

PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JANUARY 8, 2019– 4:30PM
CITY HALL CONFERENCE ROOM 2A

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

The meeting of the Public Works Committee was called to order by Chairperson Flower at 4:33 p.m.

Roll Call

Public Works Director Earle called the roll and noted that Proksa, Flower, Howell, Hedlund with Dunn being absent. Others Present: Public Works Director Earle, Parking Manager Mullally, and City Clerk Kropf

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 December 11, 2018 as prepared and distributed
Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 4-0.

Director of Public Works Report

Map of street work

Public Works Director Earle stated that he is continuing to review the street maps and identifying streets to be included in the 2019 Street Improvement Program. He noted that he is focusing more on the lower rated roads to deter them from deteriorating further. Cemetery Road is a potential street to be included, but with the uncertainty of the pending development and Oakhill Cemetery sanitary sewer he has placed this street on hold. He noted that committee discussions have deterred him from pursuing further reconstruct on Main Street which is going to open more money in the budget to add more streets around the City.

Ice Castle

Ice Castles have been pushed back due to the weather. He noted that Utilities Director Gajewski has been working with the group at Ice Castles to make sure that the sidewalk that is adjacent is salted.

Plowing

Earle noted that there hasn't been any snow which is saving money and wear on the equipment.

Equipment

Earle noted that he has employees working on equipment that needed attention. He added that the employees are happy that there are happy to fix these issues instead of sending them out for repair. This in turn is saving the City money as well.

Tree work

Earle noted that the arborist is working diligently to identify trees that need replacing and replanting.

Winterfest

Earle noted that the Public Works Crew is ready to go for Winterfest within the next couple of weeks.

Disc Golf Bridge Potential Replacements

Earle noted that the engineer is looking into to the bridges and will bring a recommendation at a future meeting. The committee discussed that the other bridges are failing and that some should be replaced. City Administrator Nord noted that he contacted the City's insurance company to look at it and give a recommendation. Flower noted that she would like to see three bridges out there. Earle noted that one of the bridges may be able to handle a vehicle crossing to aid the Police Department.

Parking Manager Report

Parking Manager Mullally addressed the committee regarding the 2018 parking department activity. She reviewed some of the highlights throughout the year, which included 523,000 of paid transactions, the amount of revenue that was collected from parking violations has decreased, use of mobile apps doubled, and that the meter revenue increased by 10%.

Sheridan Springs Park and Ride Location Driveway Installation included in 2019 Street Improvement Project

Mullally noted that this property is already in the City's control and that she would like to see that included in the 2019 Street Improvement Project. Earle noted that it is slated to be in the project. No action taken.

Discussion on upgrading Parking Meter System in 2019

Mullally noted that she would like to upgrade the meter kiosks for the new year. She noted that the kiosks would be equipped with better technology to be faster and easier for customer use.

She would like to see the machines to be cashless as it is harder on the equipment to run the battery for the bill collector. She would like to see this approved and placed for use before Memorial Day. Flower noted that some patrons have suggested no parking in some of the downtown and would like to research that before investing a new system. This item is to be brought back to the committee at next month. No action taken.

Discussion on initiating a MaaS (mobility as a service program) "pilot program" for Downtown

Mullally noted that this app offers a service that reserves car pickup/dropoff. She noted that this would promote less traffic in the downtown and could possibly create more available parking spaces. She would like to see a three-month program in the summer and explore how it works for the City. She noted that this would be a free service within the City limits and more specifically at the downtown. Flower asked that she research the issue and bring it back to the next meeting. No action taken.

Discussion/Recommendation regarding pay request #2 to Payne and Dolan for 2018 Street Improvement Project in an amount not to exceed \$106,504.25

Earle noted that this is the final payment including the retainage.

Motion by Howell to approve, second by Hedlund. Motion carried 4-0.

Discussion/Recommendation regarding payment request #5 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$15,764.40

Earle noted that this is the pay request #5.

Motion by Proksa to approve, second by Howell. Motion carried 4-0.

Discussion/Recommendation regarding final payment request to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$5,684.10

Earle stated that this request just came in and recommended a 10% retainage of the final payment to aid in the grass growth.

Motion by Hedlund to pay \$5,000 and retain the remainder to pay for grass regrowth, second by Proksa. Motion carried 4-0.

Discussion/Recommendation regarding log sale on Wisconsin Surplus; Funds generated to be designated to the purchase of trees

Earle stated that he had taken down two Walnut trees and that they were sold on the Wisconsin Surplus for \$1,515. He asked that the funds be allocated to the fund to purchase trees.

Motion by Howell to approve, second by Flower. Motion carried 4-0.

Discussion regarding landscaping completed at Brunk Pavilion- Per Chairperson Flower

Mayor Hartz explained that he sits on the beautification committee and had worked with them on the development the landscape plan. He noted that the landscape plan was approved as a part of the original plan that would be approved by the Plan Commission and the Common Council. Since then the Public Works Department had concerns with how that was going to be maintained. Earle added that she would need direction on whether or not to add this to the landscape plan. No action taken.

Discussion regarding Capital Outlay Plan for Buildings and Infrastructure

Earle noted that he had first discussed this during the budget process. He stated that the buildings are going to need attention and that there needs to be schedule outlining their condition and a schedule of maintenance. No action taken.

Discussion regarding obtaining proposals for the City Engineering Services

Earle stated that he was pleased with Kapur's work along with the other City departments. Hedlund worries about looking for a new engineer as Kapur should have an understanding on how the City works. Mayor Hartz noted that some of the issue is just that the City has an expectation that isn't communicated to the City Engineer. Flower noted that she sees most of the concern with the Building and Zoning and Planning Commission representation. She cited several instances where standards weren't conveyed and would like to see that corrected. The committee would like to have a conversation with representatives of Kapur to discuss the issues. No action taken.

Adjourn

Motion by Howell to adjourn the meeting of the Public Works Committee, second by Proksa. Motion carried 4-0. The meeting adjourned at 6:33 p.m.