



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

July 8, 2016

TO ALL MEMBERS OF THE PUBLIC WORKS COMMITTEE:

**Ron Volkert
Jim Zajkowski
Craig Kittel**

There will be a meeting of the Public Works Committee on Tuesday, July 12, 2016, at 3:00 p.m. in the ED Lab of the Civic Center, 156 East First Street, New Richmond.

AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of minutes from the previous meeting, January 18, 2016**
- 4. Paperjack Creek Trail Fence**
- 5. Alleys**
- 6. Street Naming**
- 7. Jug Handle Update**
- 8. Overhead Street Signs**
- 9. Compost Site Hours**
- 10. Intersection of Hamilton Avenue and West Richmond Way**
- 11. Jake Break Signage**
- 12. Golf Club Informational Signs**
- 13. Intersection Visibility**
- 14. Tree Ordinance**
- 15. Communications and Miscellaneous**
- 16. Adjournment**

**Jeremiah Wendt,
Director of Public Works**

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

Copies:

**Fred Horne
The News
City of New Richmond Website**

**Jim VanderWyst
Northwest Community Communications**

PUBLIC WORKS COMMITTEE MEETING

January 18, 2016

Members Present: Jim Zajkowski, Craig Kittel and Ron Volkert

Members Absent: None

Others Present: Jeremiah Wendt, Eric Thompson, Michael Mroz, Ray Rivard and Jeanne Bergman

Craig Kittel moved to adopt the agenda as presented, seconded by Ron Volkert and carried.

Ron Volkert moved to approve the minutes from the October 7, 2015 meeting, seconded by Craig Kittel and carried.

Urban Non-Point Source Planning Project: Eric Thompson, from MSA Professional Services, gave a presentation on the Urban Non-Point Source Planning Project. The City is nearing the 10,000 population mark where they will be required to have a Municipal Separate Storm Sewer System (MS4) permit in order to discharge runoff from the storm sewer system. Recommendations for future management of storm water may include building new or retrofitting old ponds along with increasing the schedule of street sweeping. This plan will be implemented as opportunities arise with future road improvement projects and used as a tool for future development. Ordinances will also need to be updated to provide consistency between the City, County and surrounding townships. Mr. Thompson reported that overall the City is pretty well situated. There will be no expense to the City for this project as it will be funded by a Dept. of Natural Resources grant and matching Hwy. 64 Corridor Coalition funds.

Safe Routes to School: City staff, in cooperation with the New Richmond School District and West Central Wisconsin Regional Planning Commission, received funding and prepared, a *Safe Routes to School Plan* for the City. The committee reviewed and prioritized the implementation of the recommendations. Craig Kittel moved to recommend adoption of the plan, with changes as discussed, seconded by Jim Zajkowski and carried.

Sidewalk Repair/Replacement: In light of recent updates to the City's sidewalk ordinance and the allocation of funds for sidewalk repair/replacement in the 2016 budget, staff has developed a sidewalk repair/replacement plan for 2016. The focus of the 2016 plan will be on improving accessibility by eliminating spot hazards throughout the City. Discussion followed on the location of the spot hazards, sidewalk areas that need to be improved or removed and working with the townships on shared costs and grant writing. Craig Kittel moved to make the sidewalk improvements as presented, with the comment that they have already been budgeted for, seconded by Ron Volkert and carried.

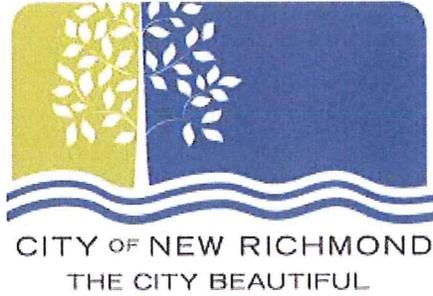
Snow Dumps on City Property: Past practice of the City has been to allow private snow haulers, who clear snow from properties in the City, to deposit the snow on City property near the intersection of 140th Street and CTH GG. Discussion followed on liability issues and if a fee should be implemented. Ron Volkert moved to keep the practice the same, seconded by Jim Zajkowski and carried.

