

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
SEPTEMBER 27, 2018

MEMBERS PRESENT Jim Webber, Sarah Atkins Hoggatt

ABSENT Paul Deziel

OTHERS PRESENT Michael Mroz, Brenda Malinowski, Erik Hennsgard, Kevin Soltis, Ken Holman, Deb Andrews

Meeting was called to order by Webber. 5:30 p.m.

PUBLIC WORKS COMMITTEE MEETING MINUTES – AUGUST 28 & SEPTEMBER 5, 2018 MOTION by Atkins Hoggatt, second by Webber, to approve the August 28th and September 5, 2018 Public Works Committee meeting minutes. MOTION CARRIED.

MS4 ANNUAL REPORT - PRESENTATION BY SHORT ELLIOT HENDRICKSON Erik Hennsgard, SEH, summarized the City's MS4 permit and reporting requirements, adding that communities reaching a population of 10,000 are required to regulate their stormwater discharge limits by implementation of a Stormwater Management Plan. The City reached MS4 status in 2015.

Hennsgard stated the city was approved for a WI DNR Stormwater Management Grant to help cover costs associated with the implementation of the MS4 permitting requirements. It was noted the deadline was extended to December 31, 2018. Mroz stated to date the city has completed several of the components for the grant that include Stormwater Modeling, GIS Mapping, Management Plan, Public Outreach and updates to the Stormwater ordinance. Noted the compliance items remaining appear to be on schedule and updates will be provided at a later time.

Atkins questioned the stormwater utility fee and the basis for the charge. Mroz stated the fees are based on acreage and charged according to the stormwater ordinance.

DISCUSSION AND POSSIBLE ACTION ON THE 2019 STORMWATER UTILITY BUDGET Mroz referenced the request for a full time employee that will be funded through the Stormwater Utility budget at roughly 60%. He noted the current position is part time and is primarily for sweeping of city streets in the spring and fall. Mroz stated the position will also assist with the forestry and snow removal with the 40% being disbursed through Public Works operating budget.

Mroz stated the MS4 operating budget will be discontinued and combined with the 2019 Stormwater Utility budget. Noted the MS4 budget was set up in 2015 to comply with the mandates identified in the permit.

Mroz suggested an overall increase in the stormwater utility rates to offset the expenses associated with the on-going MS4 requirements, stormwater system improvements. Mroz is proposing an increase from \$7.50 to \$12.00 per quarter which would generate \$187,960 and potential FTE in revenue. Malinowski concurred with the proposed rate increase to maintain the stormwater system and meet MS4 requirements.

Further discussion continued on pond maintenance and ownership of the ponds. Webber suggested new developments be required to follow city standards for pond maintenance and be held liable. Mroz stated the revenue collected through the stormwater utility fee will be allocated to contracted services for clear cutting ponds and other needed improvements to the overall stormwater system.

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Webber questioned whether the levy will be affected by a stormwater utility fee increase. Malinowski stated this type of increase does not affect the levy in anyway and that the proposed five year plan stormwater maintenance supports the increase from \$305,000 to \$492,960 in collections.

The Committee discussed public outreach programs related to stormwater. Mroz stated the city is a member of the Rain to Rivers organization that focuses on protecting and improving adjacent bodies of water. He added that the city also has door hangers that are distributed in the spring and fall to address the proper handling of grass clippings and leaves to avoid entering the stormwater system. Atkins Hoggatt mentioned a previous program when stenciling of the stormwater catch basins was done. Mroz proposes to reach out to schools and other local organizations as future projects.

MOTION by Atkins Hoggatt, second by Webber to recommend approval of the proposed stormwater utility fee increase from \$7.50 to \$12.00 per quarter, approval from a part time position to a full time position and approval of the overall 2019 Stormwater Utility budget as presented. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE STANDARD OPERATING PROCEDURES (SOP) FOR NON-COMPLIANCE MATTERS Mroz provided a Standard Operating Procedure (SOP) as a guideline for employees handling reported non compliance matters. He noted the SOP allows the property owner to communicate with the city and correct the violation in a timely manner to potentially avoid any further action.

Atkins Hoggatt provided a copy of the letter sent out by the Hudson Police Department's Non-Compliance officer. She noted the letter includes the code violation, specific instructions to bring the property into compliance and the timeline.

