

## Public Works Meeting January 14, 2020

Meeting called to order by Labudda, with Rollins, Oliveto, DPW Hauth and Lead Maint. Worker Scott Reuter present, Katie Reuter absent.

Approval of previous minutes approved on motion by Rollins and Oliveto

Scott Reuter presented results of bid opening for new dump truck and related equipment. There were 5 bids for truck chassis and 2 bids from body builders, 2 other potential bidders did not submit bids because of current backlog. Thompson Truck and Trailer of Dubuque is the low bid for chassis and Monroe Truck Equipment is low bid for dump box and snow removal equip. Bid results are attached. Delivery would be late summer or early fall of 2020. Motion by Labudda, second by Rollins to accept low bid package of \$155,018.00 including all options and send to full council for consideration. Motion carried.

Hauth and Reuter presented options for flashing stop sign at Cherry and Jefferson intersection. The best option is to add a ring with LED lights to existing stop sign with a solar panel that mounts on top of existing signpost. A controller is available that allows for programming of the sign and includes radar that will detect when a car approaches and activate the sign. A motion was made by Oliveto to go with the style of sign presented including controller minus items #5 &6 of quote for a total of \$1,899.00 and send to council for consideration, second by Labudda, motion carried. Hauth suggested funding come from current roadway maintenance operating budget or highway 61 project. Quote is attached.

Hauth informed committee that north boiler at city hall is out of service with a leaking heat exchanger and is not repairable. He has worked with two different heating contractors and both came to the same conclusion. The south boiler was also down, and parts have been taken off the north boiler to keep it running. No cost estimate has been received yet on replacement costs. The boilers are less than 10 years old and have been problematic the last few years.

Oliveto asked if sidewalk could be installed on Beetown Rd. from where it ends at 1035 Beetown Rd to McKinley St./Western Ave. as many people walk/run along this stretch of highway. Hauth and Reuter said there would be some challenges but would investigate it and report back. She also inquired on the status of Memorial Trail from Maple street north. Hauth said easement has been acquired from Alliant Energy and funds have been budgeted to build the trail from Maple to Hickory but weather and other work didn't allow time last year to complete the work. He also worked with UW-Platteville students last winter to come up with a design and cost estimate to build the trail from this area to Linden St. The estimate was \$80,000 and will require engineering to deal with the terrain and flood plain.

Motion by Oliveto and Rollins to adjourn at 6:05pm

Submitted by Hauth



## Public Works Committee Meeting Feb. 11, 2020

Meeting called to order by Labudda, members present, Reuter, Oliveto, DPW Hawth and Jordan Fure of Delta # Engineering, Rollins absent.

Jordan Fure presented final plans and cost estimate for replacing sanitary sewer main from City Limits street to Kolar detention basin.

This work will include regrading of the storm water drainage swale and acquiring related easements as well as new sanitary sewer easements.

- Work could be advertised in March and awarded in April
- Public information meeting will be held with affected property owners prior to construction.
- Hawth explained that funding could come from:
  - Sewer
    - Borrowed funds for lagoon paving, Jackson street sewer main replacement and Pine street sewer replacement
    - Cash on hand for wastewater utility
  - Stormwater
    - Borrowed funds for Sidewalk, Street Paving, Park Shelters and 2020 Budgeted Stormwater Surplus

Motion by Labudda and second by Oliveto to recommend to council moving forward with project pending funding.

Hawth gave committee an overview of some of the work each city department will be dealing with this year outside of routine work.

Labudda asked if there was any progress on developing a pickle ball court on school district tennis courts, hole markers for disc golf course. Hawth had made initial contact with a school district employee but had not heard back, he will check on hole markers.

Reuter was contacted by a resident concerning new garbage and recycling containers, Hawth is preparing questions for Town and Country and will ask for an update on anticipated start date.

Mark Fisher would like to meet with committee to go over options and recommendations for E. Cherry street repairs prior to March council meeting.

Motion to adjourn Oliveto and Reuter

Submitted by Hawth

## **Public Works Committee Minutes March 11, 2020**

Meeting called to order by Oliveto at 5:00pm

Members present Oliveto, Rollins, Reuter, DPW Hauth, Clerk Kurihara and City Engineer Mark Fisher, Labudda absent

Previous minutes approved on motions by Reuter and Oliveto

Mark Fisher presented a report to committee and reviewed history of E. Cherry street storm water structure and 1995 east side drainage study. Several options and potential costs were discussed for repairing E. Cherry street.

Replacement of all storm piping from Memorial Park pond to Hickory street.

Construct a smaller cast in place structure in Cherry street in the same place as current structure.

Install two large diameter pre-cast manhole structures in Cherry street in the same place as current structure.

Staff and Strand recommendation is to pursue large diameter manhole option at this time and budget for complete replacement from Memorial Park to Hickory street.

Motion was made by Reuter and Rollins to recommend two manhole option to finance committee and council for consideration.

