

Public Works Committee
Tuesday, February 16, 2016 @ 6:00 PM
Hall of Fame Room – 381 E Main St.

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

Absent: Paul Lawrence

Staff: Street Superintendent Karl Manthe, Planning Director Rodney Scheel and Vickie Erdahl

Guests: Kevan Bard, Stephen Lawrence – Acting Market Manager & Lisa Reeves – Board Vice President from SCFM and Charles Vervoot

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

1) **Communications:** *Manthe* stated that they had a few snow events that kept crews busy. *Mayor Olson* thanked the street department crew and Martin Briggs for helping with the elections.

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

- Christmas Tree collection was conducted during the month and crews chipped up 870 Christmas Trees.
- As mentioned above, crews had a couple snow events to take care of with plowing, salting streets, and cleaning sidewalks.
- Crews have performed safety pruning, trimmed branches hanging over streets/sidewalks and removed parkrow trees throughout the city. Private tree contractor has been assisting city also with removing parkrow trees scheduled for removal throughout the city.
- Crews were out patching streets with cold patch throughout the city. The new “hotbox” unit for heating the asphalt keeps the asphalt more workable during cold days.
- Street crews removed Christmas decorations and holiday banners on downtown street light poles. Flags and new Arts & Culture banners will be put up later in the spring.
- 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 repairs winter snow & ice removal equipment as required.
- Crews cleaned, washed and waxed trucks and equipment during the month.
- The Parks Department has been working on long range plan for CIP items to address park improvements and maintenance. Parks crews has also cleaned city owned sidewalks during snow events.
- 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) **Recommendation & Approval of Adaptive Management:** *Scheel* informed the committee that the city attorney had checked the document. *Scheel* also stated that this agreement is the most cost effective method to meet the cities phosphorus goals and that the \$11,000 cost will start with the 2017 budget which will be paid from the stormwater utilities account. *Mayor Olson* stated that Stoughton Utilities passed the plan at their monthly meeting.

Motion by Boersma, seconded by Selsor to recommend to the Common Council to approve the Adaptive Management Plan for the Yahara Watershed as presented. Motion carried 4-0 (with the Mayor voting yes)

- 4) **Veterans Park Tennis Court Discussion:** *Manthe* recommended to the committee to 1) paint both tennis and pickleball lines on the court, 2) monitor the activity for each game this year and 3) suggested getting feedback from residents using the courts what, if any, issues they had.

A neighboring property to the park has several issues concerning tennis balls damaging her property, balls going into the street and if pickleball is allowed (would prefer that there be no pickleball) there would be a noise factor and could there be something done to buffer the sound. *Mr. Lawrence* stated that he couldn't speak for his wife, but, his concern was a safety issues with the balls going into the street as people tend to drive faster than the 25 mph speed limit and that the road has a slight hill where the court is located.

Selsor feels that pickleball is becoming a very popular sport which the city should accommodate and this is a public park. Other suggestions were: to put up a practice board, plant shrubbery or install a net on the street side of the court. A member of the committee felt that since the park is not well lighted, that shrubbery could make it unsafe as people would not be able to see.

Another issue brought to the committee's attention was that there were overhead wires that should be addressed for safety purposes.

Action Item: Put on March agenda.

Agenda item # 7 was moved to accommodate citizens attending the meeting.

- 7) **Request to Close Forrest Street for Farmers Market on Saturdays – Stoughton Community Farmers Market:** *Kevin Baird* from the Stoughton Community Farmers Market (SCFM) discussed the intent of the market which is held on Saturdays – 8:00 am to Noon starting May 21, 2016 through October 29, 2016. The location remains on Forrest Street (Main to Bank Alley. The alleyway would remain open for bank customers. *Baird* also stated that the insurance was good until June and will be renewed.

Motion by Boersma, seconded by Selsor to recommend to the Common Council to allow the closure on Forrest St (Main to alley) to accommodate the Stoughton Community Farmers Market on Saturdays May 21 – October 29, 2016. Motion carried 4-0 (with the Mayor voting yes)

- 5) **Downtown Snow Removal Discussion:** *Manthe* discussed the joint Public Works /Public Safety meeting that was held in January which numerous downtown business owners attended and voiced their concerns. *Manthe* summarized three major areas of concern – 1) turnaround time for when the street department cleans the downtown area, 2) snow is not moved adequately around structures and 3) ramps that are shoveled and then filled in when plows continually clean the streets

Manthe has already discussed with the operators to plow differently to help the business owners. The business owners did request that the ordinance for snow removal be reduced from the current 48 hours to 24 hours in the downtown area. Changing the snow ordinance between downtown and residential may be problematic.

The committee feels there is "tweaking" that needs to be done on both sides and suggested that there be a letter sent at a designated time each year as a reminder on the snow procedures. *Manthe* also suggested that the Public Works & Public Safety meet again and work with the business owners.

New Business:

- 6) **Approve January 19, 2016 Meeting Minutes:** Motion by Boersma seconded by Selsor to approve minutes. Motion carried 3-0.

- 8) **Requests to Change Gjertson Street Construction Project:** This Street was scheduled for pulverization in 2016 which would only address the pavement issues.

Manthe and Scheel have been working with the engineers and business owner on other issues pertaining to the street including sidewalks, stormwater and safety issues. The recommendation is to change this project to a full street construction project which is more costly and not budgeted for. *Manthe* suggested trying to get funds from the Local Road Improvement Program to help.

Motion by Boersma, seconded by Selsor to delay the project until more information is received and is feasible.

- 9) **2016 Street Construction Projects – Review Design Plans:** The bids for these projects have been advertised and the bid opening will be on March 3 @ 11:00 am. Two bid packages were sent out

1) Street reconstruction projects to include:

Van Buren St (Main St to Wilson), Wilson St (Van Buren St to Page St) and Clyde St (Madison St to Van Buren St)

2) Street pulverization projects to include:

Kings Lynn Rd (Jackson St to Felland St), Chapin Ln (Roby Rd to Devonshire, Industrial Circle (Ortega Dr to Commerce), King St (W South St to Kvamme0 and Brewer Court.

Manthe and Scheel displayed the designs of each street and discussed the different details of each street.

- 10) **Review Street Tree Ordinance 10-2:** *Scheel* felt the ordinance needed more clarification to insure that the intent of the ordinance is followed. There are also several discrepancies in language and should the downtown be included as there are already different requirements for being in a downtown setting. *Scheel* stated several situations as examples as how they would be handled. The committee would like this item to be placed on the agenda for March to discuss options and language.

- 11) **Future Agenda Items:** Veterans Park Tennis Court, Street Tree Installation Ordinance 10-2, Moving utility line underground during street reconstruction

Moved by Selsor, seconded by Boersma to adjourn the meeting at 7:55 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl Administrative Assistant – 2/17/2016