

Public Works Committee
Thursday, May 17, 2018 @ 6:00 PM
Hall of Fame Room, 381 E Main St

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

Absent/Excused: Tom Majewski

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

Guests: Sylvia Lawrence & Jessica Scott (Downtown Farmers Market)

Call to Order: *Hebert* called the meeting to order

1) **Communications:** *Not reported out.*

2) **Reports:** *Not reported out.*

Old Business:

3) **Public Works Facility Update:** *Not reported out.*

New Business:

4) **Approve March 20, 2018 Meeting Minutes:** Motion by Boersma, seconded by Reeves to approve the minutes. Motion carried 4-0 (Mayor voted yes)

5) **Nomination and Election of New Committee Chair & Vice-Chair:** *Boersma* nominated Bartlett as Chair. Motion carried 4-0. Mayor voted yes. *Reeves* nominated Boersma as Vice Chair. Motion carried 4-0. Mayor voted yes.

6) **Appointment of a Public Works Committee Representative to the Tree Commission:** *Boersma* requested and was appointed as the Tree Commission representative.

7) **Appointment of a Public Works Committee Representative to the Cemetery Board:** *Bartlett* volunteered to be the Cemetery Board Representative.

8) **Public Works Department Organization Chart:** *Hebert* discussed how the number of employees for streets and parks maintenance for the committee. *Hebert* informed the committee that he had, earlier in the day, interviewed someone for the Forestry Intern position and recommended hiring the candidate to the Human Resources Director. *Hebert* also stated that in the next week he and *John Halverson* would be interviewing for summer seasonal workers.

9) **Discussion and Approval of Downtown Farmers Market Street Closing Permit:** *Sylvia Lawrence* spoke to the committee about the request to hold the Downtown Farmers Market on Saturday's from 7:30 AM to 1:30 PM from June 2, 2018 to October 27, 2018 on Forrest St. All necessary signatures were obtained by surrounding businesses. The liability insurance form will be submitted before the market opens.

Motion by Boersma, seconded by Reeves to allow the closure of Forrest St (Main to north alley) to accommodate the Stoughton Community Farmers Market on Saturdays June 2 – October 27, 2018. Motion carried 4-0 (with the Mayor voting yes)

- 10) **Discussion, Review and Recommendation to the Parks and Recreation Committee for Subsequent Review of the Turf Management Policy:** *Hebert* reviewed and discussed the changes to the current Turf Management Policy which now states that the Department of Public Works will be following the Integrated Pest Management to prevent and control pest management. This practice includes different methods such as aeration, over-seeding, different mowing practices and not just a blanket spraying of the turf for the least possible hazard to people, property and the environment.

The city sub-contracts this work through Insight FS. The city is also being more pro-active in getting information out to city residents and posting more signs in the park areas.

Motion by Boersma, seconded by Reeves to approve the changes to the Turf Management Policy and forward the Policy to the Park & Recreation Committee. Motion carried 4-0 (with Mayor voting yes).

- 11) **Discussion and Possible Action Regarding Downtown Trash and Recycling Receptacle Storage and Placement.** At the March 2018 meeting the receptacles were discussed and *Hebert* was directed to bring back to the committee a plan for more receptacle(s) and what can be done to avoid the complaints about the trash overflowing.

Currently there are 25 divided receptacles downtown which were recently refurbished.

Hebert proposed strategically placing a couple of recycling receptacles only downtown and having the other receptacles for trash and budgeting for the containers in 2019 as they are expensive.

- 6) **Future Agenda Items:** PW Facility Update , 2018 Street Reconstruction, Minimum Maintenance Standards

Moved by Bartlett seconded by Reeves to adjourn the meeting at 6:35 pm. Motion carried 2-0. Respectfully submitted by Vickie Erdahl Administrative Assistant –. 5/22/18