

MEMO

Date: 12-16-15

To: Leaf pick up RIE team

From: Chad Scheinoha

Re: leaf pickup RIE closeout notes

Thanks to all who attended this meeting on Wednesday. Sorry it has taken me so long to get this out, but better late than never. Below is the final outline of the plan moving forward. I will not plan to schedule any more RIE meetings for this topic. However, it is important to note that we all agreed that there should be a pre and post leaf pickup planning meeting annually. If there is anything that any of you want me to do yet please let me know.

We completed our entire action plan along with other items and some items were voided. There was still the additional solutions list that we went through during our last meeting. I have entered these issues that we agreed to keep working on below. It will be up to the streets division to follow through with these items as we will not plan to meet again as a RIE team. I have also included the final time savings chart after checking with Randy/Billy on dump site haul times and total loads.

We discussed a list of new ideas that I added below. These should be addressed by Randy and the streets crews moving forward.

Thanks again for participating in this RIE, I think everyone can agree that it was a great success!

Completed items

- 1) Entire Action Plan Completed
- 2) Karen to add a 1 sheet colored flyer to 2016 tax bills with all DPI info. This should be similar to what the surrounding towns and villages do.

In process items

- 1) **Karen** to set up a meeting with PD to talk about a recap of how the parking ban went and planning for next year's parking ban for leaves. I have attached the last formal plan that went out for 2015 pickup.
- 2) Schedule a pre and post leaf pickup planning meeting annually.
- 3) **Randy/Karen** to define dates for leaves to be allowed in the streets during 2016 so that Matt can help enforce this. We said that leaves in the street after this date would be the "\$100 piles", just like brush and that we would send letters.

- 4) **Randy/Billy** to have crews start at 5am in districts that have schools. This worked out great. Also the possibility of a 5am start time on all leaf days, Monday through Friday.
- 5) **Karen/office** to start tracking complaints in the future to gauge success.
- 6) **Karen/office** to include in the press release for 2016 something about leaves blowing out of trucks.
- 7) Safety was overlooked for trucking and speed was an issue because loaders were waiting. **Randy/Billy** to add more trucks to crews (always our 6 trucks or contractors).
- 8) **Randy/Karen/PD** to have street sweeper tickets include information about upcoming leaf pickup.

New Ideas and outstanding issues list for Randy/Billy to look at in the future

- 1) Start snow plow prep work earlier in the season (September) so that we can stay on leaves every day. Shut down construction crews earlier to prepare.
- 2) New sweepers – Vac/Mechanicals
- 3) VIC to help advertise
- 4) Flat signs on the side of truck or leaf boxes for advertising pickup dates/times
- 5) Use seasonals
- 6) Build one, good, and legal one-man machine that could be used on the road.
- 7) Look into new leaf vacs altogether which may be cheaper than fabricating our old machines.
- 8) Leaf vacs were not ever all out on the road this year. Look at selling them and putting the money toward another clamshell bucket for the other loader crew.
- 9) Look at a box design that can be anchored to any truck (tandems, 1 ton) so that salters would not all have leaf boxes on them.
- 10) Some street may be wide enough to pile leaves in the street even if there is no parking lane, look into this.
- 11) Options to keep leaves from blowing out of trucks are: tailgates up, high lift gates, or lighter gates.
- 12) Add parking ban signs for leaf pickup to sweeper ban sign poles.
- 13) Have someone from DPI on be my guest during leaf season.
- 14) Look at selling scrap steel and keeping money to invest in new equipment.
- 15) Buy another clamshell for other loader.
- 16) Make baskets adjustable with hydraulic wings.
- 17) Check Two Rivers equipment to get ideas.
- 18) Schedule OT or during winter when no snow, for new design of leaf vacs.

NOTES:

- There was less flooding on the streets during large rain events which indicated that the leaves were picked up in a faster and more efficient manner.
- There were less calls or need for lawn repairs on terraces.

Last formal parking ticket plan as of 10-23-15

Starting Monday 10-26 through Friday 10-30

- Warning only will be given out
- Billy/Danny will coordinate placing them during the ban times
- They will be attached to vehicles on the street
- Pictures will be taken of all cars that receive a warning
 - Plates, color, and make of car must be visible on pictures
- Pictures will get turned over to Danny
 - PD admin will go through pics and log all plate #'s on a spreadsheet

Starting Monday 11-2 through Friday 11-20

- Tickets will be given to all vehicles who have been logged as receiving a warning (mailed)
- Warnings will be given to all vehicles that have not had a warning logged yet (mailed)
- Billy/DPW will fill out sweeper/leaf parking ban log with all needed information and get it to PD
- PD will reference the spreadsheet with the logged warnings and send tickets to those who have received warnings and warnings to those who have not yet received warnings
- Once a vehicle gets a logged warning they will get ticketed from then on
- All cars parked in the ban district will be warned or ticketed unless they meet the following exemptions:
 - Parked in front of or using a business (use best judgment if they are near a business)
 - Business vehicles (Comcast, AT&T, Seiler Bros., etc.)
 - Schools
 - Cars that are in blocks with no leaves in the street at all, will be warned but not ticketed (this will be for official city use, not general public knowledge)

General guidelines

- PD admin will keep a spreadsheet up to date with all plate numbers that have received a warning
- PD will send out all warnings and tickets in the mail from 11-2 through 11-20
- Warning language will stay the same on the orange/pink warnings

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