

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
EDGERTON, WI**

PUBLIC WORKS COMMITTEE
Wednesday, June 24, 2020 at 5:30 p.m.

1. Call to order; Roll Call.
2. Elect Chair.
3. Confirmation of Appropriate Meeting Notice Posted on Friday, June 19, 2020.
4. Consider Approval of February 24, 2020 minutes.
5. Consider tall grass and snow notice policy.
6. Consider payment for mailbox damaged by snow removal.
7. Consider brush and compost services.
8. Consider pollinator plantings on City property.
9. Staff Report
10. Adjourn.

cc: All Commission Members
Department Heads

City Administrator
City Engineer

All Council Members
Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

“Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Public Works Committee.”

**FEBRUARY 24, 2020
PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chair Debbie Olson called the meeting to order at 6:18 P.M. Committee members present were Debbie Olson, Sarah Braun and Jim Burdick. Also present were Mayor Chris Lund, City Administrator Ramona Flanigan, Alderperson David Esau and Municipal Services Director Howard Moser.

Flanigan confirmed the agendas were properly posted on Friday, February 21, 2020 at the Post Office, Edgerton Library, and City Hall.

APPROVE MINUTES: An Olson/Braun motion to approve the February 10, 2020 Public Works Committee minutes passed, all voted in favor.

CONSIDER HENDERSTON STREET CUL DE SAC: Staff prepared an estimate of \$5,367 for the adjoining property owner's portion of the project. Flanigan stated staff hand delivered an agenda with letter explaining the estimate to the owner. The resident was unable to attend the meeting but did call to discuss the project. The resident did not comment on the estimated cost. A Braun/Olson motion to move to proceed with public hearing for the Henderson Street cul de sac project passed, all voted in favor.

CONSIDER BUSINESS PARKS STREET MAINTENANCE: Moser recommended performing preventative maintenance on the streets in the business parks to extend their useful life. The estimated cost of the work is \$131,594. Flanigan reviewed the available funding sources that could be used for the work.

A Braun/Burdick motion to move ahead with the business park streets maintenance using the funds from TIF #5 as recommended by staff passed on a 3/0 roll call vote.

CONSIDER EXISTING COMPOST PILE GRINDING QUOTES: Staff has been exploring options for the removal or utilization of the compost/brush pile located at Fassett Cemetery. Moser recommended grinding the brush and leaves allowing it to become a useable material. Tim Clark, lessee of a farm next to the Fassett Cemetery, has expressed using the material on this property. Olson asked if would be available to others. Information could be posted in the newsletter for residents.

Four proposals were received from contractors. The low bid from Atlas Custom Grinding was a per hour bid. Staff recommends awarding the bid not to exceed \$15,000. Moser feels this would eliminate the need for trucking and could be completed each year.

An Olson/Braun to award the contract of grinding the brush and compost pile to Atlas Custom Grinding not to exceed \$15,000 with the funding coming from the 2019 surplus in fund 206 Refuse Collection passed on a 3/0 roll call vote.

CONSIDER LOCATIONS FOR RAPID FLASHING PEDESTRIAN LIGHTS: Committee discussed possible locations for installing the rapid flashing pedestrian lights. The recommended

locations include the intersection of Swift Street and W Fulton Street, N Main St and Jenson Street, and upgrading the existing North Main Street light near Elm Drive Apartments. Olson recommended the foot bridge connecting to the school on Blaine Street once bridge has been completed. Flanigan reviewed the requirements from the Wisconsin Department of Transportation if installed on a highway. At this time, there is no funding available. Burdick and Braun recommended the intersection of Swift St and W Fulton Street. Staff will contact the Department of Transportation for approval of the locations.

STAFF REPORT: The Public Works Department has been filling potholes within the city. Olson inquired if salt brine is still being used within the city. Moser stated the salt brine material is purchased from the City of Milton and used with the City of Edgerton equipment.

Being no other business before the Committee, a Braun/Burdick motion to adjourn passed, all voted in favor.

Howard Moser/jas
City Administrator

Memo

To: PW Committee
From: Staff
Date: 6/18/2020
Re: June 24, 2020 Meeting

Tall Grass and Snow removal notice policy: An Alderperson asked to discuss a modification to the tall grass/weed and snow violation policy. The current policy requires the City notify a property owner of the tall grass and snow removal violation by letter, once per season. If after this written notification, the violation occurs a second time in that season, the city will mow the grass or shovel the snow without another written notification to violator.

An alternative to this process is: once a landowner is notified, another written notice is never required again, even if the second violation occurs years later. Staff does not support this policy change as it is hard to track and would likely cause residents to feel as though they were not given an opportunity to rectify a violation.

Mailbox damage payments: The current policy regarding mailbox damage caused by the city during snow removal is: if the City actually hits the mail box with a plow, the city pays to replace the mailbox. The City does not pay for damage caused by snow being pushed into a mailbox, which is more common than actually hitting the mailbox. If the mailbox was obviously already “rotten” or in need of maintenance, the city also reserves the right to deny all payments.

The PW Committee reviewed this policy in March of 2019 and decided to not change the policy. Staff would like the Committee to discuss a policy change that would provide a payment of \$25 or \$50 (one time per year) to residents if the city damages the mailbox with snow or with the actual plow in an effort to promote positive public relations. This policy removes the need to debate with the land owner the condition of the mailbox, or if the mailbox was or was not actually hit by the plow.

Pollinator and low mow plantings: Recently, the city debated converting some city owned properties to pollinator plantings for environmental and fiscal (reduced maintenance costs) reasons. Below is a list of areas staff feels could be either converted to once per year mowing or to pollinator/native grass plantings. If the Committee supports the conversion of some or all of these areas, staff will research the details of the process to convert the parcel to native plantings, the cost, and access to grants.

