

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

PUBLIC WORKS COMMITTEE
Monday, August 19, 2019 at 5:00 p.m.

1. Call to order; Roll Call.
2. Confirmation of Appropriate Meeting Notice Posted on Friday, August 16, 2019.
3. Consider Approval of June 4, 2019 minutes.
4. Consider sidewalk adjustment at 503 E. Fulton.
5. Consider ordinance for parking near intersections.
6. Consider downtown recycling.
7. Consider compost services.
8. Consider code violation notice procedure.
9. Staff Report
10. 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."

JUNE 4, 2019
PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON

Chair Debbie Olson called the meeting to order at 6:05 P.M. Committee members present were Debbie Olson, Sarah Braun and Jim Burdick. Also present were City Administrator Ramona Flanigan, Mayor Chris Lund, Alderperson Candy Davis, Alderperson Matt McIntyre, and resident RoVera “Vee” Stearns.

Flanigan confirmed the agendas were properly posted on Friday, May 31, 2019 at the Post Office, Edgerton Library, and City Hall.

ELECT CHAIR:

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

APPROVE MINUTES: A Burdick/Olson motion to approve the March 28, 2019 Public Works Committee minutes passed, all voted in favor.

CONSIDER MAINTENANCE OF DRIVEWAY SERVING 501-521 W FULTON ST:

This discussion was tabled from the March 26, 2019 Public Works meeting. The driveway east of 603 W Fulton Street serves several properties. The driveway is not a public street but each property owner along the drive has an easement to allow access. The City used TIF funds to pave a portion of the driveway several years ago but does not maintain the driveway. A property owner has requested to discuss the City’s maintenance of the driveway. The resident did not attend the meeting. The committee decided to continue with the City not completing maintenance on this easement.

CONSIDER SIDEWALK REPAIR FOR SUMP PUMP CONNECTION AT 133

MARLBORO AVE: The property at 133 Marlboro Ave has a sump pump that runs regularly. The drainage travels east on Salem Drive until it runs off the end of the street causing damage to driveway aprons and leaving stagnant water. A solution to this problem is to connect the sump pump discharge pipe directly to the storm water inlet box on the corner of Marlboro and Salem. City staff would provide the connection so the owner could connect his/her pipe that the City installs. The out of pocket costs to the City would be in the replacement of the sidewalk square (approximately \$120) and a small amount of materials. The expense would come out of the storm sewer operating budget. The resident was not able to attend the meeting but was interested in the solution. Committee members discussed the benefits of the installation.

A Burdick/Braun motion to proceed with the storm connection at 133 Marlboro Ave not to exceed \$500 passed, all voted in favor.

CONSIDER COMPOST SERVICES:

A resident contacted her elected officials requesting the city reestablish a compost pile somewhere in the city that is more convenient than the cemetery. Committee Olson recommended the compost pile be moved back to the City garage for resident convenience. She is concerned the streets in the Cemetery are in bad condition and will continue to deteriorate if used consistently to haul compost. Burdick acknowledged the cemetery may not be the best option. Committee discussed other location options. Braun recommended moving to the community gardens. Braun would like staff to research compost grant options.

A Braun/Olson move to evaluate the location of City Compost services and location passed, all voted in favor.

CONSIDER BIDS FOR POLLINATOR AREA SPRAYING:

The City has applied to the Bee and Butterfly Habitat Fund grant program that provides free pollinator seed. To prepare the site for the seed, it is customary to spray the area with glyphosate which would need to be completed this summer to be ready for fall planting. The low bid received was from Landmark for \$660. Olson would like to continue with the grant but does not support spraying of the glyphosate. She recommended using plastic to kill off the vegetation. Flanigan stated the grant guidelines include language about the requirement of glyphosate so not using it may disqualify the city from receiving the money. Braun recommended the glyphosate as the plastic would end up in the landfill.

A Burdick/Braun motion to move forward with the spraying of Round Up on two sites in 2019 pending notification of grant passed on a 2/1 roll call vote. Olson voted against the motion.

ON STREET PARKING ON W FULTON ST AT SWIFT ST: In January 2018 Committee Member Olson had asked that the City review the parking stalls in front of 201 W Fulton (Mario's) and 124 W Fulton (Baron) to determine if these stalls should be removed or restricted to improve visibility. Olson recommended the current handicapped spot by 124 W Fulton St (Baron) become a motorcycle parking spot. The second spot would then become the handicapped parking stall. Burdick is concerned with the intersection at Swift St and W Fulton St is unsafe without this change. Committee member Olson feels the stall in front of 201 W Fulton St (Mario's) is not a concern after researching further.

