

OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

Regular: Board of Public Works

Date and Time: May 10, 2022 @ 7:00 pm (following Water and Sewer Board)

Location: City Hall, 2000 N. Calhoun Road, Council Chambers

Members: Rick Owen – Chairman, Chris Blackburn, Scott Berg (Mayor alt.), Mike Hallquist, Jenna Meza, Kris Seals (Ald. Alt.), Mayor Steven Ponto

(NUMBER OF MEMBERS NEEDED TO MEET QUORUM REQUIREMENTS: 3 OF 5)

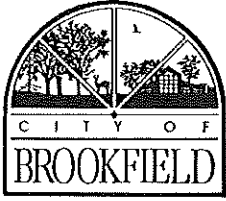
1. ROLL CALL
2. ANNOUNCEMENTS
 - a. The next regularly scheduled meeting is Tuesday, June 14, 2022 @ 7:00 pm
3. MINUTES
 - a. Minutes of the April 12, 2022 meeting.
4. UNFINISHED BUSINESS
 - a. None
5. NEW BUSINESS
 - a. Award of the 2022 Epoxy Pavement Marking contract
 - b. Award of the City Pond Dredging contract
 - c. Street Naming and Renaming policy
 - d. Resolution Authorizing Sale of Tax Key BRC 1055-199*
6. ADJOURNMENT

***Closed Session Notice:** The Board of Public Works for the City of Brookfield may vote to go into closed session for this item for the purpose to deliberate and confer with City staff on the offer received for the sale of property located adjacent to 3335 Parkside Drive. A closed session for these purposes is authorized pursuant to Wis. Stat. Sec. 19.85(1)(e), which authorizes a governmental body, upon motion duly made, seconded, and approved upon by the majority of the members present as required under Wis. Stat. Sec. 19.85(1), to meet in closed session to conduct other specified public business whenever competitive or bargaining reasons require a closed session. Upon conclusion of the closed session, the Board of Public Works will reconvene in open session, pursuant to Wis. Stat. Sec. 19.85(2), for possible additional discussion and action concerning any matter discussed in closed session or further business on the agenda. Persons attending or potentially attending the closed session would be Board members, Mayor, alderpersons, City Attorney, Director of Public Works, City Engineer, or their staff designees.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

THOMAS M. GRISA
DIRECTOR OF PUBLIC WORKS
POSTED: MAY 6, 2022 @ 2:00 PM

ANY PERSON WHO HAS A QUALIFYING DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITY ACT THAT REQUIRES THE MEETING OR MATERIALS TO BE IN AN ACCESSIBLE LOCATION OR FORMAT, MAY CONTACT THE CITY CLERK AT (262)782-9650 OR 2000 NORTH CALHOUN ROAD, FOR ACCOMMODATIONS. REQUESTS FOR ACCOMMODATIONS FOR MEETINGS SHOULD BE MADE AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATIONS FOR ALL MEETINGS.



OFFICIAL MINUTES OF A BOARD OF PUBLIC WORKS:

Regular: Board of Public Works

Date and Time: Tuesday, April 12, 2022 at 7:00pm

Location: City Hall, 2000 N. Calhoun Road, Council Chambers

Members Present: Alderman Rick Owen-Chairman, Alderman Chris Blackburn, Alderman Scott Berg (Mayor alt.), Alderman Mike Hallquist, Alderwoman Jenna Meza and Alderman Bill Carnell

Members Excused: Mayor Ponto

Others Present: Director of Public Works Tom Grisa, City Engineer Jeff Chase, Highway Superintendent Mike Hughes

1. Roll Call

Alderman Rick Owen noted a quorum present and called the Board of Public Works meeting to order at 7:10pm.

2. Announcements

The next regularly scheduled meeting will be held on Tuesday, May 10, 2022 at 7:00pm.

3. Minutes of the March 8, 2022 meeting

Motion by Alderman Mike Hallquist, second by Alderman Chris Blackburn to approve the minutes of the March 8, 2022 Board of Public Works meeting. Motion carried 5-0.

4. Unfinished Business

None

5. New Business

a) 2021 Highway Statistics Report

Mike Hughes presented the report and advised the Board that Highway set up an emergency response trailer using an existing landscape trailer that was not being utilized. It would be deployed in the event of a natural disaster.

