



## MINUTES – SPECIAL MEETING

**Subcommittee:** Public Works  
**Meeting Date:** January 29, 2019  
**Meeting Time:** 3:30 p.m.  
**Meeting Location:** City Hall Conference Room

### Subcommittee Members and City Staff:

Councilmember Turner, Chair (3-9)	City Manager David Kelley
Vice Mayor Wolter, Chair (1 and 2)	City Engineer/Public Works Director Mark Rincon
City Maintenance/Hector Galvan	Senior Engineering Technician Eric Janzen
	Assistant City Manager Kevin Thompson

- 1. Call to Order:** Vice Mayor Wolter called the meeting to order at 3:30 p.m., and Chair Turner took over when he arrived at 3:44.

Present: Wolter, Turner, Kelley, Rincon, Janzen, Galvin, Thompson.

### 2. Communications:

- a) Letter received from Susan Adler requesting information about utilization of herbicides and potential alternatives at City maintained parks and facilities.

Staff member Galvan summarized the types of weed abatement procedures used by the City, which include CDC and Youth Center crews that pull and mow weeds. The City has used glyphosate-based herbicides but only the least toxic formulations. The City never applies glyphosate-based herbicides in waterways.

Finalsan, which is an organic herbicide the City started testing this season, and not glyphosate, was used for the site where the pictures were taken by Ms. Adler. Finalsan is an organic herbicide that chokes the plants ability to absorb water and nutrients. Vice Mayor Wolter asked staff to send Ms. Adler a written response to her inquiry. (Attachment).

- b) Request by Brad Horrall asking for improvement of access to the play structure at Furber Park. Vice Mayor Wolter stated that he had visited the site, which is difficult to access because of the slope. Various ways to address the issue were discussed, such as adding stairs or a fence to redirect the access. Manager Kelley commented that adding stairs at the location could create additional issues with ADA accessibility and be costly, and Senior Engineering Tech Janzen concurred. Director Rincon agreed that installing stairs could be a significant project and not a simple fix. Staff member Galvan suggested that a split rail fence could be put in to direct traffic to the alternate entrance point, and stairs could impact existing irrigation lines. Manager Kelley recommended the subcommittee place the item under #6, future agenda items. (Attachment)
- c) Consideration for a stop signal to be placed at Dutcher Creek and Cloverdale Blvd. General discussion about this matter concluded that this is a traffic enforcement issue and it should be referred to the Police for follow up.
- d) Letter from Grace Gloeckner regarding the intersection of N. Washington and W. Third Streets. Director Rincon summarized the request for a new stop sign to be installed near the high school and expressed concern that it could be unwarranted and suggested a traffic study be considered. Senior Engineering Tech Janzen indicated that the existing two-way stop could be converted into a four-way stop, but this had the potential to impede traffic flow. The committee recommended leaving the stop sign as is, but consider yellow striping and flashing lights for those who use the crosswalk. Vice Mayor Wolter recommended that staff respond to the letter.



Chair Turner arrived and took over Chairing the meeting.

**3. Public Comments:** None

**4. Approval of Minutes:** The minutes of September 25, 2018 were approved.

**5. Current Items for Discussion:**

- a) Presentation and discussion about the Sonoma County Transit Free Fare Program per request from Bryan Albee. Bryan Albee, Transit Systems Manager, SCTA, presented the Free Fare Program, a service being offered which allows citizens to ride for free to places within the County, and which is also tied into the SMART train routes.  
Mr. Cox added that this could reduce traffic and benefit low income residents.  
Manager Kelley indicated that a budget adjustment would be required for Council to fund the project this fiscal year, and the funding source must be identified. The subcommittee recommended bringing the program forward to Council.
- b) Update on S Cloverdale/Treadway/Santana signalization project. Director Rincon stated that the bid package is almost ready to be released. They are programming the dates to submit to City Council for approval and there are various funding sources. Manager Kelly noted that the issue at Treadway and Cloverdale Blvd. is need-driven, as there are significant traffic flow and safety issues. Funding for the improvements will come from the Furber development fees and the TDA funds. Vice Mayor Wolter stated that he was told that the intersection near the Starbucks is the most ticketed area in the County.
- c) Preliminary Call for Projects - TDA3, FY 2019-2020 – construct bike lanes Senior Engineering Tech Janzen indicated that there is \$91,000 available in TDA funds for Cloverdale, which the City can use to construct new crosswalk, pedestrian and bike lane infrastructure. The subcommittee directed staff to present to City Council a request for authorization to apply for the TDA3 funds, and to request authorization for Manager Kelley to sign a contract for the TDA3 funds.
- d) Discussion regarding the placement of a dog park in Vintage Meadows Park. Councilmember Turner recused himself from discussion due to the proximity of the park to his home. Vice Mayor Wolter stated that he was going to check with the local vet to see if there are any problems locating a dog park near the oak trees. Staff member Galvan expressed concern about maintenance and staff time that would be required. Discussion ensued regarding site issues and expenses with the subcommittee directing staff to gather data to establish a baseline that includes maintenance costs, the initial capital required, signage, dog stations, cost of design and construction, alternate sites, and funding sources.
- e) Discussion regarding options to secure the old winery. In response to Ms. Perry's complaint about loitering at the site, Vice Mayor Wolter submitted pictures (attached) and suggested removing the metal objects and adding lights. Staff member Galvan stated he would research ways to remove the metal, but adding lighting may not be welcomed by the Landscape and Lighting district. Manager Kelley stated there are no additional funds to pay for lighting. Director Rincon stated that this should be referred to the Police for follow up. Manager Kelley indicated that the matter could be included as a discussion topic in the annual L&L budget development process, and that when a recommendation is made the entire neighborhood needs to be notified.  
Mr. Cox, a resident of the neighborhood, indicated the adverse activity has only come up recently. The site is historical and should be maintained. Mr. Cox did not support lighting but agreed that the metal debris should be removed.

