



**Mount
Vernon**
IOWA

**City of Mount Vernon
Public Works Department**

1040 2nd Avenue NW, Mt. Vernon, IA 52314
319-895-8742 www.cityofmtvernon-ia.gov

Public Works Goals for 2016

Street Painting

Painting all cross walks in town. This needs to be done before the start of school.

The center line on Lisbon Road, 1st Street and Old Mount Vernon Road will also need fresh paint. My concern here is that we only have a striper that would be used on a football field. This is not the most efficient means of painting. I purpose we have the City of Marion give us a price on painting the center line through town. Currently we have 2.5 miles of center line painting. Once the bypass is completed this number will double to 5 miles.

The parking stalls uptown, also in the parks will all be painted according to need. Last year we were able to paint Davis Park, Bryant Park, and some of Elliott Park. We will address each park separately as needed.

Curb lines and storm inlets all were done in 2015 I do not anticipate this needing done in 2016.

Mowing

The goals are the same as each year before. To mow at 3 inches in most areas. The mow team of 3 persons will be able to mow all ball fields and parks in one week. This is roughly 56 acres of land. We then have 2 summer helpers that trim all areas that we mow on a biweekly basis. Mowing takes a 5 person crew every other week.

The priorities would be ball fields and soccer fields first and fore most. Parks second, dog park and less traveled area last.

ROW mowing and creek bank mowing will be done 3 times a year.

ROW mowing areas	Date Completed	Date Completed	Date Completed
<i>Springville Road</i>			
<i>Lift station off of Palisades road</i>			
<i>Hwy 30 near apartment buildings</i>			
<i>Old Mount Vernon Road/Viaduct</i>			
<i>Creek by Lot 32</i>			
<i>Hahn Creek</i>			
<i>Country Club Drive</i>			
<i>Ink Road</i>			

Trim Areas

<i>Bryant Park</i>	<i>Old Water Plant/Prairie Park</i>	<i>Ditch near Willards Park</i>
<i>Old Viaduct</i>	<i>1st street viaduct</i>	<i>Memorial Park</i>
<i>Old Fire Station</i>	<i>Davis Park</i>	<i>Pool</i>
<i>Evergreens by yard at shop</i>	<i>Traver Building</i>	<i>Elliott Park A,B,C,D,E playground</i>
<i>Parks and Rec Shop</i>	<i>Weld Shop</i>	<i>Skate Park</i>
<i>Sauter Trail</i>	<i>Along Hahn Creek</i>	<i>1st Street top of hill north side</i>
<i>Petrick Trail</i>	<i>1st Street top of hill south side</i>	<i>Lincoln Point</i>
<i>Nature Park</i>	<i>Bridge near restrooms at N.P.</i>	<i>New Fire Station</i>
<i>Roundabouts</i>	<i>Lot 32 mail boxes on Pal RD</i>	<i>South Park</i>
<i>Lift Station by Hwy 30</i>	<i>Trail in Stonebrook</i>	<i>Waste Water Plant</i>
<i>Trunk Line</i>	<i>North Parking Lot</i>	<i>South Parking Lot</i>
<i>Garden on east side of south lot</i>	<i>Dog Park</i>	

Field Maintenance

Fields will be drug and raked by staff until the Parks Department hires summer help. Staff will also prepare the fields for games by dragging and chalking fields before evening games.

Weed control on the fields will be done with a pre-emergent. Pre-emergent will be applied in spring and late summer. Fence rows will be sprayed for weed control. This is done every other month. Part of weed control is also dragging the fields.

Lime is placed on fields as needed. Lime is place during dry months or cold months when the ground is frozen.

Street Sweeping

The goal for 2016 would to be sweeping streets every 2 months. With an estimated start time of April. Sweeping would then end after the last leaves are picked up this is always weather pending. If we have snow early that doesn't melt off the streets we are forced to wait until spring to sweep the streets clean. The goal would be during fall to have the sweepers running September, October and November. This will help minimize storm water pollution and also storm sewer buildup of debris.



Sections of town swept	Date
North West	
South West	
North East	
South East	
Candlestick/Lisbon Road/Crestview	
Oakridge/Commercial District	
Stonebrook	

Trash Pick up

During the spring, summer and early fall months trash is picked up 4 times a week. Trash is collected in the uptown district, all the parks and also the pool. After fall sports have been completed half of the park trash cans are picked up to be cleaned and stored. Then through winter trash is picked up only 3 times a week.

