

PUBLIC WORKS COMMITTEE MEETING

August 8, 2018

2:15 p.m.

Members Present: Jim Zajkowski, Craig Kittel and Mike Montello

Others Present: Jeremiah Wendt, Mike Darrow, Joel Enders, Noah Wiedenfeld, Rae Ann Ailts, and Lori Brinkman

Jim Zajkowski called the meeting to order at 2:17 p.m. Roll call was taken.

Craig Kittel moved to adopt the agenda as presented, seconded by Jim Zajkowski and carried.

Craig Kittel moved to approve the minutes from the July 9, 2018, meeting, seconded by Jim Zajkowski and carried.

Cemetery Wayfinding

Noah Wiedenfeld explained that City staff has identified wayfinding signage as a need in the New Richmond Cemetery to assist people in locating burial sites. Signage would include street signs and section markers. City staff has recommended names for the gravel roads within the cemetery as follows: Poplar Path, Birch Path, Maple Circle, Cedar Path, Linden Circle, Elm Circle, and Spruce Circle. Staff recommends ordering signs through Holland Supply Signs. The cost of the signage would be approximately \$3,816, plus an additional \$900 for aluminum piping for mounting, and also possibly a shipping charge for the signage. Expenses would be paid from the cemetery fund.

Mike Montello made a motion to purchase the signage and piping for the New Richmond Cemetery, seconded by Jim Zajkowski and carried.

Nonprofit Assistance

Jeremiah Wendt stated the City has been approached by local nonprofit groups at various times requesting assistance with minor projects for which the City has the equipment and expertise. Recently, the City was asked by "Two Fish" to assist with the removal of an overhead sign that requires City staff to use the bucket truck. The City does provide assistance to neighboring municipalities for similar minor projects and charges labor and equipment fees for that work. Jeremiah asked the Committee if the City should provide similar services (and bill for them) for local non-profit groups. This has been brought to the City Attorney's attention and he stated it is fine provided there is a reimbursement arrangement. There was discussion on creating an application form that nonprofit groups could fill out and submit and the Public Works Committee could review on a case-by-case basis.

Craig Kittel made a motion to approve the current request to assist with the removal of Two Fish's overhead sign, seconded by Mike Montello and carried.

Recycling RFP Bid Results

Rae Ann Ailts discussed the five responses to the RFP for residential recycling services which were received from Waste Management, Stephens Sanitation, Olsen Sanitation, Advanced Disposal, and Highland Sanitation. Staff has created bid summaries of each proposal, which were given to the Committee, and Rae Ann briefly outlined the summaries. Staff recommends a two-to-three-week review period of the proposals. Mike Darrow recommends sending out a survey with the next utility billing to get residents' feedback. Staff will look into the survey and bring back to the next Public Works Committee meeting, which will be held late August or early September.

Knowles Avenue Corridor Study Interviews

Interviews were held during the meeting with three firms for the Knowles Avenue Corridor Study: MSA Professional Services, SEH, Inc., and SRF Consulting Group, Inc. At the conclusion of the interviews, the Public Works Committee discussed the three options at length.

Mike Montello made a motion to recommend hiring MSA Professional Services to conduct the Knowles Avenue Corridor Study, seconded by Jim Zajkowski and carried.

Communications and Miscellaneous

None

Mike Montello moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 6:05 p.m.

Minutes submitted by Lori Brinkman