Communication and Miscellaneous: None

Craig Kittel moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 7:22 pm.

Minutes submitted by Jeanne Bergman



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: July 8, 2016

RE: Paperjack Creek Trail Fence

Background

The eastern extent of the 2016 Paperjack Drive project ends at the southern trailhead of the Paperjack Creek Trail. In order to make for a more well-defined and aesthetically pleasing trailhead area, residents have inquired about the possibility of the City adding a decorative fence in this area. The trail runs very close to a private garden and backyard area for the first 160 feet, and a split-rail fence would maintain the aesthetic value of that area from the trail while defining the trail area and discouraging users from leaving the trail.

Recommendation

Staff recommends approval to install a split rail fence in this area, funded as a change order to the 2016 Street and Utility Improvements.



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

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RE: Alleys

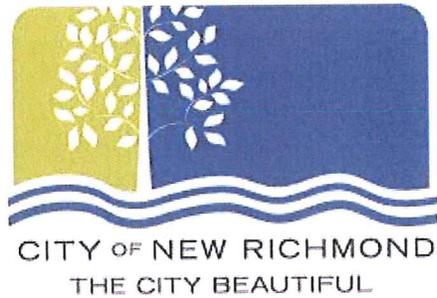
Background

The City has approximately 8,500 linear feet of alleys, located primarily in the older part of the City west of Knowles Ave. Surfacing on the alleys varies from gravel to asphalt (typically with concrete aprons and the street connections). Where the alleys do have an asphalt surface, the condition is very poor and in many cases has deteriorated to the point where plows, garbage trucks, and residential vehicles have difficulty navigating the alley.

As part of the 2017 budgeting process, staff is requesting that an alley maintenance/replacement plan be considered. The alleys are open to the public, so funding through tax revenue could be considered. However, the alleys (even to a greater extent than sidewalks) primarily benefit the abutting property owners as they provide access to garages or backyards and typically don't accommodate a large amount of public through-traffic. As such, an assessment for alley maintenance could be considered.

Recommendation

No formal action is requested at this time, but staff recommends further consideration of funding alley maintenance through a variety of possible means as part of the 2017 budget process.



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: July 8, 2016

RE: Street Naming

Background

The City Council has approved construction of a new street that will connect Madison Avenue with Cernohous Avenue, approximately 350 feet north of West Richmond Way. The Public Works Committee is charged with recommending a name for this new street, with the City Council to provide formal approval.

Subdivision Ordinance Section 117-28.N.1.d states: "Any name which is assigned to any street, which is not presently a through street, shall be assigned to any intermittent section of street located in the immediate area on the same plane."

While the proposed street aligns somewhat closely with the plane on which Grant Way lies, Grant Way is not expected to extend to the west, so naming the new street Grant Way may cause more confusion.

The street runs east and west, and the connections to Madison and Cernohous provide continuity on both ends. As such, the suffix should be "Street"

The theme for streets in this area has been US presidents and New Richmond mayors. Possible names for the new street could be:

- Wilson Street
- Coolidge Street
- Harrison Street
- Garfield Street
- Monroe Street
- Van Meter Street
- Bell Street
- Hawkins Street
- Ubbelohde Street
- Epley Street



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: July 8, 2016

RE: Jug Handle Update

Background

City and DOT staff has been working cooperatively over the last several months to develop alternative plans for the future of the intersection of STH 64 and North Fourth/Wall Street. A revised plan has been developed, with several variations. Staff will update the Public Works Committee on this plan. A public open house is scheduled for July 13th from 4-6 pm to discuss the revised plan and variations with the surrounding property owners.

Recommendation

No formal action at this time.



