

Public Works Committee
Thursday, March 21, 2019 @ 6:00 PM
Public Works Facility, 2439 Cty Hwy A, Stoughton

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

Absent/Excused:

Staff: Mayor Swadley, Public Works Director Brett Hebert and Vickie Erdahl

Guests: Alderperson Denise Durancyk, Kathleen Johnson and Alex Cramer (Courier Hub)

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

1) **Communications:** *Hebert* reported:

- Extra trash recycling bins will be put in downtown. The trash has been overflowing with John's emptying the bins once a week on Friday's. The pricing is \$400 to \$ 600 per container and we would like to get three (3) containers.
- Tree trimming by Tree Wiseman will start in the central part of the city the week of April 25, 2019
- Pot holes have been a problem. The plants to obtain the materials for spray patching should be opening sometime in April. Hwy 51 (Page to Hoel) is particularly bad. The County will be working repairing the HWY in 2020.
- Sweepers were out the week of April 18, 2019. The entire city is swept every two weeks and the downtown every week on Friday AM.
- Yardwaste Site opens Tuesday, April 2, 2019 at the new site. Resident permits are still \$20.00 and Non-Resident permits will be \$25.00.
- The Public Works website is being re-vamped.
- Mayor Swadley stated that

Old Business:

2) **Minimum Maintenance Standards:** At the August 2018 meeting the Minimum Maintenance Standards were reviewed after *Scheel* drafted an Ordinance Amendment to repeal and recreate Ordinance Section 10-317. At that time the City Attorney needed to review the document.

Reeves had some concerns regarding windows and suggested some additional language be added to Sec C # 8 - Broken windows shall be boarded temporarily for a maximum of 120 days. Other questions were asked for clarification on wording in other parts of the document.

Scheel reiterated that there is some inconsistency with enforcements of ordinances as it is mainly complaint driven and there is not enough staff to follow up.

Motion by Reeves, seconded by Boersma to approve the Minimum Maintenance Ordinance with the changes to C) # 8 – Windows & Doors then send to the City Attorney for review and onto Council for final approval. Motion carried 5-0 (with the Mayor voting yes).

New Business:

3) **Approve February 21, 2019 Meeting Minutes:** Motion by Boersma, seconded by Majewski to approve the minutes. Motion carried 4-0.

4) **Discussion and Approval of the Updated Excavation in the Right of Way Application and Permit:**

Hebert stated that he, Scheel, Stoughton Utilities and a specialized attorney were part of the procedure to develop the new application for permit to excavate.

The new permit is based on linear feet for chargeable fees which allows the city to capture costs involved in marking and checking the addresses involved and will be valid for six (6) months. If work is not completed to the satisfaction of the City, the applicant will not be able to receive more permits.

The committee had questions regarding the insurance charges – *Hebert* stated the insurance is subject to review by Human Resources.

Hebert would like to have this form be a fillable document online.

Motioned by Boersma, seconded by Reeves to recommend to the Common Council to adopt the new Application for Permit to Excavate in Public Right-Of-Way and new structure for chargeable fees. Motion carried 4-0.

5) **Review of Parks User Group Agreements:** *Hebert* developed and discussed the current agreements with the sports groups and the work the parks maintenance does for each ball field. These contracts are being reviewed because one of the ball fields is not in the City of Stoughton, several groups play at the High School (which the city is paying the utilities for because the city owns the lighting) and the groups are not involved with the cities' recreation programs yet the Parks Maintenance crew has to do work on the fields.

Contracts re-new annually in April 1st. At this point there is time to have discussions and have the contracts changed by the end of the year to be in effect for 2020.

City employees have been in discussions with each of the groups involved with favorable responses to the changes which include:

SYS	1. SYS to contract directly with the Stoughton Area School District for the use of their fields.
	2. The City will continue to provide scheduling and field maintenance on City owned fields and SYS shall continue to offer a program to participants who are unable to pay the full fee
SALL	1. Contract directly with Pleasant Springs for the use of Oak Knoll Park
	2. Perform all field maintenance activities on non-city owned fields
	3. The City will continue to provide scheduling and field maintenance on City owned fields and SALL shall continue to offer a program to participants who are unable to pay the full fee
SABA	1. SABA to contract directly with the Stoughton Area School District for the use of their fields
	2. SABA to pay all utility costs incurred at SASD fields.
	3. The City will continue to provide scheduling and field maintenance on City owned fields and SABA shall continue to offer a program to participants who are unable to pay the full fee cost.
SASD	Discontinue the contract with SASD in regards to the groups mentioned above and have them contract directly with the School District
Pleasant Springs	Discontinue the contract with Pleasant Springs in regards to SALL and have them contract directly with Pleasant Springs

The Public Works Committee agrees to move forward with the dissolution of the agreements while waiting on the review from City Attorney Dregne and bring back to a committee meeting at a later date.

- 6) **Discussion pertaining to the City Sidewalk Policy:** *Duranczyk* spoke to the committee regarding the sidewalk policy that she drafted. *Duranczyk* feels that due to the costs involved with borrowing money and increases in the taxes, the City should be prioritizing the sidewalk installation by considering smaller projects and analyzing whether a sidewalk needs to be installed in certain areas and on both sides of the street during reconstruction of a street.

Various concerns were stated by members:

- costs to the constituents,
- not all sidewalks are needed such as when a street dead ends,
- consideration to do a sidewalk on a block with no sidewalks vs. a second side in a block that already has a sidewalk on one side which gives people a place to walk instead of the road
- how would these sidewalks be connected at corners
- how to choose a side on a block with no sidewalks

Scheel stated the current policy covers most of these concerns and has flexibility to be reviewed on a case by case basis when reconstruction of a street is being planned.

Committee thanked Denise for taking the time to develop a policy.

Committee will review the current policy and perhaps add language to improve the current policy from the “draft” policy presented by *Duranczyk*.

- 7) **Future Agenda Items:** Parking Lots, Sidewalk Policy

Moved by Boersma seconded by Reeves to adjourn the meeting at 7:47 pm. Motion carried 4-0.
Respectfully submitted by Vickie Erdahl Administrative Assistant 4/2/19