

Public Works Committee
Tuesday, January 20, 2015 @ 6:00 PM
Hall of Fame Room @ City Hall – 381 E Main St

Members Present: Alderpersons Ron Christianson, Tom Majewski and Tim Swadley

Absent & Excused: Tom Selsor

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

Guests: Mike / Margaret Plotkin and Alderperson Michael Engelberger

Call to Order:

1) **Communications:** *Manthe* stated that it had snowed in certain areas of Stoughton which the crews had to go out for. *Swadley* stated he had checked how snow emergencies were handled in the town he was staying at in Illinois.

2) **Activity Reports:** (Manthe reported).

- Crews have been out 3 times already in January for plowing/salting operations. The bitterly cold temperatures prevent de-icing materials from properly working to full potential.
- Crews continue to work on major tree trimming throughout entire city. Crews trim completely around the entire tree to prevent branches hanging over street from getting damaged from trucks and equipment and over the sidewalk to prevent low hanging branches from hitting pedestrians. Crews will continue trimming trees while weather allows.
- Street crews were able to continue patching thru the end of December and were able to patch most the city.
- The yardwaste site was very successful this year with 935 permits sold to city residents and 160 permits issued to Dunkirk residents. The large brush pile on site was mulched at the end of December by a contractor. The yardwaste site will re-open on April 2, 2015 (weather permitting).
- Crews took advantage of the nice weather by taking down the Christmas Decorations right after the first of the year.
- With the mild temperatures, crews did a final cleaning of stormwater inlets to remove any leaves that would prevent spring thawing & rains from draining into the stormwater system.
- Fleet Maintenance Manager is keeping all winter equipment set to go. No major repairs or issues with snow removal equipment. Took delivery of the new patrol truck and fleet manager inspected the truck to make sure truck was equipped as specified. Fleet manager is also performing preventive maintenance and repairs on city wide fleet.
- The Parks Department has been busy with sidewalk cleanup after snow and ice events, flooding ice rink at Norse Park, clearing brush along river banks and trails, general park cleanup, and painting garbage barrels for next season.
- Other routine tasks completed during last month include; dumping trash barrels downtown, sign repairs, patching trip hazards, cleaning fleet and garage, monitor water levels at Fourth Street Dam and Paradise Pond, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection).

Old Business:

3) **Update on Planning Department Procedures for Issuing Permits related to Ordinance Section 64-9 Street & Right of Way Use:** *Scheel* distributed the new requirement sheets which now include a drawing to help residents understand what format to present their plans

when applying for the permit and also provides helpful information to assist with plans and locate lot lines. *Scheel* stated that residents are not allowing enough time when starting their projects. The Planning Department tries to verify information ahead with a response time of two days maximum.

Motion by Swadley, seconded by Christianson to recommend to the Common Council to adapt the new permit procedure for Ordinance 64-9 Street and Right of Way Use.

Motion carried 3-0.

Mayor arrived at 6:17 PM

- 4) **Request from resident at 103 E McKinley Street to Keep Split Rail Fence that was constructed within street right-of-way:** This issue was discussed at several previous meetings which resulted in the revision of permit processing for more clarification of how to submit the paperwork for the permits.

Mr. Plotkin made a statement with reasons to support the fence being allowed to remain as placed. *Mr. Plotkin* also read a description of an easement and stated that their intent was not to deceive but they did think since the permit was approved that everything was in order as the fence was replacing an existing fence.

Scheel stated that there had been multiple conversations with the homeowners and that their original drawing was not detailed and inaccurate - then stating that the right-of-way is different than an easement. The Planning Department has now revised the city's requirement form and included a sample site plan to help homeowners submit the correct paperwork to insure that everything is in compliance.

After lengthy discussion by Committee members to determine the outcome of this request, the committee decided to allow the fence to remain and made the following motion.

Motion by Swadley, seconded by Christianson to recommend to the Common Council to allow the split rail fence at 103 E McKinley to remain in place. Motion carried 4-1 with the Mayor voting no.

The committee then had a very lengthy discussion regarding the purpose of the right-of-way for city use and need to stay consistent with reviews when homeowners request a waiver or something is constructed inadvertently in the right-of-way. Discussion regarding who takes responsibility for the object, if damaged, which was constructed in the right-of-way.

In discussion the committee was reminded by the Mayor that several previous permits were denied or the homeowner had to remove the object in question. The committee also feels that with the revised requirement instructions along with a sample+detailed site plan drawing that this will alleviate confusion of what is required in the future.

Amended Motion by Majewski, seconded by Swadley to recommend to Common Council to allow the split rail fence at 103 E McKinley to remain in place, however, the homeowner must obtain the necessary legal documentation and absorb the related costs that are involved with obtaining the papers. Motion carried 4-1 with the Mayor voting no.

New Business:

5) **Approve November 18, 2014 Meeting Minutes: Motion by Swadley seconded by Christianson to approve minutes. Motion carried 3-0.**

6) **Request to Move Park Street Construction Project to 2016:** *Manthe* requested the committee to consider allowing the Park Street Project at a budgeted cost of \$104,500.00 be moved from year 2015 and into year 2016. The reason for the request is that Stoughton Utilities has higher priorities and cannot work with streets in 2015 on this project and the costs for Washington Street came in higher than projected.

Manthe also requested that all street pulverization projects be left in when bidding as each street project is bid individually for costs and if costs come down, then more work could be scheduled.

Motion by Swadley, seconded by Christianson to recommend to the Finance Committee to approve the request to move the Park Street Project from the year 2015 and place in the year 2016 and allow the funds of \$104,500.00 to be utilized towards the Washington & Fifth St Project . Motion carried 4-0 (with the Mayor voting yes)

7) **Discussion for Changing Ordinance Section 66-904 Range Required Improvements and Ordinance Section 78-604 Street Frontages to Require Street Trees by Mandatory and Not Included in the Point System for Commercial Developments:** *Majewski* requested this issue to be placed on the agenda for discussion. *Majewski* would like to make sure that developers are planting trees regardless if it is a commercial property or new home being built and to insure the city is including this item in their costs when bidding for a project. *Scheel* stated that new subdivisions have this in place already and that the Zoning Code Requirement - Sec 78-604 (2) Street frontages is a better place to make the change.

Scheel will draft some templates for the changes and the Tree Commission can work on the ordinance.

Motion to direct staff to develop criteria and language to insure that trees are planted at sites including commercial building, new homes both public and private. If trees are unable to be planted in the park row or not wanted on private property then a tree should be planted somewhere else in the city.

8) **Future Agenda Items:** Building Use Policy Review,

Moved by Christianson seconded by Swadley to adjourn meeting at 7:25 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl, Admin. Asst. 1/21/15