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

DATE: July 8, 2016

RE: Overhead Street Signs

Background

Staff has received requests from residents and visitors to have overhead street signs on Knowles Avenue at the intersections controlled by traffic signals (similar to what exists at North Fourth Street). Currently, the signage at the side of the road is difficult to see when travelling at 45 mph on South Knowles, and when cluttered by many other signs in the downtown area. Estimated cost of this signage would be approximately \$500 per intersection for a total cost of \$3,000.

Recommendation

Staff recommends installation of the overhead signage in 2016 if budget allows, or to budget specifically for it in 2017 if a shortfall is expected.



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FROM: Jeremiah Wendt, Public Works Director

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RE: Compost Site Hours

Background

Staff has received a request to permit more user-friendly hours at the compost site. While the posted hours have remained 8:00-3:15 weekdays and 8:00-12:00 Saturdays, staff has experimented with leaving the site open overnight and over weekends, with minimal detrimental effect.

Given this result, the City could consider extending the hours of the site to 8:00 am until 6:00 pm (or until sunset) Monday through Saturday, and request assistance from the police department in patrolling or closing the site as needed in the evening.

Recommendation

Staff recommends extending the open hours of the compost site as explained above.



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

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RE: Intersection of Hamilton Avenue & West Richmond Way

Background

With the continued development in the West Richmond Way area, traffic congestion has become more pronounced at the intersection of Hamilton Avenue and West Richmond Way. Movements have become particularly difficult for drivers making left turns from Hamilton Avenue or the Walmart parking lot. However, according to the New Richmond Police Department, no accidents were recorded at that intersection in 2014-2016.

Because of the proximity to the traffic signal on STH 65/Knowles Avenue, signaling this intersection is not an option. The next steps in minimizing conflicts at this intersection as development continues would be to restrict left turns from Hamilton Avenue and the Walmart parking lot, or to close the median in the middle of the intersection, which would have the effect of eliminating the left turns out, but also the left turns into Hamilton Avenue and Walmart.

Recommendation

Staff recommends a phased approach to controlling conflicts at this intersection, with the first phase being to restrict left turns, and a future phase to include closure of the median.



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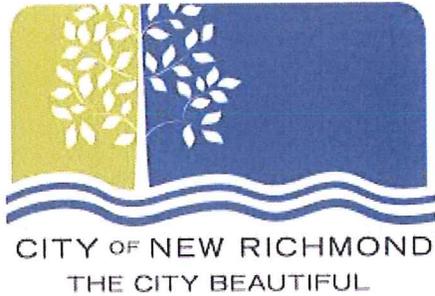
RE: Jake Breaking Signage

Background

A resident in the Evergreen Valley subdivision has suggested the installation of signs on CTH A as it enters the City of New Richmond near West Richmond Way that say "No Engine Braking Except in Emergency". City staff have discussed with the County Highway Engineer, and received approval to have the county install these signs, as it is a county highway and not a City street.

Recommendation

Staff recommends directing the county to install the signage detailed above.



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

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RE: Golf Club Informational Signs

Background

The New Richmond Golf Club has requested wayfinding signage to direct the public to their facility from the east as the current layout of some private driveways can cause confusion, and result in people ending up in private driveways rather than the Golf Club.

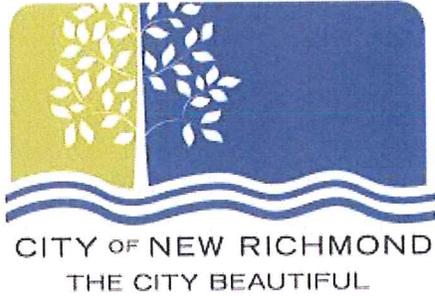
This wayfinding could be accomplished with informational signage posted within the Right-of-Way (blue signage with white lettering similar to what is seen for many churches in the City).

