

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, OCTOBER 9, 2018– 4:30PM  
CITY HALL CONFERENCE ROOM 2A**

**Members:** Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell  
The October 9, 2018 meeting of the Public Works Committee was called to order by Chairperson Flower at 4:32 p.m.

**Roll Call**

**Present:** Flower, Proksa, Hedlund, Dunn & Howell

**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**

Brett Stinebrink; 1129 Grant St; Spoke in regards to the high traffic on Grant Street. Indicated that motorists are speeding down the street and spoke in favor of a stop sign placement or some kind of traffic calming device.

Jeff Olson; 1108 Grant St; Spoke in favor of the placement of a stop sign or traffic calming device on Grant Street.

Lora Jacobs; 1121 Grant St; Spoke in favor of the placement of a stop sign or traffic calming device on Grant Street as well.

**Approve the regular Public Works Committee meeting minutes from August 14, 2018 as prepared and distributed**  
Motion by Proksa to approve, second by Howell. No discussion. Motion carried 5-0.

Motion by Flower to move the agenda item concerning the City's garbage collection contract with John's Disposal and the Oak Hill Cemetery Septic System Maintenance item to discuss next, second by Hedlund. Motion carried 5-0.

**Discussion/Recommendation regarding a four or five-year contract extension with John's Disposal for Recycling and Refuse Pickup**

Nate Austin from John's Disposal spoke to the committee regarding his request to extend the City's current contract with a five-year option. He stated that there would be an increase in the recycling rate due to the market increases. He reviewed the different options for the contract which included electronic pickup and the possibility of weekly recycling pickup. Public Works Director Earle added that the city currently does not have an e-waste drop off site. Finance director Hall noted that the current budget has identified 3,150 units per the contract, but that would need to increase due to the new construction in the City. The committee discussed that the current contract with John's doesn't expire until December 2019 and that there weren't any bids or RFP's sought.

Motion by Howell to continue this item until the November 2018 Public Works Committee meeting, second by Flower. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding Oak Hill Cemetery Septic System Maintenance Issues**

DPW Director Earle noted that the septic system in the cemetery hadn't been pumped in about fifteen years. So as part of maintenance it was due to be pumped and it was discovered that there weren't materials in the tanks. This was due to the tanks leaking. Building and Zoning Administrator Walling noted that per the ordinance the tanks should be condemned and any connecting lines should be shut down. Earle stated that the bathroom to the sexton shed was shut down but is looking to bring in portable bathrooms for the staff to use. The committee stated that

they would like to see the Public Works Department to work with the Utility Commission to identify a plan to move forward.

Motion by Howell to place temporary portable bathrooms in the cemetery and to work to develop a plan for further discussion, second by Hedlund. No discussion. Motion carried 5-0.

#### Director of Public Works Report:

##### Clean Sweep Update

Earle stated that the Walworth County Public Works Department held this year's Clean Sweep and that Lake Geneva will be the site for 2019. This could cost the City potentially \$1,500.

##### Recycling Efforts at Future Events

Earle noted that he would like to see portable recycling bins placed in the various parks during large events to alleviate the mixture of garbage and recycling. He stated that the ownership of that initiative should be on the event coordinators. No action taken.

##### Parking Manager Update

Parking manager Mullally gave a continued budget presentation to the committee. She noted that they have collected \$1.3 million on the meters alone and that \$966,584 of this goes to the general fund. She noted that the City should strongly consider adding the potential of a shuttle to the event permit application as they had 2,376 pickups in the shuttles for the larger events; all shuttle has been paid for by the parking department solely. She also indicated that if the City would like to extend the parking to year round, she would like to obtain two full time positions and to be moved to the Visitor's Center. She then identified some underutilized private owned parking areas that could be included into the parking structure. No action taken.

##### Discussion/Recommendation regarding Dog Park Fencing

Earle noted that this has come from the Park Board to have a small dog park within the large dog park; this would be space designated to smaller breed dogs. He noted that the total price would be \$10,083 to pay for fencing and the concrete footings.

Motion by Hedlund to deny, second by Howell. No discussion. Motion carried 5-0.

##### Discussion/Recommendation regarding implementation of Bike and Pedestrian Study Plan

Motion by Howell to defer to the next meeting, second by Hedlund. No discussion. Motion carried 5-0.

##### Discussion/Recommendation regarding purchase of new snow plow from the Equipment Replacement Fund

Earle noted that the current plow truck needs to be replaced as it is a 1997 model. He was able to work with a consortium to obtain a discount. He stated that it will be a 2018 truck but won't be purchased and delivered in 2019.

Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 5-0.

##### Discussion/Recommendation regarding possible placement of stop sign on Grant Street and Horace Street

Committee discussion included having concerns about the placement of stop signs on Grant Street and worries about more motorists using Cemetery Road to bypass it. Howell added that maybe to consider a two way stop versus a four way stop. Flower would like to see research done on other methods of traffic calming other than stop signs. The committee wants Attorney Draper to give an opinion on the placement of stop sign at that location.

Motion by Flower to direct DPW Director Earle to explore more alternatives and bring back to the committee for discussion, second by Howell. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding proposed pedestrian crosswalk on Center Street

DPW Director Earle noted that there is pedestrian confusion when it comes to crossings downtown. He would like to install curb cuts and striping for the crosswalk. This works would be included in the 2019 Street Improvement Project.

Motion by Howell to move forward with installing the curb cuts as part of the 2019 Street Improvement project, second by Flower. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding possible placement of Ice Rink at Flat Iron Park

BID Executive Director, Bridget Leech, addressed the committee about the possible placement of a skating rink at Flat Iron Park. She noted that the BID would be paying for all of the setup, tear down and any subsequent damage made to the park. Hedlund expressed concerns with the potential impact to the City's Public Works Department.

Motion by Howell to approve the installation for the 2018-2019 season, second by Proksa. No discussion. Motion carried 4-1, with Hedlund voting no.

Discussion regarding landscaping work completed at Brunk Pavilion- Per Chairman Flower

Motion by Flower to continue to the November meeting, second by Proksa. No discussion. Motion carried 5-0.

Adjourn

Motion by Howell to adjourn, second by Heldund. Motion carried 5-0. The meeting of the Public Works Committee adjourned at 6:03 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PUBLIC WORKS COMMITTEE