Public Works Committee
Thursday, February 20, 2020
Public Works Facility, 2439 County Rd A

Members Present: Alderpersons Matt Bartlett, Lisa Reeves, Sid Boersma, Tom Majewski and Mayor Swadley

Absent/Excused:

Staff: Public Works Director Brett Hebert, Planning Director Rodney Scheel and Vickie Erdahl

Guests: Alderperson Jean Ligocki

Call to Order: *Bartlett* called the meeting to order @ 6:00 PM

1) Communications: *Hebert* reported:

Mechanic Tony Garcia passed his ASE certification for Heavy and Medium Duty Truck. These tests are difficult and have a prerequisite of at least three years of full-time, hands-on job experience or two years of tech college. Tony has qualified in all aspects. Tony does a fantastic job as one of the City of Stoughton's fleet technicians and is very driven for success.

Tree trimming is still on track to keep pace with our goal of completed one zone per year. The city's contractor, Tree Wise Men, should be starting again in mid to late March and finished for the season by April 1st.

Old Business:

New Business:

2) Approve January 16, 2019 Meeting Minutes: Motion by Boersma seconded by Majewski to approve the minutes. Motion carried 4-0.

3) Review of the New Public Works Website
Director Hebert presented the changes made to the old website and demonstrated the new, more user friendly, features of the new website.

4) Discussion and Possible Action to Approve Revisions to the Property Maintenance Requirements Ordinance Section:

The purpose of this ordinance section was created to promote the general welfare and economic well-being of the City by establishing minimum standards for the maintenance of outdoor areas within, and exterior and structural components of structures on, lands within the City of Stoughton.

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This Section applies to all public and private lands and structures located in the City. Nothing in this Section limits the applicability of other sections of Code to lands, buildings and structures in the City of Stoughton.

All lands and structures located in the City of Stoughton shall be maintained in accordance with the minimum standards and requirements outlined in the proposed ordinance.

The draft ordinance does provide some latitude for staff to use their judgement when enforcement is necessary. There was much discussion about putting a priority on enforcing structures there they are out of compliance along the street frontage vs the side of the structure that faces away from the roadway.

Another common theme that was mentioned was due to low staffing, enforcement and consistent enforcement is a challenge.

Alder Reeves made a motion to recommend to Council that they approve the draft ordinance as is. This motion was seconded by Alder Bartlett. **The committee voted 4-0 in favor of the motion, with the Mayor voting yes.**

5) <u>Review and Possible Action to extend the Contract for Maintenance of the Riverside Cemetery for an Additional Three Year:</u>

The current three (3) year landscaping contract with Hamacher Lawn Care to maintain Riverside and Wheeler Prairie cemeteries expires in April of this year. Hamacher has offered to extend the current contract for another three years until April of 2023 with no fee increase. The current flat fee for lawn care at the cemeteries is $19,000 per year.

Since Hamacher began maintaining the Cemetery in April of 2011, he has not raised his fees to the City to provide lawn care at the cemeteries. Hamacher has provided the City with a quality service for a reasonable cost for the last nine (9) years. I would recommend to the committee that we accept the offer to extend the contract for another three (3) years until April 2023.

Hebert recommended to the committee that they approve the contract extension as they have been providing a good service to the community for a reasonable cost.

Motion by Majewski and Seconded by Reeves to approve the lawn care contract extension for the Riverside and Wheeler Prairie Cemeteries. **The committee voted 4-0 in favor of the motion, with the Mayor voting yes.**

6) <u>Review and Possible Action to Accept the Fee Increases Requested by Meitners Land Services LLC. and to Adjust the City:</u>

City's contractor for interments at the cemetery's, Meitner's Land Service, notified the city that fees for interments would be increasing effective January 1, 2020. The cost increase is still

competitive with other companies that perform similar work. The Cemetery Board met on February 11, 2020 and recommended to the committee that they accept the fee increases from Meitners and also to change the cost for internments in the city fee structure accordingly.

Interments Fees (Grave Opening and Closing)	Proposed	Cost Increase
Open/Close (Full Burial) Monday-Friday	$ 540.00	$15.00
Open/Close (Full Burial) Saturday	$ 640.00	$15.00
Open/Close (Full Burial) Sunday & Holidays	$ 740.00	$15.00
Cremations Monday – Friday	$ 280.00	$10.00
Cremations Saturday	$ 380.00	$10.00
Cremations Sunday & Holidays	$ 480.00	$10.00

Motion by Boersma and Seconded by Reeves to approve the price increase for Meitners Land Services and to adjust the cost for internment accordingly. **The committee voted 4-0 in favor of the motion, with the Mayor voting yes.**

7) Discussion Citywide Sidewalk Policy:

Each year the sidewalk policy garners much discussion. The committee discussed the policy at great length.

Alder Boersma made the following recommendations:

- Look at each street individually instead of using one blanket policy
- Limit the amount each property owner should pay for sidewalk to $2,000
    - The committee agreed that this was not a sidewalk installation issues, but rather an assessment concern.
- Allow more flexibility for staff when putting together plans for sidewalk installation:
    - The committee agreed that the current policy does allow for latitude when planning to install sidewalks by allowing council to deviate from policy.

The committee discussed that the current policy has, and does work as is, but there is room to improve how the policy is written to better identify the options that council has to deviate from the policy during the design process. Essentially, after a project is approved in the CIP, staff will put together the plans for the project and make recommendation to the Public Works Committee and Council to deviate from policy to remove sidewalks from a project.

Mayor Swadley recommended adding the word "Plan" to the title, as this document is really a plan on how we are to install sidewalks as well as a policy.

Director Scheel was charged with making draft edits to the current policy and bringing them back to the committee on March 19th for review and possible action. The Committee seemed

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supportive of additional language similar to: "During design, special construction issues may be identified that may warrant special consideration. In those situations, the Common Council may approve a deviation from the strict adherence to this Policy."

5) <u>Future Agenda Items:</u>

Moved by Boersma seconded by Reeves to adjourn the meeting at 7:30 pm. Motion carried 4-0. Respectfully submitted by Brett Hebert, Director of Public Works.

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