



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

July 2, 2018

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 Monday, July 9, 2018 at 5:00 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, May 7, 2018**
- 4. Parking Lot Parcel at Arch/E 3rd**
- 5. Request to Reserve Spaces in Parking Lot at Arch/E 3rd**
- 6. ROW Mowing Follow-Up**
- 7. Knowles Avenue Corridor Study Proposals**
- 8. CTH A Trail Crossings**
- 9. Surplus Equipment – DQ Sign**
- 10. Radar Sign Data Update**
- 11. Communications and Miscellaneous**
- 12. 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

May 7, 2018

3:00 p.m.

Members Present: Jim Zajkowski, Craig Kittel and Mike Montello

Others Present: Jeremiah Wendt, Mike Darrow, Michael Mroz, Noah Wiedenfeld, Joel Enders, John Harrington, Bonnie Erickson, Mark Stephens, and Lori Brinkman

Jim Zajkowski called the meeting to order at 3:04 p.m. Roll call was taken.

Mike Montello moved to adopt the agenda as presented, seconded by Craig Kittel and carried.

Mike Montello moved to approve the minutes from the February 5, 2018, meeting, seconded by Craig Kittel and carried.

North Pierson / High Street Address Change

At the February Public Works Committee and City Council meetings, City Council approved renaming portions of North Pierson Avenue, High Street, and Washington Avenue to Lakeside Drive. After notification went out to property owners, the City received a letter from one of the property owners expressing his concern about the name change. Jeremiah Wendt stated there was a staff miscommunication with regard to notifying property owners about the street name change so the issue has been brought back to the Public Works Committee. Property owners John Harrington (High Street) and Bonnie Erickson (North Pierson Avenue) stated their concerns about changing the street name and their reasons for wanting the street name(s) to remain the same. Discussion followed. Staff feels the street should have one street name, especially given that the street is more curvilinear after it was reconstructed in 2015. Mike Darrow stated the main reason for the street name change is for ease of finding properties (Lakeside Foods and each home) for deliveries, EMS, Fire, etc.

Jim Zajkowski made a motion to rename the portion of street currently known as North Pierson Avenue to High Street, seconded by Craig Kittel and carried. This item will now go to the City Council on Monday, May 14.

Knowles Avenue Corridor Study

Jeremiah explained the Public Works Committee has discussed several concerns in the Knowles Avenue corridor over the past year, including pedestrian crossings, traffic calming, and on-street parking. Since that time, the St. Croix River Crossing has opened and the Comprehensive Plan has been updated, which both affect the Knowles Avenue corridor as a whole. Jeremiah proposes a corridor study for Knowles Avenue that will look at parking and pedestrian and bicycle considerations among other things. He is looking for committee approval to contract with SEH for an amount not to exceed \$48,550 to begin a corridor study. Discussion ensued. Public Works Committee members would like to advertise for bids for the study and include the entire length of Knowles Avenue (Hwy 64 to Richmond Way). Jeremiah expressed his interest in moving forward with this study in a timely manner.

Mike Montello made a motion to move forward with Advertising for Bids for a Knowles Avenue Corridor study to include Knowles Avenue in its entirety, with a separate breakdown of the area from Hwy 64 to 11th Street, seconded by Craig Kittel and carried.

City "Welcome" Signs

Jeremiah explained the New Richmond welcome signs and locations. Since the City has grown, the welcome signs are no longer near the City limits and we need to explore new locations for the refurbished signs. Staff have identified possible sign placement locations for two of the welcome signs (one on the west side of town along Highway 64 on property owned by Lakeside Foods, and one on the south side of town south of Aldi on property owned by Derrick Construction) and would like authorization to discuss sign placements with the property owners and to draft easements.

Mike Montello made a motion to authorize discussion of sign placement and easement drafting, seconded by Craig Kittel and carried.

Public Works Surplus Property

Michael Mroz explained that the Public Works staff regularly reviews existing equipment inventory and identifies opportunities for enhanced efficiencies, lower costs, and higher quality of service. During the recent review, staff has identified several pieces of equipment that could be consolidated into one piece of equipment and identified other pieces that are no longer used or needed. Michael outlined equipment that could be sold on the WI Surplus Auction website. Funds from the equipment sales could be used toward the purchase of a Bobcat Toolcat 5610 with a snow blower and angle broom attachment. Discussion followed. If additional funds are still needed (after the online sale) for the purchase of the new Bobcat Toolcat, funds could come from the Parks and Streets Departments' equipment budgets.