Hauth gave an update on garbage and recycling. Town and Country anticipates starting single pass collection in May pending delivery of new trucks. Toters have been ordered and will be delivered in late April. Tuesday and Wednesday pick-ups will be on Tuesdays and Friday pick-up will remain the same. Town and Country will send a letter to all residential customers with information regarding the new process. Hauth has been asked by residents about pick-up in alleys instead of at street in certain areas and will multiple containers be needed for multi family residences. Town and Country will be looking at alley options which they do in other communities and typically provide two containers per occupancy in multifamily but will do whatever owner desires. Oliveto asked if residents could purchase their own smaller containers if they do not have room to store the larger containers and if there would be a public information meeting.

Committee comments, Reuter asked if city and county were working on storm water ERU's, Kurihara said there has been correspondence. Oliveto thanked city staff for installing LED stop sign at Jefferson and Cherry.

Motion to adjourn by Reuter and Rollins.

Submitted by Hauth

# Public Works Meeting Minutes July 8<sup>th</sup>, 2020

Meeting called to order by Labudda

Members present: Labudda, Reuter, Rollins, Pennekamp, DPW Hauth, Lead Grounds Specialist Ron Mara

Previous minutes approved by Pennekamp, Rollins

Ron Mara gave an overview of current golf course, park and cemetery operations

Park 2, golf course help will assist if needed

Golf Course 6

Cemetery 2

Trimming 4 along with other duties including disinfecting equipment

Field prep 1

Trimming is a 3- week rotation of all city properties: Cemetery, Golf Course, Parks and fields, all shops and buildings, wastewater plant, excluding the airport. There are several abandoned properties being mowed at this time also. Cemetery trimming is completed before each holiday; Mother's Day, Memorial Day, Father's Day and July 4<sup>th</sup>. Normally by mid-July the need for trimming slows down.

Ron can't be in all places to supervise all 16 people, he also does all the spraying, mechanical work, ordering, scheduling, grave openings and record keeping.

Many things are not getting done because the part-time help needs guidance with projects.

There is no back up for Ron, all his help is part-time including students and retired people. There is a need to have someone with mechanical skills, eventual chemical application license, leadership ability. Cross training and flexibility between departments would be necessary. During snow events John normally is operating salt truck or filling in on plow routes which takes him away from his work.

Committee asked John and Ron to put together a report of tasks that are not getting completed, a job description for a new position, pay range, title, and benefit to city of this position. Committee would like to meet again in early August to review.

Future agenda items: Suggestion to consider a memory garden at cemetery, painting of chapel, need for some residents to have more than one recycling container and possible semi-annual rubbish pick up. Proper line of communication for recommendations from parks and rec committee.

Meeting adjourned by Pennekamp and Rollins

Submitted by Hauth

# Public Works Committee Minutes

## August 13, 2020

1. Call Meeting to Order 5:00 pm
2. Roll Call - Pennekamp, Reuter, LaBudda, Rollins, Hauth, Mara - All present
3. Approval of Public Works Review Committee Minutes of 7-8-2020 - Motion to approval - Pennekamp, 2nd Rollins, All in favor.
4. Discussion of park, golf course and cemetery staffing needs and possible recommendation to Finance Committee - Shayne to assist DPW to reformat to make more quantifiable for presentation to city administrator and finance committee. DPW contacted a local contractor regarding cost to farm out cemetery mowing \$1500-\$2200 (every other week trimming) Ron estimates \$3,700/time in wages only, no fuel, machine time, etc.
5. Report on -
  - a. Memory garden - No update at this time.
  - b. Chapel painting - completed last week - small glass pane was broken because the lower frame was rotten. Will be repaired shortly.
  - c. Additional recycling containers - DPW contacted T&C - recommend educating community on breaking down cardboard, extra totes cost \$10/mo to be paid 1 year in advance to T&C. Shayne asked this be published in quarterly newsletter and Facebook.
  - d. Semi-annual rubbish pick up - T&C charges \$85/hour/truck plus \$55/ton, no appliances/electronics/white goods. Did Fennimore 1x in spring on a Saturday - 18 hours, 17 tons of material - City paid \$2465. - Estimated Lancaster would be similar since we already have 2 disposals sites in town, etc. - Concensus to discuss at full council meeting.
  - e. Proper line of communication from Parks and Rec Committee - Parks & Rec Chair (Katie) should discuss with John & Ron.
  - f. John spoke with Mr Uppena this week and city can pick any 2 courts and paint for Pickel Ball. John states courts are in rough shape and probably need to be resurfaced - hopefully could be a Community Fund project.
6. Update on summer projects -
  - a. Cherry street looks to be done 8/25. Great work done, efficient, and really went well.
  - b. Valley View - approximately 1/2 way done. Slow start but doing good work. Running into some issues that are slowing them down, but soon should be through them and shouldn't have issues after that. Neighbors seem to be happy with the work being done and the workers.
7. Committee Comments/Future agenda items -
  - a. Shayne asking about removing excessive signage on Madison St. - John going to ask Scott Reuter to look into any regulations preventing it.
  - b. Shayne would like to acknowledge Bruce Fritz for all the volunteering he does. Wondered if there are other small jobs that there may be some citizens willing to volunteer to do.
8. Adjourn - Motion Rollins; 2nd Reuter.- All in favor. 5:44 pm

