

**Minutes of the Meeting of the Service Committees of Council
Held in the Council Chambers of the Municipal Building
On Monday, March 11, 2024, at 7:00 P.M.**

Jennifer Demaline, Chair of the Service Committee called the meeting to order.

Service Committee Members Present

Chair, Ward 1 Council Member Jennifer Demaline

Council Member At-Large Mary Berges; Ward 3 Council Member Tony Moore

Other Officials in Attendance

Ward 2 Council Member Dennis McBride; Council Member At-Large Michelle Patton; Ward 4 Council Member Scott Radcliffe; Mayor Bryan Jensen; City Engineer Ryan Cummins; Planning/Economic Development Coordinator Pam Fechter; Finance Director Steve Presley; Safety/Service Director Duane Streater; Law Director John Gasior; Zoning Enforcement Officer Jill Clements; Clerk of Council Barbara Brooks

Audience Members in Attendance

Larry Escalante, Pat Jankowski, Jim Piazza, Gerald Phillips

Discussion of the 2024 Sidewalk Improvement Program

Mrs. Demaline advised they set this meeting to discuss the proposed work locations that the City Administration compiled for areas to be improved by the installation of sidewalks for Council's consideration.

Mr. Cummins advised just before the start of this meeting he handed out the list of the 2024 sidewalks proposed work locations. He said he believes this is basically the same list from a couple of weeks ago, but he updated the date and verified a request to add some areas along the west side of Nagel Road in a couple of different spots north of St. Francis Drive. Mr. Cummins stated he wanted to make sure those areas were included, and he believes this will be considered the final list. He advised after passage tonight of Resolution No. R-15-24, they would begin to prepare individual plans for each property owner within these areas and officially get the 2024 sidewalk program underway.

Mrs. Demaline thanked Mr. Cummins for his work in preparing for this program. She thanked Ms. Clements for attending this Committee Meeting tonight and asked if she had anything to add.

Ms. Clements advised she has some concerns about the date listed in the Resolution as it states an October 1, 2024, deadline to have the sidewalks installed. She felt that date was a little too late in the season if the City has to come back and install sidewalks at any of these properties. Ms. Clements stated that date is toward the end of the construction season and if Council keeps that date in the Resolution, she wanted them to be aware that if the City has to come and install those sidewalks it could possibly be spring of the following year before those sidewalks might be installed. She said obviously they will do their best to get them installed as soon as possible. Ms. Clements suggested they consider bumping the date up a bit.

Mrs. Demaline felt that was a good point and asked Mayor Jensen if he could speak to that issue.

Mayor Jensen advised the Administration would rather see an August 1st deadline or an August 15th deadline to have sidewalks installed by the property owners. He said typically what happens is if a property owner has their sidewalks underway or under contract, the City is not going to get in the way of that work.

Mayor Jensen stated but if they wait until October there was no way they would be able to get them all completed. He advised there are usually one or two properties that are not going to make the deadline but with this date so late in the season they would likely not have the desired connection. Mayor Jensen said he does not know how long it was going to take Mr. Cummins to get the plans drawn up and provided, but he suggested that they could be submitted in stages by street or area. He stated he would rather see an August 1-15th deadline. Mayor Jensen advised when the deadline approaches that is when Ms. Clements will hear from the bulk of those who have not yet installed their sidewalks asking that the City go ahead and do the work and if they wait until October, it would be too late.

Mrs. Demaline agreed and said she was not sure where that October 1, 2024, date came from. She asked if there was any reason that the City would want to stay with that October 1st deadline or should they move just move it.

Mr. Cummins advised this is a substantial amount of sidewalk and plans to put together. He said he has had discussions with the Service Director about picking stages and which ones to prioritize and try to methodically work through the list. Mr. Cummins stated it is now mid-March and it could be technically the summertime before they even have a substantial number of plans available to start working with.

Council Member At-Large Brian Fischer arrived at 7:05 p.m.

Mr. Cummins said when he hears an August 1st deadline, to him that is very aggressive, although some of the initial areas could be underway and in theory be done by August 1st, but for the entire program; he was not certain they would be able to meet that schedule.

Mrs. Demaline asked Mr. Cummins if he could walk them through a little bit of what the process looks like for the Administration once Council approves the Resolution.

