

Minutes of the Public Work Committee January 27th 2015

A meeting of the Public Works Committee of the City of Prairie du Chien was held on Tuesday January 27th 2015 at 6:30 PM in City Hall. Chairman Kyle Kozelka called the meeting to order.

GENERAL ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call** – Kyle Kozelka (Chairman), Edward Hayes-Hall, Todd Myers ABSENT – Mike Jones, Mark Thein CITY STAFF ALSO PRESENT – City Administrator Aaron Kramer, Mayor Dave Hemmer, Co-Public Works Manager Terry Meyer, Co-Public Works Manager Larry Gates
- 2. Certification of the open meeting law agenda requirements and approval of the agenda** – MOTION: Kozelka SECOND: Hayes-Hall VOTE: 3-0
- 3. APPROVAL - Minutes of the November 25th 2014 meeting** – MOTION: Myers SECOND: Kozelka VOTE: 3-0

ACTION ITEMS

4. DISCUSSION AND ACTION – 2015 Water Department Budget – Kramer and Gates reviewed the proposed budget for 2015. It was noted that the increased costs of the department's debt service, mainly because of recent improvements to the water system and the Marquette Road project, and day-to-day operations would likely require a water rate increase in the second half of the year. ACTION: To recommend the Council approve the 2015 Water Department budget MOTION: Hayes-Hall SECOND: Myers VOTE: 3-0

5. DISCUSSION AND ACTION – 2015 Wastewater Department Budget – Meyer and Kramer reviewed the 2015 budget. The Department continues to maintain a healthy budget surplus and reserve balance, without having raised rates since 2009. Meyer did note that a new sewer washer truck would likely need to be purchased later this year, but Kramer said the funding could come out of the existing proposed budget, as well as some reserve funds, and they are looking at a short-term lease versus borrowing. ACTION: To recommend the Council approve the 2015 Wastewater Department budget MOTION: Hayes-Hall SECOND: Myers VOTE: 3-0

6. DISCUSSION AND ACTION – Driveway Request and Other Considerations for Prairie Health Chiropractic (Marquette Road Project 2017) - Josh Caughlin of Prairie Health Chiropractic (on the corner of Champion and Marquette) is requesting that a driveway on the south end of the property be included in the 2017 Marquette Road project, as well as permission to pave up to the back of sidewalk when the project is done. Staff said the DOT would likely not allow the back of the sidewalk to be paved. ACTION: To approve a 30-foot driveway entrance at the south end of the Prairie Health Chiropractic property, but not allow for the pavement up to the back of sidewalk when the project is done MOTION: Myers SECOND: Hayes-Hall VOTE: 3-0

7. DISCUSSION AND ACTION – Request to Bid Out Addition to Tourism Information Center – Bob Moses, Lori Bekkum and Tom Harris were present representing the Chamber of Commerce. Moses reviewed the Chamber Board's recent decisions to move ahead with the project, which the City is contributing \$50,000 toward (\$25,000 in a loan to the Chamber). Bid specs were included in the packet. ACTION: To recommend the Council approve bidding out the proposed addition to the Tourism Information Center MOTION: Hayes-Hall SECOND: Kozelka VOTE: 3-0

8. DISCUSSION AND ACTION – Maintenance Options for the Statue Adjacent to the Tourism Information Center – Bob Moses (Chamber of Commerce) discussed his recent work on looking at ways to clean the current statue of Father Marquette. According to Moses, in 1910 the statue of the French Jesuit Missionary Jacques Marquette was erected on the north lawn of Wyalusing Academy (then St. Mary's Academy) grounds. In 1980, 70 years later, the George Dreske family, owners of Wyalusing Academy, donated the statue to the city of Prairie du Chien. The 23-ton statue was then moved to overlook the Mississippi shores of Prairie du Chien and the Marquette-Jolliet Memorial Bridge on the grounds of

Cornelius Park and the Tourist Information Center. The move was accomplished in two days with no incident by the Swanson's Heavy Moving Company of La Crosse. The 10,847 pound statue was carefully retouched to restore its original appearance before being mounted atop its pillar. It has been showing signs of aging and weathering. Moses did not have anything final to recommend to the Committee. No formal action was taken.

9. DISCUSSION AND ACTION – Bid Authorization for Inspection and Cleaning of Water Reservoirs - Gates reviewed the cycle for inspecting and cleaning the reservoirs and said funds for the project are included in the proposed 2015 budget. ACTION: To recommend the Council approve bidding out the inspection and cleaning of water reservoirs MOTION: Kozelka SECOND: Myers VOTE: 3-0

10. DISCUSSION AND ACTION – Bid Authorization for water leak survey - Gates reviewed the need for the water leak surveys. ACTION: To recommend the Council approve bidding out the water leak survey MOTION: Kozelka SECOND: Hayes-Hall VOTE: 3-0

11. DISCUSSION AND ACTION – Bid Authorization for annual concrete and asphalt work - Meyer reviewed the bid process and said the City would be requiring that the work be done earlier in the fall than previous years. ACTION: To recommend the Council approve bidding out the annual concrete and asphalt work MOTION: Myers SECOND: Kozelka VOTE: 3-0

12. DISCUSSION AND ACTION – Creation of Water Meter Reading Position in Water Department (320 hours per year) - This part-time position will be classified as a water meter reader. This person must have or be willing to obtain knowledge of reading water meters. A job description was reviewed. Funds for the position were included in the proposed 2015 budget. ACTION: To recommend the Council approve the creation of the water meter reading position MOTION: Kozelka SECOND: Myers VOTE: 2-0-1 (Hayes-Hall abstained)

13. DISCUSSION AND ACTION - Release of 20 foot utility easement in Block 43 of the Union Plat - ACTION: To recommend the Council approve the release MOTION: Kozelka SECOND: Myers VOTE: 3-0

14. DISCUSSION AND ACTION - Creating 12 foot utility easement in Block 43 of the Union Plat – ACTION: To recommend the Council approve creating the 12-foot utility easement MOTION: Kozelka SECOND: Myers VOTE: 3-0

15. DISCUSSION AND ACTION - ORDINANCE 2013-06 (CREATING CHAPTER 3.11 (DISPOSITION OF SURPLUS MUNICIPAL PERSONAL PROPERTY) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN) - Chairman Kozelka has requested a discussion on the process for disposing of excess City property. Discussion was held on possible ways of publicizing that surplus city items were being placed up for sale. While no formal action was taken, the consensus of the Committee was to send the Ordinance back to the staff for possible modifications for the Committee to consider at a future meeting.

16. DISCUSSION AND ACTION – City Wide Cleanup - Staff was requesting input from the Public Works Committee, Council and the public on discontinuing these annual events, holding one event per year or and/or possibly establishing a designated drop-off location at the Street Department with specific hours of operation and a list of accepted items for the community to utilize. A memo from Meyer, with the financial impact of the cleanup, was discussed. Hayes-Hall said he felt that eliminating the cleanup altogether would not be a popular issue with the residents. ACTION: To recommend the Council consider the following changes – 1) going to an annual Citywide Cleanup, versus twice a year, 2) develop a proposal for removing larger items with a tag/ticket system, and 3) the Council hold two readings on any proposed changes. MOTION: Hayes-Hall SECOND: Kozelka VOTE: 3-0

17. ADJOURNMENT (7:40 PM) – MOTION: Kozelka SECOND: Hayes-Hall VOTE: 3-0

Submitted by City Administrator Aaron Kramer