**Public Works Committee Minutes**  
**September 9, 2020**

1. Call Meeting to Order 5:00 PM
2. Roll Call: Present: Pennekamp, Rollins, LaBudda, Reuter, DPW Hauth, Phil - Strand Representative; Linda Luckey & Sonja - Historical Society; Absent: None.
3. Approval of Public Works Review Committee Minutes of 8-13-2020 - Reuter motion, Pennekamp Second, All in favor.
4. Review final phosphorus compliance alternatives plan
  - Multi-discharge variance reviewed.
  - Some operational changes are being considered to move toward compliance, including increasing chemical usage.
  - Pay approximately \$37,000 to county for variance but chemical costs would be less than that to get our levels in compliance to prevent the variance fee from going up. Goal to is get to 0.5 which is what the \$37,000 is based on.
  - Will need to also need look at overall facility improvement for the next permit cycle to meet goals - will be a part of capital planning.
5. Consider request from Grant County History Museum to erect way finding signs in street right of way.
  - Would like to invite and welcome members of the council to visit the museum.
  - Would like 7 different signs, grant money would pay for the signs and are asking for the city to cover the posts and installation.
  - Cost to city would be \$500+, not including labor.
  - LaBudda moves to approve city to pay for posts and installation, Reuter - second, All in favor. John to check with state for regulations and if would need full council approval.
6. Preview of street maintenance plan requested by city council
  - Aja has assisted to put John's list in table-form and will be provided to full council.
  - Several streets that are really in need of repair but it will be longer before they are able to be budgeted, therefore we will need to do something with surface to get through.
7. Discuss Park, golf course, cemetery staffing update and possible recommendation to Finance.
  - Nothing ready today for recommendation at this time.
  - Will be contracting out the cemetery mowing to save some expenses. \$1500/ time. \$3,700 was Ron's estimate for city's cost in labor only.
  - Shayne provided a spreadsheet to assist John/Ron with calculating figures for finance.
8. Discuss Well #3 maintenance work and possible recommendation to Finance
  - VFD (Drive) on Well #3 (Beetown Rd) went out. Cost approximately 20K to repair the drive. Need to schedule maintenance on the well, approximately \$50,000. Water Utility Cash on Hand would fund maintenance. (Approx 90,000 when repaired in 2015).
  - Well 2 needs repair and will be added to budget for 2021 to be covered with Cash on Hand from Water Utility. (Last maintained 10-11 years ago).
  - LaBudda suggests that committee tour the wells when able with concerns for COVID-19
  - Concensus from committee to repair Well 3

1. Council Comments/Future Agenda Items

- Reuter requests support for ordinance for garbage collection pickup/ placement, etc.
  - Reuter to work with DPW Hauth to bring a proposal for ordinance and return for next meeting.
9. Adjourn - motion from Reuter, second from Pennekamp, All in Favor. - Adjourn at 1755.

**Notice of  
City of Lancaster  
Public Works Review Committee  
Date: Wednesday, October 14th, 2020  
Time: 5:00 PM  
Place: Council Chambers 206 S Madison St.**

**Minutes:**

1. Call Meeting to Order at 5:00 pm
2. Roll Call – Reuter, Pennekamp, LaBudda, Rollins, Hauth DPW. All present.
3. Approval of Public Works Review Committee Minutes of 9-9-2020 – Pennekamp motion to approve, Reuter seconds. All in favor. Motion Passes.
4. Discuss Garbage and Recycling Ordinance – Labudda moves to forward to council for consideration, Reuter seconds, all in favor. Motion passes.
5. Discuss Cemetery mowing operations
  - Travis Whitish completed the mowing as a trial to see what each mowing would take.
  - He would not be interested in contracting the service on an as needed basis.
  - Proposal was for mowing weekly and trim biweekly.
  - In house – hours were approx. 1700 hours, approx. \$18,000 - Mar-Sept.
  - 2 Mowers are dedicated to the cemetery – Eliminate one mower if contracted out.
  - Mowers are replaced every 5 years - approximately \$13,000
6. Discuss street maintenance and construction
  - There are over \$1 M of street maintenance projects that are needed that are not included in the streets that need reconstruction.
7. Discuss Annual Spring cleanup through Town and Country Sanitation and possible recommendation to Finance
  - Town & Country has an option to do an annual clean-up. Approximate cost \$3500. Motion to recommend to council for consideration in budget by Labudda, Second by Pennekamp. All in favor, motion passes.
8. Update on Parks, Golf, and Cemetery position
  - DPW continues to work on proposal.
9. Council/DPW Comments
  - Jenny Oyen is now helping John with some administrative tasks as needed.
  - John provided the Compliance Maintenance Annual Report DNR response for wastewater treatment plant
    - No information has been seen online regarding residents being able to obtain additional garbage totes if needed.
10. Adjourn – Reuter moves to adjourn, Pennekamp seconds, all in favor. Meeting is adjourned at 5:56pm.