Alderman Scott Berg asked if there will be a summary booklet of development in the City. Mr. Grisa responded there is some information in the budget book and that the planning department has that type of information as well. The information in the Highway Statistics report is tracked because different departments can be charged for services and this is a statutory requirement to provide such a report to the Board of Public Works each year.

Alderman Carnell inquired if the asphalt rejuvenation project is successful. Mr. Hughes replied it has been very successful.

Motion by Alderman Chris Blackburn, second by Alderman Scott Berg to approve the 2021 Highway Statistics Report. Motion carried 5-0.

b) Award of the 2022 Road Resurfacing project R-22-01

Mr. Grisa stated asphalt prices have gone up. The neighboring communities have received even higher quotes as well. The project is over the estimate so the board has the option of completing less roads and they will have to be done next year. The cost would most likely go up next year. Staff is recommending award at the bid price, managing the contract as well as possible to remain under budget, but if needed, using contingency funds to complete all the road work in 2022. Board members concurred that they did not want to fall behind in road maintenance and liked the staff recommendation.

Motion by Alderman Mike Hallquist, second by Alderman Chris Blackburn to approve the award of the 2022 Road Resurfacing project R-22-01. Motion carried 5-0.

c) Ordinance amending Section 12.09 Driveway Access Management

Mr. Grisa indicated there have been a number of projects that have gone through the plan commission process where the driveway access locations were not in compliance with the current ordinance created in 2021. The proposed amendments would create a variance process that gives the engineers a little more flexibility.

Alderman Carnell asked about eliminating circular driveways. Mr. Chase replied that it not correct. There is a carve-out for minor street driveways that allows for a circular driveway unless it is in conflict with one of the other provisions.

Motion by Alderman Mike Hallquist, second by Alderman Chris Blackburn to approve the ordinance amending Section 12.09 Driveway Access Management. Motion carried 5-0.

d) Street Naming policy

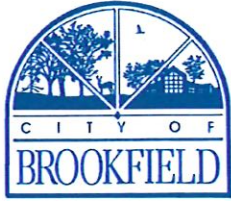
Alderman Blackburn commented if there is a clear majority on making a street name change there should be a provision to allow the change to be considered. Alderman Berg and Hallquist felt the policy adequately provided for the appropriate types of changes to street names. Alderman Meza believes the policy is too inflexible and should allow for changes under more circumstances. Alderman Owen added this issue occurs infrequently which is why there was not a policy previously.

Motion by Alderman Scott Berg, second by Alderman Mike Hallquist to approve the street naming policy. Motion carried 4-1. Alderwoman Meza against

6. Adjournment

Motion by Alderwoman Jenna Meza, second by Alderman Christopher Blackburn to adjourn the meeting at 8:29 pm. Motion carried 5-0.

Respectfully Submitted:
Tom Grisa
Director of Public Works



MEMORANDUM / STAFF REPORT:

To: PUBLIC WORKS BOARD
From: JASON HERZOG, P.E.
PROJECT MANAGER
Date: MAY 6, 2022
Topic: 2022 EPOXY PAVEMENT MARKING
PROJECT NO. R-22-02

Requested Action: Staff is requesting approval of the lowest bid received for the 2022 Epoxy Pavement Marking Project R-22-02. The lowest responsible bidder for this project is Century fence Co. whose bid was \$42,009.00.

Fiscal Impact:	Construction Contract	\$42,009.00
	Contingency	\$6,000.00
	<u>Paving Inspection</u>	<u>\$1,000.00</u>
	TOTAL	\$49,009.00

Source of Funds: Traffic Control Account 04070606 560000 \$67,500.00

Rationale: This project consists of furnishing and applying epoxy paint on existing and newly surfaced streets, in accordance with the City's line striping program.

Work History: Century Fence has worked on the City's Annual Epoxy Program a number of times over the past 15 years. They are a very reputable, well managed organization, and are very much capable of delivering this project.