Cemetery

Cleanup of the cemetery is done 2 times a year spring and fall. Stone placement and burials are as needed.

Sign Installation

New federal code calls for a minimum reflectivity on all regulatory signs and warning signs. So after sign assessments we will install new signs where needed. This cost could be fairly large so maybe doing sections of town at a time would be the best route to take.

Building Maintenance

After doing monthly inspections of buildings owned by the city, it was determined that some of the pavilions and also dugouts in the parks need new shingles. This hopefully can be done by city staff. We will provide the proper safety equipment for the crew to roof.

Building	Work performed	Date completed
<i>Nature Park restroom</i>		
<i>Davis Park dugouts</i>		
<i>Field A first base dugout</i>		
<i>Field C first base dugout</i>		
<i>Field C third base dugout</i>		
<i>Storage shed</i>		
<i>Field E first base dugout</i>		
<i>Field E third base dugout</i>		
<i>Cemetery shed</i>		
<i>Weld shop</i>		

Event Help

Each year the city puts on numerous events. Some of these events city staff will help with barricade placement, trash detail, set up and also tear down. Some events require city staff to work overtime hours. This is done on a voluntary basis.

Event	Type of Work performed	Date and time	Persons working
<i>Chalk The Walk</i>			
<i>Heritage Days</i>			
<i>Lincoln Arts Festival</i>			
<i>4th of July Arts Festival</i>			
<i>Chili Cook-off</i>			
<i>Magical Night</i>			

Water Main Repairs



Water mains are repaired when a break occurs. Valves and hydrants will also be repaired when time permits. The goal for this season would be 5 repairs consisting of a combination of hydrants and valves. 2 of the valves that need replaced have created dead ends in the water system.

Work Done	Location	Date completed

Brush Pick Up

Brush pick up starts on the 4th Monday of each month excluding January, February and December. At the end of December or beginning of the New Year city crews will pick up Christmas trees.

Date of expected start	Date started	Date finished
<i>3-28-2016</i>		
<i>4-25-2016</i>		
<i>5-23-2016</i>		
<i>6-27-2016</i>		
<i>7-25-2016</i>		
<i>8-22-2016</i>		
<i>9-26-2016</i>		
<i>10-24-2016</i>		
<i>11-28-2016</i>		
<i>Christmas Tree Pick up</i>		

Garden/Landscape Maintenance

City crews apply pre emerge in the spring in all flower beds. This helps minimize the spot spraying that will be done in June, July and August. The flower beds take a lot of care and maintenance. The city used to have volunteers to pull weeds and keep the gardens maintained. Currently this is not the case. I would like to find a seasonal employee that would specialize in pulling weeds and gardening. This could be a part time job done by someone with gardening experience. This would free up summer help for mowing and trimming. The city also sprays weeds in problem areas 2 to 4 times a year. This is done by a certified spray specialist.

Location	Date Weeded	Date Sprayed	Date Weeded	Date Weeded
<i>Memorial Park</i>				
<i>Pool</i>				
<i>2nd Ave & 6th St NW</i>				
<i>Fire Station</i>				
<i>Lincoln Point</i>				
<i>Stonebrook Entrance</i>				
<i>City Hall</i>				
Areas to Spray	Date Sprayed	Date Sprayed	Date Sprayed	Date Sprayed
<i>Skate Park</i>				
<i>Nature Park</i>				
<i>Hahn Creek Trail</i>				
<i>Palisades Road Creek</i>				
<i>Waste Water Plant</i>				
<i>Prairie Park</i>				
<i>Old Lincoln Highway</i>				
<i>Davis Park</i>				
<i>Elliott Park</i>				
<i>South Park</i>				
<i>Uptown Area</i>				
<i>Dog Park</i>				
<i>Weld Shop</i>				
<i>Wilber Park</i>				
<i>Public Works Shop</i>				
<i>Baseball Field A</i>				
<i>Baseball Field B</i>				
<i>Baseball Field C</i>				
<i>Baseball Field D</i>				
<i>Baseball Field E</i>				
<i>Baseball Field Davis</i>				
<i>Bryant Park</i>				

Fleet Maintenance

All the vehicles are inspected visually and fluids checked before the driver starts the truck or machine. The driver then signs off that they did the daily checks along with logs the miles or hours of the piece of

equipment. These are minimal checks but each little check helps. Drivers are able to notice fluid leaks and lights that are not working. This helps prevent a bigger problem later. This also helps track the miles or hours used in one year for each piece of equipment. Another practice started is weekly maintenance of the most used equipment. The skid loaders are washed and greased every Monday. The back hoe and mini excavator are washed and greased every other Monday. This is done to maintain wear points and prolong the use of equipment. Oil changes are done in house. The larger trucks are done by Diesel Turbo 2 times a year or more if needed. Any repairs are assessed in house then it is determined if city staff can do the work or if we should have a certified mechanic work on the issue at hand.

