

Public Works Committee
Tuesday, March 17, 2015 @ 6:00 PM
Hall of Fame Room @ City Hall – 381 E Main St

Members Present: Alderpersons Tom Majewski, Tom Selsor and Tim Swadley

Absent & Excused: Mayor Donna Olson and Ron Christianson

Staff: Planning & Development Director Rodney Scheel, Street Superintendent Karl Manthe, and Street Department Secretary Vickie Erdahl

Guests: Marlene Widra, Stephen Lawrence, Kevan Bard, and Charles Vervoort

Call to Order:

1) **Communications:** NONE

2) **Activity Reports:** (Manthe reported). Sweepers were going to go out in a few days.

- It won't be long before you see both street sweepers out sweeping up all the litter and sand that accumulates over the winter. Once all the curb lines are exposed, crews will be out daily sweeping all city streets. Spring sweeping is one of the heaviest times for sweeping of the year.
- Crews had to deal with winter a couple times in the last two weeks to take care of some snow events. Hopefully we won't have too many remaining this winter season.
- Crews also continued to trim/remove trees and worked with Stoughton Utilities to remove seven trees. It was a good winter for trimming trees and crews did manage to trim many trees, however we still have many to take care of.
- Crews have been out patching and will continue patching for quite a while. The spring freeze-thaw cycle we are experiencing is tough on streets and is a major contributor to pothole creation. We have a new piece of equipment that heats the cold patch to make it more durable and tacky, that helps keep the patch in the pothole.
- Fleet Maintenance Manager continues to keep winter equipment in good working condition and has started getting equipment ready for spring activities (street sweepers, parks equipment, etc). Fleet Manager continues performing preventive maintenance and repairs on city wide fleet.
- The Parks Department has kept busy with sidewalk cleanup after snow and ice events, prepping for spring projects, and flooding ice rink at Norse Park, although with the recent warm weather the rink will soon close for the season.
- Other routine tasks completed during last month include; dumping trash barrels downtown, cleaning fleet and garage, monitor water levels at Fourth Street Dam, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection).

Old Business:

3) **Update – Request from Stoughton Community Farmers Market (SCFM) to Hold a Downtown Farmers Market on Saturday's (May-September):** *Kevan Bard* stated Forrest St was the market's first choice of location with an anticipation of opening the last Saturday in May. *Kevan* feels that a stable location is an important factor in attracting more vendors. *Kevan* is working on and will submit the rules and by-laws to the committee for review.

Stephen Lawrence had questions concerning the insurance which were answered. *Stephen* will finalize the insurance requirements and turn the paperwork into the committee.

The committee informed the SCFM that major reconstruction of E Washington St {from the river to Fifth St} would be starting at the end of May and be completed by the end of September.

Motion by Swadley, seconded by Majewski to recommend to the Common Council to approve the street closing on Forrest St between Main St and the North Alley on Saturday's {Last Saturday of May – Last Saturday of September {8:30 am to 12:30 pm} contingent upon the submittal of insurance paperwork and rules/regulations to review for compliance by city staff. Motion carried 3-0

4) Street Trees – Draft Ordinance Amendment for Ord. 10-2 – Construction Standards:

Scheel drafted an amendment to Chapter 10 – Buildings & Building Regulation to include a street tree requirement. With this amendment, a minimum of two (2) trees would be required to be planted in the park row at the homeowner/business site at their expense before an occupancy permit will be granted. In cases where it is not feasible to plant in the park row, the trees would be required to be placed on private property and if that is not an option some type of fee would be assessed/charged to the builder and the trees would be planted throughout the city or in a park by the city.

After a brief discussion the committee felt there should be some language changes. *Selsor* will edit the document and bring back to the April meeting.

New Business:

5) Approve February 17, 2015 Meeting Minutes: Motion by Swadley seconded by Selsor to approve minutes. Motion carried 3-0.

6) Draft Wisconsin Department of Transportation (DOT) Agreements: *Scheel* presented two draft agreements from the Department of Transportation (DOT) for the committee's review. 1) The agreement related to access points to USH 51 and STH 138 which the State manages, 2) This agreement is for the maintenance of improved right-of-ways which are **not maintained by the State and would become the cities responsibility upon installation. At this time it includes a shared use path and a roundabout central island. *Scheel* is looking for feedback and/or wording modifications to the documents.**

The committee feels that there should be money budgeted to handle this new workload.

Manthe suggested that this maintenance be done under the Parks and become part of their daily check list when they do park tours.

7) Discussion on 2016 Clyde Street Project – Sidewalks: *Scheel* provided information on the major utility and street reconstruction project for Clyde St (from N Van Buren to North Madison St) including the dilemma with installation of sidewalks pertaining to the current policy that the city follows when a street is reconstructed; which includes putting sidewalks on the south and east side of the streets. In this situation, however, it might be best to not follow the policy. If that happens how should the sidewalks be handled? What is fair to the homeowners – as not only would sidewalks have to be installed, but in some cases, a retaining wall would need to be constructed.

Committee members suggested 1) put sidewalks on both sides 2) look at the issue from a safety perspective around schools 3) is parking on one side only a possibility? 4) get pricing for sidewalks being installed on both sides – then evaluate and 5) perhaps installing a path in the easement behind the property.

8) **Discussion on 2015 Construction Projects (Washington St, Fifth St and South Alley:**

Manthe provided the committee with specific details on each of the major projects for the 2015 street construction projects. These projects are slated to begin mid-May after the Syttende Mai festival and be completed by the end of September. Bids are now in the process of being advertised with the bid opening on April 9th.

Manthe also noted that trees being removed on E Washington & Fifth Sts already have plans for replacement with the proper trees with adequate spacing.

With the south alley project, the street department is currently working with the business owners as they will be responsible for costs involved with their parking areas in the alley.

There will be a public hearing for this project.

9) **Future Agenda Items:** Amendment on Street Trees, Award Bid Opening, Snow Removal Policy on Main St

Moved by Swadley seconded by Selsor to adjourn meeting at 7:55 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl, Admin. Asst. 3/18/15