EXHIBIT "A"

2022 Epoxy Pavement Marking Project R-22-02

Bid Opening Date: May 5, 2022
Engineer's Estimate: \$74,000.00

Bid Tabulation:

CONTRACTOR	BID
1. Century Fence Co.	\$42,009.00
2. Brickline Inc.	\$77,443.50

RESOLUTION # _____ OF THE CITY OF BROOKFIELD, WISCONSIN

Committee: Public Works Board
Committee Date: May 10, 2022
Committee Recommendation:

Public Hearing: n/a
Council Date:
Council Action:

Award of 2022 Epoxy Pavement Markings R-22-02

WHEREAS, the Board of Public Works on May 5, 2022 received bids for the 2022 Epoxy Pavement Marking Project R-22-02, and

WHEREAS, the bids received are shown on the tabulation sheet attached hereto and incorporated by reference and marked as Exhibit "A"; and

WHEREAS, the Public Works Board duly determined that the lowest responsible bidder was from Century Fence Co. in the amount of \$42,009.00.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that the contract for the Epoxy Pavement Markings R-22-02 is hereby awarded to Century Fence Co. in the amount of \$42,009.00.

BE IT FURTHER RESOLVED, that the proper city official(s) be hereby authorized and directed to carry out the council's action (if required)

Adopted this [insert day] day of [insert month], [insert year].

Approved:

Mayor Steven V. Ponto

Attested:

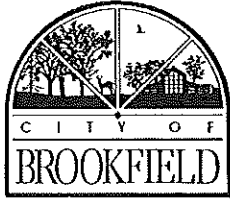
City Clerk Kelly Michaels

CITY OF BROOKFIELD
2022 EPOXY PAVEMENT MARKING, PROJECT NO. R-22-02

BID OPEN DATE: 2022/05/05

BID SUMMARY

ITEM NUMBER	ITEM DESCRIPTION	ESTIMATED QUANTITY	Unit	Engineer's Estimate		CENTURY FENCE CO.		BRICKLINE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Marking, Epoxy, 4"	51,400	LF	0.90	\$46,260.00	0.43	\$22,102.00	0.98	\$50,372.00
2	Marking, Channelizing, Epoxy, 8"	400	LF	1.55	\$620.00	1.50	\$600.00	1.65	\$660.00
3	Marking, Stop Line, Epoxy, 18"	200	LF	11.00	\$2,200.00	10.00	\$2,000.00	14.50	\$2,900.00
4	Pedestrian Crossing, Epoxy, 6"	800	LF	11.00	\$8,800.00	9.50	\$7,600.00	9.25	\$7,400.00
5	Arrows, Epoxy, Type 1 & 2	15	EA	250.00	\$3,750.00	215.00	\$3,225.00	325.00	\$4,875.00
6	Words, Epoxy	14	EA	250.00	\$3,500.00	220.00	\$3,080.00	360.00	\$5,040.00
7	Marking Diagonal, Epoxy, 12"	486	LF	18.00	\$8,748.00	7.00	\$3,402.00	12.75	\$6,196.50
SUBTOTAL BASE BID: Items #1 - #7					\$73,878.00		\$42,009.00		\$77,443.50



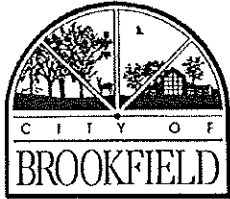
MEMORANDUM / STAFF REPORT:

To: BPW
From: THERESA CAVEN, P.E., CFM, ENGINEERING DEPT
Date: MAY 6, 2022
Topic: REBIDDING CITY POND DREDGING PROJECT

The City did not received any bids for the Pond Dredging project. Staff contacted the three plan holders as well as a few other local dredging contractors. Multiple contractors expressed interest in bidding the project should it be re-advertised.

As such, Staff will re-advertise the project for bid under the following schedule:

Advertisement	5/25 & 6/01
Bid Opening	6/09
BPW	6/14
CC	6/21



MEMORANDUM / STAFF REPORT:

To: BOARD OF PUBLIC WORKS
From: THOMAS M. GRISA
Date: APRIL 27, 2022
Topic: STREET NAMING AND RENAMING POLICY

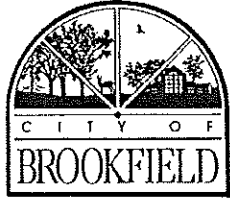
In response to a legislative referral and Board of Public Works' directive staff drafted a Street Naming and Renaming policy for consideration by the Board. The policy essentially established standards for how to name a street where none exists and the conditions when an existing street name can be changed. Staff reviewed a number of policies from other municipalities and incorporated those elements that would be most useful to the City of Brookfield into this draft.

