

156 East First Street
New Richmond, WI 54017
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November 3, 2017

TO ALL MEMBERS OF THE PUBLIC WORKS COMMITTEE:

**Jim Zajkowski
Mike Montello
Craig Kittel**

There will be a meeting of the Public Works Committee on Tuesday, November 7, 2017, 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, August 28, 2017**
- 4. Right-of-Way Mowing**
- 5. City Property on Rounds Avenue**
- 6. Alley Ordinance**
- 7. Cemetery Fence**
- 8. Paperjack Drive Speed Data**
- 9. Comprehensive Plan Transportation Issues**
- 10. Downtown Signage**
- 11. Emerald Ash Borer Management Plan & Ordinances**
- 12. Communications and Miscellaneous**
- 13. 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 SAFETY COMMITTEE MEETING

August 28, 2017

2:30 p.m.

Members Present: Jim Zajkowski, Craig Kittel and Mike Montello

Others Present: Jeremiah Wendt, Mike Darrow, Michael Mroz, Noah Wiedenfeld, Andrew Lamers, Owen Haugen, Tom Mews, and Lori Brinkman

Jim Zajkowski called the meeting to order at 2:30 p.m. Roll call was taken.

Craig Kittel moved to adopt the agenda as presented, seconded by Jim Zajkowski and carried.

Craig Kittel moved to approve the minutes from the May 3, 2017, meeting, seconded by Jim Zajkowski and carried.

Urban Forestry Project Update

Owen Haugen, GIS Intern, gave an update on the Tree Inventory project he's been working on this summer. Noah Wiedenfeld explained the scope of this project and the fact that it began due to Emerald Ash Borer (EAB) disease that has been infiltrating surrounding counties. Owen's focus has been on trees located on public easement areas and in rights-of-way. Owen has been documenting the types, locations, health inventory, and general characteristics of the trees. He has completed approximately 85% of the inventory and believes he will finish by the time his internship is up. He has logged 3,271 trees into the system so far. The three most common trees are the Silver Maple, Ash, and Blue Spruce. There was discussion about trees on private property, notifying residents of infected trees, treatment options for infected trees, and more. Owen explained the early signs of EAB which include treetop die-off and holes bored in the upper tree canopy. There was discussion about treatment and/or removal/disposal of infested trees. There was also discussion about replacing trees. Jeremiah Wendt explained that we have over 100 trees at the gravel bed nursery that can be used to replace diseased trees (crab apple, Lilac, Mountain Ash, Elm). There are brochures that can be given to residents on EAB. The UW-Extension office will be offering a free seminar this fall about EAB.

Ponderosa Lane/Norway Pine Circle Stop Sign Request

Jeremiah Wendt explained the City has received a request to place a stop sign at the three-way uncontrolled intersection at Ponderosa Lane and Norway Pine Circle. Jeremiah outlined guidelines set forth by the Institute of Traffic Engineers to determine the need for a stop sign. This intersection does not meet the criteria for installing a stop sign. A yield sign can also be considered in these situations. Jeremiah recommends not installing a sign at this intersection because of the low volume of vehicles per day (average of 280) and adequate sight lines, and instead encourages drivers to rely on the Wisconsin Statute for uncontrolled "T" intersections (Wis. Stat. 346.18 (3m): "At an intersection where traffic is not controlled by an official traffic control device or by a traffic officer, the operator of a vehicle approaching the intersection on a highway which terminates at the intersection shall yield the right-of-way to any vehicle approaching the intersection on a highway which continues through the intersection.").

Jeremiah asked the Committee if they would like to review each request that comes in for stop signs at uncontrolled intersections or if they would like Jeremiah to determine whether or not the intersection meets the criteria for adding a sign. The Committee agreed that Jeremiah can follow the guidelines and only involve the committee if/when there is an appeal.

Jim Zajkowski made a motion to deny the request for a stop sign at the intersection of Ponderosa Lane and Norway Pine Circle, seconded by Mike Montello and carried.

Second/Third Street Parking

Jeremiah Wendt explained that as the Public Works staff began preparing to repaint parking lines on Second and Third Streets, it became apparent that the existing layout does not meet the City's requirements for vision triangles, nor do the spaces meet the dimensional requirements set forth in the zoning ordinance. In order to comply with the requirements, the number of parking spaces and their orientation need to be modified. Jeremiah presented several sketches outlining the various options Staff have developed. He also mentioned that the bike path may possibly cross through on Second Street (to connect from the east side of Knowles to the west) and we need to take that into consideration as well.

