CITY OF EDGERTON
CITY HALL
12 ALBION STREET
EDGERTON, WI

PUBLIC WORKS COMMITTEE
Tuesday, September 24, 2019 at 6:00 p.m.

1. Call to order; Roll Call.

2. Confirmation of Appropriate Meeting Notice Posted on Friday, September 20, 2019.

3. Consider Approval of August 19, 2019 minutes.

4. Consider compost services.

5. Consider 2020 Budget.

6. Staff Report

7. Adjourn.

cc:	All Commission Members	City Administrator	All Council Members
	Department Heads	City Engineer	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."

AUGUST 19, 2019
PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON

Chair Debbie Olson called the meeting to order at 5:00 P.M. Committee members present were Debbie Olson, Sarah Braun and Jim Burdick. Also present were City Administrator Ramona Flanigan, Mayor Chris Lund, resident Matt McIntyre, Dennis Westby and Mary Westby.

Flanigan confirmed the agendas were properly posted on Friday, August 16, 2019 at the Post Office, Edgerton Library, and City Hall.

APPROVE MINUTES: A Braun/Burdick motion to approve the June 4, 2019 Public Works Committee minutes passed, all voted in favor.

CONSIDER SIDEWALK ADJUSTMENT AT 503 E FULTON ST: The owners of 503 E Fulton Street have requested to discuss the storm water concern at their property prior to resurfacing the driveway. The owners indicated that when E Fulton Street was reconstructed in 2006, the sidewalk and apron were modified resulting in water from their driveway draining to the public sidewalk as opposed to out into the street. The water on the sidewalk is problematic in the winter requiring extra sand use.

To address the concern, several linear feet of sidewalk and the driveway apron would have to be removed and reconstructed. Flanigan stated the design and construction was completed by the DOT. Committee member Burdick requested the city staff contact the DOT to inspect the issue. Mr. Westby stated the issue has become more difficult to control since the existing public sand barrel has been moved further down the street away from their home. Chairperson Olson requested the Public Works staff review a possible relocation of the sand barrel.

CONSIDER ORDINANCE FOR PARKING NEAR INTERSECTIONS: Current city ordinances prohibit parking within 15 feet of a crosswalk and within 4 feet of a driveway but do not address parking near an intersection. Staff suggest amending the ordinance to include: No parking within 15 feet of the curb radius at an intersection. Police Chief Kowalski feels the proposed distance will alleviate issues in these areas.

A Braun/Burdick motion to move to recommend an amendment to City Council to prohibit parking near intersection within 15 feet of the curb radius passed, all voted in favor.

CONSIDER DOWNTOWN RECYCLING: A request has been made to provide recycling downtown. If recycling containers are added to the downtown, the city's waste hauler will empty the containers without an additional charge to the city. The options presented by staff include: provide individual containers for recycling; or purchase larger garbage containers to allow both garbage and recycling options in one container. Braun and Burdick do not recommend dual containers. Olson is concerned that citizens will not use the separate recycling containers if they are farther away from the garbage containers. Braun recommended purchasing two recycling containers and placing one on West Fulton St and one at the train depot. Alderperson recommended investigating future grant options for providing additional containers.

A Burdick/Olson motion to purchase two recycling containers for downtown cans passed, all voted in favor.

CONSIDER COMPOST SERVICES: At a previous meeting, The Committee discussed the reestablishment of a compost drop site in a location more convenient to residents than the cemetery. The Department of Public Works has not found an acceptable option and plans to make upgrades to the access drive servicing the cemetery drop-off site. Olson recommended possible satellite locations including behind the municipal garage or by the community gardens. Staff is concerned both locations are not suitable. Braun and Burdick recommended investigating options and funding for home compost bins to alleviate the amount of compost in the main compost location.

CONSIDER CODE VIOLATION NOTICE PROCEDURE: A request was made to review the city's code enforcement procedures. For code violations, such as junk, sanitary/maintenance of property, etc the enforcement process includes sending an initial letter, a follow up notice, and an immediate action notice. Each letter allows 10 days for the work to be completed. If there has been no contact from the homeowner/tenants after the process is completed, the issue is sent to the police department for enforcement.

The staff has proposed an alternative procedure to send one letter allowing for a 30-day correction period with a requirement that the violator contact city staff within 5 days of receiving the letter. The violation is sent to the police department if there is no contact from the homeowner/tenants within 5 days and/or if the violation is not corrected within the allotted timeframe.

Police Chief Kowalski has recommended vehicles on private property in violation of the ordinance have a separate enforcement process. This process would include sending a letter requesting the vehicle be brought into compliance within 5 days. If the violation is not corrected, citations would be issued.

Burdick was in favor of the 5-day contact requirement. Braun and Olson recommended the contact be made within 5 business days. Burdick recommended asking employees to report issues during their daily activities. Flanigan stated code enforcement is primarily complaint-driven. If the city wishes to have a proactive process this could be discussed in the future.

STAFF REPORT: Olson requested staff ensure approved additional signage is installed at Dickinson Ave park and for the parking changes at the corner at W Fulton St and Swift St.

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

Ramona Flanigan/jas
City Administrator

Memo

To: Public Works Committee

From: Staff

Date: 9/20/2019

Re: September 24, 2019 Meeting

Compost service: Please recall the Committee discussed the reestablishment of a compost drop site in a location more convenient to residents than the cemetery. The Committee discussed several locations and asked staff to investigate grants for home composting. Staff did not find any grants for home composting but did research different home compost bin programs. Staff estimates that compost bins could be purchased for approximately $50 each. Many communities purchase these in bulk and then sell them to residents. Some communities subsidize the costs; others charge the actual cost; while others charge more than the cost of the bin. If the Committee wishes to provide this service, staff will investigate program options. If the committee wishes to subsidize the costs of the bins, funds should be included in the 2020 budget.

In an earlier meeting, it was reported that DPW would like to establish a compost "bin" at the cemetery that is in a more convenient location. (See attached map)

2020 Budget:

- Spraying for pollinator planting on Lord St $1,000
- Curb ramps on Dickinson (2) $1,500
- $700 walk behind snow blower
- Tarp for dump truck $3000
- Vibrator for dump truck $1200
- Streets: We have approximately $105,000 for a small street projects: Candidates include:
  - Henderson - resurface entire length $76,301 (could also do just to Nunn Bush)
  - Henderson cul-de-sac $15,160 (partially assessed?)
  - Maple St -mill and overlay (no curb) $36,600
  - Salem east of Marlboro - $76,200