



RURAL SERVICES

A Division of
FNSB Public Works



WHAT YOUR SERVICE AREA
NEEDS TO KNOW

DRAINAGE SYSTEMS, TRAINING SCHEDULE, PARLIAMENTARY PROCEDURE AND ROBERT'S RULES OF ORDER

DRAINAGE SYSTEMS IN SERVICE AREAS

When it comes to the road drainage system what do I need to know?

Have Short-and-Long Term planning goals!

Short-Term Planning. If the service area commission would integrate periodic maintenance with annual maintenance on a three-year rotation road needs might be more easily met. Think about a list of objectives to accomplish in the near future:

Year 1: brush entire service area,

Year 2: reshape the road in the worse condition, and add gravel,

Year 3: clean the drainage system (ditches and culverts).

It is important to gather pertinent information by listing all the possible problem areas that will require attention. Before considering any paving or gravel work, review all your service area roads noting any collapsing culverts, reestablishing the ditches, and digging out soft areas. The Commission may construct or clean ditches, install culverts, or take whatever measures necessary to drain water away from the road embankment to fix problem situations.

Crushed or damaged culverts restrict drainage and may lead to road damage. It is recommended that the service area repair or replace the culverts as necessary, and install new culvert markers that conform to borough standards. Good marking of culverts will assist in better snowplowing, stacking and storage by avoiding culvert blocking situations.

Long-Term Planning. If your service area is planning a long-term capital improvement project where the road is being changed, this process requires permitting and engineer involvement. The service area should consider including major drainage changes (ditches and culverts) at this most appropriate time.

The Fall is a great time to clean and inspect culverts for blockage, settlement, or pulling apart in preparation for Spring-time drainage and runoff.

Culverts are good heat exchangers so the ground around them will freeze hard and thaw out slowly. A quick, warm breakup after a heavy snow year may lead to a lot of flowing water while the culverts are still cold enough to freeze the incoming water. This may cause an ice buildup in the culvert requiring thawing. It is always good to anticipate services that may be necessary before they become an emergency, like culvert thawing.

For more information read: *FNSB-Rural Services Division, Standard Specifications for Local Road Maintenance 2012 : (Division 600: 603-Culvert and Storm Drains).*

SERVICE AREA COMMISSIONER TRAINING JUNE 2016

SHORT & LONG TERM PLANNING

Agenda: *The benefits of planning and potential uses for service area budget. (Anticipate the training to run about 30-45 minutes. All service area commissioners are encouraged to attend these sessions. Additional sessions will be scheduled if needed.)*

June 8—Wednesday—12:00 PM

June 8—Wednesday—5:30 PM

June 15—Wednesday—12:30 PM

Location: Rural Services Office, 520 5th Ave, Suite D

Call to Register: 459-1223

Rural Services Email Address

Please use the Rural Services email address: ruralservices@fnsb.us when sending an email to Rural Services (this will ensure that your email is answered promptly). **Thank you!**

COMING EVENTS - June through September 2016

- June 14 - Parliamentary Procedures/Robert's Rules
- July 4 - **Rural Service Office CLOSED** for 4th of July
- July 13 & 20 - Commissioner Responsibilities Training
- Aug. 10 & 17 - Service Area Tax Cap Training
- Sep. 14 & 21 - Meetings and Meeting Minutes

Renewing Commissioners

Confirmation of the appointed Service Area Commissioners is scheduled for FNSB Assembly meeting on June 9, 2016.

The Borough Clerk's Office will mail the Oath of Office to those confirmed by the Assembly during the week of June 17th. Appointees are required to sign their oath before a public notary and return that document to the Borough within 30 days of notice. Any renewing commissioner who does not return the completed oath by July 1st will not be able to act on behalf of the borough as a Commissioner until their oath is received by the Borough.

NOTE: Rural Services and the Borough Clerk's Office have Public Notaries on staff.

Parliamentary Procedure and Robert's Rules of Order

June 14, 2016 in Assembly Chambers - 5:00 p.m.

All Board and Commission members (and interested borough staff) are invited to a workshop hosted by Community Planning and presented by former Platting Board Chair and Planning Commission member, Merle Jantz.

Mr. Jantz is known for his expertise in parliamentary procedure and Robert's Rules of Order. The workshop will be held in the Assembly Chambers from 5 - 6 pm. on Tuesday June 14, 2016 and will address how to run an efficient and effective public meeting, the responsibilities of a Board or Commission Chair, how to make clear and concise motions, and other valuable insights gained from years of service on borough boards and commissions.

The Mayor has requested this invitation be sent to all members of each board or commission so we can share this valuable information and resource throughout the borough. Community Planning will publish a Special Meeting notice to advertise also.

Please contact me if you have any questions.

Thank you,

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Thank you for your
dedication to the
service area



Commissioners Corner

Going on Vacation... *What do I do next?*

- 1) **Notify other members of your commission.** Designate a call-out person.
- 2) **Notify the contractor** who the acting-commissioner will be on your behalf and approximate return timeline.
- 3) **Notify Rural Services**, call 459-1223 or by e-mail ruralservices@fnsb.us.

Back from Vacation... *What do I do next?*

- 1) **Notify other members of your commission.** Release your designated call-out person.
- 2) **Notify the contractor** that you have returned and are once again available for contact.
- 3) **Notify Rural Services**, call 459-1223 or by e-mail ruralservices@fnsb.us.

Thank you!