

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, NOVEMBER 13, 2018– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

Members: Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell

The November 13, 2018 Public Works Committee meeting was called to order by Chairperson Flower at 4:31 p.m.

Roll Call:

Present: Flower, Proksa, Howell, Hedlund, and Dunn

Absent: None

Others Present: Public Works Director Earle, Parking Manager Mullally, City Clerk Kropf, Finance Director Hall

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; She thanked the Public Works Department for the leaf pickup and fixing several street lights. She would like to speak to the Pedestrian and Bike plan funding, but nothing was in the packet so was unable to comment.

Approve the regular Public Works Committee meeting minutes from October 9, 2018 as prepared and distributed Motion by Proksa, to approve, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report

Director of Public Works Earle commented on the Disc Golf Bridge and noted that they are waiting for the weather to clear up so that they can continue to work on it.

He noted that the Ice Castle is progressing and making ice. He talked to the group and they identified that this is the earliest that they have started. One issue that has arose is that when the wind blows it causes Wrigley Drive to ice over. He noted that the DPW will be taking care of call outs, but that Ice Castles will be paying for the salt.

The Christmas Parade will continue as it was done last year and they will be working with the Police and Fire on this event.

He added they are ready for winter and the salt shed is full. The last snow fall they pretreated the road with salt brine and it worked very well.

Earle stated that the DPW team is in high demand to get the leaves off the road before the snow fell.

He added that the last road to be paved as part of the 2018 Street Improvement project was Lake Geneva Boulevard, which despite popular belief was slated to be fixed over two years ago.

Parking Manager Report

Mullally addressed the committee about the two new kiosks that she is currently testing. She noted that they have been out for three and a half weeks and that they have generated over \$1,000 which is equal to the other kiosks around them. She added that free parking does begin on November 15, 2018. Mullally noted that the next move will be to start pay by plate versus pay by stall as they are doing now. She stated that she would like to see the use

of money bills removed as they are used so infrequently. She also introduced the idea of having smart phone zones for parking.

Howell expressed concerns with removing the bills option on the kiosks and would like to wait to see how things evolve in the future.

Discussion/Recommendation regarding a four or five-year contract extension with John's Disposal for Recycling and Refuse Pickup (carried over from October Meeting)

Flower noted that this was carried over from the last meeting. Finance Director Hall reviewed the different options that were presented by John's Disposal and discussed the over impact the options would have on the budget. Nate Austin addressed the committee about the options that were presented at the last meeting. He noted that this options are created based on the needs identified by the calls from citizens.

The options identified included weekly recycling, call in bulk, and call in electronics. Hall noted that option one is the current option is what was budgeted for. If the committee would like to choose something else, it may require a budget amendment. Austin added that these options would be effective January 1, 2019 with an option of a four-year extension or a five-year new contract.

Earle noted that the most calls he receives pertains to the electronic recycling. With the option that includes the call-in bulk and the call-in electronic that would each citizen to call in twelve times a year.

Motion by Howell to move to John's Disposal Refuse and Recycling contract option two with Attorney review of the four-year extension of the current contract or five-year new contract, second by Dunn. Motion carried 5-0.

Discussion/Recommendation regarding City Right of Way and Alley Improvements located at 1123 Lake Geneva Boulevard

Flower explained that this applicant is looking to construct a garage and to use the alley located behind. Earle noted that he did find a building permit for the garage, but nothing that gave the owners explicit approval to use that alley as a driveway. He noted that he talked to the fire department and they were okay with it as long as it is wide enough to allow for an ambulance to turn around. He noted that maybe the committee could waive the setback requirements and allow for a second driveway to be built as another option.

Earle noted that this was in front of this committee as they would have the authority to allow them to use the alley.

Earle noted that he might be able to move forward with this and he could just talk to the building and zoning administrator. No action taken.

Discussion/Recommendation regarding awarding the 2018 Fall Tree Planting Bid to Dan Larsen Landscaping, INC in the amount of \$22,470.00

Earle noted that there is \$10,000 in the budget for this project, so this bid will need to be accepted but for only \$10,000. Two proposals were received and Larsen was the lowest apparent bidder.

Motion by Howell to award the 2018 Fall Tree Planting Bid to Dan Larsen Landscaping, INC in an amount not to exceed \$10,000, second by Proksa. Motion carried 5-0.

Discussion/Recommendation to promote discount parking app

Mullally introduced the discussion of promoting a discount parking app which would be using the current park mobile app. This would be beneficial moving forward to save the City money. Howell noted that he is favor of moving forward with the app as long as it saves the City money.

