CITY OF ANTIGO

PUBLIC WORKS COMMITTEE

MINUTES OF MEETING HELD

APRIL 25, 2018

Public Works Committee of the City of Antigo met in Regular Meeting on the above date at 5:30 PM in the Multi-Purpose Room, City Hall, Ward 4 Tom Bauknecht presiding.

Attendee Name	Title	Status	Arrived
Tom Bauknecht	Ward 4	Present	
Rick LeBrun	Ward 6	Present	
Barb Rebstock	Ward 1	Present	
Sandra Fischer	Ward 2	Present	
Scott Henricks	Ward 9	Present	

Others present: Rose Prunty, Antigo Food Pantry; Kirk Packard, Working Foreman; Scott Martin, MSA Professional Services; Charley Brinkmeier, Surveyor/Project Manager; Mark Desotell, Director of Administrative Services; and Jaime Horswill, Utility/Clerical Assistant.

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the February 28, 2018 Meeting

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Scott Henricks, Ward 9
SECONDER:	Rick LeBrun, Ward 6
AYES:	Bauknecht, LeBrun, Rebstock, Fischer, Henricks

2. Bus Stop on Progress Boulevard in the Vicinity of the Antigo Community Food Pantry (Requested by Rose Prunty)

Rose Prunty, Antigo Food Pantry, requested a bus stop shelter for their clients. Typically there are three to four clients a day that utilize the bus service and are given a bus coupon to ride the bus home from the shelter. The trouble that they have now is related to safety. The bus pulls into the parking lot, which is very crowded. They encourage clients to meet the bus at the road so that the bus does not have to come into the parking lot, but that leaves clients in the elements.

Ms. Prunty noted that clients take carts to the road, which the pantry collects regularly during distribution. Distribution occurs on Wednesdays and Fridays.

Mark Desotell, Director of Administrative Services, advised that he sits on the Transportation Committee and he did bring this issue to the committee during the last meeting. He noted the bus service is interested in the bus shelter as well as a few other places in the community. He requested the committee to look into grant options that may be available.

Upon inquiry by Mr. Desotell, Ms. Prunty advised that there are typically no more than three people that would utilize the bus stop at one time for the pantry. She is unsure if other people would utilize the bus stop that visit the dentist or the bank.

Upon inquiry by Mr. Desotell, Ms. Prunty advised that she envisioned a three sided shelter with a bench.

Upon inquiry by Ms. Prunty, Mr. Desotell noted that the pantry may be responsible to provide sidewalk to the bus stop.

Charley Brinkmeier, Surveyor/Project Manager, advised that the cost is approximately $5,000 per shelter.

Upon inquiry by Ms. Prunty, Mr. Desotell indicated that if sidewalk was put in from the driveway to the shelter it would probably be the pantry's expense as it would be on private property.

Upon inquiry by Alderperson LeBrun, Mr. Brinkmeier indicated that the structure would need to be see through on all sides.

Upon inquiry by Mr. Desotell, Ms. Prunty indicated that there currently are not any night time hours, however, they have discussed this as many people that could utilize the pantry are working during the day.

Upon inquiry by Alderperson Henricks, Mr. Brinkmeier indicated that in other communities, these shelters are near a street light for visibility during night time hours.

Ms. Prunty noted that the pantry would be more than willing to write a letter of support for a grant if that would help.

Alderperson LeBrun advised that in some cities, the benches have advertising as sponsorship. This may be an idea.

Alderperson Rebstock brought up the maintenance issue.

Mr. Desotell indicated that this request is not ready for Council at this stage. This is information only. More discussion needs to happen.

Ms. Prunty advised that the pantry does not own the property, it is owned by Langlade Hospital.

INFORMATION ONLY

RESULT:	**NO ACTION**

3. Post Office Parking Lot Bid Approval

Mr. Brinkmeier provided a memo advising that there were four bidders for the reconstruction of the Post Office Parking Lot. The bids are as follows:

Heinzen Plumbing	$342,793.00
Kautza Excavating	$249,923.00
Musson Brothers	$267,825.00
Merrill Gravel	$219,922.50

Mr. Brinkmeier is recommending Merrill Gravel as they are also the contractor for the Field and Gowan Street construction project.

