

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

PUBLIC WORKS COMMITTEE
Thursday, March 29, 2018 at 6:30 p.m.

1. Call to order; Roll Call.
2. Confirmation of Appropriate Meeting Notice Posted on Friday, March 23, 2018.
3. Approve January 8, 2018 Public Works Committee Meeting Minutes.
4. Discuss use of parking lot at Rollin and Henry for motorcycle car show during Tobacco Days.
5. Discuss snow parking policy.
6. Discuss Veteran's Building 2018 projects.
7. Discuss parking at Mario's and the Red Baron.
8. Discuss generator study.
9. Discuss education for brush pick up.
10. Staff Report
11. 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."

**JANUARY 8, 2018
PUBLIC WORKS COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Paul Davis called the meeting to order at 6:32 P.M. Committee members present were Jonathon Frey and Paul Davis. Committee member Debbie Olson arrived at 6:34 P.M. Also present were City Administrator Ramona Flanigan, Chief Tom Klubertanz, Steve Landfried, Cathy Engler, Alderperson Matt McIntyre, Mark Kindschi, Luann Hanewall, and Jim Kapellen.

Flanigan confirmed the agendas were properly posted on Friday, January 5, 2018 at the Post Office, Edgerton Library and City Hall.

APPROVE MINUTES:

A Frey/Davis motion to approve the November 29, 2017 Public Works Committee minutes passed, all voted in favor.

DISCUSS 2017 SIDEWALK PROJECT:

Residents on Albion Street requested a discussion on the quality of the sidewalk work from the 2017 project. Steve Landfried of 21 Albion Street was concerned with the quality of the work along with allowing pedestrians to damage sidewalk by not providing adequate barriers. Cathy Engler of 104 Albion Street agreed that a lack of barriers caused damage due to vandalism. Landfried recommended the affected sidewalk be removed and replaced. Flanigan stated there is a retainage that is held back until the project is complete but that the residents would still be responsible for the cost of the original sidewalk repair. Davis recommended inspecting the sidewalks and scheduling a meeting in April before making a decision. Residents will not be billed until the issue has been resolved.

DISCUSS OVERNIGHT PARKING RESTRICTIONS DOWNTOWN:

The committee elected to remove overnight parking restrictions on Henry and Swift Streets at a prior meeting. With this action, at least fifty additional parking spaces were opened up for overnight parking. Committee member Davis requested to reconsider the decision. Public Works Director Tom Hartzell would like to continue restricting overnight parking south of the post office and Sara's Health and Fitness to allow for easier snow removal and street sweeping. Olson proposed to restrict overnight parking from West Fulton Street to the alleys to allow additional spaces for downtown residents.

A Davis/Frey motion to restrict overnight parking south of Oren's Auto Body, post office, and Canal Street and to revisit issue in July passed on a 2-0 roll call vote.

DISCUSS TREE DAMAGE TO SIDEWALK:

Resident Jim Walters has three sections of sidewalk that need to be repaired. Walters maintains the repair is needed due to the roots from a tree in the terrace. Flanigan stated that the City's policy is that the land owner pay for damage to sidewalks that were or might have been damaged by tree roots. She expressed this could be costly to change this policy. Davis and Frey agreed with this observation.

A Davis/Frey motion to not amend policy regarding tree damage to sidewalk passed on a 3-0 roll call vote.

DISCUSS PARKING AT MARIO’S AND THE RED BARON:

Olson recommended restricting or removing parking stalls in front of 201 W Fulton Street (Mario’s) and 124 W Fulton Street (Baron) to improve visibility. She presented an option to restrict the parking space in front of Mario’s to allow for a “car only”. Chief Tom Klubertanz proposed eliminating the exit between Mario’s and the Keller Development building. He feels the prior accidents were not due to visibility. Klubertanz will provide one year of accident data for this area. Discussion will continue at a future meeting.

DISCUSS GENERATOR STUDY:

The City Council directed staff to complete a generator study for city facilities to determine what the requirements would be to allow for the use of a generator. This study will be provided to our insurance carrier allowing us to participate in a emergency generator availability program, Agility. Dan Lloyd of Carroll Electric reviewed the study. Flanigan presented scenarios for each City building – please see attached analysis. A transfer switch would cost an estimated \$5,000. Installing a generator panel cost roughly \$2,500. Committee recommended gathering more information regarding the critical areas and pricing options.

