

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

Members Present: Alderpersons Tom Majewski, Paul Lawrence, Sid Boersma, Tom Selsor and Mayor Olson

Absent & Excused: None

Staff: Street Superintendent Karl Manthe and Vickie Erdahl

Guests: Dave Taylor – MMSD, Residents – JoAnn Lien, Joann Holtan and David Flesch

Call to Order: *Majewski* called the meeting to order at 6:00 pm

1) **Communications:** *Boersma* stated that there had been a second work day at the Crabapple Arboretum where a few trees had been removed and multiple trees re-mulched to prepare for winter with multiple people from Sustainable Stoughton volunteering. *Manthe* stated: that the Christmas decorations were put up downtown, the City was awarded a Local Road Improvement Program (LRIP) grant for \$37,000 and that the ash trees will be re-evaluated due to a new disease called Ash Yellow. *Lawrence* stated that he had received a complaint from the northwest side of the city concerning leaf pick up.

2) **Activity Reports:** Reports include the following information;

Washington Street and Fifth Street Reconstruction Project is completed expect for some minor punchlist items. Now that the construction project is completed, street crews delivered 63 trees to be planted on Fifth & Washington Streets. Private landscape contractor has planted the trees for city.

The South Alley Project is also completed except for some minor punchlist items, one which is connecting the downspouts into the new stormwater system that will assist with water/ice in the alley.

Fall is here and we have many projects to get completed before the snow starts flying. Crews have started leaf collection and will be out until November 25th. Street and Parks Departments crews were busy the last month performing the following tasks;

- October brush collection was very heavy as it took crews 7 working days to complete entire city. Crews hauled 119 truckloads of brush to yardwaste site to be mulched at a later time. One last brush collection is scheduled for November.
- Crews performed safety pruning, trimmed branches hanging over streets, sidewalks and blocking signs throughout the city.
- Crews were out with cold patch patching streets throughout the city.
- Yard waste site has been steady this month. For the year, 953 (23 new permits for October – last year 924 for entire year) permits have been sold to city residents and 146 (4 new permits for October) permits issued to Dunkirk Township resident. We have a new all time record for permits sold in a season with 953 and still counting. The old record was 934. Street crews haul yard waste to organic farmer and also to city site to make own compost material for future projects.
- Sediment was removed from Eastwood Retention pond by contractor who uses vacuum system to remove sediment. Street crews assisted with digging hole for sediment, and then once project was completed, took care of restoration.
- Street sweepers continue Friday morning sweeping in the downtown district and will complement leaf machines during November.
- Stormwater inlets were cleaned after large rainfall events.

- Street crews have all Christmas light decorations ready to be attached to evergreen garland.
- American and Norwegian flags have been taken down for the season.
- Street staff put metal cemetery location markers in the ground at Wheeler Prairie.
- Crews painted school crosswalks on Fifth Street and Washington Street. Public Works & Public Safety Committees are still reviewing pedestrian safety throughout the city. Street Department has placed out a couple "In-Street Pedestrian Signs" on Main Street.
- Administrative Assistant is busy keeping inventories current for cemetery, trees and signs, processing invoices, tracking yardwaste permits, sales, and usage, computerizing employee timesheets, and addressing customer inquiries.
- Fleet Maintenance Manager continues to maintain city wide fleet to make sure it is available for daily tasks. Fleet Manager has fall leaf equipment ready for the season. Fleet Manager will start focusing on getting winter snow & ice removal equipment ready and completing yearly Fire Truck maintenance.
- The Parks Department continues to keep very busy with daily park cleanup, athletic field prep (soccer & football), mulching leaves, closing up and winterizing shelters. Weed assessments were completed at Schefelker, East, Dunkirk, Rotary, Lowell, and Veterans Parks.
- Other routine tasks completed during the month include; dumping trash barrels downtown and cemeteries, cleaning fleet and garage, check traffic signals, monitor water levels at Fourth Street Dam, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection).

Old Business:

- 3) **Veterans Park Tennis Court Project Update – Pickleball Information:** *JoAnn Lien* stated that the City could use some more Pickleball courts as currently there is only two @ Eastside Park. There are 32 people involved in the league currently and only eight (8) people can play at a time – four (4) on each court. *JoAnn* stated that Pickleball is the fastest growing sport at this time. It is played with paddles slightly large that a ping pong paddle (15 ½ in), nets, a ball with holes in it and the courts need back stops at each end. At Veterans Park the tennis court is larger enough for four (4) Pickleball courts.

Parks and Recreation Director, Tom Lynch, provided a memo stating he would recommend that the court remain as a tennis court with lines added for Pickleball.