Jim Zajkowski made a motion to post the surplus equipment for sale on the auction website and use funds to purchase a new Bobcat Toolcat 5610, seconded by Mike Montello and carried.

Downtown Trees

Noah Wiedenfeld discussed the trees in the downtown area along Knowles Avenue. The existing trees are ash trees that were planted in the early 1980s and have outgrown the tree grates. As preparations are made for sidewalk replacements this summer, and given the fact that the ash trees will likely need to be removed in the near future due to the spread of Emerald Ash Borer, City staff has identified six trees for removal and replacement. These trees would be the first phase of a three-phase tree replacement process. The six trees are located on the east side of South Knowles Avenue. Staff would like to purchase two-inch caliper Princeton Sentry Ginkgo trees, which would be approximately 10 feet tall when planted. Trees would be installed in roughly the same places as the current tree locations and staff would do this in conjunction with sidewalk panel repair/replacement. Noah has met with several of the business owners along South Knowles Avenue to get their feedback on tree grates, landscaping, and/or other edging possibilities. Business owners want to make sure lights will go back up on the new trees. Staff will make sure that electrical service is run to all trees and that lights are installed on the new trees. It is recommended that the removal and replacement of all downtown ash trees take place over a three-year period in a phased approach.

Mike Montello made a motion to authorize the removal and replacement of identified trees, incorporating the landscaping feedback from downtown business owners, seconded by Craig Kittel and carried.

2018 Street & Utility Projects

Jeremiah explained bids were opened today at 2:00 for the 2018 Street and Utility projects, which include 125th Street reconstruction, East Fourth Street utility improvements, County Road A Trail (Phase 1), and 125th Street/Paperjack Creek Nature Trail. Haas Sons, Inc., had the low bid. Jeremiah requests approval to present the bid information to the City Council at the May 14 meeting.

Mike Montello made a motion to bring the bid information for the 2018 Street and Utility projects to the May 14 City Council meeting, seconded by Jim Zajkowski and carried.

Residential Refuse and Recycling Services

Mike Darrow explained that the growth of the City and evolving recycling needs have necessitated a review of the City's refuse and recycling service/operations. Staff has identified the following needs: to ensure consistent and sustainable refuse and recycling services are offered to all residents; to contract for refuse and recycling collection in city parks; to reduce wear and tear on roads and alleys; and to create updated contracts for services. Staff has drafted a Request for Proposals (RFP) based on feedback from roundtable discussions and resident input; the draft RFP has been presented to the Public Works Committee. Mike Darrow is asking the Public Works Committee for approval to present the draft RFP for Residential Recycling Collection and Disposal Services to the City Council.

Mike Montello made a motion to present the draft RFP for Residential Recycling Collection and Disposal Services to the City Council at their May 30 work session, noting changes to items 2.3 and 2.6, seconded by Jim Zajkowski and carried.

Communications and Miscellaneous

Jeremiah noted bids were opened this afternoon for the 2018 Fog Sealing ad for the 2018 Crack Filling ad. He will present the bid information at the May 14 City Council meeting.

There was discussion on the compost site. The hours were extended last summer so it is now open seven days a week from 8:00 a.m. until dusk. There has been a large increase in the volume of materials being disposed of, some of which come from commercial lawn care businesses. Questions have come up such as: is there a desire from the Public Works committee to capture costs from these commercial companies; should video cameras be installed or stickers issued to ensure that only City residents are using the compost site? The committee will address these items at a future meeting.

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

Meeting adjourned at 4:43 p.m.

Minutes submitted by Lori Brinkman



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: July 2, 2018
SUBJECT: Parking Lot Parcel at Arch Avenue/E 3rd Street

Background

The City owns a parcel on the corner of S Arch Avenue and E 3rd Street, that currently functions as a public parking lot. There is a small private parcel on the southwest corner of the parking lot, with a home/business on it. The new owner of this parcel intends to operate as a midwife in this space, and has inquired with the City regarding options to expand her available parking (currently one stall).

Staff located the property corners in this area, and it turns out that the City owns much of the green space that functions as the "yard" for the private property in question. At this point, the City does not maintain this space, or have a specific use for it, and it may serve a higher and better use if attached to the private parcel.

Recommendation

Staff recommends that the Public Works Committee convey the greenspace adjacent to the City's parking lot on Arch/E 3rd to the adjacent property owner at 137 E 3rd Street. If directed, Staff would work with the property owner to have the conveyance document drafted and recorded.