The first draft of the policy was approved by the Board of Public Works on a 4-1 vote with Alderman Meza voting against. The draft policy was subsequently reviewed by the Common Council and on Alderman Meza's request was sent back to the Board of Public Works for additional discussion.

Staff again reviewed a number of policies from other municipalities and incorporated another option for renaming a street based on petition by residents subject to certain conditions that are outlined in the attached policy. Staff incorporated these conditions to ensure that all affected property owners had a say in the renaming of their street and concur with the proposed name since the number of documents that a private property owner has to have changed when an address is changed can be quite substantial. See attached checklist for change of address.

There are over 1,100 streets in Brookfield that could possibly be renamed. It is unlikely we would get anywhere close to that number or requests, but it is important that whatever policy is adopted recognizes this.

Staff presents the attached revised policy for consideration by the Board.



STREET NAMING AND RENAMING POLICY

I. Purpose and Findings.

The purpose of this policy is to establish a uniform procedure for the naming and renaming of City streets (public and private) throughout the City of Brookfield, ensure accuracy of the City's addressing to facilitate efficient emergency response and service delivery; and promote clear wayfinding throughout the street system. To accomplish these goals, the Common Council finds that a uniform procedure for naming and renaming City streets is essential for the public health, safety, and welfare of the City. The Common Council also finds that street name changes on inhabited streets lead to confusion and inconvenience for residents, businesses, emergency personnel, visitors, utilities, the United States Postal Service, and other delivery and service agencies and require a significant amount of staff time to achieve, and strongly discourages renaming streets unless in exceptional circumstances.

II. Authorization.

The Common Council has the authority for the naming and renaming of all City streets by passing or rejecting a resolution, a plat, or a certified survey map.

III. Street Naming Requirements.

All new streets or renamed streets shall be named in the City of Brookfield in compliance with the following criteria:

- A. No duplicate names of streets in the City of Brookfield or towns or municipalities adjacent to the City shall be permitted for new streets except where III.B. applies. No street shall sound similarly to another street or to a commercial or private facility in the City of Brookfield or towns or municipalities adjacent to the City. (E.g. see and sea; beach and beech; "Tennis Court")
- B. Existing street names shall be used when they are or would be logical extensions of existing streets, even if separated by developed or undeveloped land.
- C. Length of street names, including the abbreviated street suffix, shall be 20 characters or less, including spaces and postal abbreviation suffixes.
- D. Street names shall either be composed of letters of the English alphabet or Arabic numerals. No abbreviations, articles, periods, punctuation, hyphens, apostrophes, symbols, or special characters shall be used in street names. Notwithstanding this subsection D, numeric street names should be written using numbers and should

include the "th," "rd," "st," or "nd" characters.

- E. Standard directional (e.g. north, south, east, or west, etc.) shall only be allowed as a prefix to the road name and suffixes (street, lane, avenue, etc.) shall only be permitted as part of the street name suffix.
- F. No street shall change direction more than 90 degrees without a change in the street name, unless the street is a circle. Street name changes should occur at an intersection whenever possible. Where a change cannot occur at an intersection, the change shall occur at a point on the curve where the street orientation changes from primarily north-south to east-west; such designation point shall be shown clearly on the platted instrument creating the road name or within an exhibit attached to any resolution adopting the name modification or creation.
- G. Street names shall not be discriminatory or derogatory from the point of view of race, sex, color, national origin, creed, political affiliation, or other protected classes as recognized by state and federal law.
- H. Streets shall not have sexual overtones or names that may be considered offensive to a person, group, or corporation due to inappropriate humor, insult, parody, slang, or double meanings.
- I. All streets shall be assigned only one street suffix.

