



MINUTES OF THE PUBLIC WORKS & PROPERTY

THURSDAY, SEPTEMBER 21, 2023 AT 5:30 PM

CONFERENCE ROOM OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

CALL TO ORDER Chair Melby called the meeting to order at 5:34 PM. Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Personnel Present: Dave Fry, Spencer Reed, Ashley Oliphant. A quorum was present. Oliphant affirmed proper public notice.

APPROVAL OF MINUTES Motion to approve the August meeting minutes. Motion made by Melby, seconded by McCarthy. Motion Carried.

APPROVAL OF BILLS No bills were presented for approval.

PUBLIC WORKS DIRECTOR'S REPORT Oliphant provided an update on the hiring process for Street Crew, advised street overlays were underway as well as an overlay for the basketball court, shared information regarding the City providing wastewater assistance to RCRE, and advised the Street Crew would be assisting the Water Department with curb repairs needed following lead service replacements.

DISCUSSION AND ACTION ITEMS

Carpet Replacement in the Municipal Building – Reviewed and discussed all quotes received from Spaeth's Flooring Unlimited and Badgerland Flooring for the removal and replacement of carpet in the Municipal building. Spaeth's provided a quote of \$15,714.17 and Badgerland provided a quote of \$17,519.46. Reed advised Spaeth's quote included two additional boxes for future tile replacement needs and indicated the carpet tiles had a 15-year warranty. If the project is approved, Reed will coordinate with the selected vendor to complete carpet removal and installation after hours and/or on weekends to minimize disruption to normal operations. Motion to accept the quote from Spaeth's Flooring Unlimited and recommend approval of purchase with ARPA funds to the Finance Committee. Motion made by Melby, seconded by Hoppenjan. Motion carried.

Director of Public Works - Contracted Services – Oliphant apprised the Committee of a proposal from MSA for contracted Director of Public Works (DPW) Services. Proposed DPW services would consist of MSA providing a qualified employee to be onsite twice per week to act as the DPW until the vacancy is filled by the City. Concerns regarding the expense of the service were expressed. Oliphant to review the proposal with the Finance Committee. Motion to recommend to the Finance Committee approving contracted services with MSA for the role of interim Director of Public Works. Motion made by Melby, seconded by McCarthy. Motion carried.

Appointment of City Forester & Weed Commissioner – Oliphant advised upon Superintendent Fry retiring in October, a new Weed Commissioner will be established subject to City ordinances. However, the Tree Board determines the appointment of the City Forester.

Tree Cut List - Discussion Only – Superintendent Fry informed the Committee of training efforts he's undertaken with department personnel related to forestry. During training, a cut list was developed. Fry advised 15 boulevard trees are to be removed and 32 trees in private yards were deemed to be a safety hazard requiring removal. Fry stated he mailed letters to the 32 property owners directing the removal of the hazardous trees within a certain timeframe. Included with the letters was a list of licensed tree cutters and information regarding extensions. After completing the mailing, Fry stated he had received a confrontation call from one property owner.

Cemetery Management - Discussion Only – Oliphant apprised the Committee of GIS Mapping research being conducted to improve the process for locating plots as well as making information easily accessible by the public. More information will be shared when available. Fry explained the layout of the cemetery and the process for locating plots. Fry also advised he had made a concerted effort to train Reed and other department personnel in locating plots and cemetery operations.

BUILDINGS AND GROUNDS DIRECTOR'S REPORT

Minutes recorded by Ashley Oliphant

Painting Quotes – Bids were requested for painting the interior of the Municipal Building which will be presented when available.

Electric Outlet Installation – Reed reported installing an electrical outlet in the Council Room to allow for the voting machines to be periodically plugged in as required without removing them from their secure location.

Budget Development – The department has been engaged in developing the 2024 budget to include obtaining cost estimates for equipment and meeting with the Administrator.

Pond Aerator Update – The aerator was replaced and both aerators were relocated to maximize circulation. After this was completed, the pond was treated.

Lighting Behind Old Wastewater Treatment Plant – Additional lighting was installed by the Electric Department greatly improving visibility.

Recap of Season – Due to a lack of rain, previously delayed projects like painting were addressed and the department has been able to address some items like tree cutting earlier than is typical. Overall, the seasonal crew performed well. The department is anticipating several seasonal workers to return next summer. Seasonal workers must be at least 16 years of age or older with a valid driver's license due to transportation requirements.

Planning for Upcoming Season – The department is actively preparing to transition to fall work.

Brush Collection/Logging Grass Violations – The department assisted the Street Crew in brush collection which assisted in identifying potential improvements to logging potential mowing violations. Only one mowing violation was identified this season.

Department Communication and Evaluations – Annual employee performance evaluations were completed. Reed has been focused on developing and improving communications within the department while also seeking to improve communication and collaboration with other departments.

REPORTS, REQUESTS, CONCERNS Hoppenjan requested the consideration of diagonal parking on one side of Central Avenue from Mill St to Seminary St be placed on a future agenda.

SET NEXT MEETING DATE The next regular meeting of the Public Works Committee was scheduled for October 12, 2023 at 5:30PM.

ADJOURNMENT The meeting was adjourned at 8:00PM. Motion to adjourn. Motion made by Hoppenjan, seconded by Melby. Motion carried.