cloverdale students to apply for this program next year.

6. Future Agenda Items:

a) Downtown Parking

7. Pending Agenda Items:

8. Good of the Order

9. Adjournment: The meeting was adjourned to the next meeting, Tuesday, July 24, 2018, at 10:30 a.m.