- f) Update on Rockdale Lane pavement project Senior Engineering Tech Janzen indicated that eight bids are in and will be reviewed by the consultant for completeness and to ensure they meet the rules of funding before being submitted to City Council for approval. Funding will be allocated to install an ADA compliant path from Lake Street to the Vale property. The existing alley is substandard and prone to minor flooding. When bid review is complete, the item will go before City Council.
- g) Discussion regarding the preparation of a Local Hazard Mitigation Plan. Director Rincon stated that FEMA now requires all cities to have a Local Hazard Mitigation Plan as a prerequisite to applying for FEMA mitigation funds. A Request for Proposal to prepare the Hazard Mitigation Plan has been published. Once the proposals are received and evaluated, the subcommittee will come back with a recommendation.
- h) Update on Vista View repairs. Director Rincon indicated that the funding for the repair of the slipout will come from FEMA and the State. An ongoing lawsuit by the Lyons that claims the slipout was caused by city water lines is being contested. A geotechnical report was submitted to the State four months ago and CALOES has yet to respond. The design phase cannot be started until the State responds, and deadlines need to be extended. Councilmember Turner asked if this would impact neighboring projects, and Director Rincon said it would not. No action was taken.
- i) Discussion of downtown parking. Senior Engineering Tech Janzen commented that lack of parking is an ongoing issue, but did not think the problem is severe enough to warrant pursue purchasing more land. Vice Mayor Wolter commented that there is no more land available for parking, and that business owners and the public should be more diligent about parking. He has seen dumpsters located in ADA spots.  
Mr. Cox suggested adding signage to make some of the parking limited to three hours. This would deter employees from parking in the spaces that visitors would normally use. Manager Kelly remarked that this is a public perspective and enforcement matter, and Vice Mayor Wolter agreed that it is complaint-driven. A recommendation was made to table the item for a few meetings and then drop it off the agenda.
- j) Discussion to add a budget line item to Gas Tax for Stormwater. Mr. Janzen stated that this item is NPDES driven storm water study, and a budget amendment is needed to pay for engineering support services. The cities of Ukiah and Healdsburg are also participating, and each is responsible for an equal 1/3 share of the total engineering support cost. If Cloverdale chooses not to participate, it can face penalties from the Regional Water Quality Control Board. The subcommittee made a recommendation to City Council for a budget amendment.

## 6. Future Agenda Items:

- a) City road repairs Director Rincon indicated that the draft P-TAP (a report required for highway funds) is complete and the city roads scored 59 out of 100 for quality - the low end of good. SB 1 may help. Vice Mayor Wolter stated that a bond may be needed to fix the streets, and that the city needs to be more diligent in ensuring that developers properly repair the streets after installing their access lines to avoid practices that ruin the pavement. Staff Janzen commented that this is an enforceable issue and, as a last resort, the City can go against the developer's bond if they do not fix the streets. Director Rincon supported the idea of additional bonding for street repair.
- b) Development of an annual encroachment permits for small businesses. Mr. Janzen noted that Wayne Sager, Economy Tree Service, had requested development of an annual encroachment permit to use with his tree trimming business. The current regulations have created a financial burden for him. The



request is reasonable for routine jobs that do not impact the infrastructure. The business owner would pay for the annual permit and then \$51.00 for each inspection. The subcommittee recommended bringing the matter forward to Council for a public hearing to update the fee schedule.

**7. Pending Agenda Items:**

Vice Mayor Wolter indicated that he had received a complaint about trash dumped at a site past the old winery about ¼ mile up Hot Springs Road on the left. There is a cement foundation sticking up and trash is underneath. It was unclear who owns the property. This item will be added to an agenda.

Councilmember Turner asked for preliminary research for cost estimates to install public restrooms at the Plaza. Director Rincon expressed concern about financial impacts and Staff member Galvan expressed concern about maintenance issues. Vice Mayor Wolter stated that restrooms at the Plaza could be a problem. Councilmember Turner was also concerned about City liability. Director Rincon recommended that this topic be added to the next agenda.

- 8. Good of the Order:** Staff member Janzen indicated that the Sonoma-Marín Saving Water Partnership, is seeking new membership (the city is not a member), and which is now offering water loss TAP program validation as a new benefit of membership. The City has done two TAP reports so far, and have hired consultants to provide the required outside validation at a cost of about \$2,500 each. The TAP report is used by the state to verify the efficiency of the City's water distribution system. Vice Mayor Wolter expressed concern about the impact on water rights, and Staff Janzen stated that water rights would not be impacted. Manager Kelley directed staff to place the item to future agenda items for further discussion of the benefits/offsets and more information.

- 9. Adjournment:** Meeting was adjourned at 5:48 p.m. to the next meeting on March 26, 2018 at 4:00 p.m.

Minutes approved March 26, 2019