An Olson/Burdick motion to change stall in front of 124 W Fulton St to motorcycle parking only and next stall to the east to be changed to a handicapped parking stall passed, all voted in favor.

CONSIDER CODE VIOLATION NOTICE PROCEDURE: Committee member Burdick requested to review our code enforcement procedures. Flanigan requested additional time to research possible options. The committee recommended tabling this until the next meeting.

CONSIDER STREET PREVENTATIVE MAINTENANCE PROJECTS:

The City budgets \$66,000 annually for street maintenance (patching materials, crack filling and seal coating contracts). Public Works Director Hartzell recommended spending \$10,000 on crack filling. The designated roads include all of the 2019 crack filling street list (page 14) and roads #25,27-34 on page 13 (see attached list) until the \$10,000 has been spent.

The City appropriated \$170,000 for additional preventative maintenance efforts. This additional amount can be used for chip sealing. Given the shortage of staff, Flanigan stated spending the full amount may be too much with little time. Hartzell recommended crack filling #1 - #11 (page 14) and removing Chamberlain Street from the list. After the 2019 Sweeney Road reconstruction, only two blocks will remain that are not in new condition.

Mayor Chris Lund recommended adding the reconstruction of the remaining two blocks of Chamberlain Street to the Sweeney Road reconstruction project. Flanigan will request bids for this area. The committee recommended spending \$85,000 in chip sealing and crack filling the streets from road #1-#11 not including Chamberlain Street.

CONSIDER TREE ORDINANCE AMENDMENTS: The ordinance consolidates the existing tree regulations in the Code book and adds general language regarding trees. In particular the Public Works Committee recommended we add language regarding the removal of dead or dangerous trees. Please see the attached major ordinance provisions.

A Braun/Olson motion to approve the amendments to the tree ordinance and be moved to Council passed, all voted in favor.

STAFF REPORT: Hartzell reported that South Main Street, West Meadows, and Thronson pavement has been completed. Hartzell thanked the Public Works committee over the years before his retirement.

Braun would like to review the City ordinance for native grass regulations.

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

Ramona Flanigan/jas
City Administrator

2019 CRACKFILL & SEALCOATING

- 1) Diane Drive 1,000.⁰⁰
- 2) Kara Street 500.⁰⁰
- 3) Wileman Drive 4,500.⁰⁰
- 4) Fairway Circle 3,500.⁰⁰
- 5) Chamberlain Street To bed of shape
- 6) Blanchard Street ~~5,000.~~ 5,000.⁰⁰
- 7) West Meadows Drive 3,500.⁰⁰
- 8) Coralberry Court 1,500.⁰⁰
- 9) Spruce Street 2500.⁰⁰
- 10) Lilac Lane 3,000.⁰⁰
- 11) Lilac Court 1,500.⁰⁰
- 12) Sterling Drive 600.⁰⁰
- 13) Dakota Street 500.⁰⁰
- 14) Tider Drive (Sterling - South) 500.⁰⁰
- 15) South Avenue (Martha - End) 2,000.⁰⁰
- 16) Lake Drive Road 7,500.⁰⁰
- 17) Interstate Boulevard (Wisconsin - End) 6,000.⁰⁰
- 18) Wisconsin Drive 3500.⁰⁰
- 19) Royal Lane 1500.⁰⁰
- 20) Orchard Street 3500.⁰⁰
- 21) Shearer Street 500.⁰⁰
- 22) Falk Drive 500.⁰⁰
- 23) Martha Street 3000.⁰⁰
- 24) Lorraine Street 1000.⁰⁰
- 25) Broadway Street (E. Rollin - Main) 500.⁰⁰
- 26) Hain Road (S. Main - 923 Hain) 3,000.⁰⁰
- 27) Stonefield Drive 3,500.⁰⁰
- 28) Southfield Drive 200.⁰⁰
- 29) Albion Street (W. Rollin - Pleasant) 500.⁰⁰
- 30) Randolph Street 500.⁰⁰
- 31) Blaine Street (Randolph - Swift) 500.⁰⁰
- 32) Hemphill Avenue (N. Pass - N. Main) 500.⁰⁰
- 33) Burdick Street 300.⁰⁰
- 34) Garfield Street 1,000.⁰⁰

\$67,600.⁰⁰ Total

~~200,000.~~
Crackfilling estimate
(not sealcoating)

