

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

PUBLIC WORKS COMMITTEE
Monday, February 10, 2020 at 6:00 p.m.

1. Call to order; Roll Call.
2. Confirmation of Appropriate Meeting Notice Posted on Friday, February 7, 2020.
3. Consider Approval of October 22, 2019 minutes.
4. Consider Henderson Street cul de sac.
5. Consider west side industrial park street and pond projects.
6. Discuss 2020 street maintenance projects.
7. Discuss home compost bins.
8. Staff Report
9. 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."

**OCTOBER 22, 2019
PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chair Debbie Olson called the meeting to order at 6:01 P.M. Committee members present were Debbie Olson and Jim Burdick. Committee member Sarah Braun arrived at 6:07 PM. Also present were City Administrator Ramona Flanigan, Mayor Chris Lund, Police Chief Robert Kowalski and several citizens.

Flanigan confirmed the agendas were properly posted on Friday, October 18, 2019 at the Post Office, Edgerton Library, and City Hall.

APPROVE MINUTES: Olson reviewed the motion to approve \$1,000 for the pollinator project on Lord Street in the budget. Olson stated the motion should not include the wording - on Lord Street.

An Olson/Burdick motion to approve the September 26, 2019 Public Works Committee minutes as amended passed, all voted in favor.

CONSIDER PARKING RESTRICTIONS ON RANDOLPH ST: Parking is currently allowed on the south east side of Randolph when school is not in session. A resident requested one side parking be allowed on Randolph Street at all times since the bus traffic has been reduced due to the reconfiguration of the school roads. Staff spoke with the bus company and they are not in favor of lifting the parking restriction since buses still use Randolph Street.

A group of residents from Randolph Street presented the committee with a petition in favor of removing the parking restriction. Jim Kapellen spoke as a bus driver. He requested no parking on one side from 2:30 PM – 4:00 PM. Chris Wellenkotter does not support these hours as it would be too hard to understand. Citizens spoke in favor of removing the parking restriction noting issues affecting residents including limited contractor and family parking, speeding, and illegal parking on Crescent Street. Residents are parking on Park Lane encroaching on the stop sign was a safety concern.

Police Chief Kowalski stated if the restriction is removed issues that could arise include limiting two-way traffic if a bus comes down the road and snowplowing issues.

Braun recommended a trial period from November 1st through July 1st and revisiting in the future. Olson requested Chief Kowalski review the illegal parking issues on Crescent Street. The staff will mail letters to Randolph Street residents in July.

A Burdick/Olson motion to remove the parking restriction all day on the south east side of Randolph Street as a trial period starting November 1st and revisiting it in July passed, all voted in favor.

STAFF REPORT: Braun requested a flashing light downtown on W Fulton Street be discussed on a future agenda along with additional refuse cans on North Main Street.

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

Ramona Flanigan/jas
City Administrator

Memo

To: Public Works Committee
From: Staff
Date: 2/6/2020
Re: February 10, 2020 Meeting

Henderson Street cul de sac: The 2020 Budget includes \$76,300 to resurface Henderson Street. The budget also includes a separate project to construct a cul de sac at the end of Henderson Street (similar to the one at the end of Blanchard Street) for \$20,000. The Committee will need to decide if any of the cost of the cul de sac will be assessed to the adjoining property owner. (See attached map of adjoining property owners.) The City owns 2/3s of the frontage and one property owner owns the other 1/3. The land where the cul de sac would be built was donated to the City as open space. The parcel cannot be developed except for the construction of a cul de sac at the end of Henderson Street.

In 2018 at the request of the owner of 112 Henderson, the Public Works Committee discussed improvements off the end of Henderson Street. (The staff report and minutes from that meeting are attached.) 112 Henderson has no frontage on a dedicated street. The driveway serving 112 Henderson crosses someone else's land (now the City's). The owner was requesting the City improve the driveway serving her property off the end of Henderson Street. No decision was made at that time regarding street improvements.

City policy states that if a public infrastructure is installed for the first time, (i.e. new street or curb), the adjoining property owner is assessed for the cost.

