

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, October 1, 2014
ROOM 207, CITY HALL
6:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig, Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on September 10, 2014.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the agenda. Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on September 10, 2014. Motion carried.

3. Request by Caryn Plinske to rescind the yard waste charge of \$53.73 at 119 Appletree Court.

Director Steve Grenier provided an overview of the request by Ms. Caryn Plinske of 119 Appletree Court. Director Grenier noted that due to observing excessive yard waste around the City he instructed Department of Public Works (DPW) Operations to do a sweep of the City and collect these piles and charge out the services as necessary.

A motion was made to open the floor for public input by Ald. Moore and seconded by Ald. Nennig.

Caryn Plinske, 119 Appletree Court was present to speak on the matter. Ms. Plinske stated that prior to her normal garbage day she had put out branches that were cut and placed at the curb in accordance with City requirements. Within her color photos it clearly shows that there was no brownish, dried yard waste placed near the mailbox as the DPW photo shows. Ms. Plinske stated that after she placed the branches out at the curb she left for vacation and her neighbor brought her garbage container back to the garage in which the DPW photo shows and she was not present when this other debris was placed and then picked up at her property. Therefore she asks that the charges be rescinded.

A motion was made to close the floor for public comment by Ald. Moore and seconded by Ald. Wiezbiskie.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by Caryn Plinske to rescind the yard waste charge of \$53.73 at 119 Appletree Court. Motion carried.

4. Request by Anita Jahnke (126 North Irwin Avenue) to allow parking for longer than one hour in the 1 HOUR PARKING zone in front of her house, to accommodate parking for on-site health care workers for her nephew.

Director Grenier provided an overview of the request by Anita Jahnke whether some alteration of the existing 1 Hour Parking Zone in front of 126 North Irwin Avenue be modified for the home health care of her nephew. Director Grenier stated that discussions were made with Dave Hansen, Traffic Engineer, to see what could be done. Irwin Avenue is one block west of East High School and therefore has special parking restrictions to prevent students from

parking on City streets for free and preventing residents to park in front of their homes. As such, it wouldn't be advisable to change the parking restriction in this area. However, another alternative to provide the property owner with a vehicle hang tag that could be picked up by the health care provider and placed in their vehicle while doing the in-home care could be provided with the understanding that other normal parking requirements would be followed. In addition, if the vehicle hang tag was lost and a replacement hang tag would need to be provided, a replacement charge would be assessed.

A motion was made to open the floor for public input by Ald. Moore and seconded by Ald. Nennig.

John Jahnke of 319 14th Avenue, was present to speak on the matter. Mr. Jahnke's son, John, receives in home therapy at his sister's residence as an alternate location which provides a different surrounding which is beneficial for his son's treatments. Mr. Jahnke believes that the vehicle hang tag method would work well for them and understands the requirements being placed on them for its use.

A motion was made to close the floor for public comment by Ald. Moore and seconded by Ald. Wiezbiskie.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the request by Anita Jahnke (126 North Irwin Avenue) to allow parking for longer than one hour in the 1 HOUR PARKING zone in front of her house, to accommodate parking for on-site health care workers for her nephew by use of a parking hang tag issued to the owner of the property. Motion carried.

5. Request by Ald. Tim DeWane to look into resurfacing or reconstructing Madison Street from Porlier Street to Howe School.

Director Grenier noted that it is the right of an Alderperson to have a street or portion of a street considered for early inclusion into either the reconstruction or resurfacing programs. This section of Madison Street has seen significantly more traffic due to the reconstruction of Monroe Avenue this year. Madison Street was looked at several years ago for inclusion into the City's resurfacing program but the asphalt was already paved into the gutter line and therefore it was determined to let the roadway deteriorate even more to the point that it would need to be reconstructed. No post card survey would be needed as with the resurfacing program. DPW staff would support this request and be granted the latitude determine when it would make the most sense to place into the reconstruction program.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to refer to Department of Public Works staff the request by Ald. Tim DeWane to include Madison Street from Porlier Street to Howe School into either the 2015 or 2016 street reconstruction programs. Motion carried.

6. Request by Ald. Scannell, on behalf of Rena King, 970 Coppens Road, that her wooden fence be exempt from Ordinance 13-521.

Director Grenier stated that he has spoken with Ald. Scannell and determined that this issue involves a private property concern. Director Grenier suggested that this item be referred to Community Services Department as it is more of a zoning issue than a public works issue.

A motion was made by Ald. Nennig and seconded by Ald. Moore to refer to the Community Services Department for review and possible action the request by Ald. Scannell, on behalf of Rena King, 970 Coppens Road, that her wooden fence be exempt from Ordinance 13-521. Motion carried.