There was much discussion on this topic. Jeremiah is not looking for a recommendation or approval at this point; he wants to get the discussion going and have the Committee bring suggestions forward.

Tom Mews (First National Community Bank president) understands the situation and stated his concerns with the parallel parking options. He's concerned about taking parking spots away and states people are hesitant to use parallel parking spaces. Craig Kittel agreed that he does not want to take away parking spaces.

Mike Montello stated that we need to figure out where the bike path will go before determining parking layout on Second and Third Streets. Does the bike path need to go on Second Street (it needs to be at a controlled intersection)? He wondered if it could be moved to Fourth Street or Sixth Street which also have controlled intersections.

Several parking and traffic flow ideas were discussed. Mike Darrow recommends gathering more information regarding current ordinances, policies, accident data, etc., and bringing this topic back at next month's Public Works Committee meeting.

Mike Montello made a motion to table the topic of Second/Third Street parking, seconded by Jim Zajkowski and carried.

Knowles/Minnesota Alley between W Second and W First Streets

Jeremiah stated the City owns an odd-shaped parcel adjacent to the Knowles/Minnesota alley between West Second and West First Streets. One of the adjacent property owners has inquired about the possibility of the City dividing the parcel among the adjacent property owners. Jeremiah recommends having a new certified survey map done for this area and dividing the parcel between the business owners along the property.

Mike Montello made a motion to approve the City looking into the costs of having the land re-surveyed and divided, Seconded by Craig Kittel and carried.

Pershing Avenue Parking

At the Public Works meeting on May 3, 2017, discussion took place on vacating a portion of Pershing Avenue which would allow for additional parking at Immaculate Conception Church. A local resident expressed concern about parking on this street which may limit access for emergency vehicles. Jeremiah Wendt and Fire Chief Jim Vanderwyst drove the street with the ladder truck (the longest fire truck) to determine what parking restrictions need to be in place to allow access for emergency vehicles. City Staff is recommending signage and yellow curb paint to designate areas on West First Street, Pershing Avenue, and West Second Street as non-parking. Mike Montello suggested sending out courtesy letters to the church and residents so they are aware that the changes will be coming.

Jim Zajkowski made a motion to approve the parking as recommended by City Staff and make the changes effective October 1, seconded by Mike Montello and carried.

Cemetery Fence

Michael Mroz gathered quotes for replacement of the cemetery fence along Starr Avenue. The estimated cost for a 4-foot black chain link fence is \$12,160, and the estimated cost for a 6-foot black chain link fence is \$14,440. There are no funds in the 2017 budget for this project, therefore, Staff recommends removing the existing fence and allocating funds in an upcoming budget cycle.

Jim Zajkowski would like Staff to look into the cost of planting hedges along the border for a more natural boundary. Michael Mroz agreed to look into the cost of hedges.

Craig Kittel made a motion to table the cemetery fence discussion for further investigation, seconded by Jim Zajkowski and carried.

Communications and Miscellaneous

Craig Kittel wondered if the speed limit signs had been placed in Whispering Prairie; Michael Mroz said they had.

Mike Montello moved to adjourn the meeting, seconded by Craig Kittel and carried.

Meeting adjourned at 3:52 p.m.

Minutes submitted by Lori Brinkman



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MEMORANDUM

TO: Public Works Committee
FROM: Michael Mroz; Operations Manager
DATE: October 27, 2017
SUBJECT: ROW Mowing

Background

As the City continues to grow, the Public Works mowing operations has become an area of concern because of the amount of time spent cutting grass. Compounding the problem is the additions of maintaining the New Richmond Cemetery, Airport, and now the Community Commons site over the past 2 years.

One way to free up City Staff is to eliminate mowing the ROW adjacent to privately owned property. Currently, there are a number of areas throughout the City in which the Public Works staff mows the ROW along private property (City staff will show a map at the meeting). In most cases, this came to be because it was easier to mow these areas instead of issuing a weed ordinance violation. But as our responsibilities continue to expand all these unnecessary are starting to inhibit our staff from performing job responsibilities.

