

Public Works Advisory Board (PWAB)
Regular Meeting Minutes
Tuesday, April 11, 2022
Final

Board Members Present:

Dave Moyer, Chair
Bill Kelly, Vice Chair
Rachel Ruppel
Dane Zehrung
John Herman

Absent:

City Council Representative Present:

Andrea Blum

Staff:

Paul Bertagna, Public Works Director
Jackson Dumanch, Public Works Project Coordinator
Kerry Prosser, City Recorder / Assistant to the City Manager
Jeremy Green, City Attorney

Guests:

1. CALL TO ORDER & ROLL CALL

Chair Moyer called to order the Public Works Advisory Board meeting at 4:03 PM and staff confirmed a quorum was present.

2. APPROVAL OF MINUTES – December 13, 2023

Chair Moyer directed the board to the March meeting minutes and asked if there was a motion to approve. Board Member Kelly made motion to adopt the minutes as is; Board Member Ruppel seconded. Motion passed unanimously, 5-0.

3. VISITOR COMMUNICATION

Staff noted there was no visitor communication.

4. BOARD BUSINESS

a. Review a Draft Ordinance to Establish Camping Regulations

- i.** Chair Moyer read the agenda item into the record and called on City Recorder Prosser to provide an overview. City Recorder Prosser introduced themselves and summarized the draft ordinance for the Board. City Attorney Green introduced themselves briefly reviewed the draft ordinance for the Board. City Recorder Prosser clarified 3.2 section G. Board Member Kelly asked where camping would be allowed given the exclusions. City Recorder

Prosser deferred to City Attorney Green. City Attorney Green stated that it would be a decision made by the City. Director Bertagna brought up Ordinance 518 which allowed camping in the right-of-way with a permit and explained some of the requirements. City Recorder Prosser clarified that the draft ordinance being discussed was specific to city property and that language surrounding school property should be taken out due to no city jurisdiction. Board Member Ruppel asked what the cost of the camping permit was. Director Bertagna stated that they believed the permit to be cost one hundred dollars, City Recorder Prosser stated they believed the permit was valid for up to four days of camping, Director Bertagna confirmed that. City Attorney Green continued with their review. Board Member Ruppel asked for clarification on class B violations, City Attorney Green provided clarification, Board Member Herman asked for clarification regarding fines, City Attorney Green provided clarification and continued with their review. City Attorney Green finished their review and asked for final comments or questions. City Recorder Prosser stated that the Board could submit written comments to them by Friday the 14th and could answer any questions. Chair Moyer asked for further comments from the Board. Board Member Ruppel asked for clarification regarding the campsite removal policy and cemeteries, City Recorder Prosser stated that the language concerning cemeteries should have been removed as there are no cemeteries in the city. Board Member Kelly asked if action was required from the Board. Councilor Blum asked if the Board understood the draft ordinance. Director Bertagna stated that the State is requiring time, place, and manner rules by June 30th. Board Member Herman asked if the draft ordinance language was taken from elsewhere. Councilor Blum and City Recorder Prosser stated that the language was new and provided some overview of the process to date. Board Member Herman asked about how much “wobble room” that “number 5” gave the City Manager. City Recorder Prosser explained the authority given to the City Manager and provided an example scenario.

b. 2023 Street Maintenance update

- i.** Chair Moyer gave the floor to Director Bertagna to present the 2023 Street Maintenance Plan. Director Bertagna described the process for monitoring street conditions and how they are evaluated and maintained. Director Bertagna asked if the Board had any questions, Board Member Ruppel asked about at what stage street reconstruction would occur. Director Bertagna clarified and explained the rating system used by the City. Board Member Kelly asked if a past presentation could be provided to the Board explaining street maintenance in more detail. Board Member Zehrung asked about the “weighted column” on the rating spreadsheet. Director Bertagna explained and updated the Board on the current maintenance schedule and different treatment methods. Board Member Kelley asked about the timing of some of the overlay project. Director Bertagna provided clarification. Board Member Kelly asked about difficulties faced by Knife River occurring this year, Director Bertagna stated that the specific project hasn’t been out to

bid yet. Director Bertagna explained some of the costs of the projects. Board Member Kelly asked where the funding comes from for the street maintenance projects, Director Bertagna explained the different sources to the fund before asking if there were any more questions. Chair Moyer also asked for questions. Director Bertagna stated that they would share the presentation mentioned earlier in the meeting. Board Member Kelly asked what action was being requested from the Board. Director Bertagna requested a “motion to recommend approval of the 23/24 maintenance program to the budget committee”. Board Member Kelly made the motion; Board Member Herman seconded the motion. Motion passed unanimously 5-0.

5. OTHER BUSINESS / PROJECT UPDATES

- a.** Director Bertagna updated the Board on the East Portal and Barclay Dr projects progress. Board Member Kelly asked for a potential timeframe for the Barclay Dr project, Director Bertagna stated that construction may realistically occur in fiscal year 24/25. Board Member Ruppel asked about property owner and tenant communication regarding the Barclay Dr project. Director Bertagna provided clarification. Board Member Kelly asked if there would be public outreach concerning the Barclay Dr project, director Bertagna stated that public outreach has already occurred. Board Member Ruppel stated that there have been new residents in the city since that public outreach has occurred and that more may be needed. Councilor Blum stated that the impact on the average citizen would not be significant. Board Member Kelly noted that the community may be sensitive to change. Director Bertagna stated that some additional public outreach may occur.
- b.** Chair Moyer asked about the Adams Street Project. Director Bertagna stated that it is fully designed, shovel ready and has some funding but is not a high priority project. Director Bertagna stated that the project could be presented to the Board again at the next meeting.
- c.** Board Member Kelly asked about the water/wastewater master plans. Director Bertagna stated that the intention was to introduce the draft plans during the April meeting but will have to wait until the May meeting and explained the reasons for the delay. Board Member Kelly asked if future development would influence the plans. Director Bertagna stated that they would not. Board Member Kelly asked if the plans were to have been completed in March of 2022. Director Bertagna explained the process and the reasons for the delay. Director Bertagna emphasized that they wished the plans to be thoroughly reviewed.
- d.** Chair Moyer requested an update to the Well 1 project. Director Bertagna provided background for the project to date. Board Member Kelly asked if the other wells could accommodate. Director Bertagna stated that the project was intended to occur during the non-peak water use time of year. Board Member Zehrung asked if it was known what caused the issues with Well 1. Director Bertagna stated that it is believed to be an issue with the pre-lube system and

provided background. Chair Moyer and Director Bertagna provided some history of the City's potable water distribution system.

- e. Director Bertagna updated the Board on the Best Western Waterline Extension Project. Board Member Kelly asked for clarification on the waterline's location. Director Bertagna provided clarification.

6. BOARD MEMBERS COMMENTS

- a. Chair Moyer asked for Board Member comments, there were none.

7. ADJOURN

Chair Moyer adjourned the meeting at approximately 5:08 PM.

The Public Works Advisory Board will reconvene Tuesday, May 9 at 4:00 PM