



## OFFICIAL MINUTES OF A BOARD OF PUBLIC WORKS:

Regular / Special Meeting: Board of Public Works

Date and Time: Tuesday, July 14, 2020 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

Members Excused: Mayor Ponto

Others Present: Director of Public Works Tom Grisa, City Engineer Jeffrey Chase

### 1. Roll Call

Alderman Rick Owen noted a quorum present and called the Board of Public Works meeting to order at 7:15pm.

### 2. Announcements

The Next Regularly Scheduled meeting will be held on Tuesday, August 11<sup>th</sup>, 2020 at 7:00pm.

### 3. Minutes of the June 9, 2020 meeting

***Motion by Alderman Mike Hallquist, second by Alderman Scott Berg to approve the minutes of the June 9, 2020 Board of Public Works meeting. Motion carried 5-0.***

### 4. Unfinished Business

None

### 5. New Business

#### a) Amendment #3 to the State/Municipal Agreement for widening Calhoun Road

Mr. Grisa advised the Board that the cost estimate has increased by \$1 million to include inflation, reflect railroad cost and non-participatory costs, which are costs for utility relocations that the state will not participate in.

Alderman Berg questioned how much of the North Avenue widening will be completed when the Calhoun Road Widening project begins. Mr. Grisa informed that the western mile from Calhoun Road to Pilgrim road is scheduled to be complete this year. The segment of North Avenue from Pilgrim Road to N. 124<sup>th</sup> Street will be completed in 2021 at the same time as the Calhoun Road widening.

***Motion by Alderman Mike Hallquist, second by Alderman Jenna Meza to approve Amendment #3 to the State/Municipal Agreement for widening Calhoun Road. Motion carried 5-0.***

- b) Five year Capital Improvements Plan 2021-2025 for Stormwater, Bike Path, and Transportation projects, vehicles and equipment

Mr. Grisa stated the horizontal grinder is being moved back a year. Fleet made significant and expensive repairs to the grinder and the City would like to get a couple more years out of that investment.

Alderman Berg asked that out of the \$4.3 million how much will be bonds and how much will be revenue. Mr. Grisa deferred the question to Finance Director Robert Scott, since he determines the best source of funding; although Mr. Grisa expects the majority of the projects will be bonded.

***Motion by Alderman Mike Hallquist, second by Alderman Jenna Meza to approve the Five Year Capital Improvements Plan 2021-2025 for Stormwater, Bike Path, and Transportation projects, vehicles and equipment. Motion carried 5-0.***

- c) Legislative referral from Alderman Owen to consider creating an ordinance to administer standards for placing, constructing or altering driveways to City streets

Alderman Blackburn asked if the same standards need to apply to residential and commercial. Mr. Chase responded that they do not need to be the same. Staff have proposed that there be two classifications, one on local, low use streets and everything else. The streets with the higher functionality are assigned driveways based on functional attributes. A low use commercial development would not be entitled to multiple driveways. It is based on safe and efficient access. A traffic impact analysis and a level of service analysis is used to determine necessity. There is a variance process where staff can grant variances based on attributes and also an appeals process.

Alderman Meza asked how many homes this will affect. Mr. Chase responded that this would affect new development or homeowners who want to modify their property.

Alderman Meza asked if this will affect just residential or commercial properties or both. Mr. Chase replied that it affects all aspects of the City for new permits going forward.

Alderman Berg asked about existing driveways for redeveloped land. Mr. Chase said the proposed standard would apply as it is unlikely they would reuse existing access points.

Alderman Berg asked why this item has been brought before the board. Mr. Grisa responded that there is limited guidance within existing ordinances and staff was making decisions based on engineering principles which may or may not accurately reflect the Council's desires. By clarifying those desires, staff can more appropriately administer the process.

Alderman Hallquist asked if there is direction from the Plan Commission on the commercial properties. Alderman Owen thought what was proposed for commercial properties is fine.

Alderman Hallquist stated he is fine with no circular driveways, but could also approve of two driveways as long as there is a demonstrated need for two.

Discussion focused on the circular driveway issue for residential properties and Board members generally felt that this needed more clarification and asked staff to modify the proposed ordinance for consideration at a future meeting.

**No Motion.**

- d) Award of contract to Corrective Asphalt Materials, LLC for applying asphalt rejuvenator to paved roadways

Alderman Berg questioned why there was not more bids. Mr. Grisa advised this is a proprietary process. Alderman Hallquist asked if this company is the only one who offers the product in the area. Mr. Grisa confirmed they are the only company offering this rejuvenation process.

**Motion by Alderman Christopher Blackburn, second by Alderman Jenna Meza to approve the award of contract to Corrective Asphalt Materials, LLC for applying asphalt rejuvenator to paved roadways. Motion carried 5-0.**

- e) Snow and ice control policy review

Alderman Hallquist asked if the City publishes a map of the snow plow route. Mr. Grisa confirmed there is a map but it is not published for the public to view. There are no indications on the map how a driver plows the route, so it would be of little value to the public.

**Motion by Alderman Mike Hallquist, second by Alderman Christopher Blackburn to approve the snow and ice control policy review. Motion carried 5-0.**

- f) Christmas tree pickup policy review

Alderman Berg asked if there has been an increased in the number of trees collected over time. Mr. Grisa responded that he was not aware of an increase, but we do not count the trees collected.

Alderman Hallquist asked how the city responded to the issue of trees infected with insects two years ago. Mr. Grisa advised it was not a tree sold in the area and was not an issue.

**Motion by Alderman Scott Berg, second by Alderman Mike Hallquist to approve the Christmas tree pickup policy review. Motion carried 5-0.**

- g) Neighborhood traffic calming policy review

Alderman Hallquist asked how many times the City has gone through the entire process for traffic calming. Mr. Grisa advised the process has never made it to the Engineering phase. The policy has

been effective at addressing the issues through education or enforcement. In the beginning, there were several problematic places that were addressed but the occurrence has slowed.

***Motion by Alderman Mike Hallquist, second by Alderman Christopher Blackburn to approve the neighborhood traffic calming policy review. Motion carried 5-0.***

- h) State / Municipal Agreement for repairing /replacing storm sewers as part of the WisDOT improvement project to Capitol Drive from Brookfield Road to N. 124th St.

Alderman Blackburn asked how much is the cost for the storm sewer portion of the project. Mr. Grisa responded that the estimated cost is \$60,000.

***Motion by Alderman Christopher Blackburn, second by Alderman Scott Berg to approve the State / Municipal Agreement for repairing /replacing storm sewers as part of the WisDOT improvement project to Capitol Drive from Brookfield Road to N. 124th St. Motion carried 5-0.***

## 6. Adjournment

***Motion by Alderman Chris Blackburn, second by Alderman Mike Hallquist to adjourn the meeting at 9:45pm. Motion carried 5-0.***

Respectfully Submitted:  
Tom Grisa  
Director of Public Works