

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, FEBRUARY 12, 2019– 4:30PM
CITY HALL CONFERENCE ROOM 2A**

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

Meeting was called to order by Chairperson Flower at 4:30 p.m.

Roll Call

Public Works Director Earle called the roll and noted that Flower, Proksa, Hedlund, and Howell were present with Dunn being absent.

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 January 8, 2019 as prepared and distributed
Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 4-0.

Director of Public Works Report

Ice Castle

Director Earle noted that there have been some minor issues with the Ice Castles as far as sidewalks and Wrigley Drive. He also noted that they have been using the bottom of the Riviera as a warm up area and that there have been some security issues. He added that these things are minor and that they can be reviewed closer when they return next year. No action taken.

Plowing

Earle stated that he has been hauling snow in the downtown since 1987 and that there have been new issues arising with the snow removal. It seems that there has been some confusion on the snow removal policy with downtown business owners. Currently they have 24 hours to remove the snow so that the Public Works Department can come in later and haul the snow away. He stated that this usually works pretty well depending on when the snowfall stops. He added that he and his crew hand out written materials explaining the policy to the business owners twice a year. He wonders if maybe the time line of twenty-four hours should maybe be reduced to a lesser amount of time. Flower suggested that this item be placed on the agenda for the March 2019 Public Works meeting and discuss possibly reducing the amount of time the downtown businesses have to remove the snow.

He further noted that they have used more salt than usual, but they still have plenty left for the rest of winter. No action taken.

Aldersperson Dunn arrived at 4:42 p.m.

Winterfest

Earle stated that Winterfest, as far as Public Works is concerned, was a huge success. It takes the crew about one day to get the downtown ready for the street closures, but this timeline does not include the moving of snow. He was happy with the ability of the crew and the equipment to run efficiently when the temperature was subzero. No action taken.

Disc Golf Bridge Potential Replacements

Earle noted that the bridges that were in poor shape were blocked off, but then they were removed and thrown in the river. They have been blocked off again and he has met with the engineer to potentially move forward to future replacements. No action taken.

Discussion/Recommendation on renewal of the TAPCO contract including Video Detection Maintenance for 2019/2020

Earle stated that this is an annual contract to maintain the street light signals. There is no change in the price from the previous year. He added that the use of the cameras aids the Police Department and the Public Works Department in the event of an accident.

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

Discussion/Recommendation regarding 2019 Street Improvement Project & Paving Project

Director Earle outlined that map of projected road work within the packet. He noted that any roads rated at fours, fives, sixes, or sevens are the ones that they really focus on. He stated that he is working with the Utility Commission to identify any streets that may need utility work as well. Having the two departments working together is going to help in avoiding any overlapping in work to be completed. He is hoping to have this to the committee for final consideration in March 2019. No action taken.

Discussion/Recommendation regarding Fall Tree Planting recommendations from the Tree Board

Director Earle addressed the committee regarding recommendations on planting trees per the City Forester. Normally trees are planted with a ball and burlap; this presents a problem as it takes three years for the tree to stabilize and then starts to grow. He proposed that the City plant trees that have been grown in a container. This would allow the tree to start growing immediately and would ultimately allow the City to plant twice as many trees. He noted that the Tree Board did review this issue and would recommend approval as well.

Motion by Proksa to approve, second by Hedlund. Motion carried 5-0.

Parking Manager Report

Parking Manager Mullally stated that the parking kiosks are up and running and she does have some new employees on staff. Meter parking will begin on March 1 and this has been noticed on many outlets to prepare the public. She noted that the Winterfest shuttles were extremely well used and that four shuttles were running simultaneously. She is hoping to have the Park-N-Ride up and running by August 2019.

Discussion/Recommendation regarding purchase of sixty-three (63) Cale CWT Touch Screen Parking Meters

Parking Manager Mullally addressed the committee regarding her want to purchase new parking meter kiosks. She noted that the current kiosks will soon have unsupported technology and that the 3G technology that they currently have will soon be outdated. She did add that she has had this type of kiosk out for testing for the last couple of months. Her initial request is to purchase sixty-three of the Cale touchscreen at a cost of approximately \$500,000. She noted that the touchscreen option will cost approximately \$10,000 more than the keypads, but Hedlund indicated that he would rather see the City purchase the touchscreen as that is what people are used to.

She added that this model will also the parking staff to perform quick fix and maintenance procedures in the event one were to quit working. Mullally stated that she would like to see the kiosks only take, coin or credit card. Her hope is that more people will start to use the ParkMobile app. She stated that there has been decrease in the use of paper bills in the kiosks and that having that option would be more expensive. Flower questioned if the beach pass kiosks were included in the sixty-three slated to be purchased. Mullally noted that they currently not included, but that if the committee would like to go that route they certainly could.

Motion by Flower to purchase sixty-six Cale CWT Touch Screen Parking Meters setup to take only coins and credit cards, second by Hedlund. Mullally noted that there is an ordinance that will need to amend an ordinance to identify what types of payments can be accepted at the kiosks. Motion carried 5-0.

Discussion/Recommendation regarding approving of agreement with UPSafety to add additional license plate lookup automation software

Mullally stated that our current vendor, UPSafety, does offer a license plate lookup software. She noted that currently our Police Department Dispatchers are looking up these plates. She would like the software to be utilized instead as to mail out notice in a timelier fashion and to alleviate the stress on the dispatchers. The cost of this service is \$2.50 per lookup. Motion by Hedlund to approve, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding implementing possible parking rate discount with use of parking mobile applications

Mullally stated that she is looking into an initiative that would potentially offer a discount to users of a parking app. She offered options that would include a rate increase City wide with a discount for using the app or a "lake only" option that would offer a discount near the lake.

Motion by Howell to deny the request, second by Hedlund. Motion carried 3-2, with Flower and Proksa voting no.

Adjourn

Motion by Heldund to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:59 p.m.