

## **Minutes of the Board of Public Works (June 5th 2013)**

A meeting of the Board of Public Works of the City of Prairie du Chien, Wisconsin was held on Wednesday June 5th 2013 at 6:00 PM in Conference Room #2 of City Hall. Chairman Kyle Kozelka called the meeting to order.

### **1. Call to order/Roll Call**

PRESENT – Kyle Kozelka (Chairman), Karen Solomon, Mark Thein, Frank Pintz ABSENT – Mike Jones CITY STAFF ALSO PRESENT – City Administrator Aaron Kramer

### **2. Certification of the open meeting law agenda requirements and approval of the agenda**

MOTION: Thein SECOND: Solomon VOTE: 4-0

### **3. APPROVAL - Minutes of the May 9th 2013 meeting**

ACTION: To approve MOTION: Solomon SECOND: Thein VOTE: 4-0

### **4. DISCUSSION AND ACTION – Exemption Request from Intersection/Access Requirements**

Judy Wall (NSP) is proposing a new curb cut for a driveway onto 131 North Prairie Street that will be within 50 feet of the intersection of Prairie and Louis Streets. It is estimated that the new driveway will be 35 feet from the radius; therefore she is requesting an exemption. City Administrator Kramer presented a letter from the Public Works Department supporting the request. ACTION: To grant the request for the exemption from the intersection/access requirements, but also require that sidewalks on five feet from either side of the cut-in be at least five (5) inches thick with rebar MOTION: Solomon SECOND: Pintz VOTE: 4-0

### **5. DISCUSSION AND ACTION – Proposed Lot Prices for the Woodridge Acres Subdivision**

A memo from the City Administrator outlining a possible price range for the lots was reviewed, and discussion was held. ACTION: To set the land price for the lots in the Woodridge Acres Subdivision at \$1.00 per square foot, with a minimum price of \$11,000, for those lots below 11,000 square feet, and a maximum price of \$25,000, for those lots exceeding 25,000 square feet, and to place a \$500 administration fee on each lot to be collected at the time of sale and placed in the City's General Fund MOTION: Pintz SECOND: Kozelka VOTE: 4-0

### **6. DISCUSSION AND ACTION – Sale of Lots in the Woodridge Acres Subdivision**

A memo from the City Administrator proposing two possible methods for selling the lots was reviewed and discussed. One proposal would be to do an open listing. The second is to hold a lot draft. ACTION: To approve the following process for the sale of lots in the Woodridge Acres Subdivision – 1) Lots may be sold by any realty company which has a functional office within the City of Prairie du Chien; 2) No single realty company may be assigned more than fifty (50) percent of the available lots in the subdivision; 3) Lots will be drafted by the participating realtors in an order to be determined by a drawing of names randomly; 4) The order of the first round of the draft shall be the order of each subsequent odd-numbered round. The order of each even-numbered round shall be done in inverse order of the odd-numbered lots; 5) A participating realtor must be present to make his or her selections in the lot draft; 6) The draft shall be held on Monday July 8th at 12 Noon in the Council Chambers of City Hall. The lottery to determine the draft order shall be held initially, followed by the draft itself.; 7) Interested realty companies must notify the City Administrator by Monday July 1st of their intent to participate, and; 8) The City reserves the right to hold a re-draft of the lots after two (2) years has passed from the original lot draft MOTION: Pintz SECOND: Kozelka VOTE: 4-0

**7. DISCUSSION AND ACTION – Proposed Ordinance for the Woodridge Acres Subdivision**

A proposed Ordinance, which would create covenants and requirements for the subdivision, was reviewed. Considerable discussion was held on a number of topics. ACTION: To direct the City Administrator to draft the Ordinance for the Council to consider at its June 18<sup>th</sup> meeting  
MOTION: Pintz SECOND: Solomon VOTE: 4-0

**8. DISCUSSION AND ACTION - Downtown Parking Permit Options**

A memo from the City Administrator outlining two options, as well as a series of issues to be reviewed and finalized, was discussed. The Common Council, at its June 4th meeting, made a motion directing the Committee to discuss and draft a policy for leasing out downtown parking spaces. The City Administrator outlined a timetable and steps to be taken to draft such a policy. No formal action was taken.

**9. ADJOURNMENT (8:40 PM)**

MOTION: Solomon SECOND: Thein VOTE: 4-0

Submitted by City Administrator Aaron Kramer