



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM December 06, 2023
City Hall 1st Floor Large Conference Room

CALL TO ORDER

Members Present: Councilors Gary Bode, Ron DeValois, and Jerry Kuiken

Staff Present: Mayor Scott Korthuis; City Administrator John Williams; Public Works Director Jon Hutchings; Finance Director Anthony Burrows; Programs Manager Mark Sandal; and Office Manager Heather Sytsma

Public Present: Gary Vis

ACTION ITEMS

1. Review Minutes from November 1, 2023

Action

The minutes from November 1, 2023, were recognized and accepted by the Committee.

2. Bradley Alternatives

Sandal presented the final plan for Bradley Road. He noted that there were originally eight alternatives, of which four were selected by staff and then narrowed down to a single design through discussions with administration. A multi-modal ten-foot sidewalk will be located on the south side of the project with crosswalks planned near Eastwood Way and Lupin Street. Bradley Road will have two, ten-foot travel lanes with a five-foot shoulder on the north side and two-foot shoulder on the south. Hutchings added that the principal considerations for this choice were cost and meeting the requirements of the project's state funding.

Bode asked where road runoff will go. Sandal explained that there is a drainage ditch on the north side of the road that will be utilized for an infiltration system.

Bode asked about the intersection of Bradley and Vinup Roads. Korthuis explained that there is insufficient federal funding for a round-about; however, the City will do a traffic study to determine a short-term solution.

The Bradley Road reconstruction will potentially start in late 2024 with completion in summer of 2025.

Action

The Committee voted their support for the proposed Bradley Road alternative.

INFORMATION ITEMS

3. Bid Results for Supplies - 2024

Chemical and Aggregate bid results for 2024 were presented.

4. Unified Fee Schedule

Burrows presented the City's draft Unified Fee Schedule, noting that this is being presented at each Committee meeting. The first Public Hearing is scheduled for January 2, 2024. He explained that many of the fees in the schedule have not been updated for years. Each department is responsible for coming up with the fees. Council should review whether the fee is still valid and that the current and proposed fee are listed and agreeable. Burrows added that departments will also compare with other cities' fees so nothing is out of line with comparable cities in the area.

Hutchings noted that the changes in Public Works' fees are modest, with the department taking the view that over the next few years there will be refinement to this fee schedule. Over time, the fees will catch up and reestablish the baseline for the fee. This year in Public Works a 7% rate increase was supported by the Committee; this same increase was applied to the Public Works fee schedule to offer consistency. Some development-related fees and charges are not changing. If there is no justification for a higher fee, the fee is left the same. Alternately, some of the utility service fees have been static since 2011. These have been substantially increased (ex. \$35 to \$50 fee). To support the required improvements to the WWTP, sewer charges will need to be raised in the coming years.

A new fee is proposed for water meter removal that clarifies the cost of reinstallation.

Burrows emphasized that these are not new fees or extra dollars in the budget. These are existing fees being compiled into a single document and are part of the accounted for revenue stream.

5. Projects Update

The Committee briefly reviewed current projects and received progress information.

Sandal announced that the City received TIB funds for the overlay of the 1st and Front Street intersection. The Committee briefly discussed Hannegan Road traffic and the desire for a north-bound left-hand turn lane on Hannegan onto Riverview Road.

Hutchings stated that it's in floodplain, it is expensive, and it needs to be engineered.

Vis asked about the yellow striping between bulbs on Bender Road at the Hollander Development. Hutchings said staff will investigate.

NEW BUSINESS:

6. Final Public Works Committee Meeting for Councilors Jerry Kuiken and Ron De Valois

Everyone congratulated De Valois and Kuiken for their years of service to the City.

ADJOURNMENT: The meeting was adjourned at 5:06 pm.

NEXT MEETING: January 3, 2024