Equipment	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Bobcat '09									
Bobcat '08									
Mini Ex		XXXXX		XXXXX		XXXXX		XXXXX	
Backhoe		XXXXX		XXXXX		XXXXX		XXXXX	

Snow removal



The city crews are responsible for all snow removal. This includes removal on city streets, sidewalks, parking lots, and city property. This requires long hours of work including late nights and early mornings. Snow emergencies are sent out when any accumulation of 2 or more inches is received. The priorities are snow routes first, hills and intersections second followed by city streets less traveled and then parking areas, trails are low priority during snow events. Alleys are not part of snow removal for the city crews. The city is broken up into quadrants during snow events, NW, NE, SW, SE each quadrant can be handled by one truck. During heavy snow events crews concentrate mainly on the snow routes and try to keep them open for emergencies.

Brine Making and Applying



Brine is applied to the streets in anticipation of a snow or ice event. Brine is placed according to the forecast. It is always better to error on the side of caution because if a snow or ice event doesn't happen the brine will stay in place for about a week or two depending on the amount of traffic the roadway receives. It takes 1 ton of salt to make 1000 gallons of brine. 1000 gallons of brine will roughly do 10 miles of two lane road. It takes

between 3000 and 3500 gallons of brine currently to pretreat the city of Mt. Vernon. By applying brine to the city streets it allows city crews to pretreat the entire city with 3.5 tons of salt. This would normally take 5.25 tons of salt for a dry application. The brine also allows for crews to clean the streets quicker because we now have salt working from the pavement up. Another advantage brine has is for ice events of less than ½ inch, crews will not have to be called in to salt the streets. This also applies to snow events under 2 inches. City crews will continue to brine in 2016.



Pool Operations

The goal each and every years is for the pool to have minimal shut downs because of mechanical problems. Spring to early summer it takes city staff roughly 2 full weeks, plus numerous 20 to 30 hour weeks to make sure the pool is operable for the summer season. The goal is to have the pool full of water by the second to third week in May so the water has ample time to warm before the expected opening date of Memorial Day weekend. Having 2 to 3 weeks before opening day with the pool full allows for city staff to run the pumps and filters. Along with add enough chemical and zeroing in on the proper level of chemicals. If painting is needed this sometimes creates



issues because the month of April is usually a wet month. The paint used in the pool requires 5 days of 60 degree weather to adhere correctly. When the pool is then open the pool is checked each morning by city staff at 7 am. This allows for any variance in chemicals overnight to be corrected before swim lesson start in the AM. This is also the time any backwash is done along with lint screens cleaned. The process usually takes 60 minutes to 90 minutes depending on the checks needed.

Safety

City crews continue to work on safety and more efficient safer ways to accomplish all of the above. The goal every year is to have no reportable injuries in the work place. Safety training is an ever changing environment. The goal is to keep up with the rest of the industry with our safety training. City staff never can have enough safety training.



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First Update 12/9/15

1. **Field maintenance**
 - a. Lime added
 - b. Fence installed
 - c. Batting cages install/tear down
 - d. Mowing
 - e. Dragging fields
 - f. Raking
 - g. Fence maintenance
 - h. Mound placement
 - i. Lines chalked
 - j. Weed removal
 - k. Picnic tables
 - l. Playground inspections
2. **Trash Pick up**
 - a. Parks
 - b. Uptown
 - c. City shop
 - d. Pool
3. **Mowing**
 - a. Trimming
 - b. Zero turn mowers
 - c. Riding lawn mowers
 - d. Push mowers
 - e. Ditch and Bank mowing
 - f. Bagging if necessary
4. **Brush pick up/ tree trimming**
 - a. Lift truck/ boom truck
 - b. Chipper
 - i. Wood chip hauling
 - ii. Wood chip piles
 - c. Chain saw
 - d. Hedge trimmer
 - e. Trimming
 - f. Pruning hand tools
5. **Pool Operations**
 - a. Pump operations
 - i. Clean lint trap
 - ii. Proper maintenance on pumps
 - b. Clean filters
 - i. Proper backwash procedures