IV. Street Renaming Criteria.

No street shall be renamed in the City of Brookfield unless the Common Council finds by clear, satisfactory, and convincing evidence one of the following to be true:

- A. A name change is necessary or desirable to improve emergency personnel or emergency vehicle response.
- B. The name is erroneous compared to the City cadastral map or City Official Map.
- C. Property owners have filed a petition with the City requesting the change subject to the conditions listed below:
 - 1. The street proposed to be renamed has definitive beginning and ending points such that no segment of the street would continue under the existing name.
 - 2. The street has not been named or renamed in the past ten years.
 - 3. The proposed renamed street complies with the requirements identified for naming a street as listed in III. above.
 - 4. All property owners on the street have been given the chance to submit a name for the proposed renamed street.
 - 5. All property owners have signed said petition concurring unanimously with the proposed renamed street and had their signatures notarized by a Wisconsin notary public.
 - 6. All property owners agree to pay for the cost of renaming the street, submit a deposit to the City an amount the City estimates the street renaming to cost within 30 days of the Council's approving the name change, and agree to pay

any additional costs to the City within 30 days of demand.

7. All property owners concur with subparts IV.C. d. e. and f. above as determined by the City through an independent petition verification process.

This policy shall be reviewed every three years beginning in May 2025.

Drafted: April 21, 2022

Adopted:

Revised:

Confirmed:

Complete Change-of-Address Checklist

Government Agencies

- Change your address with the United States Postal Service
moversguide.usps.com
- Change your address with your state's Department of Motor Vehicles
or state licensing agency
- Change your address with the Internal Revenue Service
using Form 8822 — irs.gov/forms-pubs/about-form-8822-change-of-address
- Change your address with the Social Security Administration if you receive Social Security or Medicare benefits
you can do this [online](http://ssa.gov/myaccount) — ssa.gov/myaccount
- Change your voter registration address
you can do this with MYMOVE.com

Financial Services

- Notify your banks and investment services
- Notify your loan issuers
- Notify your credit card companies and retail credit accounts
- Notify your accountant and tax advisors

Utilities

- Notify your gas and electricity utilities
- Notify your water utility
- Notify your internet, cable and phone companies

Insurance

- Notify your health, dental, and life insurance companies
- Notify your car insurance company
- Notify your homeowners or renters insurance company

Online Services

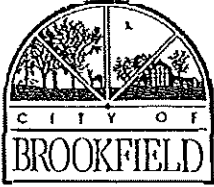
- Notify retail websites that you use
such as Amazon Prime — amazon.com/a/addresses
- Notify streaming services
such as Netflix — netflix.com
- Notify payment services

People and Animal Care

- Notify your employer
- Notify your doctors, dentists, and lawyers
- Notify your veterinarian

Membership Services

- Notify retail clubs
*like Sam's Club — samsclub.com
or Costco — costco.com*
- Notify magazines and subscription boxes
- Notify religious institutions



MEMORANDUM / STAFF REPORT:

To: JEFF CHASE P.E. CITY ENGINEER, ENGINEERING
From: JOE TEW P.L.S. ENGINEERING TECHNICIAN, ENGINEERING
Date: 2021/09/09
Topic: IN THE MATTER OF THE CHANGE OF ROAD NAME REQUEST FOR N 186TH STREET
BETWEEN HOFFMAN AVE AND W. BURLEIGH ROAD

RE: in the matter of the Change of Road Name request

Subsequent to the road name change of N 186th street from Hoffman Ave to W. Burleigh Rd request submitted to the Legislative and Licensing Committee and the request for a report on the system and records modification that would result from such executed modification, the following report details the system modification including all departments within the City along with an approximation of the number of FTE hours required to substantiate the modification. Analysis of the modification to the road name was completed by interviewing key staff in each department and requesting which components of records, plans and studies, data, service and software that would be impacted by a change of name to roadways. Some departments were left out (Accounting and Treasury) as the modifications to the data will account for less than an hour for less than 20 parcels. Following the city departments' information is a summary of possible residence requirements that will occur with the update.

Assessors Department modifications

- Assessment tax files
- Surveys
- Legal descriptions
- Physical descriptions and notes
- Assessment Tax databases rolls
- 8 hours FTE**

Building and Zoning inspection modifications

- Individual permit records and property files
- Munis database updates
- Sign database
- Well database
- Building plans and surveys plan records
- 8 hours FTE**

Clerks and Legal modifications

- Re-register of voters
- Pet license and notifications
- Deeds and Easement locations
- Voting letters and state system registration
- Aldermanic maps and other political division maps

24 hours FTE

Community Development modifications

- File folder by address
- Development agreements
- Land Division Docs
- Conceptual Plans
- Neighborhood plans and noticing for amendment
- Comprehensive plans and noticing for amendment
- PDD Zoning and ordinances and noticing for amendment
- Zoning Map and noticing for amendment
- Land Use Map and noticing for amendment
- TIA's
- Marketing materials