Three signs would be placed at the following locations:

- On CTH A, just south of the tee intersection with Business 64, facing northbound traffic. "New Richmond Golf Club" with a left arrow.
- On CTH A/Bus 64 just east of the bridge, facing westbound traffic. "New Richmond Golf Club" with a straight arrow.
- On CTH A/Bus 64 just east of the intersection with CTH K, facing westbound traffic. "New Richmond Golf Club" with a right arrow.

Recommendation

Staff recommends approval to place signage as described above.



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TO: Public Works Committee

FROM: Jeremiah Wendt, Public Works Director

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RE: Intersection Visibility

Background

Staff has received several complaints about intersection visibility this season. The City has two sections that address this item. Section 90-32 says:

a) Notwithstanding any other provision of this article, no person shall maintain, plant or permit to remain on any private or public premises situated at the *intersection* of two or more streets or alleys in the City any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such *intersection*.

(b) It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign or driveway approach to a street in the City. It shall be the duty of every owner of such tree, bush, shrubbery or vegetation to remove such obstruction.

(c) Any shrub, tree or other plant which obstructs the view at an *intersection* or the view of a traffic sign shall be deemed to be dangerous to public travel and the City Forester may order, by written notice, the owner or occupant of any private place or premises on which there stands a tree or shrub which unreasonably interferes with or encroaches upon the street or sidewalk, to take such steps as are necessary to remove such interference. If such owner or occupant fails, within ten days of receipt of notice, to take such necessary steps, the City Forester and/or Common Council shall order City employees to remove the interference. The cost of removing the interference shall be levied and collected as a special tax upon the property upon which or in front of which such tree or shrub stands.

(d) Any person who is an owner or occupant or firm or corporation failing to obey the written notice of the City Forester as specified in Subsection (c) of this section shall, upon conviction thereof, be subject to a forfeiture as established in [Section 1-7](#).

Section 121-53 clarifies the traffic visibility zone at an intersection is defined as “The area of a corner lot bounded by intersecting street curb or street edge and a diagonal line intersecting said street curb or street edge at a distance of 35 feet from the corner of the intersection of the street...” That distance is modified to 50 feet for the intersection of 2 arterial streets. Specifically, the intersections of Richmond Way and Gunston Drive, and the intersection of Derrick Drive and Bilmar Avenue have come up as possibly being in conflict with this ordinance. Staff will provide photos and recommendations for those specific intersections at the meeting.

Recommendation

Staff would like the Public Works Committee to review this ordinance, and ensure a comfort level with the idea of having tree removal from the traffic visibility zone be the responsibility of the abutting property owner.



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RE: Tree Ordinance

Background

Section 90-33(a) of the City's ordinance discusses the procedures to be followed for tree removal in the City:

Any tree or part thereof, whether alive or dead, which the City Forester shall find to be infected, hazardous or a nuisance so as to endanger the general public or other trees, plants or shrubs growing within the City, or to be injurious to sewers, sidewalks or other public improvements whether growing upon public or private premises, shall be removed, trimmed or treated by the owner of the property upon or adjacent to which such tree or part thereof is located. The City Forester shall give written notice to said owner to remedy the situation which shall be served personally or posted upon the affected tree. Such notice shall specifically state the period of time within which the action must be taken, which shall be within not less than 24 hours nor more than 14 days as determined by the City Forester on the basis of the seriousness of the condition of the tree or danger to the public. If the owner shall fail to remove, treat or trim said tree within the time limited, the City Forester shall cause the tree to be removed, treated or trimmed and shall report the full cost thereof to the City Clerk-Treasurer, who shall thereupon enter such cost as a special charge against the property.

Recommendation

Staff would like the Public Works Committee to review this ordinance, and ensure a comfort level with the idea of having tree removal from terrace areas be the responsibility of the abutting property owner. Specifically, staff is requesting guidance on how to apply this in situations where trees are to be removed due to sidewalk damage or the construction of a new sidewalk or other improvement.