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- c. Maintain proper chemical levels
 - i. Daily checks, weekly checks
 - ii. Monthly test taken to lab
- d. Bath house
 - i. Maintain water feature out front
 - ii. Maintain showers and toilets work
- 6. Street repairs
 - a. Seal coating program
 - i. Assess roads and streets
 - b. Concrete/ asphalt
 - c. Power tools
 - i. Quickie saw
 - ii. concrete drill
 - iii. grinders
 - d. Hand tools
 - i. Concrete rake
 - ii. Shovels
 - iii. Trowels
 - e. (New) road rating system
 - i. This will help assess roads and replacement needs
- 7. Water main repairs
 - a. Open trenches
 - i. Trench box
 - ii. Water pump
 - b. Water pipe
 - i. Ductile
 - ii. Sand cast
 - iii. Cast iron
 - iv. Lead
 - v. Copper
 - c. Tools
 - i. Hand
 - ii. Power
- 8. Sewer main repairs
 - a. Open cut
 - i. Trench box
 - b. Clay, pvc
 - c. Man Holes
- 9. Storm sewer
 - a. Man holes



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- b. Ads pipe
 - c. Concrete pipe
 - d. Inlets concrete, cast, open grate
10. Garden maintenance
- a. Weeding
 - b. Planting
 - c. Cleaning leaves out of
 - d. Beautification
11. Spray weeds
- a. Certified spray license
12. Painting Lines Roadway
- a. Sprayer
 - b. Paint
 - c. ROW work
 - d. Traffic work
 - e. Parking area lines
 - f. Cross walks
13. Snow removal
- a. Street snow removal
 - b. Trail snow removal
 - c. Parking lot snow removal
 - d. Plow trucks operation
 - e. Hydraulic plow hook up
 - f. Sand, salt mixture
 - g. Small plows on 350, 250, 450
 - h. John Deere 3039
 - i. Operation of 3039
 - ii. Snow blower installation/operation
 - iii. Brine tank installation
 - i. Salt dog installation
 - j. Salt brine mix
 - k. Salt brine application
 - l. Salt brine equipment
 - m. Dump truck salt sand box hook up and prep
14. Snow hauling
- a. Remove snow from parking areas and dead ends
 - b. Dump truck operation
 - i. Dumping of snow
 - ii. Piling of snow in storage area
 - c. Tractor operation



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- d. Skid loader operation
- 15. Street Sweeping
 - a. Operation of pelicans
 - i. 2003 Pelican
 - ii. 1979 Pelican
 - b. Dumping of street sweepings
 - i. Hauling of street sweepings
- 16. Tree planting
 - a. Tree forever grants
 - b. Educational tree planting partnering with schools and other organizations
 - c. Watering of trees planted
- 17. Trail maintenance
 - a. Hauling and placing chips
 - b. Seal coating high school
 - c. Trees cut to 9 foot above walk ways
- 18. Sidewalk maintenance in parks/ city buildings
 - a. Cut and patch panels
 - b. Trees trimmed to proper height/code
 - c. Sidewalk program and inspection
- 19. City building maintenance
 - a. Siding, roofing, doors, locks, painting
 - b. Furnace filters
 - c. Plumbing
 - d. Heating/ cooling
 - e. Winterizing all buildings
 - i. Water off
 - ii. Lines blown out
- 20. Event help
 - a. Setting up for festivals
 - b. Road closures
 - c. Sweeping street before events
 - d. Cleaning parking lots
 - e. Trash pickup after events
 - f. Barricade set up/pickup
 - g. Christmas light set up/take down
 - h. Banner installation/change out
- 21. Sign installation
 - a. Road signs
 - b. Street signs
- 22. Stop light operation



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First Update 12/9/15

- a. Partner with City of Marion
23. Cemetery
- a. excavating/bury graves
 - b. plot locations
 - c. Layout for head stones
 - d. Cemetery cleanup

2017 FY Budget	Asking
Bush Hog Sickle Mower	\$8,000.00
security cameras @ shop	\$3,000.00
Ash Tree injection	\$25,000
total above normal operating budget	\$36,000.00
New Shop FY 2022	\$1,500,000
Skid loader replacement FY 2018	48,000
New Dump Truck FY 2019	\$170,000
Hydro Seeder Fy2020	\$25,000
New Box for 1 Ton Dump FY2018	\$30,000

