

**MINUTES OF THE BOARD OF PUBLIC WORKS
MEETING HELD THURSDAY, MARCH 8, 2018; 5:30PM**

Present: Alderman Mike McSweeney, Alderwoman Janis Schandel, Alderman Ken Tutaj, Citizen Members Shawn Feirer, Amanda Bednarski and Christine Hancock.

Excused: Citizen Member Sandy Welvang.

Also present: City Engineer/Director of Public Works Melinda Dejewski, Engineering Technician Brett Eisch, Liza Martin of 3702 e. Lunham Avenue, Jim Rholder of 3672 E. Lunham.

1. Call Meeting to Order

Alderman McSweeney called the meeting to order 5:32pm.

2. Public Comment.

None.

3. Minutes

A motion was made by Alderwoman Schandel, seconded by Alderman Tutaj to approve the minutes of the November 9, 2017 meeting. Motion carried.

4. Correspondence

None.

5. Discussion and Possible Action

A. Design of S. Kirkwood Avenue from E. Lunham Ave to Milton Vretenar Memorial Park Entrance

City Engineer Dejewski described the project as a reconstruction project with proposed sidewalk and storm sewer. There are 2 alternatives. One as a standard roadway per City requirements and a second that tries to address parking and access for the residents and the park. There was discussion with the Board and the residents about the 2 alternative designs. The direction from the Board was to have no parking on S. Kirkwood, a narrow section with 10 foot driving lanes, and a 5 foot terrace. No further action was taken on this item.

B. Grass Cutting Charges (referred form Common Council)

City Engineer Dejewski presented the Board with an analysis of the grass cutting program. It showed the number of properties usually cut, the typical costs, and a proposal to increase the costs. The charges would be different for properties over an acre and under an acre. The costs are based upon the cost from the contractor and staff time involved in the program. A motion was made by Board Member Feirer, seconded by Alderman Tutaj to recommend to the Common Council an increase in the fees for grass cutting as follows:

Flat fee for lawn cutting charge for lots 1 acre or less = \$200

Flat fee for string trimming for lots 1 acre or less = \$135

Fee for lawn cutting charge for lots over 1 acre = contractor cost per acre + \$140 admin fee

Fee for string trimming for lots over 1 acre = contractor cost per square foot + \$65 admin fee

Motion carried.

C. Fee for Street Opening Permits

City Engineer Dejewski presented the Board with an analysis of the fees the City charges for permits to work in the City right-of-way. The fees are different if it is a PSC regulated utility and a contractor or resident. The fees are not covering the staff costs. There was discussion on the impact of the fees on the residents. A motion was made by Alderwoman Schandel, seconded by Board Member Hancock to recommend to the Common Council to change the street opening permit fees to the following:

Utility permit review fee per property = \$120

Utility permit inspection fee per property = \$90

Note that this is per property that abuts the installation, not just for a connection to a property.

Non-utility permit review fee = \$60

Non-utility permit inspection fee = \$40

Note that these permits are for property owners who are paying taxes that are already subsidizing salaries.

Motion carried.

6. Engineer's Report

There was no Engineer's Report.

7. Unfinished Business

A. Discussion – Road Project Special Assessment Methods

There was some discussion on the potential of income based special assessments. No action was taken on this item.

8. Adjourn

A motion was made by Alderman Schandel, seconded by Board Member Feirer to adjourn. Motion carried. Time 6:45p.m.