

Public Works Committee
Thursday, August 16, 2018 @ 6:00 PM
Hall of Fame Room, 381 E Main St

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

Absent/Excused: Mayor Swadley and Public Works Director Brett Hebert

Staff: Planning Director Rodney Scheel and Vickie Erdahl

Guests: Emily Barr

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

- 1) **Communications:** *Boersma* stated the Tree Commission inventoried the wood at Race Track Barn. These boards are from trees that were removed within the city and dried in the city's kiln. The Tree Commission is trying to find a way to sell the boards with the profits to go to purchasing more trees for the city. The Forester has started to update our current inventory (database) of all the trees in Stoughton as the last inventory was from 2013.

Old Business:

- 2) **Public Works Facility Update:** *Scheel* reported that he attended a meeting today on the Public Works Facility and the building is on schedule for completion.

Steel work, is being completed now and is expected to be completed around Labor Day. Underground plumbing and electrical is being completed to allow concrete floors to begin to be poured in the coming days and weeks.

- 3) **Reports:** *Erdahl* stated that street opening permits are about the average amount for this time of the year. Yard Waste permits sold to date -930.

New Business:

- 4) **Approve July 17, 2018 Meeting Minutes:** Motion by Reeves, seconded by Majewski to approve the minutes. Motion carried 4-0.

- 5) **Discussion and Possible Action Pertaining to the Assessment of Curb and Gutter, Sidewalks, Retaining Walls and Driveway Aprons:** The committee began discussion with how retaining walls are addressed as an issue had arisen during the last road reconstruction pertaining to the cost of a wall.

Retaining walls are assessed (according to the current ordinance) 100% for the first four feet to the homeowner the City pays 100% for the wall above four feet. This allocation encourages the property owner to seriously consider grading options that may be able to reduce or eliminate the need for a retaining wall.

The city holds an open house at which time details of the project are discussed and specifics for each property if needed. The homeowner can speak with Scheel at any time regarding a situation. The committee indicated that *Scheel* goes above and beyond to work with residents regarding any type of issues with these projects.

Committee discussed using a sliding scale for retaining wall assessments but dismissed this concept. City ordinances have an economic hardship provision that may be utilized in some situations.

A member suggested checking with surrounding communities for how they charge for sidewalks, walls and curb/gutter which *Scheel* has already accomplished. After further discussion, the Committee dismissed the need to do this as each City has their own history, need and situations for assessments.

Scheel stated we need to have a consistent message for residents. Special circumstances may need to be considered in the future.

Motion by Boersma, seconded by Reeves to retain the current policies/ordinances of special assessment (sidewalks, curb/gutter, driveway aprons, carriage walks and retaining walls) and report out to the Common Council. Motion carried 4-0.

6) Discussion and Possible Action on the Residential Traffic Management Program:

Scheel reported the Residential Traffic Management Program is in place and available to use in evaluation of specific situations. It is generally used to evaluate situations that may be identified. If situations are identified, options for modification will be considered; especially at the time of reconstruction of the street. The traffic management plan has criteria in place to be met with specific requirements listed to use if necessary. After a short discussion, the committee felt the program was working well.

NO ACTION TAKEN

7) Discussion and Possible Action on Property Maintenance Requirements – Ordinance Amendment:

Scheel discussed the draft to repeal and recreate Muni Code Sec 10-317 pertaining to property maintenance requirements and stating that the document had not been reviewed by the city attorney at this point. *Scheel* reminded the committee that more staffing may be required in order to manage the program proactively.

Motion by Boersma, seconded by Reeves to move Section 10-317 on to the City Attorney to review then bring back to the Public Works Committee.

Majewski had some questions on item # 13 in the document and wanted to see the document reviewed further before submittal to the City Attorney.

Boersma withdrew his motion and requested the document be reviewed and brought back to the committee in September.

Majewski questioned whether a change to this ordinance would allow more control over parking lot repair/reconstruction projects to require more landscaping at that time. *Scheel* indicated this ordinance is probably the right place for that type of regulation. *Scheel* further discussed the challenges with imposing additional requirements on repair projects and how to identify the threshold for which additional requirements may be necessary.

The committee would like to individually consider this draft more before taking action.

Placed as a future agenda item.

8) Discussion and Possible Action on Rental Properties Ordinance: The current Ordinance was found in the packet. *Scheel* stated that the State has made changes to law that impact how the City can regulate certain aspects of rental property inspections. He indicated that if this is a City priority, it is appropriate to have a specially trained person manage and inspect such properties.

Reeves stated that rental properties should have a manager that is in town (or owner / delegate). *Scheel* indicated the City is able to make contact with most property representatives but states it is more difficult for properties in foreclosure.

There are fire codes which allow the Fire Dept. access twice a year for inspections for applicable multi-family properties. Again manpower is needed to keep on top of the ordinance. *Scheel* has funding for another position or added hours.

Majewski commented that he had spoken with Mayor Swadley about the Police Dept. Resource Officer while out doing police citations, could also watch for other violations and issue tickets.

No changes were made to the Ordinance.

10) Future Agenda Items: EAB Update, Property Maintenance, Zoning update for parking lots

Moved by Reeves seconded by Majewski to adjourn the meeting at 7:40 pm. Motion carried 4-0. Respectfully submitted by Vickie Erdahl Administrative Assistant –. 8/21/18