- 2 acres on Lord St across from South St (pollinator/native)
- Pond at Business Park (annual mow)
- A portion of area around welcome sign at Newville and E Fulton St (native/pollinator)
- A portion of Veterans Park (native/pollinator)
- A portion of the West Meadows Park and along W Fulton Street (annual mow)
- Land between RR tracks and parking lot behind Fulton Square (native/pollinator)
- Community gardens (annual mow)
- Orchard Subdivision pond (annual mow)
- Left (northeast side) of main entrance road into cemetery (native /pollinator)

Memo

To: Public Works Committee

From: Staff

Date: 6/18/2020

Re: Compost/Brush Drop Off

Staff has been evaluating two facets of the brush / compost service. The first is the existing pile at the cemetery. The Council approved an expenditure of up to \$15,000 to chip the existing brush pile. Staff is still working to address the pile that has accumulated for years and hopes that we will not need more than the \$15,000 allocated to complete the grinding.

The second aspect of brush/compost service is what to do in the future with this service. Observing what is happening at the compost pile over the last several months and the amount of brush the City collects curbside, staff believes that much of the material is being brought to the cemetery from outside of the City. This is costly for Edgerton tax payers.

In an effort to avoid creating another pile similar to the current one at the cemetery, staff has the following options for discussion. Please note that none of the options include costs for the ultimate disposal of the materials (chips, leaves and yard waste). The options below that reduce the amount of material will be the least expensive to sustain. Staff will continue to seek a cost effective end user for the material.

OPTION A – Close the existing compost/brush drop off site at Fassett Cemetery and eliminate the drop off program altogether. This would involve the installation of a barrier (gate, concrete blocks, fence). (See attached map for location of fence.) Initially staff recommends installing cameras also.

City would continue the curbside brush and leaf collection program.

All other yard waste (grass, garden waste, etc.) would be collected by Waste Management or other refuse collector April through November by having residents drop yard waste off at a dumpster at the city garage.

ITEM	ESTIMATED COST
6 FOOT FENCE	\$4,500
8 FOOT FENCE	\$6,000
CAMERA & INSTALLATION	\$2,000
YARD WASTE HAULING TO JANESVILLE	\$11,121
YARD WASTE HAULING TO ORCHARD RIDGE	\$13,431

6 FT FENCE WITH HAULING YARD WASTE TO JANESVILLE = \$17,621 INITIALLY;
\$11,121 ANNUALLY

8 FT FENCE WITH HAULING YARD WASTE TO ORCHARD RIDGE = \$21,431 INITIALLY;
\$13,431 ANNUALLY

- This estimate does not include costs for disposing or hauling of chips or leaves. The volume is unknown but expected to be less than option B and C and significantly less than option D.
- Residents who do not like to have brush and leaves sitting on their terrace are apt to not like this option.

OPTION B- Continue the drop off site at Fassett Cemetery for leaves, brush and compost with limited hours of operation. City would continue curbside leaf and brush collection. This would require the same barrier and cameras as option A.

The drop off site would be open one evening during the week (3pm – 7pm) and four hours on Saturday (7am-11am). The site would be staffed with either full time or part time PW personnel to ensure the site is only used by City residents. For the brush that is brought to the cemetery by citizens, City staff would use our chipper to chip the brush at the cemetery.

ITEM	ESTIMATED COST
6 FOOT FENCE	\$4,500
8 FOOT FENCE	\$6,000
FULL TIME LABOR	\$288 PER WEEK
PART TIME LABOR	\$72 PER WEEK
CAMERA & INSTALLATION	\$2,000

6 FOOT FENCE WITH PART TIME LABOR = \$8,876 INITIALLY; \$2,376 ANNUALLY

8 FOOT FENCE WITH FULL TIME LABOR = \$16,004 INITIALLY; \$9,504 ANNUALLY

- This estimate does not include costs for disposal or hauling of chips, leaves, or yard waste since the volume is unknown. Volume is expected to be more than option A, similar to option C, and less than option D.
- Residents who do not like to have brush and leaves sitting on their terrace are apt to like this option better than options A and C.
- This option is the most similar to current practices (other than option D) making the transition easier.

OPTION C – Eliminate brush and leaf drop off but continue to allow compost drop off at the cemetery for City residents. City would continue curbside leaf and brush collection.

The drop off site would be open one evening during the week (3pm – 7pm) and four hours on Saturday (7am-11am). The site would be staffed with either full time or part time PW personnel to ensure the site is only used by City residents.

ITEM	ESTIMATED COST
6 FOOT FENCE	\$4,500
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6 FOOT FENCE WITH PART TIME LABOR = \$8,876 INITIALLY \$2,376 ANNUALLY

8 FOOT FENCE WITH FULL TIME LABOR = \$16,004 INITIALLY \$9,504 ANNUALLY

- This estimate does not include costs for disposal or hauling of material since the volume is unknown. Volume is expected to be more than option A, and B and less than option D.
- Residents who do not like to have brush and leaves sitting on their terrace are apt to not like this option.

OPTION D - Leave the existing drop off site open to all users for brush, leaves and compost and budget for the grinding/hauling of the pile(s) annually. City would continue curbside leaf and brush collection.

ITEM	ESTIMATED COST
GRINDING OF BRUSH AND COMPOST	\$27,850

GRINDING OF BRUSH AND COMPOST = \$27,850 ANNUALLY

- These costs were reached by averaging grinding estimates received this year.
- Residents who do not like to have brush and leaves sitting on their terrace are apt to like this option better than options A and C.
- This option produces the most volume of material so hauling costs would be greater; possibly \$25,000 greater than the other options.