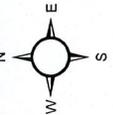


ARCH AVE S

E 3RD ST



E 3rd St/S Arch Ave Parking Lot



Grid: WI CRS St. Croix (Feet)
Projection: Transverse Mercator
Datum: NAD 83
Date: 02 July 2018



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: July 2, 2018
SUBJECT: Request to Reserve Spaces in Parking Lot at Arch/E Third Street

Background

The City owns a parcel on the corner of South Arch Avenue and East Third Street that currently functions as a public parking lot. There is a small private parcel on the southwest corner of the parking lot, with a home/business on it. The new owner of this parcel intends to operate as a midwife in this space, and has inquired with the City regarding options to expand her available parking (currently one stall).

The property owner inquired specifically about the possibility of reserving 1-2 stalls in the City parking lot for her clients, who are primarily expectant mothers. Staff have consulted with the City's Attorney and Planning Consultant, and the feedback from them is that the City can choose to lease out spaces in a public parking lot if desired. However, in making this determination, the City should consider the precedent that would be set by allowing for the lease of spaces, and the possible impact of other nearby businesses making the same request.

Recommendation

Staff recommends that the Public Works Committee consider this request with the long-term implications of leasing public parking areas in mind. Possible courses of action include:

- Denial of the request for lease of public parking spaces
- Direction of Staff to develop a policy that would allow for lease of public parking spaces while ensuring retention of spaces for the general public.



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: July 2, 2018
SUBJECT: ROW Mowing Follow-Up

Background

In late 2017, Staff made a presentation to the Public Works Committee regarding areas where City staff were mowing the ROW or terrace area adjacent to privately owned properties. The Committee directed staff to notify these property owners that we would no longer be mowing these areas, and that they would be responsible to maintain them based on City Ordinance 70-9, which states that "Every owner of land in the City whose land abuts a terrace is required to maintain, or have maintained by his tenant, the terrace directly abutting such land as provided in this section and elsewhere in this Code." The terrace area is defined as the land between the normal location of the street curbing and sidewalk, or where there is no curb and gutter, the area fifteen (15) feet from the edge of pavement.

Many of these areas were straightforward, and were resolved easily. However, some areas remain where parcels are oddly shaped, have excessive ROW areas, or are in adjacent townships, that require further consideration.

Staff will present a summary of the parcels and terrace areas in question for feedback from the Committee.

Recommendation

Staff will request clarification from the Public Works Committee on the desired policy related to ROW mowing at these outlying parcels.



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: July 2, 2018
SUBJECT: Knowles Avenue Corridor Study Proposals

Background

At the May 7, 2018 Public Works Committee meeting, staff recommended that the City conduct a comprehensive study of the Knowles Avenue corridor to address concerns raised by the Committee and the public as part of the Comprehensive Planning Process that was recently completed. The Committee asked staff to develop a Request for Proposals (RFP), which was sent out to several firms, and made available on the City's website.

Staff received 3 proposals in response, which will be presented to the Committee for review prior to the July 9, 2018 meeting.

Recommendation

Staff requests a recommendation from the Public Works Committee, which will be brought to the Council Meeting on July 9, 2018, for award of the contract for the Knowles Avenue corridor study.



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MEMORANDUM

TO: Public Works Committee
FROM: Jeremiah Wendt, Director of Public Works
DATE: July 2, 2018
SUBJECT: CTH A Trail Crossings

Background

As part of the 2018 Street and Utility Projects package, the City included Phase 1 of an off-street trail in the CTH A corridor, connecting the Woodland Creek and Willow River Bluffs subdivisions with the City's existing trail system adjacent to W 8th Street and the Willowind subdivision. This trail connection was identified as a key component of the City's trail system through the Bike and Pedestrian Master Plan and the recently completed Comprehensive Plan, as well as through public engagement processes associated with the 125th Street project.

The concept included in the bid package included the trail crossing CTH A at Quail Run, and north of the intersection of CTH A with Scenic Lane. Because of the volume and speed of traffic in this corridor, the Public Works Committee expressed concern that the crossings be carefully engineered to enhance safety, or that alternate routes be considered in order to remove one or more crossings.

While the bulk of the 2018 Street/Utility Projects have been moved forward, City staff, SEH, and St. Croix County have continued to work on these crossings to ensure the safest and most cost-effective design is employed. Based on this work, two alternatives are presented to the Public Works Committee for consideration.

Alternative 1: 2 Crossings

Alternative 1 follows the route originally designed, with crossings at Quail Run and north of Scenic Lane. Both crossings would be equipped with advanced warning signs, pavement markings, and push-button activated Rectangular Rapid Flashing Beacons (RRFBs) at each location. Because of the turning lanes at the Quail Run crossing, the pavement is nearly 50 feet wide. As a result, an overhead mast-arm mounted beacon would be required. In order to maintain consistency through the corridor, a similar mast-arm arrangement would be required at the Scenic Lane crossing.