MOTION by Atkins Hoggatt, second by Webber to refer the Standard Operating Procedures to the Public Safety Committee as proposed and to recommend the SOP be available on the city website. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE 2019 SHADE TREE BUDGET Mroz stated the proposed Shade Tree budget reflects on the management of the Emerald Ash Borer (EAB), noting that EAB has been officially identified in the Hudson area. He stated the overall increase of 4.8% is due to an increase in contracted services and continued treatments of ash trees and treatment of newer ash trees. Mroz stated the city has applied for a 50/50 matching Urban Forestry grant for 2019. He stated the grant will supplement the costs associated with the development of an Urban Forestry Management Plan.

Ken Holman, HUFB Chairman, stated the city web page has been updated with informational links related to EAB. He added that city staff and others participated in a Cable TV interview that is also available on the city webpage. Holman stated the HUFB will hold their annual "Fall Planting" event that includes the out planting of the remaining gravel bed trees. He encouraged all to attend.

MOTION by Webber, second by Atkins Hoggatt to recommend approval of the 2019 Shade Tree operating budget as proposed. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE 2019 PUBLIC WORKS OPERATING BUDGET Mroz stated there is no change to the part time personnel budget that includes staffing for mowing, gardeners, boat launch, watering, lifeguards and forestry.

Mroz stated the overall City Hall budget increase is due to expenditures for general maintenance items. He noted a slight decrease in utilities based on previous years expenditures.

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Mroz stated the line item increase in utilities at the west garage is for the gas expected to heat the building. He stated the oil burner used to heat the west garage has had ongoing maintenance issues and not enough used oil being dropped off at the shop.

Mroz stated the Street Maintenance fuel increase is per the Finance Director's recommendation. He added that the line items for painting and patching of streets also show an increase. He explained that the purchase of the new paint machine has allowed city staff to paint more efficiently and to cover a lot more area. He stated the spray patch machine purchased a few years back has significantly reduced the number of pothole complaints and other minor street repairs.

Soltis stated the paint used for crosswalks, curb and gutter, parking lots, etc. are a water based paint that normally lasts two years. He added that the machine has the capability of tracking the location, dates, amount of paint, etc.

Mroz stated the sign budget was reduced by \$14,000 to allow for Public Safety requests. He stated the public works operating budget has absorbed the costs for signage and stated that large expenditures are typically through the capital improvement fund or other resources.

Mroz stated overall the proposed operating budget for Public Works is at a 2.4% increase. Noted this does not include personnel services.

Mroz stated the 700 First Street operating budget has a decrease of 1.1% based on utilities being reduced on the basis of past history.

MOTION by Webber, second by Atkins Hoggatt to approve the proposed 2019 Public Works operating budget as presented. MOTION CARRIED.

DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED 2019-2020 CAPITAL IMPROVEMENT EQUIPMENT AND INFRASTRUCTURE REQUESTS Malinowski requested departments to provide capital requests for equipment, infrastructure and buildings for 2019-2020 and future forecasts to 2023.

Mroz commented on the replacement of equipment that has had a useful 10-12 life year cycle which has allowed for a better trades or sales to go towards purchasing the new equipment. The overall equipment requests have remained in the \$300-\$400 thousand range.

Webber questioned the maintenance of trails and the inventory completed by the Planning Department. Mroz noted the spray patcher can be used to extend the life and improve the conditions of many trails throughout the city.

Malinowski stated the remaining funds from the Hanley Road project will be put allocated towards the Vine Street project. Noted the Vine Street project is partially funded through the LRIP program.

Mroz stated the Coulee Road retaining wall will be bid out in the spring. He added that the Sidewalk Replacement program for 2019 will primarily focus on the downtown business area and sidewalks deemed to be a potential trip hazard.

Mroz stated there are 47 street lights remaining in the overall replacement program. He also mentioned the Heggen Street Trail project that was postponed.

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Malinowski stated the window replacement at City Hall has been on going with the 2nd floor window replacement scheduled for 2019.

MOTION by Atkins Hoggatt, second by Webber to recommend approval of the 2019-2020 Capital Improvement Projects as presented. MOTION CARRIED.

PROJECT UPDATE Mroz updated the Committee on city projects:

- Fahrner Asphalt will be completing the crack filling and flex patching of city streets within the next few weeks.
- A meeting was held with several utility contractors involved with the Vine Street project. Noted the meeting was primarily for the underground structures and fiber optics.
- Restrooms will be winterized in the upcoming weeks.
- Plow trucks are getting set up for the plowing season.
- Holiday decorations will be put up mid November.

FUTURE AGENDA ITEMS _Atkins Hoggatt requested information on the GIS system.

MOTION by Atkins Hoggatt, second by Webber to adjourn the meeting. 7:17 p.m.
MOTION CARRIED.

Submitted by,

Deb Andrews
Secretary