Recommendation

City staff recommends identifying all ROW areas that we currently maintain throughout the City that borders privately owned property and send them a letter to explain that the City will no longer mow their ROW beginning in 2018.

Action

Following discussion, a motion to proceed with staff's recommendation is necessary to start implementing this process.



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: November 1, 2017
SUBJECT: City Property on Rounds Avenue

Background

The City owns a parcel of land off the east end of E 3rd Street, just east of Rounds Avenue. One of the neighbors has inquired about the possibility of acquiring this property from the City.

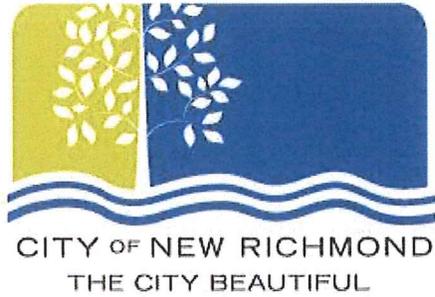


Staff has researched this parcel, and it is unclear at this point whether the parcel would be considered part of the 3rd Street right-of-way, or a stand-alone lot. This distinction will determine whether the parcel needs to be vacated, in which case it would be divided between the abutting property owners, or whether it can be sold.

Recommendation

Staff recommend moving forward with disposal of this parcel, in whatever manner is deemed appropriate based on the determination of its status. The Committee can discuss whether the City would look to sell the parcel or divide it and deed it to the adjacent property owners if it is determined that the parcel is not right-of-way.

If the parcel is determined to be right-of-way, the legal process for vacating would need to be followed, which involves a recommendation from the Plan Commission, as well as initial and final resolutions from the City Council.



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works
Noah Wiedenfeld, Management Analyst

DATE: November 2, 2017

SUBJECT: Alley Ordinance

BACKGROUND

At their October work session, the City Council voted unanimously to proceed with having City staff draft an ordinance regarding alleys. Per the direction given by the City Council, the draft ordinance includes language placing weight limits on alleys, requiring alleys to be paved with asphalt, and sharing asphalt costs 50/50 between the City and the abutting property owners based on lineal frontage.

RECOMMENDATIONS

The Public Works Committee should review the draft ordinance, discuss any changes or additions that should be made, and consider a formal recommendation to approve the ordinance. After incorporating feedback from the Public Works Committee, the draft ordinance will be reviewed by the City Attorney and advance to the City Council for consideration and possible adoption.

Sec. 70-19. – Alleys.

- (a) *Procedures.* Not less than annually, the Public Works Committee shall make a recommendation to the Common Council for the repair/replacement of existing alleys.
- (b) *Repair or replacement.* Pursuant to Wis. Stats. § 62.11(5) and Wis. Stats. § 66.0701, and in addition to other methods provided by law, the Common Council may order the repair, removal, or replacement of any alley for the health, safety, and welfare of the public and the good order of the city. Fifty percent of the cost of paving with bituminous asphalt will be borne by the City, with the other 50 percent borne by the property owners. Costs associated with engineering, underground utilities, subgrade, curb, site restoration, lighting, and all other project costs shall be borne by the City. The cost to reconstruct the alley will be determined each year based on current market pricing and applied on a lineal foot basis when calculating the abutting property owner's share. Property owners can pay the bill in one lump sum, or choose to have the bill placed upon the tax roll as a special tax against said lot or parcel to be repaid over 5 years at an annual interest rate of six percent. Routine alley maintenance including but not limited to fixing potholes, crack filling, and seal coating are the responsibility of the City.
- (c) *Permit.* No person shall hereafter lay, remove, replace, or repair any public alley within the City unless the person is under contract with the City to do such work or has obtained a permit therefore from the Director of Public Works or his or her designee at least seven days before work is proposed to be undertaken. No fee shall be charged for such permits. Such a permit shall be issued upon a showing that there will be compliance with all applicable laws, standards, and ordinances.
- (d) *Nonconforming alleys.* An alley constructed contrary to the provisions of this section shall not be considered a legal alley, and may be ordered to be replaced with a legal alley that is in conformity with this section, the same as if no alley whatsoever had been built or constructed in the place where any such alley is located.
- (e) *Alley specifications.* All public alleys shall be paved with bituminous asphalt and otherwise comply with Section 117-28 (General Street Design Standards) of the City Code and AASHTO standards.
- (f) *Weight restrictions.* Pursuant to Wis. Stats. § 349.16 and Wis. Stats. § 349.17, vehicles having a gross weight of more than 6,000 pounds are prohibited from using any public alley within the corporate limits of the city, unless such alley is being used to obtain orders for supplies or to deliver supplies or commodities to or from a place of business or residence with an entrance on such alley, or if the vehicle is authorized to perform certain services reasonable and necessary to promote the public health, safety, and welfare.
- (g) *Speed limits.* No person shall drive a vehicle on any public alley in the City of New Richmond at a speed greater than is reasonable and prudent under the circumstances, and in no event at a speed greater than ten (10) miles per hour.