The estimated cost of the overhead mast-arm RRFB arrangement is approximately \$60,000 per location, for a total cost of \$120,000 for the two crossings.

Alternative 2: 1 Crossing

Of the two crossing locations, the Scenic Lane crossing is preferred because of the topography (it is located at the apex of the hill), and because of the roadway geometry (there are no turning lanes in this location, so the pavement width is only about 36 feet). The narrower roadway also allows for the possible use of a pedestal-mounted RRFB in this location (at an approximate cost of \$40,000), rather than an overhead arrangement.

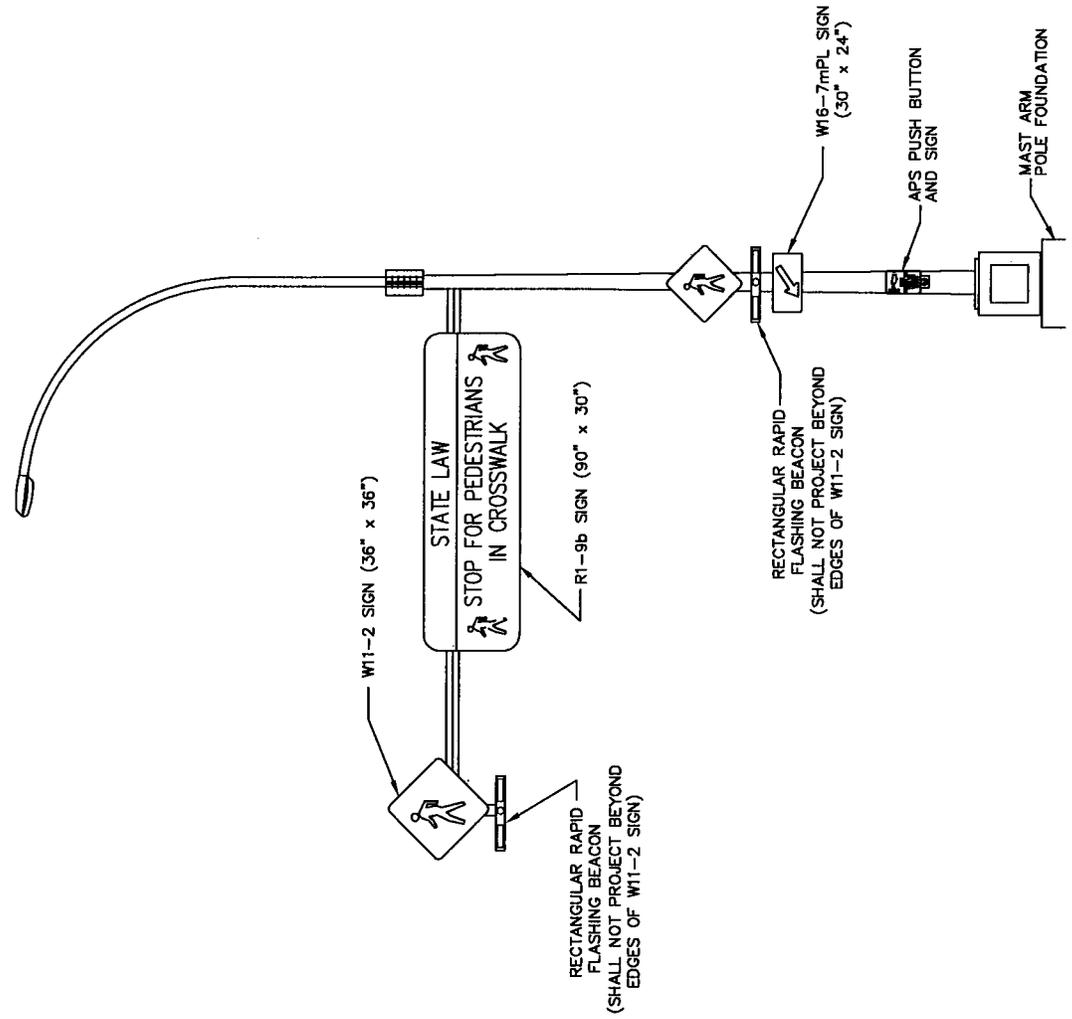
In order to eliminate the Quail Run crossing location, but still connect the Woodland Creek subdivision to the City's trail system, an additional 1,300 feet of trail could be constructed on the east side of CTH A from Quail Run to the Scenic Lane crossing. The estimated cost to design and construct this trail is \$89,000, so the total cost with the RRFB is estimated at \$129,000.