7. Request by Ald. Zima for a review and update on the City's maintenance schedules for all public works activities including pot holes, crack filling, weeds in City medians and all functions that affect the City's appearance (Held from September 10, 2014 meeting).

Director Grenier stated that the last time he had discussions with Ald. Zima regarding this topic, it was determined that there was a conflict in committee meeting schedules and that it should be referred to the next meeting for further discussion. Ald. Zima is not present for discussion and would recommend to receive and place on file this request. Ald. Moore suggested that if Ald. Zima wishes to call or stop by the office to discuss DPW maintenance activities, he is encouraged to do so.

A motion was made by Ald. Moore and seconded by Ald. Nennig to receive and place on file the request by Ald. Zima for a review and update on the City's maintenance schedules for all public works activities including pot holes, crack filling, weeds in City medians and all functions that affect the City's appearance. Motion carried.

8. Request by DPW-Operations Division to purchase an asphalt hot mix reclaimer trailer using 2014 capital equipment budget surplus funds.

Director Grenier noted that DPW's Fleet Manager has acquired all the equipment that was originally planned for in the 2014 budget and has realized a cost savings of approximately \$61,000. DPW obtained a 4-ton asphalt hot mix reclaimer trailer a few years ago and is a regular piece of equipment that is dispatched to make semi-permanent pothole patches rather than utilizing what is referred to as cold mix / patch. The asphalt hot mix reclaimer trailer uses pre-made pucks and melts them down to a pliable state while heating up the existing pavement area to make a better patch. Therefore, DPW feels that if a second trailer is acquired, that additional potholes can be patched, providing a better service to the resident and patrons of the City. The anticipated cost of the 2-ton asphalt hot mix reclaimer trailer is \$35,000. This would authorize DPW to obtain official quotes and report back to authorize the purchase once the quotations are received.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request by DPW-Operations Division to purchase an asphalt hot mix reclaimer trailer, with an estimated cost of \$35,000, using 2014 capital equipment budget surplus funds. Motion carried.

9. Review of draft 2015 budget for the Department of Public Works.

Director Grenier reviewed the draft 2015 budgets for the various sections within the Department of Public Works. The intent of reviewing this draft budget is to obtain input from the Committee prior to making a formal submittal to the joint Finance and Personnel Committee for adoption. There are some items that are still being determined and therefore these draft budgets may change prior to the budget hearings.

The draft Engineering budget is being proposed to have a 0.5% increase over the 2014 budget. Note that the personnel compensation study that will be brought forward to the Personnel Committee later this month may have an impact on salaries and benefits. Health care costs are increasing across the board. No equipment replacements are being proposed within the 2015 budget.

The draft Operational budget is being proposed to have a 3.7% increase over the 2014 budget. The cost increase is primarily due to increases in salaries, benefits, departmental insurance costs. It should be noted that since the switch over to automated waste collection, workers compensation claims have significantly decreased and that cost savings is being reflected in the proposed 2015 budget.

The draft Traffic budget is being proposed to have a 2.4% increase over the 2014 budget. The two significant drivers to the increase are new sign size requirements which require additional materials to produce and the anticipated increase in electricity costs.

The draft Sanitary District budget is being proposed to have a 9.5% increase over the 2014 budget. Salaries, benefits account for some of the increase, but the approximately \$1 million in additional treatment charges imposed onto the City by NEWWater account for the majority of the increase. The continued implementation of the mandated CMOM program adds some additional unknowns to this budget.

The Parking Utility budget is being proposed to have an increase over the 2014 budget. The primary reasons for the increase are due to electrical increases to operate the parking ramps, payment to the City for debt services and to generate a case reserve for capital projects and continued ramp repairs.

The Storm Water Utility budget is proposed to see a slight decrease over the 2014 budget despite increases to salaries, benefits and electrical costs.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the review of draft 2015 budget for the Department of Public Works. Motion carried.