Since the Blanchard Street cul de sac is similar in many ways, staff provides the following information about that project. In 2004, a land owner gave the land to the city for the cul de sac at the end of Blanchard Street. This resulted in the City owning 2/3s of the frontage and that same land owner owning the other 1/3. The land owner who donated the land was not assessed for any portion of the cul de sac construction. Unlike on Henderson Street, the cul de sac was not needed by the adjoining property owner since that lot has frontage on an improved street.

West side industrial park pond and street: Please recall the Council has taken actions to construct the street needed to serve the four acres the City plans to purchase off of Gear Drive. Given the terrain, this street will require a significant amount of fill. The most cost effective way to obtain the fill is to use the excess fill created by the construction of the main stormwater pond planned for the corner of Dallman Road and W Fulton Street.

In 2015, the City constructed the “settling basin” portion of the stormwater pond. The main pond has not yet been constructed. The City always planned to build the main pond but was waiting until development drove the need for the pond or until the TIF District, TIF #8, used to fund a portion of the pond was set to close. TIF#8 expenditure period expires in September of this year thus the City should consider constructing the pond now in order to utilize these funds. The estimated cost of the pond is \$240,000. When discussing how to finance the settling pond, the City decided to not special assess existing property owners so settling the pond was financed using TIF funds and the stormwater utility.

The Committee should consider if the City should proceed with the construction of the pond, and if so, how to finance it. The policy questions regarding funding for the main pond are as follows. The pond drainage area is broken into several different sections by land use. The land use dictates funding options. (See attached map)

- Existing residential development (\$35,019) – Staff recommends use of stormwater utility funds as opposed to special assessments.
- Existing and future industrial land in the TIF (\$165,713.34) – Staff recommends the use of TIF funds as opposed to special assessments or utility funds.
- Future residential development in the TIF (residential land north of W Fulton Street)(\$29,544) – Staff recommends the use of TIF funds as opposed to special assessments or utility funds. If special assessments were used, they would be paid by the developer when the property developed. If the stormwater utility funded the improvements, all property owners in the City would pay for that portion of the pond improvements serving that area through their regular rates.
- Future residential development not in the TIF (undeveloped land near West Meadows Drive) (\$9,723) – Staff recommends the use of deferred special assessments as opposed to the stormwater utility.

2020 Street Maintenance: Please recall the City committed \$170,000 from TIF 5 2018 surplus for street maintenance activities. \$24,005 was spent on crack filling in 2019 leaving \$145,995. These funds plus \$92,000 in the 2020 budget are available for maintenance work and materials. Attached is the proposed list of streets and prescribed treatment.

Home Compost bins: The City included a request for citizen to express interest in home compost bins. The City received 129 responses on Facebook indicating interest and 5 calls. Staff does not consider these responses as firm commitments but an expression of interest in the program.. We would need to place our order by December 31. If the City wishes to proceed with home compost bins, the following policy decisions are needed:

- Type of bin? (see attached common options)
- Should the City pay for all, some or none of the costs of the bins?
- If the City subsidizes the cost of the bin, what portion would the City pay?
- Do we require a down payment or verbal commitment before we order?

MAY 9, 2018

PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON

Mark Wellnitz called the meeting to order at 6:04 P.M. Committee members present were Debbie Olson, Jim Burdick, and Mark Wellnitz. Also present were City Administrator Ramona Flanigan, Public Works Director Tom Hartzell, Alderperson Matt McIntyre, Alderperson David Esau, Chief Klubertanz, Alderperson Candy Davis, Mayor Christopher Lund, and several citizens.

Flanigan confirmed the agendas were properly posted on Friday, May 4, 2018 at the Post Office, Edgerton Library and City Hall.

ELECT CHAIR:

Wellnitz nominated Debbie Olson. Burdick seconded the nomination.

Olson nominated Jim Burdick. There was no second to the Olson nomination.

A Wellnitz/Burdick motion to nominate Debbie Olson as Chairperson passed, all voted in favor.

APPROVE MINUTES:

A Wellnitz/Olson motion to approve the April 16, 2018 Public Works Committee minutes passed, all voted in favor.

