

CITY OF ELKHORN
Municipal Services and Utilities Committee Minutes
First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin

August 22, 2016

Municipal Services and Utilities Committee was called to order at 4:30 p.m. by Alderman Kluck followed by Roll Call.

Roll Call

Present: Michael Kluck, Hoss Rehberg, Cathy Bensaid

Also present: Alderman Scott McClory, Alderman Tom Myrin, City Administrator Sam Tapson, City Clerk Cairie Virrueta, Utility Operations Director John Murphy, DPW Manager Neal Kolb, Fire Chief Rod Smith, Police Captain Jon Anzalone, Library Director Lisa Selje, City Engineer Paul VanHenkelum, Chris Clapper, Kellen Olshefski, other interested persons

Matheson Memorial Library Parking Lot Improvements

This item was moved forward on the agenda.

City Engineer VanHenkelum said he looked at the library's parking lot to try to address several issues with it. He created a map which showed the parking lot by dividing it up into three pods. The plan was based on an aerial view only. Pod C, with the large dip is not functional and he recommended removing it. It would lose 9 parking spaces but his plan would gain 3 in area B. His plan recommends removing the book drop and adds two way traffic from Wisconsin St. The plan also adds angle parking on Court Street. Library Director Selje said sufficient parking at the library has been an ongoing issue. The Community Room has a capacity of 290 but the lot has less than 50 spots. She felt the library lost customers/business due to parking issues and there were more accidents in the parking lot due to the poor design. She supported the two way traffic from Wisconsin and removing pod C. She wants to keep the book drop as it is heavily used and didn't support the angle parking on Court Street as it is too busy. She would like ideas on how to add additional parking, including approaching the bank or realtor across from the library. Administrator Tapson said the City needed to decide if it wanted to contribute funds to the library parking improvements and if the library can share the costs. The City Engineer's plan would cost about \$40,000 but could go over six figures. Alderman Rehberg was concerned with removing parking spots when lack of space was an issue, he suggested going north to obtain more stalls. The committee discussed design ideas. Alderman Rehberg asked if the library was willing to cost share the expenses. Director Selje said \$5000 was set aside to address the dip and she would need to ask the foundation for more funds. Alderman Rehberg said an agreement for the improvements needed to be created. Administrator Tapson suggested the committee spend dollars upfront to determine actual cost for improvements. **Motion (Rehberg/Bensaid) to recommend the City Engineer explore area for additional parking and refine the current plan based on the committee's suggestions.** Alderman Rehberg said the refined plan should include removing Pod C, adding two way traffic from Wisconsin Street and a sidewalk all the way through. **Voice vote; all approved; motion carried.**

Holton Manor and Fairgrounds Water Towers: Authorization for Engineering Services for Recoating of Towers

Utility Director Murphy said it could save 20% if both towers were bid out at the same time. The original schedule was to paint one in 2017 and one in 2018. Both are in dire need of painting and damage is occurring due to exposed metal. One would be done next spring and the other next fall. Alderman Rehberg asked if quotes to do together or separately could be done; yes it can. **Motion (Rehberg/Bensaid) to approve the Utility Director obtaining bids for the recoating of the water towers, with options to do both in 2017 or one in 2017 and the second in 2018.** Alderman Rehberg asked what the bidding process was, Utility Director Murphy said he will contact four engineers he has worked with before and this is good timing to get the best prices. **Voice vote; all approved; motion carried.**

Fall Leaf/Brush Collection Program: Service Delivery Modifications

Administrator Tapson and DPW Manager Kolb met with Advanced Disposal and proposed a new leaf collection program with pickup for 5 days a week for 6 weeks based on zones in the City. The program goes from 3 pickups to 6 pickups. In addition, the driver will have a drivecam to produce video for the DPW Manager to review. He said the information needs to get out to the public in a timely fashion and didn't advise prolonging a decision. **Motion (Rehberg/Bensaid) to recommend approval of the leaf and brush collection program as presented.** Alderman McClory asked if leaves needed to be 12" from curb; yes, if it is too close to curb it is difficult to collect. Alderman McClory asked if the leaf and garbage pickup on the same day will be a problem; as long as a clearance is maintained around the cans it will be OK. Alderman McClory clarified if the map shows pickup will be every Tuesday that a pickup will happen that day; yes, but leaves need to be out by 7 a.m. and the drivecam can help with any problems on that. DPW will follow the leave pickup by going through with the street sweeper. **Voice vote; all approved; motion carried.**

2016 Street Maintenance Contract: Award Contract for Crack Sealing

City Engineer VanHenkelum said five companies were contacted and that two were interested and one looked at the project. He recommended Fahrner Asphalt of Janesville, their references were good and the estimate was \$97,800. Alderman Rehberg asked if the streets not shown on the estimate was because it was recommended to not do them as they were too far gone; this is correct. **Motion (Rehberg/Bensaid) to recommend Fahrner Asphalt for the crack sealing project. Voice vote; all approved; motion carried.**

Consider Library Landscape Design

Library Director Selje presented an updated plan for landscaping at the library. The library would like to do part of the plan. Administrator Tapson said she is seeking approval as the landscaping is on City property. The site no longer includes a fence and has retaining walls with flat areas to address the steep slope. Alderman Kluck recommended waiting until it is determined what will happen with the parking lot design. DPW Manager Kolb said the plan looks like it will need a lot of DPW maintenance.

Adjournment

Motion (Bensaid/Rehberg) to adjourn at 5:22 p.m.

Cairie L. Virrueta
City Clerk