

## MEMO

**Date:** June 7, 2024  
**To:** Joe Zierden  
**From:** Dave Reese  
**Subject:** Road and Sewer Committee

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Joe,

In response to your request, we've summarized what we have typically seen other cities do with respect to having a Road/Utility Committee and what their function is within the City framework.

The City of Lake Shore, and other municipalities that Widseth serves as City Engineer, typically have an advisory committee to the City Council that reviews road and utility (water supply, sanitary sewer, storm sewer, etc.) initiatives, assessment projects, feasibility studies, ongoing construction projects, drafting of policies, and related matters.

These committees have a variety of names: 'Public Works Commission', 'Utilities Commission', 'Road and Wastewater Committee', to name a few, but their function and purpose is the same. Sometimes this group is also charged with handling Facility (Building) maintenance and/or Cemetery matters.

The Committee is usually comprised of a group of five full or part-time resident volunteers (plus a few alternates), a City Council Liaison, the City's Public Works Director/Superintendent, and the City Engineer. The five Committee members appoint a Chair to run the meeting and a Vice Chair/Secretary to take minutes. The minutes are then submitted to the City Administrator and included with the City Council's packet.

The Committee takes the issues at hand, as presented by the Public Works Director/Engineer, listens to staff's input, vettes the staff recommendations presented, and makes a Committee recommendation to the City Council for their ultimate decision. The Committee normally meets once per month in advance of the regular City Council meeting (a week or two) so recommendations they have on a given matter can get onto the City Council agenda efficiently. Some things do not need to go through the Committee. Routine decisions made by the Public Works Director for example. The real benefit of the Committee is when a policy decision needs to be made. The staff can use the Committee to weigh the issue, take public comment, and make a recommendation based on the findings they identify. This can save the City Council the time and effort of going through this process at their meetings.

During certain times of the year, there may not be enough business at hand for the Committee to meet, or a quorum may not be convened due to wintering committee members. It is not uncommon for a meeting or two to get cancelled during the winter months.

Following are representative agenda items that we've seen come before a Public Works Committee:

- Road and Utility Maintenance Methods, Policies, and Budgeting
  - Televising and Flushing
  - Cracksealing and Sealcoating
  - Gravel Maintenance
  - Street Sweeping
  - Snow Plowing
- Resident Road and Utility Complaints Resolution
- Road and Utility Petitions for Improvements and Special Assessment Policy/Procedures
- Annual Spring Road Review and CIP Updates
  - Recommendation to City Council on Annual Capital Improvement Projects
  - Annual Updating of the 5-Year Plan
- Review of Significant Public Works Equipment Maintenance and Purchases
- Development of Minimum City Street and Utility Standards
- Development of Performance Standards included in the City's Land Use Ordinance:
  - Streets
  - Utilities
  - Drainage
- Drafting of Policy/Ordinances
  - Special Assessments
  - Right-of-Way Use
  - ERU Determinations
    - Connection Charges
    - User Charges
  - Rate Studies
  - Cemetery Rules
- Review of Developer Driven Public Improvement Projects
  - Implementation of City Standards
  - Assist with Development Agreements
    - Determination of Required Escrow/Security
    - Review of Preliminary Plat and Construction Plans
    - Review of Construction in Progress
- Facility Planning/Comprehensive Planning
  - Study
  - Recommendation

Joe – let us know if you have any questions or need more information.

Regards – Dave Reese