Motion by Lawrence, seconded by Boersma to direct staff to provide an analysis on costs and options of keeping as a tennis court (including fencing) in combination with Pickleball courts or converting the tennis court to four Pickleball courts. Motion carried 5-0 (with Mayor voting yes)

Boersma left meeting at 6:30 pm

- 4) **Discussion on Pedestrian Safety in Downtown District – Public Safety Committee Request:** The Public Safety Committee sent a request for the Public Works Committee to approve the purchase of two (2) more pedestrian crossing signs. *Manthe* stated that the Street Department does have the funds to purchase two (2) more signs at the cost of approximately \$300.00 each. These signs would be placed at S Monroe St / Main St and King St / Main St. Mayor Olson suggested that staff also pursue a grant for a lighted sign.

Motion by Lawrence, seconded by Boersma to direct staff to purchase two (2) portable in street crosswalk signs. Motion carried 4-0 (with Mayor voting yes).

New Business:

- 5) **Approve October 20, 2015 Meeting Minutes:** Motion by Lawrence seconded by Selsor to approve minutes. Motion carried 4-0. (Mayor voting yes)

- 6) **Plans for Removing Soil Materials and Creating Parking Space @ Riverside Dr (behind cemetery):** *Manthe* stated that the Street Department would like to start the process of converting this area by hauling away the soil during the winter. In the spring, the Street Department will develop a grassy area for a trash barrel and picnic table and up to six parking spaces. To make sure the grass area can grow grass; black dirt would be hauled in and seeded. Parking lot will be constructed with pulverized asphalt materials at first. The committee also had concerns about the stability of the hillside or if there is any necessary work to be done.

Motion by Lawrence seconded by Majewski to direct staff to proceed with the concept of plan by providing the committee with more details about the materials to be used, design of the parking lot and a review of the stability of the hillside. Motion carried 4-0 (with Mayor voting yes).

- 7) **Designation of Street Department Employees as Emergency Personnel:** *Manthe* explained that the League of Wisconsin Municipalities recommends that Street Department Employees be designated as “emergency personnel” in order to comply with Wisconsin Statute 66.0502 that states that only emergency personnel can be required to live within a 15 mile radius. Currently Street Department employees are required to reside within 20 miles of the City of Stoughton.

Motion by Lawrence, seconded by Selsor to recommend to the Common Council to approve the designation of the Street Department Employees as Emergency Personnel. Motion carried 4-0 (with Mayor voting yes)

- 8) **City Participation in Adaptive Management Program – Presentation by Dave Taylor of MMSD (Madison Metropolitan Sewerage District):** Mr. Taylor from the MMSD gave a presentation on the study which involved the City of Stoughton and other surrounding communities from 2012 thru 2015 on suspended solids and phosphorus reduction. The City of Stoughton is required to reduce TSS & TP for each watershed in which we discharge stormwater. In January of 2016 the City will be asked to enter into an Intergovernmental Agreement to proceed in the Adaptive Management Program which will begin in 2017.

- 9) **2016 Clyde Street Project – Sidewalk:** *Scheel* presented a strategy for installing sidewalks for each of the four (4) blocks of Clyde Street from N Van Buren St to N Madison St. and is also seeking direction on which option to pursue. *Scheel* explained the issues surrounding this project with regards for strict adherence to the city policy on sidewalks and provided recommendations for each block along with cost estimates. If sidewalks were installed on both sides of the street there would be only a two (2) foot terrace which could create issues with snow as there would be no where to put the snow. Multiple properties would need retaining walls if sidewalks were installed on both sides. If the second option was pursued only one property involved will need a retaining wall. The north side of the street has most of the sidewalk installed. The south side of the street has sidewalk in the first block near Van Buren St.

The primary recommendation will be at a cost of \$164,500 which follows the city policy on sidewalks and a secondary recommendation will be at a cost of \$ 54,010. The secondary recommendation involves only installing corner ramps on the south side of the street to link pedestrians to the north side where all blocks will have a sidewalk.

Motion by Lawrence, seconded by Selsor to recommend to the Common Council to approve the second sidewalk option at a cost of \$ 54,010 as outlined in the memo dated October 28, 2015 for the 2016 Clyde Street Project. Motion carried 4-0 (with the Mayor voting yes)

10) Future Agenda Items: Pickleball, Parkrow Tree Planting

Moved by Lawrence, seconded by Selsor to adjourn the meeting at 7:32 pm. Motion carried 4-0 (with the Mayor voting). Respectfully submitted by Vickie Erdahl Administrative Assistant – 11/18/15