Recommendation/Sources of Funds

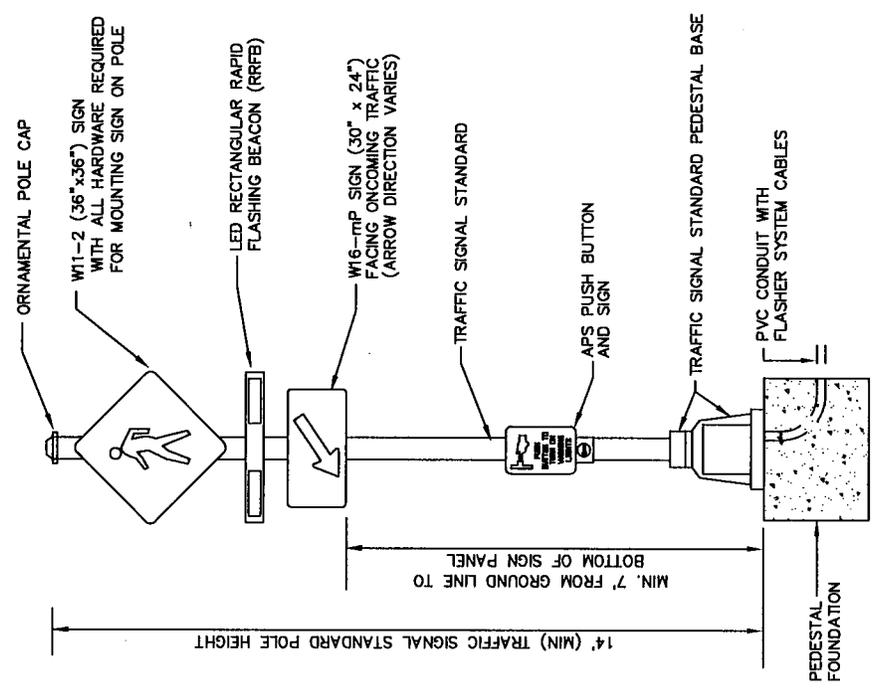
Staff requests a recommendation from the Public Works Committee to move forward with Alternative 2 based on the following proposed sources of funds:

- Possible developer contribution for temporary trail eliminated in Willow River Bluffs: \$15,000
- Traffic Control Operating Budget: \$20,000
- Transportation Impact Fees: \$94,000

FLASHER POLE DETAILS



FLASHER PEDESTAL POLE DETAIL



DRAWN BY: _____ DESIGNER: _____ CHECKED BY: _____ DESIGN TEAM: _____	NO. BY: _____ DATE: _____	REVISIONS: _____	DATE: _____ LIC. NO. 22357		PROJECT: 451461000 ST. PAUL, MN 55110-9196 www.sehinc.com	FLASHER POLE DETAILS	FILE NO. _____
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works

DATE: July 2, 2018

SUBJECT: Surplus Equipment – DQ Sign

Background

When the City's Public Works crew demolished the old Dairy Queen building, the "DQ" portion of the sign had already been removed by the previous owner. The remainder of the sign structure consisted of a vertical steel member, with the "Brazier" logo and lettering area still attached (see photo). Staff placed the sign in a back area of the old landfill area in anticipation of a full load of scrap metal before it was disposed of.

In the meantime, a member of the public discovered the sign, which is broken in several places, and asked if the City could give him the message board portion of the sign. Based on City Code 2-245, the sign would first have to be declared surplus property by the City Council. Then, the Department Head would be charged with disposing of the property by one of the following means:

- Donation to a nonprofit organization within the City or to a governmental agency
- Public Auction
- Sale by sealed bid
- Negotiated sale
- Destruction (based on a value less than \$500)

Any public auction or awarding of bids would need to be published, along with a description of the item, as a Class 2 notice.

Recommendation

Staff requests a recommendation from the Public Works Committee on whether the DQ sign is surplus property, and how to dispose thereof. If the Committee desires to dispose of the sign by a means other than destruction, staff would recommend that it be included in the online auction of other items/equipment that were declared as surplus earlier this year.





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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works

DATE: July 2, 2018

SUBJECT: Radar Sign Data Update

Background

As part of the 2016 and 2017 Street and Utility Projects, Radar speed detection signs were installed on Paperjack Drive and North 4th Street. Staff will provide an update on the most recent data collected from these signs, and feedback on the effectiveness on these signs and other traffic calming measures in the area.