10. Discussion with possible action regarding implementation of recommendations from Downtown Parking Study.

Director Grenier reviewed the proposed Downtown Parking Study Implementation Plan with the Committee and recommended the implementation of the following items:

1. The modification of the organization structure by reclassifying the DPW-Supervisor to a Superintendent status.
2. The introduction and implementation of automated parking access and revenue control system (PARCS) along with the implementation of assessing fees anytime a parking facility is utilized.
3. The continued implementation of a random equipment maintenance and audit plan.
4. To increase hourly and daily parking rates at parking meters, ramps and surface lots with a future implementation of a flat fee upon entry for evenings and weekends.
5. To increase and equalize monthly parking rates which are generally considered annually during the budgeting process, based on operating budget and the need for capital investment in the City's parking system.
6. To hold the implementation schedule of installing parking meters and PARCS within the Broadway corridor until DPW staff is able to more clearly determine the impacts of development will be within the Larsen Green site.
7. The continued evaluation of future parking supply and demand needs, and
8. To continue to plan for a future parking ramp located within the City's downtown to accommodate future parking needs and the pending closure of the Main Street Parking Ramp.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the implementation of recommendations from the Downtown Parking Study as proposed. Motion carried.

11. Request by Jake's Pizza (Tennant) on behalf of Johnathan Investments I, LLC (Owner) for an Air Rights Easement to allow the existing sign within the S Broadway right-of-way.

Director Grenier reviewed the request by Jake's Pizza (Tennant), on behalf of Johnathan Investments I, LLC (Owner) located at 112 South Broadway, for an Air Rights Easement within the South Broadway right-of-way to allow for the installation of signage. The sign does meet planning requirements and approval of the request is contingent upon executing a Hold Harmless Agreement and placing on file with the City the applicable insurance.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by Jake's Pizza (Tennant) on behalf of Johnathan Investments I, LLC (Owner) for an Air Rights Easement to allow the existing sign within the right-of-way located at 112 South Broadway contingent upon executing a Hold Harmless Agreement and placing on file with the City the applicable insurance. Motion carried.

12. Request by Orde Sign & Graphics, Inc. on behalf of DDL Holdings, LLC for an Air Rights Easement to allow the installation of signs and banner within the N Broadway right-of-way.

Director Grenier reviewed the request by Orde Sign & Graphics, Inc, on behalf of DDL Holdings, LLC located at 320 North Broadway, for an Air Rights Easement within the North Broadway right-of-way to allow for the installation of signs and banners. The signs and banners do meet planning requirements and approval of the request is contingent upon executing a Hold Harmless Agreement and placing on file with the City the applicable insurance.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Orde Sign & Graphics, Inc. on behalf of DDL Holdings, LLC for an Air Rights Easement to allow the installation of signs and banner within the right-of-way located at 320 North Braodway contingent upon executing a Hold Harmless Agreement and placing on file with the City the applicable insurance. Motion carried.

13. To receive and place on file the verbal Director's Report on the recent activities of the Public Works Department.

Director Grenier noted that Canadian National Railroad voluntarily came in this past week to fix the railroad crossing on North Webster Avenue at Eastman. The ride is a significant improvement to the corridor, unfortunately, the three (3) rail crossings that were requested to be repaired still have not been addressed.

Notices have gone out informing residents about the fall loose leaf and yard waste collection period beginning October 13 and running to approximately November 21, 2014. As leaves are already falling from trees, these leaves can be placed on the terrace next to the street in preparation for the City wide pickup. Yard and garden waste can be placed out for collection starting October 13, 2014. If yard and garden materials are placed out prior to October 13, these materials will be collected and the property owner will be billed for this service.

The municipal boat docks and ramps will be coming out of the water within the next several weeks.

The recruitment for replacing the Assistant Director of Public Works has begun as of Monday, September 29, 2014.

It is that time of year again that DPW-Operations crews are refreshing themselves with the operation and handling of snow removal equipment. You will occasionally see trucks and pieces of equipment driving around as training is conducted prior to an actual snow fall event.

Director Grenier participated in a regular meeting of Brown County Public Works Directors and two interesting topics were discussed. The first was a request by two additional communities to see if the City would be interested for a reasonable fee to provide pavement striping services for them. The City presently stripes pavement for two other communities. If this additional work was to be provided, it would be fit into our schedules so as not to interfere with the City's needs. The second item of discussion was the possibility of a regional, single metropolitan yard waste site. Local yard waste sites are typically required to contain less than 20,000 cubic yards of material on site. If more than 20,000 cubic yards of material are generated, then significantly more costly requirements are imposed. If a regional yard waste facility would be considered, the costs to implement and manage the site would be spread among the participating communities. Further discussions on both items will continue.

Lastly, DPW has heard several times that individuals would like to be able to call a phone number to get general information regarding construction projects, road closures, snow plow operations, etc. DPW has now implemented an Automated Information Line with the phone number being 920-492-3731.

A motion was made by Ald. Danzinger and seconded by Ald. Nennig to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Danzinger to adjourn the meeting. Motion carried.

Meeting adjourned at 8:44 p.m.