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MEMORANDUM

TO: Public Works Committee
FROM: Michael Mroz; Operations Manager
DATE: October 27, 2017
SUBJECT: Cemetery Fence

Background

At the August Public Works meeting, the committee tabled the decision to replace the New Richmond Cemetery boundary fence along Starr Avenue due to costs associated with removal and installation of a new one. As an alternative the committee directed staff to obtain numbers for a decorative hedge. Staff has since contacted the local nursery and the rough estimates came back as follows:

Hedge

	Per Shrub	# Needed	Total
• Summer Wine Ninebark	\$10.00	200	\$2000.00
• Compact Cranberry Viburnum	\$10.00	200	\$2000.00

Fence

	Per Foot	Total
• 4' black chain link	\$16.00	\$12,160.00
• 6' black chain link	\$19.00	\$14,440.00

Recommendation

Due to the price difference between a decorative hedge and chain link fence, Staff recommends proceeding with the purchase either the Summer Wine Ninebark or Compact Cranberry Viburnum with planting to occur in the Spring of 2018. There are funds available from a previous grant that will cover the expense of the bare rootstock.



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: November 1, 2017
SUBJECT: Paperjack Drive Speed Data

Background

Since the reconstruction of Paperjack Drive in 2016, and the installation of the new radar sign on the east end of the project, staff has collected data on the speed and volume of traffic. Staff will present a summary of this data at the Public Works Committee meeting, and begin a discussion on any apparent issues with speeds in this area.

Further, staff will discuss other areas within the City where this type of information may be available, and get ideas on other areas where it should be collected.



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: November 1, 2017
SUBJECT: Comprehensive Plan Transportation Issues

Background

Several items have been brought up by members of the Public Works Committee, City Staff, and members of the Comprehensive Plan citizens group related to transportation issues in the Knowles Avenue downtown corridor. Because these issues have significant overlap, and one tends to greatly affect the others, Staff is recommending that they all be discussed as part of the larger Comprehensive Planning Effort, rather than discussed as individual items for the Public Works Committee to address at this time. Further, Staff recommend a focused area of study as part of the Comprehensive Plan that would touch on each of these issues and give direction for short and long term solutions. The items that should be included in this Comprehensive Plan focus area include:

- Parking layouts on 2nd and 3rd streets one block east and west of Knowles Ave (discussed at the previous PW Committee Meeting)
- Bicycle/Pedestrian accommodations, and designated crossing areas throughout the downtown area and north of the bridge
- Improvement of bike/pedestrian river crossing accommodations including the addition of railings on the existing Knowles Ave bridge, widening of the dam walkway, and consideration of separate bridge structures.
- Addition of a left-hand turn signal at Knowles/W 4th Street.
- A comprehensive review of the Knowles/1st Street intersection including review of one-way issues, possible signalization, and bike/pedestrian accommodations.



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works
Noah Wiedenfeld, Management Analyst

DATE: October 27, 2017

SUBJECT: Downtown Signage

EXISTING WAYFINDING SIGNS

The downtown currently has four wayfinding signs that are older and difficult to read. As City staff discussed replacing these signs in the downtown, it was determined that it might be worthwhile to look at creating a consistent community wayfinding signage program. There are several destinations such as the local schools, churches, WITC, Police Department, Heritage Center, Hatfield Park, etc. that could be included on wayfinding signs displayed on Knowles Avenue. The same color scheme and design could also be incorporated into signage in the Business and Technical Park. Consistent wayfinding signage would also allow us to reduce the number of existing individual signs along Knowles Avenue, helping to reduce some of the visual clutter in the downtown and thus making the wayfinding signs, crosswalk signs, and public parking signs more effective.