Mr. Brinkmeier advised that this project is well under the anticipated budget. Staff is actually able to look at enhancements in this area, such as decorative lighting.

Upon inquiry by Alderperson Bauknecht, Mr. Brinkmeier indicated that Merrill Gavel is fully insured and bonded.

Scott Martin, MSA Professional Services, indicated that Merrill Gravel is a fairly large company and this is well within their wheelhouse with what they do.

Mr. Brinkmeier indicated that the plan is to start the parking lot first as they cannot start the Field Street and Gowan Road project until after school is out.

Mr. Desotell further indicated that they will be bidding the alley between the library and the banks. This should have a minimal cost.

Mr. Desotell explained that there is money budgeted within the Municipal Parking Lot budget to accomplish these tasks.

Mr. Desotell, Mr. Brinkmeier and Mr. Martin explained contract provisions that are in place to make sure that projects are done correctly and timely.

Motion to approve the bid from Merrill Gravel in the amount of $219,922.50 for the Post Office Parking Lot.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Scott Henricks, Ward 9
SECONDER:	Barb Rebstock, Ward 1
AYES:	Bauknecht, LeBrun, Rebstock, Fischer, Henricks

4. Temporary Removal of Parking Restrictions during the 2018 Building Expansion Project as Requested by CoVantage Credit Union

Mark Desotell, Director of Administrative Services, provided a memo noting that CoVantage Credit Union has announced the start of their 2018 building expansion project consisting of the addition of a third story along with a new footprint along the east side of their current facility. The use of their internal parking area to the south of the existing building along with some of the spaces to the east of the building will require temporary closure to use during the building construction effort. The contractors will also need to restrict parking on the east side of Clermont Street and the south side of Sixth Avenue (adjacent to the existing building) to accommodate the use of cranes and to accept delivery of construction materials. Sidewalks in these areas will also need to be closed off to protect pedestrians from inadvertently entering the construction zone. The City also opened bids for the reconstruction of the municipal parking lot located east of the post office and north of Sixth Avenue. Available parking stalls in this location will be intermittently compromised as well leading to further demands on the on-street parking stalls in the vicinity of both projects.

Mr. Desotell's memo further noted that at this point in time the following considerations of the Public Works Committee are being requested to accommodate the impacts from both projects:

a. The temporary removal of the two hour parking limit (on both the north and south sides of the roadway) along Sixth Avenue from Clermont Street to Edison Street.

b. The periodic closure of parking stalls along the east side of Clermont Street (from CoVantage's southwest driveway to Sixth Avenue) and along the south side of Sixth Avenue (from Clermont Street to CoVantage's northeast driveway entrance)

c. Authorization for City staff to grant other unanticipated adjustments to the projected temporary parking plan as they develop during the construction process as coordinated with CoVantage Credit Union and their chosen contractor.

Motion to approve the temporary removal of the parking restrictions during the 2018 building expansion project as requested by CoVantage Credit Union. Motion Carried.

Rebstock moved, LeBrun seconded, to include the periodic closure of parking stalls along the east side of Clermont Street and along the south side of Sixth Avenue and authorization for City staff to grant other unanticipated adjustments to the projected temporary parking plan as they develop during the construction process as coordinated with CoVantage and their chosen contractor. Motion Carried.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Rick LeBrun, Ward 6
SECONDER:	Scott Henricks, Ward 9
AYES:	Bauknecht, LeBrun, Rebstock, Fischer, Henricks

Any Other Matters Authorized by Law to be Considered

NONE

Adjournment

1. **Motion to:** Adjourn at 5:56 pm

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Scott Henricks, Ward 9
SECONDER:	Rick LeBrun, Ward 6
AYES:	Bauknecht, LeBrun, Rebstock, Fischer, Henricks

Tom Bauknecht, Chairperson

Date