2019 CRACKSEAL STREETS

- 1) Dickinson Avenue 500.⁰⁰
- 2) Elm Drive 100.⁰⁰
- 3) George Avenue 100.⁰⁰
- 4) South Catlin Street 100.⁰⁰
- 5) East Lawton Street 100.⁰⁰
- 6) Edward Avenue 100.⁰⁰
- 7) Highland Avenue 100.⁰⁰
- 8) Park Avenue 400.⁰⁰

1,500.⁰⁰ Total

major ordinance provisions and policy items to discuss:

Major Ordinance Provisions

- Provides powers and duties of the Tree Advisory Board
- Provides powers and duties of City Forester
- Adopts standards
- Defines nuisances and directs their abatement
- Provides regulations and permit requirements for public trees

Policy Questions to Consider:

- Should one member of the Tree Board be a City Council member?
- Should public utilities be required to get a permit to trim public trees?
- Should private citizens be responsible to pay to remove diseased trees in the terrace adjacent to their property?
- Is the Tree Board advisory or does it direct the City Forester?
- Should the ordinance continue to require diseased trees be removed within 30 days of a notice being sent?
- Should the fine for noncompliance be changed from \$200 and \$250 to \$50-\$500?
- Should the ordinance contain specific provisions about spacing, size, terrace widths, etc. or should this be left to the City Forester?

Memo

To: Public Works Committee

From: Staff

Date: 8/16/2019

Re: August 19, 2019 Meeting

503 E Fulton St: The owners of 503 E Fulton Street plan to resurface their driveway and want to discuss a storm water concern they have. The owners indicate that when E Fulton Street was reconstructed in 2006, the sidewalk and apron were modified and this resulted 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. Many properties on sloping streets have a similar problem. To address this concern, several linear feet of sidewalk and the driveway apron would have to be removed and reconstructed. The owners feel they should not have to pay for this work. The highway reconstruction project was designed and constructed by the DOT, not the City.

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 suggests the following be added to section 9.03 of the ordinance: No parking within 15 feet of the curb radius at an intersection.

Downtown Recycling: A request has been made to provide recycling downtown. The waste hauler, who currently empties the downtown refuse cans, will collect recycling downtown without an additional charge. There are two options for this service: 1. Provide another receptacle that matches the existing cans but with a blue lid identifying it as recycling; or 2. Purchase "half" can liners that split the existing receptacles into two halves with special lids identifying which side is for recycling. Staff is concerned about adding more cans as the street may appear to be cluttered with all the other items on the sidewalk in the downtown. Cost for the new liners and lids will be available at the 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. Staff did not find any grants for this project.

The DPW plans to make some upgrades to the access drive serving the cemetery drop-offsite in hopes that this will be an acceptable alternative to establishing a satellite site. As you are aware, the prior site at the city garage required approximately 3 hours per week to load the material and transport it to the cemetery. The concern for the odor that came from the city garage location will also be a concern in another satellite location. Staff has not come up with an alternative location

that will not have the same concerns for neighbors. If the committee decides to not establish satellite compost collection site, perhaps staff could investigate grants or costs for home compost bins so residents could easily compost on their property.

Code Violation Notice Procedures: A request was made to review our code enforcement procedures. For code violations, such as junk, sanitary/maintenance of property, etc., the policy is as follows:

1. First notice – Requesting the violation be corrected within 10 days.
2. Second notice – If the violation is not corrected within 10 days (plus allowed mailing time) from the first notice, a second notice is sent. The second notice gives an additional 10 days to correct the violation.
3. Third notice (immediate) – If the repairs are not completed in the requested 10 days from the second notice, a notice stating the violation must be corrected immediately is sent.
4. If there has been no contact from the homeowner/tenants, the issue is sent to the police department for enforcement.

Proposed alternative procedure (code enforcement not related to vehicles):

1. First notice – Requesting the violation be corrected within 30 days.
2. If there has been no contact from the homeowner/tenants within five (5) days, the issue is sent to the police department for enforcement.
3. If the issue is not addressed, issue citations.
4. If the owner contacts the City within the first 5 day notice period and plans to correct the issue and has a legitimate reason for not being able to correct the issue within the 30 days, staff can work with the owner to establish an appropriate timeline based on the specific issue.

Proposed Procedure for code enforcement for vehicles in violation of the ordinance (abandoned, illegally parked on private property) on private property:

1. Send/provide written notice requesting vehicle be brought into compliance within 5 days.
2. If the issue is not addressed, issue citations.