Motion by Howell to continue to the next meeting, second by Dunn. Motion carried 5-0.

Discussion/Recommendation on APT FY19 annual maintenance agreement

Mullally noted that this is an annual contract that needs to be renewed to maintain the current warranty. The contract amount is \$62,900.

Motion by Howell to approve second by Proksa. Motion carried 5-0.

Discussion/Recommendation on Park-N-Ride potential location

Mullally then reviewed a potential park-n-ride location near Sheridan Springs and Edwards Blvd. Earle noted that that area is already paved from the old gas company and would need to add an additional connecting driveway and stripe that lot. She noted that this could also be used to host the shuttles for the larger events.

Motion by Hedlund to approve the park-n-ride on Sheridan Springs Road, second by Proksa. Motion carried 5-0.

Discussion/Recommendation to use parking funds for “City Connect App” for communication

Mullally noted that this is a communication tool that can be accessed by citizens on the street. She stated it is an app and could be obtained for \$6,000. This would help people identify any issues or problems on the street without having to disrupt the police dispatch.

Motion by Dunn to approve the use of parking funds for “City Connect App” for communication purposes, second by Proksa. Motion carried 5-0.

Discussion/Recommendation to add shuttle bus charges in the City’s Event Permit Application

Mullally asked the committee if they would like to pursue the addition of a fee for use of the shuttle to be added to the event permit application. She asked if they would like to see a fixed cost added to the permit or if they would like to see it at all. Hedlund noted that he would like to see that the BID participate as they would directly benefit from the increased traffic.

Motion by Flower to continue to the next meeting, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding year round parking enforcement

Mullally would like to see if she could move to year round parking to allow for extra supplemental staff and staff longevity. She would like to see the committee to start considering this as she would see that as of January 1 she is not is the hole for staff time. Flower would like to see how many people are tracked on the pedestrian trackers downtown and move forward from there. No action taken.

Discussion/Recommendation regarding parking satellite services location

Mullally noted that she would like to see the parking department have satellite service locations to aid in customer service. She feels that by doing this it would alleviate parking questions to the police department and to boost employee morale. She added that a number of people already use the Visitor’s Center to ask questions, so potential use that as a site. Dunn noted that he would like to see the Brick and Mortar Building used as a parking services department and add public restrooms that would available year round. He added that this would allow for a satellite location and to save a historical building. Earle noted that the Riviera is going to be renovated and it would behoove the committee to look into potentially moving the department there. Flower would like Mullally to review addition options, need for space required, and to discuss with the new City Administrator. No action taken.

Discussion/Recommendation regarding Oak Hill Cemetery Septic System Maintenance Issues

Earle noted that this is informational only and that the Cemetery Board will be discussing this further at their next meeting. He outlined the different options that were given by the engineer. He added that the City could put in a holding tank or and septic tank, both of which are not allowed in the City limits. No action taken.

Discussion/Recommendation regarding implementation of Bike and Pedestrian Study Plan

Flower reviewed the map in the packet and talked about the different low cost options that can be reviewed to help move this plan forward. Mayor Hartz noted that there would be room to make these various improvements as new developments come in. Earle noted that he could have this implemented within the Streets Improvement Project but then it could potentially take money away from fixing the roads. Howell wondered if this could be

something that could be discussed at a Committee of the Whole meeting. Mayor Hartz noted that the Park Board is applying for various grants to aid in the construction of bike paths. No action taken.

Discussion/Recommendation regarding the possible replacement/removal of various Disc Golf Bridges with funding source to be identified

Flower noted that she requested that this come forward as she would like to see some of these removed or possibly replaced. She added that there are three places that the disc golf course encourages people to cross and those areas would need to be identified. She asked that the DPW look at which bridges can be removed and how much money would be needed to fixed/replaced. Earle added that the committee needs to be careful about which bridges are being removed as to get permits is almost near impossible. No action taken.

Discussion/Recommendation regarding City owned property maintenance and possible funding sources

Flower asked that this be added to the agenda and would like to identify City owned properties along with what their needs are. She would like to see a list of the properties and any potential large maintenance costs that may need to occur at these various properties. Earle encouraged that anytime a City owned building is built it should have a capital outlay to identify future repair costs. No action taken.

Future Agenda Items

Adjourn

Motion by Hedlund to adjourn second by Proksa. Motion carried 5-0. The meeting adjourned at 6:26 p.m.