

**CITY OF HAMILTON  
PUBLIC WORKS – DESIGN SECTION  
STAFF MEETING MINUTES**

<b>Date &amp; Time:</b>	February 9, 2018, from 9:00 to 10:00 am
<b>Location:</b>	Epic Books, 226 Locke St S, Hamilton, ON L8P 4B7
<b>Attendance:</b>	Susan Jacobs, Doreen Stermann, Jamie Krakowski, Tashfeen Butt, Doug McKerlie, Branden Stanicak, Luciano Mandarino, Ian Ross, Mitchell Knott

**Subjects for Discussion:**

Item	Details	Action
1.	<p><b>Update on scheduling 2018 – Utilities</b></p> <p><u>Alectra: Scheduled Works</u></p> <ul style="list-style-type: none"> <li>• Concrete poles installation is completed. Wiring will be completed in February. Transfers to be completed in March.</li> <li>• Minor underground works to be completed at Locke and Herkimer, as well as Locke and Hunter with underground road crossing.</li> <li>• Relocation of tenant proceeding including Cogeco and Street lighting.</li> <li>• Additional works off Locke Street throughout Kirkendall Neighborhood in April.</li> <li>• Pending BIA invitation, Alectra could attend next BIA monthly meeting. Subcommittee to confirm invitation on February 27<sup>th</sup>, 2018.</li> </ul> <p><u>Union Gas : Scheduled Works</u></p> <ul style="list-style-type: none"> <li>• Scheduled underground works: <ul style="list-style-type: none"> <li>• Main to Melbourne - March 26th to June 1st</li> <li>• Melbourne to Stanley - Sept 10th to Nov 2<sup>nd</sup></li> </ul> </li> <li>• Committee has expressed they would prefer the second stage of the work to be completed in June rather than postponing to the fall.</li> <li>• Union Gas could be present at next BIA monthly meeting to discuss schedule. Subcommittee to confirm invitation for meeting on February 27<sup>th</sup>, 2018.</li> </ul> <p><u>Bell: Subsurface Utility Exploration being completed, potential works at Main and Locke.</u></p> <p><u>Sewer &amp; Watermain Lining via City Contractor:</u></p> <ul style="list-style-type: none"> <li>• City of Hamilton lining works to be completed ahead of 2018 construction year in hopes to limit 2018 impact and duration of project.</li> <li>• City's works schedule is pending utilities installation. Approximate one month to complete sewer works and two weeks for watermain lining under railway. Disruption includes access pit in the road to access underground pipes.</li> </ul>	<p style="text-align: center;">BIA</p> <p style="text-align: center;">BIA</p>

<p>2.</p>	<p><b>Scheduling 2019 – Construction</b></p> <ul style="list-style-type: none"> <li>• Locke Street reconstruction will go to tender in Fall of 2018.</li> <li>• Construction will begin in Spring of 2019 as soon as weather permits. Project will begin with the underground works, including the installation of a 300mm Watermain, Herkimer to Hunter (west side) and a 500mm watermain Charlton to Main (east side). Underground works to be completed within road way, limited impact to sidewalks and pedestrian access will be maintained.</li> <li>• Surface works to follow including installation of urban braille sidewalk, street scaping, bump outs and asphalt placement.</li> <li>• Businesses will be provided access throughout all stages of construction.</li> <li>• BIA subcommittee has acknowledged that Locke Street festival will not be a potential for this year.</li> </ul>	
<p>3.</p>	<p><b>Design Concepts</b></p> <ul style="list-style-type: none"> <li>• The complete street design concept reviewed starting at Herkimer Street to Main Street. Review included SoBi location, bench placement, parking, proposed lay-by and potential tree locations.</li> <li>• Additional locations for trees have been requested by the BIA.</li> </ul>	
<p>4.</p>	<p><b>Staging</b></p> <ul style="list-style-type: none"> <li>• Discussion of potential construction staging for 2019 construction. Road and sidewalk could be completed in various stages and watermain should be completed as a whole from one end to another. Providing additional timing conditions within the contract may lead to increased construction timing and costs.</li> <li>• City has the ability to provide wording in the contract to determine a high level overview of the staging and scheduling. Factors to be considered include high areas of pedestrian traffic within the BIA and working around the school schedule.</li> <li>• BIA suggested starting underground works from the north end to south end and surface works from the south end to the north end. City will review suggestion with the construction department.</li> <li>• Once contract is established property/store owners may receive approximate dates of affected areas.</li> </ul>	

<p>5.</p>	<p><b>Bump outs:</b></p> <ul style="list-style-type: none"> <li>Proposed bump outs reviewed throughout the project; overall the bump outs will properly establish sightlines to clarify parking locations, while providing additional area for pedestrian use.</li> <li>Additional review of bump out at Locke and Chatham has been requested by BIA. Request for two lane traffic to be restored and additional turning radius be added for the Buses. Traffic safety has been included in the city’s project team and will be contacted regarding the request.</li> <li>Bump out at Locke and Chatham was likely installed at a request from the surrounding neighborhood. KNA to confirm if the temporary installation is providing a solution or causing more issues.</li> </ul>	<p>City (Traffic Safety)</p> <p>KNA</p>
<p>6.</p>	<p><b>Benches:</b></p> <ul style="list-style-type: none"> <li>City of Hamilton standard benches have been installed previously at Concessions Street BIA and King Street BIA (Stoney Creek).</li> <li>The benches currently located in the Locke Street BIA area differ from the standard and the subcommittee’s preference would be to maintain the existing style. The difference in cost of benches from the city’s standard to existing benches needs to be discussed further.</li> <li>Orientation of benches located within the bump outs has yet to be decided. Benches can be orientated facing the road or the buildings.</li> <li>City has compiled a list of existing benches; BIA to confirm ownership and include/request any additional benches. List to be distributed with minutes along with standard bench detail from the city.</li> </ul>	<p>City</p> <p>City</p> <p>BIA</p>
<p>7.</p>	<p><b>Entrance Feature:</b></p> <ul style="list-style-type: none"> <li>Footing for the entrance features to be included as part of this project. The most southerly location will be the North/ East corner of Stanley/Locke and the most northerly location will be the South/ West corner of Jackson/Locke.</li> <li>A separate subcommittee has been established and has been working with Meredith Plants to provide feedback on the design.</li> </ul>	<p>BIA</p>

8.	<p><b>Street Poem:</b></p> <ul style="list-style-type: none"> <li>• Current design is to reinstate the poetry in the original locations. The BIA subcommittee has suggested reducing the distance between the plaques to make it easier to read the poem.</li> <li>• The BIA subcommittee to contact the author of the poem to confirm if relocation would be something the artist would consider.</li> </ul>	BIA (Branden)
9.	<p><b>Future Communication:</b></p> <ul style="list-style-type: none"> <li>• Emails and meeting minutes corresponding to project updates will be sent to all the subcommittee members.</li> <li>• Future meetings will be conducted to discuss project milestones and any major updates. All subcommittee members will be included along with city staff.</li> <li>• Committee to confirm if the BIA would like the City/Alectra/Union Gas to be in attendance for the next meeting to be held on February 27<sup>th</sup> at 7:00 pm.</li> </ul>	City  BIA