

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

**PUBLIC WORKS COMMITTEE**  
Thursday, July 16, 2020 at 6:30 p.m.

1. Call to order; Roll Call.
2. Confirmation of Appropriate Meeting Notice Posted on Friday, July 10, 2020.
3. Consider Approval of June 24, 2020 minutes.
4. Consider Marlboro stormsewer project.
5. Consider compost site operations and improvements.
6. Staff Report
7. 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."



**JUNE 24, 2020**  
**PUBLIC WORKS COMMITTEE MEETING MINUTES**  
**CITY OF EDGERTON**

Jim Burdick called the meeting to order at 6:38 P.M. Committee members present were Casey Langan and Jim Burdick. Also present were Mayor Chris Lund, City Administrator Ramona Flanigan, Municipal Services Director Howard Moser and citizen.

**ELECT CHAIR:** A Langan/Burdick motion to nominate Jim Burdick as Chairperson passed, all voted in favor.

Flanigan confirmed the agendas were properly posted on Friday, June 19, 2020 at the Post Office, Edgerton Library, and City Hall.

**APPROVE MINUTES:** A Langan/Burdick motion to approve the February 24, 2020 Public Works Committee minutes passed, all voted in favor.

**CONSIDER TALL GRASS AND SNOW NOTICE POLICY:** The current policy requires the City notify a property owner of a tall grass or snow removal violation by letter, once per season. An alternative to this process is once a landowner is notified, another notice is never required again, no matter the length of time between violations. Flanigan stated the staff does not support this policy as it is hard to track. Burdick and Langan agreed that the current policy is acceptable with no changes needed.

**CONSIDER PAYMENT FOR MAILBOX DAMAGED BY SNOW REMOVAL:** The current policy regarding mailbox damage caused by the city during snow removal is if the City actually hits the mailbox with a plow, the city pays to replace the mailbox. The City does not pay for damage caused by snow being pushed into a mailbox, which is more common. Staff recommends a policy change that would provide a payment of \$25 or \$50 one time a year, no matter the cause if the city damaged the mailbox during snow removal. Burdick agrees that the policy change would eliminate additional time to investigate the fault and improve public relations with citizens.

A Burdick/Langan motion to change mailbox policy to replace mailboxes taken out or damaged by the snow plow with a \$50 payment per season passed on a 2-0 roll call vote.

**CONSIDER BRUSH AND COMPOST SERVICES:** Staff has researched options to control the amount of material brought to the brush/compost pile. Moser presented four options for the future of the brush/compost services:

1. Eliminate drop off site and continue with curbside brush and leaf collection program
2. Continue drop off site with set hours of operation staffing the site when open to ensure City residents only and installing barriers.
3. Eliminate brush/leaf drop off, continue compost drop off with limited hours
4. Leave the drop off site as is and budget an annual estimated \$27,850 to grind the brush and compost.

Moser indicated Tim Clark, tenant for the farm field next to the brush/compost pile, may be able to use the future material, depending on the material.

The committee discussed the service levels. Langan questioned why citizens would be opposed to a brush pick-up only. Staff explained some people do not like brush sitting on the terrace between collections. Burdick recommends limiting access to the site by opening it for three days a week. Mayor Lund recommended establishing an ordinance to allow for citations for illegal dumping if limited hours are set.

Burdick/Langan moved to amend the yard waste policy as follows:

- Install a six-foot fence and cameras.
- Open hours Saturday 11:00 AM – 3:00 PM; Monday 3:00 PM – 7:00 PM; Thursday 1:00-5:00 PM
- Establish an ordinance against illegal dumping.
- Provide adequate signage on-site.

The motion passed, all voted in favor.

A Burdick/Langan motion to amend the yard waste policy by installing a six-foot fence, set open hours staffed by a part-time employee, provide adequate signage, cameras, and establish an ordinance against illegal dumping. Hours to be Saturday 11:00 AM – 3:00 PM; Monday 3:00 PM – 7:00 PM and Thursday 1:00 PM – 5:00 PM passed, all voted in favor.

**CONSIDER POLLINATOR PLANTINGS ON CITY PROPERTY:** Moser presented a list of city properties for discussion to convert to either once per year mowing or pollinator/native grass plantings. Moser stated this will reduce staff time. Flanigan stated there may be future opportunities for grants to obtain seeds such as from the Bee and Butterfly Habitat Fund. The Bee and Butterfly Fund grant program requires a minimum of 2 acres parcel of land. The grant would include preparing the location using round-up. Langan recommended researching options for round-up ready soybeans as part of the preparation. Langan was in favor of converting as many as possible to pollinator/grass areas.