120 hours FTE

Engineering and Public Works Modifications

- Road, Water, Storm Sewer, and Sewer Plans
- Road, Water, Storm Sewer, and Sewer asbuilt record plans and data (field reports and plans and specs and folders)
- Cad/GIS files and projects
- Indexes
- Reports and Studies for Sanitary Sewer, Storm Sewer and Water utilities
- Speed Limit Maps and data
- Traffic Reports maps and Data
- Property R/W basemaps
- Special address files
- Official maps
- Street lighting map and data
- Refuse collection map and data
- Address digital points, hardcopies and database files
- Notification of addressing to all addressees
- Notification of addressing to Waukesha County dispatch and emergency management
- Notification of addressing to Waukesha County GIS and property database
- Notification of addressing to Elmbrook School district

20 hours FTE

Fire Dept. Modifications

- Fire inspections
- Incident reports
- Response Plans
- Emergency Plans
- City paper maps in all vehicles and offices
- Digital database updates
- Training of all staff
- 40 hours FTE**

GIS/IT Modifications

- GIS database address points – numerous layers
- Road and centerline labeling
- Cartegraph Street library
- Utilities database
- 8 hours FTE**

Highway Dept. Modifications

- Street sign installation and teardown
- Plow maps in all vehicles and databases
- City maps in office
- Cartegraph updates
- Storm Sewer inventory mapping and reports update
- 24 hours FTE**

Police Dept. Modifications

- Traffic reports
- Incident reports
- Response Plans
- City and Patrol routes office maps
- City and Patrol routes office maps
- Digital database updates
- Training of all staff
- 80 hours FTE**

Sewer Dept. Modifications

- Manhole and mains plans
- Jetting cards
- Response plans and studies
- GIS and Cartegraph data update
- 8 hours FTE**

Water Dept. Modifications

- Hydrant cards
- Curbsstop Cards
- Valve Cards
- Meter Cards
- Watermain plans
- GIS and Cartegraph data update
- 8 hours FTE

Private Residential possible Modifications

- Drivers license
- Voter Registration
- Amazon, Fed Ex, UPS separate notifications
- Private healthcare and emergency providers
- Bills, Mortgages and credit card changes
- Service providers such as insurance, banks accounts etc..
- Stationary, Checks and letters

RESOLUTION # _____ OF THE CITY OF BROOKFIELD, WISCONSIN

Committee: Board of Public Works
Committee Date: May 10, 2022
Committee Recommendation: [Appr/Deny #-#]

Public Hearing: [insert date or n/a]
Council Date: [insert mtg date]
Council Action: [Appr/Deny Vote #-#]

Resolution Authorizing Sale of Tax Key BRC 1055-199

WHEREAS, the City is the owner of an outlot, Tax Key BRC 1055-199, located adjacent to 3335 and 3320 Parkside Drive, and

WHEREAS, the City obtained ownership of the outlot from Waukesha County after a tax foreclosure action, and

WHEREAS, the City has no identifiable use for the outlot and it is not needed for a public purpose, and

WHEREAS, the City has received interest from an abutting property owner to purchase a portion of the outlot, and

WHEREAS, the Board of Public Works considered the sale and division of the outlot to the adjacent property owner at its meeting held on March 8, 2022 and recommended approval thereof, subject to the negotiation parameters discussed in closed session, and the Common Council passed a resolution adopting that recommendation on March 15, 2022, and

WHEREAS, City staff conveyed an offer to the abutting property owner, and he rejected that offer with a subsequent counteroffer, and

WHEREAS, the Board of Public Works considered the counteroffer at its meeting held on May 10, 2022 and recommended approval/disapproval thereof.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield as follows:

1. The City accepts/denies the counteroffer for outlot, Tax Key BRC 1055-199; and
2. The proper city officials are hereby authorized and directed to carry out the Council’s action and sign any documents necessary to effectuate the action.

Adopted this [insert day] day of [insert month], [insert year].

Approved:

RESOLUTION # _____ OF THE CITY OF BROOKFIELD, WISCONSIN

Mayor Steven V. Ponto

Attested:

City Clerk Michelle Luedtke