

## PUBLIC WORKS COMMITTEE

**JULY 25, 2016**

The meeting was called to order by Ald. Toellner at 6:06 p.m. with the following Roll Call:

Members Present: Ald. Bartelt, Ald. Smith, Ald. Toellner

Members Absent:

Others Present: Mayor Boelk, Lois Krueger, Jeremy Vanderloop, David Westphal, Mike Kurutz, Chief Mac Neill, Mike Thoreson, Chris Neu, Jon Borst, Christine Churchill, Julie Staffin, Pat Madden, Captain Ryan Vosskuil, Greg Justman & Mary, Ald. Frings, Ald. Schmidt, Ald. Olson

### Item #2 – Approve Minutes of June 27, 2016, meeting.

Motion by Ald. Bartelt, second by Ald. Smith to approve the minutes of June 27, 2016, meeting.

Motion carried unanimously.

### Item #3 – Citizens Comments.

No Comments.

### Item #4 – Monthly Utilities Report.

#### A. Sanitary Sewer Lateral Replacement Update.

13 out of 27 laterals have been replaced.

#### B. Water Tower Construction Update.

Site work is completed. Fence is up. Just a few punch list items to finish including patch work on High Street.

#### C. Wastewater Treatment Plant Operations Report.

Rain on July 21 brought in an extra 100,000 gallons of water into plant. On average it has been at 600,000/day, which is lower than the last months. Construction is under way on the Kekoskee/LeRoy connection. Slag Road work should be finished by the end of July/early August then will start working north on HWY Y.

#### D. Date and time of our next meeting is Tuesday, August 2, 2016, at 6:00 p.m. at City Hall.

### Item #5 – Monthly Engineering & Planning Report.

#### A. 2016 Street & Utility Improvements Update.

Clark Street- Starting asphalt, then moving on the Lincoln Lane and Center Street. Paving to be done later in August. Landscaping will follow paving. Citizens have been asking what they can be doing with the terrace area. Current plan is to put grass and/or sod into the terrace area.

#### B. Development Interest Update.

CSM for Lake Country is on the next planning meeting, with a Special Common Council meeting to follow to approve the CSM. Lake Country is looking to start construction this summer. The City has been contacted about a real estate agent that has a client that is interested in the former Mayville Products building.

#### C. STH 28/67 Update.

Real estate acquisition process is continuing and will continue into August. Project is still on schedule for 2018.

#### D. 2016 Paving RFP Update

RFP bid package is out. The bid opening is August 5. Construction will start after the Kekoskee/LeRoy work is done.

### Item #6 – Monthly DPW Report.

#### A. Bulk Material Drop-Off Report.

Bulk pick up is this Saturday from 8-12. Next one is the 29<sup>th</sup> of August. Only have three left (July, August, and September)

#### B. Brush Pick-Up Dates for August.

Busy this week with the storm from Thursday and will probably last through Wednesday. Reminder that we are on schedule for twice a month; second and last Mondays of the month and August has 5 Mondays. Next scheduled will be August 29.

C. Day to Day Operations.

Emerald Ash Borer has been confirmed in Mayville. Mike contacted the DNR for confirmation and they did confirm. Literature is available at City Hall for the public. Paining has been done on Horicon Street and Main Street. Went to strips and reflected bead for at night. Once they are finished with white, they will make a conversion to yellow. The storm on Thursday night took down trees at the Golf Course which the DPW crew helped take care of. Mike will be meeting with DNR on Wednesday to inspect the wood burning site and permit it.

Item #7- Discuss/Recommend Kunkel/Engineering Office Hours and Contracted Services.

The mayor stated that we will be over budget on engineering services because nothing was budgeted because the plan was to have the engineer hired prior to January 1. Per agreement with Kunkel, on June 1<sup>st</sup>, Kunkel reduced hours to 1 day a week from 2 days for city engineering services. Starting September 1, Kunkel Engineering will no longer be doing anything for the city. Kunkel Engineering has expressed interest in the development portion of the job. Currently we have Nathan doing Utility, Engineering, Planning and Development. Kunkel Engineering and the mayor have discussed budgeting \$8,000 for development services. If Nathan needs help, he can always call. Nathan stated that there are many development incentives and programs out there that require back ground knowledge and Don knows those things. He thinks using Kunkel as a resource would be very useful for the city. The schedule discussed was recommended to Council by Ald. Smith with no objections.

Item #8- Discuss/Recommend business occupancy request form and related ordinance for new business opening.

The mayor stated that when a new business comes to town, currently we refer them to the building inspector. He feels the building inspector does not check the things he wants checked as far as pervious site plan or fire inspections. The mayor suggests we put together an ordinance stating how the process should be done in the future. He has looked at other municipalities' process. Many have a form that is given to the clerk, the clerk then forwards it to the department heads, and the department heads sign off on the permit. The clerk will then issue an Occupancy Permit once all department heads have signed off.

Motion by Ald. Smith, to recommend Business Occupancy Form with possible changes to the Common Council. Recommendation withdrawn.

Motion by Ald. Smith, second by Ald. Toellner to table this to the next Public Works committee to finalize a form and check current ordinances. Motion carried 3-0.

Item # 9 – Adjournment.

Motion by Ald. Smith, second by Ald. Toellner to adjourn at 6:36 p.m. Motion carried unanimously.

Lois Krueger, City Clerk