Mr. Cummins advised what is prepared is basically an 11" x 17" plan sheet for each individual property. He said that plan sheet is based on a survey of the centerline control because they must know where the right-of-way is located in order to know where to put the sidewalks and the like. Mr. Cummins stated that plan addresses grading for each property, and they really are stand-alone set of plans that can be handed to each property owner and/or contractor. He advised it includes the detail of the sidewalk as far as make-up and the stone underneath, where exactly to put it and some dimensions from readily accessible things such as the edge of the pavement or a light post so it is known horizontally where to install the sidewalk and spot elevations. Mr. Cummins said they are installing the sidewalks independent of doing a roadway project. He stated they definitely want the sidewalks to match and flow from one property to the next. Mr. Cummins advised they will provide spot elevations so whoever is doing the work knows how to grade it so they build their sidewalks to match the same plan their neighbors will be working from, customized to their property. But it has to be looked at in totality so that all of the grades will work from one property to the next. He said he also had discussions and verified that method of detail was warranted and necessary. Mr. Cummins stated the feedback he received from the Service Department and from Zoning was that absolutely it was critical to have that information in order to get a good product so that the residents or their contractor know how to do the work. He reiterated there were basically five miles of survey, drawing up existing conditions, establishing the center line, establishing the right-of-way and then coming up with a custom plan sheet for each parcel. Mr. Cummins advised it is a good amount of work and he would take a look at that list and come up with what they feel are some of the low hanging fruits and get those quickly out the door. He said then some of the longer stretches of sidewalks may need to wait until the end, but that is a synopsis of what it takes.

Mrs. Demaline asked once the plans were drawn up if that was when Ms. Clements notifies all the affected property owners with a letter.

Ms. Clements clarified that once the plans were completed then certified letters were sent by the Clerk of Council to the property owners and it includes the drawings or lets them know they can pick up the drawings at City Hall. She advised then the property owners begin calling or sending their contractors in to ask questions and/or secure permits. Ms. Clements indicated another key thing that could be helpful is if the letter could state a deadline date if the property owner prefers to have the City install their sidewalks and assess them the cost. She said then if it becomes known that there are several property owners on the same street or in the same general area that want the City to install the sidewalks, the City can then reach out to the contractor hired by the City and let them know what properties are on their list to keep it moving as there are a lot of sidewalks this year.

Mrs. Demaline asked Mayor Jensen how he wanted to proceed with the deadline. She asked what works best based on Mr. Cummins' comments.

Mayor Jensen asked Mr. Gasior if the letters can be sent out before the engineering is complete to let the property owners know that their property is on the list to prepare them for it and then as the engineering gets done, they can notify them again that the engineering is complete.

Mr. Gasior advised they could do that, but he felt it was duplication and suggested they wait until the engineering is done.

Mayor Jensen asked if they could send the notices out in batches as the engineering gets completed to which Mr. Gasior answered yes.

Mr. Gasior advised when Mr. Cummins completes the engineering work for a section of sidewalk improvements then the Clerk of Council could send those notices out.

Ms. Clements advised one of the key things with the letters is to include the engineers estimate of the work in the letter so when the property owners are out shopping for a contractor, they know a ballpark dollar amount for the work.

Mrs. Demaline asked Mr. Gasior if it was necessary for Resolution No. R-15-24 to include the timeframe for the work to be completed or should that be left up to the Administration.

Mr. Gasior advised it would be on or before October 1, 2024, he was thinking of rewriting the Resolution considering what has been said that the individual letters to the affected property owners could state on or before August 1st or before September 1st depending upon the timeframe of how the letters go out. He said if a batch of letters go out by the end of April, the City could probably say August 1st without a problem. Mr. Gasior stated if they say on or before October 1, 2024, in the Resolution, but the individual letters to the property owners could tell them they have until a date specified.

Mrs. Demaline advised that would give the Administration some leeway or discretion.

Mr. Gasior agreed and said to Ms. Clements point, that when the property owner reads their letter and if they are not going to make that earlier deadline then they could notify the City as soon as possible if they were not going to put the sidewalk in themselves by the deadline and the City would add them to the list for sidewalks the City would be installing and assessing the property owners. He advised all of that could be put in the letter as Ms. Clements suggested.