\$6900



BUSH HOG®

PT5

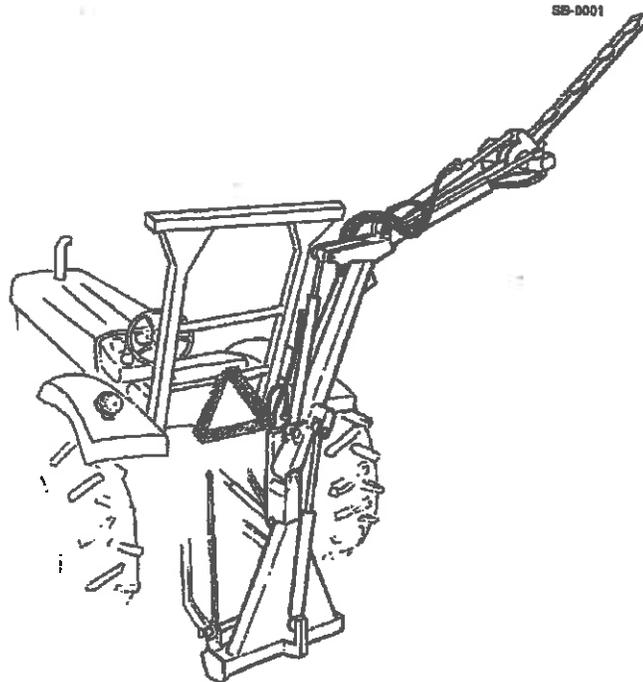
SICKLE BAR BOOM MOWER

Published 02/13

Part No. 50068814C

OPERATOR'S MANUAL

	<p>This Operator's Manual is an integral part of the safe operation of this machine and must be maintained with the unit at all times. READ, UNDERSTAND, and FOLLOW the Safety and Operation Instructions contained in this manual before operating the equipment. <i>C01-Cover_B</i></p>	<p style="text-align: right;">Safety Video</p> <p>Important Operating and Safety Instructions are found in the Mower Safety Video that can be instantly accessed on the internet at: www.algqr.com/bve</p>
www.algqr.com/bve		



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 LEA EL INSTRUCTIVO

Si No Lee Ingles, Pida Ayuda a Alguien Que Se Lo Lea Para Que lo Traduzca Las Medidas de Seguridad





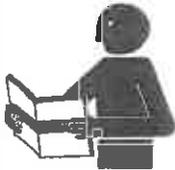
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PT5/PT5-2 POWERTRIM

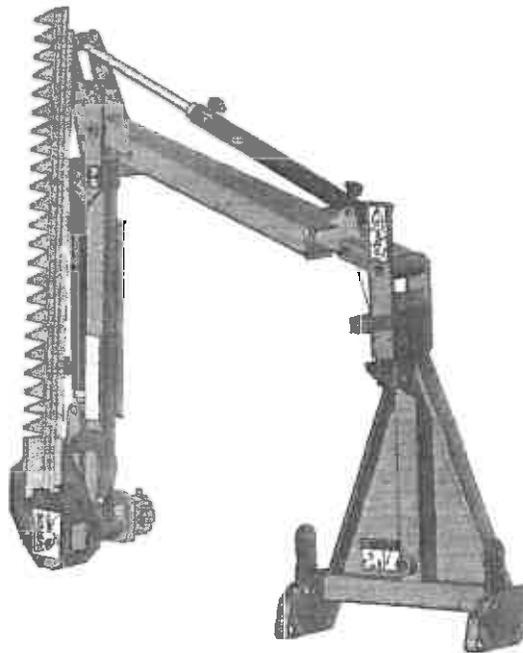
**SICKLE BAR
BOOM MOWER**

Published 10/12

PART'S MANUAL SECTION 90



An Operator's Manual was shipped with the equipment . The Operator's Manual is an integral part of the safe operation of this machine and must be maintained with the unit at all times. **READ, UNDERSTAND, and FOLLOW** the Safety and Operation Instructions contained in this manual before operating the equipment. If the Operator's Manual is not with the equipment, contact your dealer or Bush Hog to obtain a Free copy before operating the equipment.



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2501 Griffin Ave.
Selma, AL 36703
Parts Ordering 1-800-304-2836
www.bushhog.com

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