Above: Existing wayfinding signs in the downtown



PROPOSED WAYFINDING SIGNS

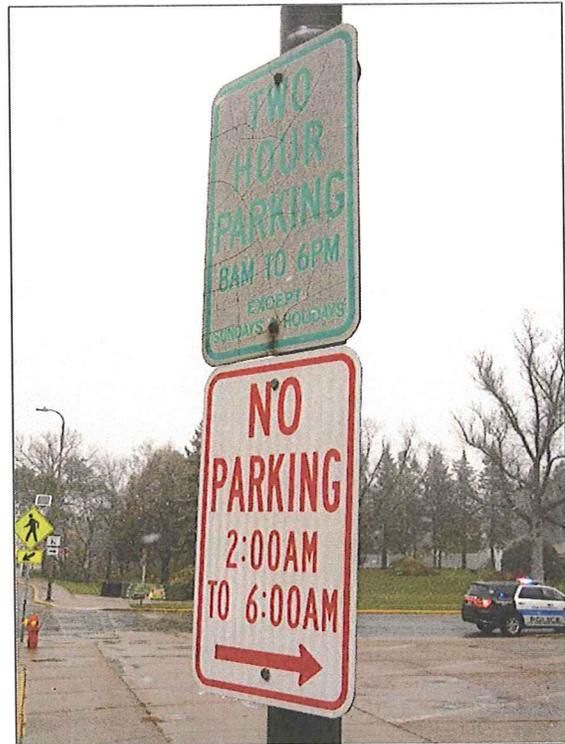
The Wisconsin Department of Transportation has specific requirements for community wayfinding signs on state highways, including text and background colors, lettering and sign size, arrows, the maximum number of destinations allowed per sign, eligible destinations that can be included, etc. City staff have sent a proposed sign design (shown to the left) to the DOT which has received their preliminary approval. City staff would need to submit a map with proposed sign locations, as well as the specific text and layout for each individual sign, for final DOT approval.

DOWNTOWN PARKING

Currently in the downtown, there are two types of parking restriction signs posted: two-hour parking from 8 am to 6 pm except Sundays and holidays, and no parking from 2 am to 6 am. The two-hour parking signs are very faded and should be replaced. However, before these signs are replaced, City staff wanted to bring this topic to the Public Works Committee to discuss the possibility of no longer having two-hour parking restrictions in the downtown, and simply removing the signs without replacing them.

There have always been varying opinions about parking restrictions in the downtown. Some business owners feel like the two-hour parking restrictions discourage people from spending time in the downtown, and a customer who receives a parking ticket may be unlikely to return. Other business owners are upset if their customers have to park further away from their respective business because a vehicle has been parked directly in front of their business for several hours.

In discussions with the New Richmond Police Department, the two-hour parking restrictions have not been actively enforced in recent years. Patrol officers have not been regularly chalking tires or otherwise monitoring how long vehicles have been parked, and have enforced the parking restrictions primarily on a complaint-only basis.



RECOMMENDATIONS

Wayfinding Signage

The Public Works Committee should consider a formal recommendation directing City staff to proceed with receiving DOT approval for new wayfinding signs as presented, and purchasing and installing the new signs over the winter months. Redundant wayfinding signs would be removed after the new wayfinding signage is installed.

Parking Restrictions

City staff recommend removing the existing two-hour parking signs without replacement. The topic of two-hour parking restrictions should then be reviewed again in three months to see if there have been any issues or strong feedback from businesses in support of restoring two-hour parking restrictions.



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MEMORANDUM

TO: Public Works Committee

FROM: Noah Wiedenfeld, Management Analyst

DATE: November 2, 2017

SUBJECT: Emerald Ash Borer Management Plan & Ordinances

BACKGROUND

The City of New Richmond's urban forestry project funded by the Wisconsin DNR includes the following components that must be completed before the end of 2017:

- Emerald Ash Borer Management Plan
- Bare root stock for the gravel bed nursery
- Training for the Department of Public Works
- Purchase of personal protective equipment (PPE)
- Tree inventory
- Revisions to City tree ordinances
- Community resource guide and materials for private property owners

At the Public Works Committee meeting, City staff will provide an update on the various project components. No formal action is needed at this time.