DISCUSS SNOW PARKING POLICY: A resident requested a discussion on the parking policy for snow events but was not in attendance. The request was to allow parking on the street during snow emergencies because the resident has several cars.. Committee decided to continue with the current snow parking policy not allowing parking on streets until plows have gone through.

DISCUSS HENDERSON ST EXTENSION: The owner of the property at 112 Henderson Street requested the City improve the street at the end of Henderson Street to allow access for garbage trucks and plows to her property. The only two properties affected by the lack of street improvements would be the City green space and 112 Henderson Street. Options to improve the street include: a complete street upgrade (\$131,600); installation of the street without sewer and water (\$80,000); or construction of a cul-de-sac (\$35,500). Olson recommended installing a cul-de-sac but did not feel this would fix the issue. The owner would get a price to pave the driveway (City easement) instead of extending the street.

DISCUSS SOUTH MAIN STREET (HWY 51 TO CEMETERY) PARKING REMOVAL DURING INDIANFORD BRIDGE CLOSING: The Indianford Bridge will be closed for approximately 3 months starting in May. The Chair of the Town of Fulton suggested using South Main Street as a detour for agriculture equipment instead of having that equipment travel through downtown on Highway 59. Parking on South Main Street would need to be restricted during the project to allow the large equipment to pass through. Alderperson Candy Davis supported the no parking option.

A Wellnitz/Olson motion to disallow parking on South Main Street to Highway 51 while the Indianford Bridge is out passed, all voted in favor.

Memo

To: Public Works Committee

From: Staff

Date: 2/5/2020

Re: May 9, 2018 Meeting

Henderson Street: The owner of the property at 112 Henderson Street has requested the City improve the "street" serving the property. The lot has no dedicated street frontage. (See map) The property currently has a driveway off the end of Henderson Street that crosses City owned "green space" property. To provide an improved road, the following is required:

- A right of way should be created and dedicated although this is not absolutely required as the city owns the property.
- A street would have to be constructed. The green space land on which the road would be built was donated to the City. The donation agreement allows for the construction of a cul de sac to terminate Henderson St but does not allow for the development of the property. Therefore, the road will not be extended and lots cannot be created around the cul de sac.

Policy Questions:

Should the street be extended? Providing a finished end to the street now that we know it will not extend would improve the aesthetics and would provide a turnaround for snow plows.

How extensive should the improvements be? The attached sketch is a complete street upgrade extending to the east edge of the existing lot and includes street, curb, sewer, water and sidewalk. (Estimated cost \$131,600) Another alternative would be to install the street but not the sewer and water. Sewer and water is needed only for future park facilities (no park improvements are allowed until 2042.) (Estimated costs without sewer and water \$80,000) A third alternative would be to construct a cul de sac like the one at the end of Blanchard St.) (Estimated cost \$35,500) The advantage of the full street is that it provides access for the existing houses' driveway without traveling across the City's green space property. The other alternatives would require the City allow the existing driveway to remain on the green space property and that the owner maintain the driveway that is on the green space property.

Who will pay for the extension? Typically the adjoining owners pay for all improvements that do not already exist. Since the road is totally unimproved, the owner(s) would pay for all improvements. Would the owner of 112 Henderson have to pay for the entire upgrade or would the City pay for a portion because the City owns the adjoining property?

