

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

**PUBLIC WORKS COMMITTEE**  
Monday, October 1, 2018 at 6:00 p.m.

1. Call to order; Roll Call.
2. Confirmation of Appropriate Meeting Notice Posted on Friday, September 28, 2018.
3. Approve June 18, 2018 Public Works Committee Meeting Minutes.
4. Consider policy for tree planting with street projects.
5. Consider procedure for new subdivision street tree installation.
6. Consider ordinance for removal of trees on private property.
7. Staff Report
8. 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."

**SEPTEMBER 17, 2018  
PUBLIC WORKS COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chair Debbie Olson called the meeting to order at 6:16 P.M. Committee members present were Debbie Olson and Jim Burdick. Mark Wellnitz arrived at 6:22 PM. Also present were City Administrator Ramona Flanigan, Public Works Director Tom Hartzell, Police Chief Tom Klubertanz, Alderperson Matt McIntyre, Alderperson David Esau, Kim McDarison, and Mayor Christopher Lund.

Flanigan confirmed the agendas were properly posted on Friday, June 18, 2018 at the Post Office, Edgerton Library and City Hall.

**APPROVE MINUTES:** An Olson/Burdick motion to approve the June 18, 2018 Public Works Committee minutes passed, all voted in favor.

**CONSIDER S MAIN STREET OVERLAY PROJECT:** The grant cycle expected to pay for a portion of the South Main Street reconstruction has been delayed by one year. If the grant is approved, it is estimated we would not be able to reconstruct the utilities until 2021 and the street in 2022. Public Works Director Hartzell estimates that the City will spend approximately \$14,000 each year in 2018, 2019, and 2020 in materials to patch the road, not including labor costs for the Public Works department. An alternative to this annual patching is to put a 1" asphalt overlay over the drive lanes this year in hopes that this would create a better driving surface than the patching. The 2018 streets budget has \$14,000 available for this project. An additional \$30,000 of funds would need to be allocated for this project. Committee members Burdick and Olson suggested not using Capital surplus funds but instead increasing future budgets to cover the cost.

A Wellnitz/Burdick motion to approve the South Main overlay project and increase both 2019 and 2020 budget by \$14,000, passed on a 3/0 roll call vote.

**CONSIDER 2019 BUDGET:**

The committee reviewed the attached 2019 budget summary. Wellnitz recommended the purchase a pickup mounted plow.

**STAFF REPORT:** Hartzell recommended relocating the compost pile from the City Garage to the Fassett Cemetery. Multiple complaints from the surrounding residents have been made because of the smell. This move would eliminate the additional labor cost by the Public Works Department taking the overflow to the brush pile at Fassett Cemetery.

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

Ramona Flanigan/jas  
City Administrator

# Memo

**To:** Public Works Committee

**From:** Staff

**Date:** 9/27/2018

**Re:** October 1, 2018 Meeting

---

**Trees with street projects:** Commonly during street reconstruction projects, street trees have to be removed. In an effort to replace these trees and to improve the overall urban forest, staff recommends the City adopt a policy that includes street tree planting with all street reconstruction projects. If a policy were adopted, the construction plans would include the location and type of tree appropriate for that particular street and the cost of trees would be included in the cost of the construction project.

**Street tree planting in new subdivisions:** Please recall the City adopted an ordinance that requires the planting of street trees with new subdivisions. Attached are 3 alternative procedures to implement this ordinance. The Public Works Director recommends alternative 3.

**Removal of trees located on private property:** The devastation of Emerald Ash Borer is becoming evident given the number of dead and dying Ash trees. Many of these affected trees are on private property and will become hazardous if not removed. The current ordinance regarding dead, diseased or dangerous trees should be clarified to ensure the City has clear procedures to require that property owners remove "problem" trees and, if the tree is not removed, the City would have the trees removed and charge the owner. Staff has reviewed several ordinances from neighboring communities that have similar provisions. If the Committee wishes to consider such an ordinance, staff will prepare a draft ordinance for consideration.

**Alternative #1 -Require escrow at occupancy if tree is not planted:**

Advantages:

- Fewer number of escrows to keep track of than Alt #2
- PW Dept does not have to plant trees

Disadvantage:

- Bld inspector has to remember with each permit to hold off on issuing occupancy until the escrow is paid.
- PW Dept does not know when trees are planted and does not know when to start maintenance.
- PW Dept has little input regarding tree quality, size, location

**Alternative #2 - Require Escrow at building permit time for all trees**

Advantage:

- Building inspector adds this to the permit so it does not require inspector to remember at occupancy time.
- PW Dept does not have to plant trees

Disadvantage:

- We have more escrow payments to track
- PW Dept does not know when trees are planted and does not know when to start maintenance.
- PW Dept has little input regarding tree quality, size, location

**Alternative #3 - Require tree payment with building permit; city purchases and plants tree**

Advantage:

- PW dept has total control over tree planting and timing.
- Building Inspector does not have to track trees
- No need to account for escrowed funds. Need to make list of housing units that have paid their tree fee.

Disadvantage:

- Our staff has to order and plant trees.