



**MINUTES**

1. **CALL TO ORDER:** 5:15 pm

2. **ROLL CALL**

**Committee Members:** Bill LeClair, Scott Stechmesser, Doug Brandt

**Staff and Others:** Matthew Heckenlaible, Scott Ahl

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the July 3, 2024, Public Works Committee meeting

A motion was made by Scott Stechmesser to approve the July 3, 2024, Public Works Committee meeting minutes, seconded by Doug Brandt. Motion carried.

4. **PUBLIC INPUT – N/A**

5. **ONGOING PROJECT STATUS AND ACTION, IF NEEDED**

A. **Sandy Bay Highlands Phase 3 update**

Award of the contract – Notice of Award and contract documents are being prepared to be sent out this week.

Start of construction anticipated September 16th with the first portion of construction being completed by November 15th and the remainder of the project completed by June 2025.

B. **Roosevelt Avenue reconstruction update**

All sanitary sewer and water main work, private sanitary laterals and water services have been completed along the project limits. The contractor is presently working on mainline storm sewer and storm laterals throughout the project. Contractor is hoping to complete the storm sewer work by the end of the week of August 5th and then will transition over to grading and graveling of the roadway with paving to follow.

Access will be provided across Roosevelt Avenue at Hawthorne Street for the entire day of August 13, 2024, to the polling location at Abundant Life Church. There will be signs assisting voters to get to Abundant Life Church similar to those placed out for the 2024 spring election.

C. **Washington Street Bridge - pedestrian accommodation update**

Received some positive news regarding the pedestrian accommodations as WDOT is allowing the city to do the work. Anticipated to begin concrete work the week following Labor Day, (September 9th). Crews are presently relocating the lane lines due to the pedestrian accommodations shifting into the easterly lane.

D. **FASTER migration update**

Data migration from the Win version to the Web version on August 19th. Hoping to be fully trained and live by the end of September 2024, if not sooner.

**E. Browns Drive - curb and gutter installation**

Public Works crews have been working on the curb and gutter on the unfinished portion of Browns Drive to provide a full width roadway for Braun's Truss Manufacturing facility that is under construction. They are presently working north of the stormwater facility and have constructed approximately 400 feet of curb and gutter.

**6. PROPERTY OWNER REQUESTS – N/A**

**7. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION**

**A. WDOT small bridge/culvert inventory update**

No notice has been received from the County or State as to what is required to date.

**B. Sidewalk maintenance clearance requirements**

This topic was introduced at the July 3, 2024, Public Works Meeting. New sidewalk, unless approved otherwise, is 5'-4" or 64". What is an acceptable width that needs to be maintained free of encroachments (bushes, grass, snow, fences, lawn art, etc.)?

Bill LeClair thought that there was information out there regarding sidewalks. Scott Ahl stated that is the sidewalk guidance document for 'defective' sidewalks and does not address how much sidewalk pavement needs to be exposed.

Ordinance Section 4-1-6 A states that "The owner of every building, lot or part of a lot within the city fronting upon a public sidewalk shall remove or cause to be removed all snow and ice from such sidewalk within 24 hours from the time when the snow ceases to fall." However, this does not address encroachments such as grass, bushes, retaining walls, etc. The minimum width for ADA compliance is 42"; but, at certain intervals, the sidewalk would need to be wider. Discussion continued that encroachments would have to be removed at least annually. Enforcement issues would also become a challenge.

The Committee suggested draft language of 'Property owners must maintain or remove encroachments to the full width of concrete sidewalk at least annually or when the encroachments exceed 4 inches over the concrete sidewalk pavement.'

**8. COMMITTEE AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENDA AND ACTION, IF NEEDED**

**A. Washington Street special event closures**

Doug Brandt inquired about special events and the closures of Washington Street to see if there was a process in place to review these closures as some events are becoming more popular while others appear to be losing interest. Director Heckenlaible noted that early in the year, several staff members along with the Police Department looked at and reviewed the upcoming events for the year. Coordination is made with WDOT regarding any anticipated closures for Washington Street. Mr. Brandt wasn't aware of this review process and was satisfied that they were being reviewed. No further action required.

**9. DISCUSS STAFF RECOMMENDATIONS (TRAFFIC AND PARKING CONTROL) - ACTION, ENDORSEMENT OR MODIFICATIONS, AS NEEDED**

**A. 22nd Street between Neshotah Road to Pine Tree Drive - creation of 6-hour parking zone**

Public Works Engineering Department received a suggestion about possibly creating a 6-hour parking zone on both the north and south sides of 22<sup>nd</sup> Street where possible between Pine Tree Drive and Neshotah Road. This suggestion was made because during the summer months parking is always at a premium near the beach.

Presently there are a few parking restrictions on the south side of 22<sup>nd</sup> Street near Zlatnik Drive to Neshotah Road and up near the curve of 22<sup>nd</sup> Street by Sandy Bay Road (CTH O).

No formal items have been prepared for this meeting but am looking for general feedback from the committee prior to moving forward for input primarily from the Police and Park & Recreation Departments.