The committee discussed the options. Committee recommended staff to research costs and grant opportunities for pollinator/native grass plantings for the following locations: cemetery; 2 acres on Lord Street across from South Ave; welcome sign on Highway 59; and business park around the pond.

**STAFF REPORT:** Moser provided an update on the grinding of the brush pile by Atlas Grinding. A total of \$10,000 has been spent. The contractor has decided not continue with the project as he feels his equipment is not adequate to grind the leaves and grass. If the Council chooses to complete additional grinding, the next lowest bidder will need to be awarded the project.

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

Howard Moser/jas  
City Administrator

# Memo

**To:** PW Committee  
**From:** Staff  
**Date:** 7/9/2020  
**Re:** July 16, 2020 Meeting

---

**Marlboro Drive stormsewer project:** The 2020 budget included the construction of a small stormsewer system to collect sump pump discharge from a portion of Marlboro Street properties. The design of the system the city would install would be a small main installed in the street next to the curb and laterals under the curb and sidewalk to the private side of the sidewalk.

The attached letter was sent to those land owners that could be served by the system. As indicated in the letter, a critical question is: If the City installs the system in the street, will the land owners connect their sump pump discharges to the system? If the owners are not willing to make that connection, the value of the entire system is questionable.

## **Compost pile:**

Fence: The PW Committee recommended a 6' tall fence to secure the compost pile area. Staff would like the Committee to consider an 8' tall fence as opposed to a 6' fence because the 6' tall fence could have brush thrown over it. Staff will have quotes available for both a 6' and 8' tall fence. (Quotes for cameras and signage will be presented to Council.)

Staffing: The Committee recommended staffing of the compost site be by a part-time employee. For the first year of operation, while staff is learning about the operations and when the new policy is being explained to citizens, staff believes a full-time staff person will be needed. The estimated costs of a full-time staff position for the proposed 12 hours per week (assuming the maximum amount of overtime hours possible), is \$468/week with benefits. \$6,085 for August - October of this year. That cost is approximately equivalent to one month of the current vacancy in a the department (created by the retirement of an operator in early June). Staff would like to revisit the question of part-time vs full time staffing before resuming operations next spring.

Compost pile months of operation: Staff recommends the compost pile be open from April 1 to October 31 of each year.



COPY

July 7, 2020

Dear Marlboro Street Resident:

The Public Works Committee will meet on July 16, 2020 to discuss the installation of a stormsewer system to collect sump pump drainage on Marlboro Drive. Your property is one of the properties that could be served by this proposed system.

The City is considering the installation of this system to collect water from sump pumps to reduce damage to the street surface caused by the constant water flow. The proposed system would include the installation of an underground pipe, a "lateral", stubbed into your yard near the public sidewalk to which you would connect your sump pump discharge pipe. To make this project worthwhile, all landowners served by the system must agree to bury their sump pump discharge pipe and connect to the lateral provided by the City. The City stormwater utility will pay for the installation of the system to your side of the sidewalk and you would be responsible to make the connection through your yard.

To ensure property owners are interested in the project, the City needs your input through the attached survey. Could you please complete the survey and either return it to City Hall before the July 16 meeting or bring it to the meeting. If you plan to attend the meeting, please note that the City will strive to maintain social distancing and requests that everyone wear a mask in the meeting. Below is the information about the meeting and the survey. Thank you for your input.

**Marlboro Drive Sump Pump Discharge Meeting**

Public Works Committee

12 Albion Street

July 16, 2020

6:30 PM

Sincerely,

CTY OF EDGERTON

Howard Moser,  
Municipal Services Director

COPY

**Marlboro Drive Sump Pump Discharge Survey**

**Yes or No** If the City provides a stormsewer connection point to my side of the sidewalk, I will make a connection with my sump hose output into that system by November 30, 2020.

**Yes or No** I agree to allow the City to access my property to install a stormsewer lateral to serve my property. The City will restore the lawn (an area no more than 5 feet from the sidewalk edge) that is disturbed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please return this survey no later than July 16, 2020 by:

- submitting it during the public meeting;
- mailing it to City Hall, 12 Albion St, Edgerton, WI 53534; or
- emailing it to [hmoser@cityofedgerton.com](mailto:hmoser@cityofedgerton.com)

COPY

July 6, 2020

Dear Randolph Street Residents:

In October of 2019, the Public Works Committee modified the parking restrictions on Randolph Street. When that decision was made, the Committee committed to holding a follow up meeting in July to discuss the outcome of the parking changes. Given the unusual circumstances this spring, the meeting to evaluate the outcome of the parking changes will be postponed until we have more normal traffic conditions. We will send a notification when the meeting is rescheduled.

Sincerely,

CITYOF EDGERTON

Ramona Flanigan  
City Administrator