Mr. Gasior asked Mr. Cummins regarding section 2 of the Resolution with the costs if those were accurate numbers. Mr. Cummins advised no; he does not believe so. Mr. Gasior said so they will need to come up with a more realistic cost per square foot.

Mayor Jensen advised said once the plans were available and the letters could be sent out then they would give the residents ninety-days or possibly one hundred twenty-days to hire a contractor.

Mr. Gasior advised Council does not have to pass this Resolution in tonight's Regular Meeting following this Service Committee meeting, but they could do a first reading to give him a chance to rewrite section 3 and possibly insert language giving the property owner ninety days from the day of their letter notifying the property owners that the sidewalk needs to be placed in front of their house. He said they could have that covered in the Ordinance if they want.

Mayor Jensen asked if they could call a Special Meeting next week to pass it so Mr. Cummins can get started.

Mr. Gasior advised Mr. Cummins can get started before the Resolution is passed.

Mayor Jensen asked Mr. Presley if it was going to be necessary to appropriate money for the sidewalk program.

Mr. Presley advised the sidewalk program is budgeted at \$500,000.

Mr. Gasior advised that would give Mr. Cummins a chance to give the final numbers so the property owners know what the approximate costs were going to be for the City to install their sidewalks.

Mr. Cummins asked if there could be a vote to officially say this is the list then that would certainly clear him to get started and start moving in a positive direction.

Mrs. Demaline asked the other members of the Service Committee if they had concerns or comments.

Mr. Moore advised he did not have a problem with the list as he felt it was good as far as Ward 3 is concerned with connectivity. He said he knows they were going to be working on Jaycox and Detroit Roads to get connection for the residents on Palmer Lane and Covington Place, so he thought the list looks good.

Ms. Berges commented that she thinks the list looks good. She said she is encouraged that they talked at the last Council Meeting about State Route 83 and the sidewalks as she understands that is going to be a part of a future project, but it is on the horizon.

Mr. Gasior advised he believes in Section 2 they could take out the parenthetical phrase where they have the costs. He said when Mr. Cummins gets the costs together it will be inserted in the letter as part of the notice to the property owner and it was not needed in the legislation. Mr. Gasior stated he was not sure what the costs would be, but Mr. Cummins will advise City Council what those are once they are calculated. He advised they were going to go with the 30 days notification on or before October 1, 2024 as he felt they could leave that language in the Resolution and then they will issue a different date in the letters as those letters go out with the earlier letters having a sooner date than October 1, 2024 and as the letters are spread out they would eventually end up with some property owners being given the October 1, 2024 deadline, he assumed depending on how quickly the engineering calculations get done.

Mr. Gasior said when Council votes to pass the Resolution later that night, the list of sidewalks were going to be the document Mr. Cummins provided.

Mrs. Demaline advised that sounds like a good plan of action moving forward. She asked if any other members of Council or anyone in the Administration had anything to add.

No opposition was voiced by the members of the Service Committee or other members of Council regarding the proposed list provided by Mr. Cummins.

Mr. Gasior thanked Ms. Clements for the nice job contacting the property owner of 39016 Detroit Road at the intersection of Detroit and Moon Road. He said Ms. Clements has the demolition permit and the zoning permit for the installation of the sidewalks. Ms. Clements added that they were waiting on the contractor to register with the City. Mr. Gasior stated they were hopeful that everything falls into place over the next month or so.

Mayor Jensen asked if the property owners have a contractor to which Ms. Clements advised they do. She said the contractor just needs to register with the City to be able to move forward. Ms. Clements stated the contractor and the property owner have been made aware that the contractor needs to come in and get that taken care of.

Mr. Streator asked Ms. Clements for an update on the property located on State Route 611.

Ms. Clements updated Council that the property owner, Kirk Strowdtbeck, of 37475 Colorado Avenue has paperwork at the bank and has drawings that he should be submitting for review to likely demolish that house. She said the plan was to add a commercial building to that lot and they were aware of their need to install sidewalks. Ms. Clements speculated that she anticipated the sidewalk work to be done by early spring.

Adjourn: 7:19 P.M.

Mrs. Demaline adjourned the Meeting of the Service Committee of Council

Respectfully submitted by Barbara Brooks, Clerk of Council

PASSED: _____

SIGNED BY: _____
Jennifer Demaline, Chair of the Service Committee

ATTEST: _____
Barbara Brooks, Clerk of Council