



MINUTES OF THE PUBLIC WORKS & PROPERTY COMMITTEE

THURSDAY, JULY 11, 2024 AT 5:15 PM

COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

CALL TO ORDER – The meeting called to order at 5:15pm. Roll call conducted; a quorum was present. Proper notice was affirmed. Present: Kevin Melby, Ron Fruit, and Melony Walters. Absent: none.

APPROVAL OF MINUTES – There were no minutes presented for approval.

APPROVAL OF BILLS – The committee reviewed the bills as presented. Motion to approve the bills as presented by Melby, seconded by Fruit. Voice vote all ayes. Motion carried.

MONTHLY BUDGET REPORT

Street Crew Lead Jason Koch reports that the departmental budget looks good for the year being half over. There are landfill requests that are not budgeted for. Line jetting should be included in the departmental budget each year.

Buildings & Grounds Lead Spencer Reed reports that the departmental budget looks sound for this time of year. He notes there could be a potential larger expense dependent on the dealership's estimate. One of the mower decks was snagged causing damage. The repair cost should be covered by budgeted funds.

DISCUSSION AND ACTION ITEMS

Discussion and Possible Action on Leachate Line Jetting and Televising

Jason Koch reports that the water sample tests came back as storm water and not leaching. Line jetting is required to be completed annually and televising every 5 years. Bids were obtained, and it is recommended to the committee to accept the bid from Speedy Clean for \$6480.00. Speedy Clean was the only company that came out and inspected prior to writing their bid. There are not enough funds in the budget line item 10-54500-560 (Landfill Contracted Work) to cover the expense so additional funds will need to be allocated from elsewhere. It was noted that there are other funds associated with the landfill and a review of those funds could yield a potential fund source. b. Motion by Walters and Second by Melby to recommend Finance to accept the bid from Speedy Clean for \$6480 pending the determination of where additional funds will be allocated from. Voice vote all ayes.

Discussion Only on Changing the Parking on the 100 Block of S Central St.

The request came from a local business owner to change the parking on the west side of the block to angle parking. Angle parking may gain 4-5 parking spots. This would require the parking stalls to be ground or sand blasted to remove the paint. Discussion ensued which questioned if the street is wide enough, would it affect the drive-throughs of the two banks on that block, and are other businesses in favor of a change. It was recommended to have MSA do a quick overview for feasibility.

PUBLIC WORKS DIRECTOR'S REPORT

Street Crew Lead Jason Koch presented the report.

- The department has been busy with storm clean-up and recently finished up their mowing.
- There were 3 roads that had to be regraded after the heavy rainfalls.
 - Tower Hill
 - Landfill Rd
 - Lincoln St
- Municipal Parking Lots
 - Jefferson and Mill will be patched, and new lines painted. Paving will be suspended due to potential development in that area.

- The fire department is looking into grants to help cover the cost to repave their portion of that lot. Hold on paving to see if fire department is awarded a grant so entire lot can be done at one time.
- The property owner of 382 E Haseltine would like to turn the current vacant property into a green space. The Sheldon St side currently does not have a sidewalk and the owner is concerned the city will make him put in a sidewalk. The property owner wants a statement from the city regarding the sidewalk.
- The property owner of 773 N Church St had been approved for a driveway permit in 2020 and it is now expired. The owner wants to put in a second driveway on the 5th Street side of the property. Current ordinance states one driveway per lot. Request will be made to have the Zoning Administrator review the request and ordinance.
- Koch has been working with the county emergency management regarding levels of the Pine River.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT

Cemetery Update

Tess Barr-Hamblin has taken on the role of Cemetery Sexton effective this week. There will be no policy changes now. The website has been updated.

Seasonal Worker Update

Working on identifying priority areas for groundskeeping. Seasonal workers have been assigned to full time employees to assist in their duties. The city currently owns 1,134 acres of land. The department has been working to identify which areas are mowed/landscaped, the grade of slopes, square footage of an area. Then they will work to identify estimated time to mow/landscape each area and identify appropriate equipment to be used in each area. This should help improve efficiency. Department employees have been involved in the process and morale has increased.

REPORTS, REQUESTS, CONCERNS

Robin Pierson addressed the committee. He lives on E Lincoln St and the portion he lives on is a one lane gravel drive. The only access to his property is via Lincoln St. There have been erosion problems with the heavy rains and the sand/gravel washes into the parking areas and backyards of his and his neighbors' property. He requests the city consider ways to manage the issue. He asks that no more sand be placed on Lincoln St. Could the street be added to the city's overlay list? Discussion ensued that questioned why that one section of Lincoln is not paved and is that portion still considered a city street. Research will need to be done to find out if it is still a street. MSA will be asked to suggest possible solutions.

Melby and Walters have been contacted multiple times by a citizen regarding uneven/broken sidewalks and the hazards they pose. Koch reports that he had a meeting with Safe Step. Their company would map the city and identify sidewalk issues. The city needs to identify a certain amount of remove/replace sidewalk before Safe Step will do the mapping. Jason will need to schedule time for the department to walk around the city and look at the sidewalks. Alderperson Teply stated she thought there was a schedule for sidewalk replacement broken down by quadrants of the city.

Reed and Jasen Glasbrenner met with the Bureau of Aeronautics regarding the trees at the Richland Center Municipal Airport. The rumor that the trees at the airport caused a recent plane crash was deemed unfounded. The Bureau recommended the city sign an agency agreement with the Bureau that would allow them to obtain easements or land acquisitions and remove the trees.

SET NEXT MEETING DATE: Thursday, August 8th at 5:15pm.

ADJOURNMENT: Motion to Adjourn by Fruit, seconded by Melby. Voice vote all ayes. Motion carried.

Meeting minutes respectfully submitted by Melony Walters