2020 STREET MAINTENANCE PROGRAM

| STREET NAME | SECTION LENGTH | WIDTH | PARAMETERS | CRACK FILL | CHIP SEAL | OVERLAY | RESURFACE | COST ESTIMATE |
|-------------------|----------------|-------|-------------------------------|------------|-----------|---------|-----------|---------------------|
| THRONSON DR. | 272' | 33' | Main St. - Dead End | | X | | | 2,693.00 |
| SAVANAH WOODS DR. | 1020' | 33' | Thronson Dr. - Dead End | | X | | | 10,098.00 |
| SUNLAND | 424' | 32' | Savannah Woods - Dead End | | X | | | 4,071.00 |
| CUMBERLAND DR. | 615' | 33' | Sunland - Dead End | | X | | | 6,089.00 |
| WILEMAN DR. | 211' | 41' | East Fulton - Cul de sac | | X | | | 2,596.00 |
| FAIRWAY CIRCLE | 1320' | 42' | Wileman Dr. - Wileman Dr. | | X | | | 16,632.00 |
| BLAINE ST | 1056' | 28' | Swift St. - Randolph St. | | X | | | 8,870.00 |
| MECHANIC | 845' | 24' | West Fulton - Rollins St. | | X | | | 6,084.00 |
| BLANCHARD | 370' | 26' | Main St. - Dead End | | X | | | 2,886.00 |
| DICKINSON | 475' | 28' | Main St. - St. Josephs Circle | | X | | | 3,990.00 |
| MAPLE CT. | 140' | 33' | Stoughton St. - IKI Property | | X | | | 10,000.00 |
| ROBINSON DR. | 1351' | 12' | Main St. - Dead End | | X | | | 27,056.00 |
| DOTY DR. | 560' | 12' | Main St. - Robinson Dr. | | X | | | 11,214.00 |
| POMEROY | 762' | 12' | Main St. - Robinson Dr. | | X | | | 15,260.00 |
| SCHIELDT | 715' | 12' | Main St. - Robinson Dr. | | X | | | 14,319.00 |
| EBBOTT | 633' | 12' | Main St. - Robinson Dr. | | X | | | 12,676.00 |
| TERRACE CT. | 680' | 20' | Washington - Colonial Dr. | | X | | | 20,400.00 |
| WILSON ST. | 730' | 25' | Doty - Cul de sac | | X | | | 27,375.00 |
| SWIFT ST. | 1428' | 35' | West Fulton - Bridge | X | | | | 4,000.00 |
| HAIN RD. | 3971' | 37' | Main St. - Hwy 59 | X | | | | 4,000.00 |
| MARLBORO AVE. | 1104' | 44' | West Fulton - Hain Rd. | X | | | | 3,000.00 |
| TOTAL | | | | | | | | \$213,309.00 |

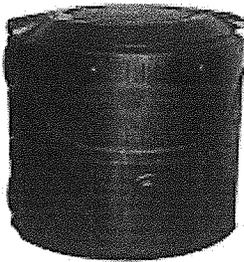
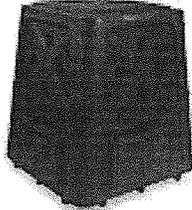
OPTION B

| | | | | | | | | |
|--------------------|-------|-----|---------------------|--|--|--|---|------------|
| St. JOSEPHS CIRCLE | 1907' | 40' | Ladd St. - Ladd St. | | | | X | 114,420.00 |
|--------------------|-------|-----|---------------------|--|--|--|---|------------|

TOTAL AVAILABLE FUNDS = \$238,082.00

REMAINING MAINTENANCE FUNDS = \$24,773.00

\$119 Estimated

| Bin Name | \$47 (Estimated) Home Composter | \$51.05 Earth Machine | \$99 (Estimated) Rain Reserve | Free Garden Earth |
|---------------|--|--|---|---|
| Photo |  |  |  |  |
| Capacity | 17 cu. ft. / 125 gal. | 10.5 cu. ft. / 80 gal. | 8.6 cu. Ft. / 65 gal. | 11 cu. ft. / 82 gal. |
| Lid Closure | locking latch | twist locking lid | snap on lid | twist locking lid |
| # of doors | 2 | 1 | 4 | 1 |
| Bulk Delivery | Order by skid load (minimum of 2 skids, or 18 bins) | Truckload and pre-order sale | Order by skid load | Truckload and pre-order sale |
| Pros | Consistent size / shape throughout bin; Comes apart in two halves for easy turning and moving; Wide top opening; Good air flow; Doors on each side; Durable; Made of 100% recycled material; Very affordable for the overall quality; Groups are sole source, no retailers | Top and bottom piece snap together; Made of a minimum 50% recycled material | Each side comes apart; Made of 85% recycled material | Made of 100% recycled material |
| Cons | Need ability to receive and store bins upon initial delivery (at least on a short-term basis) | Conical shape with a narrow top opening; top and bottom snap together – difficult to move when full; sold at large retailers | Square shape- material gets stuck in corners; small capacity; sold at large retailers | One solid shape which is difficult to move when full; sold at large retailers |