STAFF REPORT:

Hartzell stated the loader will need repair due to a broken bucket. The salt brine equipment is set up and ready for use.

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

Ramona Flanigan/jas
City Administrator

Memo

To: Public Works Committee
From: Staff
Date: 3/23/2018
Re: March 29, 2018 Meeting

W Fulton St Parking: A committee member has 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.

Generator Evaluation: Please recall the Committee directed staff to seek a quote for an electrician to evaluate the library, the police station, and city hall in order to estimate the costs for either a generator panel or a switch gear for generators. Carrol Electric is recommending the following:

- Install a generator panel to power the critical functions at the library with an exterior connection. During a power outage, a generator would be connected to serve a portion of the library functions. Estimated cost is \$20,000.
- Do not install a generator panel at city hall but instead a switch gear to serve the entire building. This is recommended because the water utility's generator could power city hall. Thus the more cost effective solution is to install a switch gear to power the entire facility as opposed to installing a generator panel and a smaller switch gear to serve a portion of the building. Estimated cost of this switch gear is \$20,000.
- Do not install a generator panel at the police station but instead a switch gear to serve the entire building. Estimated cost \$13,500.

Veteran Building Parking Lot: The City received two bids for the Veteran's Building parking lot. The low bid of \$58,976.50 is from Nelson Excavating and Son. The total cost of project with engineering is \$63,976. The 2018 budget includes \$32,000 to be funded with capital surplus funds. The bids are so much higher because we were not aware of the very poor base under the existing parking lot. The bid includes the installation of suitable base material. The 2018 Budget also includes funds for awning replacement and door replacement. Both of these projects are a higher priority than the parking lot and must be done this year. We have not taken bids for the awnings or the doors but early estimates indicate these projects will be close or over the budgeted amount.

Options at this point are:

- Do not do the project this year and budget more funds next year;

- Use an additional \$31,976 in capital surplus funds (the **estimated** balance of that fund after the 2017 surplus is transferred is \$174,170)
- Use funds from the 2019 borrowing. This decision would reduce funding for other scheduled projects or require the Council borrow more funds.

Rollin St Parking lot: A motorcycle group wants to use the City parking lot at Henry and Rollin Street for a motorcycle show on the Saturday morning of Tobacco Days. The event will be listed in the Tobacco Days packet. Notices of this meeting were sent to the adjoining businesses.

Brush Pick up: During the discussion about brush pick up last fall, the Committee expressed they were interested in providing public education about brush pick up in an effort to improve compliance. Attached is a new door hanger to be used when a pile of brush is out of compliance. Also attached is a draft news article for the newsletter. This information will also be distributed by Facebook and the City's website. The Committee should discuss this information and other avenues for sharing this information.

Office of the
Director of Public Works



12 Albion Street
Edgerton WI 53534
(608) 290-8590

Brush Pile Modification Required

To ensure efficient and safe brush collection, the City of Edgerton has established Ordinance #09-01 Curbside Brush Collection. **Your brush pile has not been collected for the following reason(s).** Please make the required modifications to the pile and we will return to collect it within 2 days.

- Limbs and branches were not placed at the curb in separate **armful piles** or put in garbage cans. Piles are more than 24 inches in diameter or weigh more than 100lbs.
- Limbs and branches within the piles or in garbage cans are longer than 6 feet.
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- The pile contains roots.
- The limbs, trees, and plantings were cut by private companies, tree removal services, or other contractors.

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Draft Newsletter

Brush Pick-up Practices

Based on citizen feedback, the Public Works Committee reviewed the City's brush collection policy. The Committee clarified the policy so citizens who use the service know how it works. Here are some brush program pointers:

Armful piles: Most important of the program rules is to place the brush in armful piles where the piles are no larger than 24 inches in diameter. Large tangled piles are time consuming to collect which means staff has less time for other more beneficial tasks like park and street improvements. Brush can also be placed in garbage cans as long as the can does not weigh more than 100 lbs.

6 feet long: Individual branches can be no longer than 6 feet and must be less than 6 inches in diameter. Roots are not collected.

City Brush Pile: Residents may bring brush to the City's brush pile at the cemetery anytime of the year.

Contractors: the city will not collect brush cut by private companies.