

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JUNE 11, 2019– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

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

The June 11, 2019 meeting of the Public Works Committee was called to order by Chairperson Flower at 4:30 p.m.

Roll Call

Director of Public Works Earle called the roll and noted that were present.

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

Also present: Director of Public Works Earle, Parking Manager Mullay, Asst. Clerk Elder, City Admin Nord, Ald. Skates, & Halverson

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

None

Approve the regular Public Works Committee meeting minutes from May 14, 2019 as prepared and distributed

Motion by Proksa to approve the May 14, 2019 minutes, second by Hedlund. No discussion. Motion carried 5-0.

Director of Public Works Report

Riviera Fountain Lighting

Director Earle noted that the lighting has been installed and will be working with the programmer to make the lights operational. He added that the light shows will be customizable for shows.

Brush Collection

Earle stated that the brush collection has been completed. He also indicated that a broken pipe at LaGrange and could cause some delays.

Parking Manager Report

Year to Date Meter Collections

Mullally reported that the Paring Department is stable and has approximately 7,000 less in transactions from last year.

Maintenance on Meters/Technology Issues

Mullally indicated that the meters are slower this year due to spotty coverage. She did add more staff to handle maintenance in the morning hours.

Discussion/Recommendation regarding awarding the bid for the 2019 Street Improvement Project to Payne & Dolan in an amount not to exceed \$814,966.12

Earle stated that the bids came in for the Street Improvement project. He noted that while the bid amount was \$814,966.12 and budget amount for the project is only \$750,000. The whole project will not exceed \$750,000 by choosing which roads

are in desperate need of help and have those repaired first. This cost will also include all of the engineering costs for the project.

Howell motion to approve \$750,000 to Payne & Dolan for the 2019 Street Improvement project to include the engineering costs, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding 2020 Streets Capital Spending Plan and Three Year Plan including alleys

Director Earle said this is on target, but we should try to get bids earlier, and he's given the plan to Ald. Flower making the suggestion to take Main St. off, but he would need approval for the task order for an Engineer to assess the roads.

The committee directed DPW Director Earle to obtain the task order from the engineer. No action taken.

Discussion/Recommendation regarding Department of Public Works Fencing to be paid from Capital Borrowing

Director Earle stated that he received two quotes for this project. This fencing would go around the brush dumping area. He noted that this is necessary as this area is where the staff are running large pieces of equipment and they would be able to close off the area to maintain safety.

Motion by Hedlund to approve the purchase and installation of the fence by Century Fence in an amount not to exceed \$26,955, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding sidewalk/bike trails needs on Sheridan Springs Drive, Edwards Boulevard, and Highway 120 South

Alderson Flower stated that she had shared this at the Committee of the Whole and that she wanted to have a conversation with the committee. She noted that she would like to work this plan into the upcoming street improvement projects. She would like to see these funded through Special Assessments. Earle noted that they need to not only look into where the sidewalks may be placed, but also the maintenance of the sidewalks as well. They also need to be placed in a way that makes sense to avoid "sidewalks to nowhere". Flower noted that the Park Board has been looking into this as well. Director Earle stated we need to start including capital outlay as we go forward. No action taken.

Discussion regarding Parking Kiosk RFP

Flower noted that this had been brought up months ago and it hadn't moved forward. She wanted to discuss the need to the equipment and if there is a possibility to have a meeting to discuss it further. Parking Manager Mullally has tested the machines and working with vendor to look at various models. Mullally asked the committee what direction they would like her to move in – what's the goal i.e. revenue, new parking meter features, and customer interface. Ald. Dunn stated he went out and it wasn't very user friendly. Ald. Howell said he tested the system and it was fine. Hedlund stated to nickel and dime the parking revenue source is a mistake and would like to direct Sylvia to do the research obtain the RFP to have enough time in November. Ald. Howell stated there needs to be a separate meeting dedicated just to parking analysis and RFP to make an educated decision. Ald. Skates stated to have various vendors submit bids/proposals for a special Parking workshop.

No action taken.

Discussion/Recommendation regarding amending current snow removal and weed/grass control ordinances

Flower noted that the Attorney is reviewing the grass mowing policy so that will be carried over to the next meeting once his revisions have been received. Flower cited several amendments for the snow removal policy that needed clarification specific to adding language relating to removing snow to the curblines and from the ADA ramps

Motion by Hedlund for amending the current snow removal policy and to refer to Finance, Licensing, and Regulation Committee, second by Howell. Motion carried 5-0.

Discussion regarding roundabout mowing

Hedlund points how if someone owns the property could we see if we can get them to mow the lawn. Flower possibility to have State/County cut more often, suggested approaching the other township, proposed a company that would sponsor. Earle noted that the DPW will continue to mow the roundabout on the south side and the medians. No action taken.

Discussion regarding bike path issues on South Street

Ald. Hedlund motion to suspend the rules to let Ald. Skates to speak, second by Howell. Motion carried unanimously.

Skates noted that there is a fair amount of bike and pedestrian traffic on that street. The committee noted that this should be discussed at the Park Board. Main thorough fair for various locations and Director Earle stated we only own the west bound lane up to the High School parking lot. Earle noted that this would be a job to be done and researched by Vandewalle. No action taken.

Future Agenda Items

Weed/Grass Control

Roundabout mowing

Items Streets Capital Spending

Restroom Cleaning

Parking Kiosk RFP

Adjourn

Motion by Howell to adjourn the meeting, second by Hedlund. Motion carried 5-0. The meeting adjourned at 6:00 p.m.