Bill LeClair stated his observations of parking for the most part is primarily along the southside of 22<sup>nd</sup> Street as people don't want to park on residences' lawns (terraces). There was additional discussion regarding overall parking need for the beach area and Director Heckenlaible stated that he thought that parking concepts were brought up in the Neshotah Beach master plan including possible improvements along with parking along Pierce Street.

There was concurrence by the committee not to enact additional parking restrictions along 22nd Street.

**B. Discussion of on street parking on Jefferson Street north of 22nd Street**

**1. Signs are up**

No new updates since this action has been taken. There had been a food truck parked on the west side of Jefferson Street north of 22<sup>nd</sup> Street. The Police Department made contact with the owner requesting they relocate as it is prohibited in residentially zoned districts.

Committee comments included that the situation improved and there has not been a lot of spillover onto adjacent side streets.

**C. Emmet Street from 16th Street to 22nd Street - parking concerns**

Received an email from a council person who was informed of a parking concern similar in nature to Jefferson Street with trucks and trailers parking on both sides of the street and other vehicles not being able to traverse through Emmet Street.

Yes, there are vehicles with trailers along with other vehicles that park on both sides of Emmet Street. Due to the traffic volumes and extra 2.5 feet of pavement width, no conflicts or significant concerns were observed that would impede larger vehicles such as fire trucks, garbage and recycling trucks or buses from traversing this corridor.

There are some concerns about individuals parking on the terrace blocking driveways and possibly running home businesses from their residential properties. These are enforcement issues that don't fall under Public Works.

Recommendation from staff would be to do nothing with concurrence by the committee.

**D. Neshotah Road parking concerns**

Another resident that lives north of 22<sup>nd</sup> Street in proximity of the beach raised concerns over the narrowness of Neshotah Road, especially on hot weekend days or large special events. This resident stated that cars park on both sides of Neshotah Road from 22<sup>nd</sup> Street north to 25th Street; and, with the already narrow road and vehicles parking completely on the pavement, access gets congested and limited. The resident requested that a parking restriction be implemented.

Looking at Neshotah Road, yes, the road is narrow, but the property owners also do not maintain the minimum 4-foot terrace buffer from the edge of pavement (current ordinance requires this area to be turf grass) which forces motorists to park completely on the roadway, causing this congested situation.

No formal items have been prepared for this meeting; but was looking for general feedback from the committee prior to advancing this forward for input primarily from the Police Department.

The committee did not see the need to create permanent parking restrictions for Neshotah Road for a handful of special events.

After additional committee discussion, the direction provided was for staff to have discussions with police and fire to see if they have any concerns relative to accessing the area with emergency response vehicles during large events or on hot, busy days at the beach. If there is a concern, would it warrant the placement of temporary parking restrictions on Neshotah Road and the north side of 22<sup>nd</sup> Street for certain special events?

**E. Adams Street from 22nd Street to 27th Street - request for stop sign**

Public Works Engineering received an email from a citizen requesting stop signs be installed on Adams Street between 22<sup>nd</sup> Street and 27<sup>th</sup> Street because it is a raceway. That section of Adams Street has been recently reconstructed; and, when there are few cars parked in the roadway, it does provide the illusion of a dragstrip.

The email did state that when the Police Department would place the portable radar unit in the area, speeds would reduce until the unit was removed and then the speeds increased again.

The Federal Manual of Uniform Traffic Control Devices (MUTCD) does make a point that stop and yield signs are NOT to be used as speed control devices. Therefore, the recommendation from staff is NOT to install any stop or yield signs and pass this speed enforcement concern over to the Police Department.

Concurrence of the committee to leave as is.

**F. Review with possible action - parking ordinance language**

1. Trucks
2. Trailers
3. Overnight parking restriction times

Besides providing City Council with the ability to restrict trailer parking as previously presented at Council, no additional information has been prepared.

Does the committee have a preferred direction at this time or look at it next month?

Presently, the parking ordinance restricts trucks with an available payload of 2 tons from overnight parking within residential zoning districts.

After discussion, the committee suggested allowing standard use pick-up trucks up to 1-Ton classification (examples being the Chevy/GMC 3500, Ford 350, Ram 3500), but restricting any trucks having a commercial license plate or DOT numbers, no box or panel trucks, and no vehicles with dually tires.

The committee also discussed restricting the maximum width of vehicles and trailers (including anything loaded onto the trailer) to 7.5 feet or 90 inches. (Meeting postscript – this would most likely restrict most campers or RVs from parking on the street.)

The committee also concurred with modifying all nighttime parking restrictions times to match those of the Winter Parking Ban (1:00 am to 6:am).

The committee requested staff to look at developing parking ordinance language modifications as suggested during the discussions.

**G. 22nd Street and Monroe Street - stop sign concerns**

This topic was brought up for discussion at the September 2023, Public Works Committee meeting. The request at that time was to implement flashing LED stop signs. Besides changing the intersection over to traffic signals, which the traffic volumes do not warrant, LED stop signs are the next most advanced measure that can be taken. At the end of the discussion, the committee opted not to make any changes.

The police chief forwarded some concerns that he had been receiving pertaining to this intersection. There have been no additional incidents in the past 11 months relative to crash history; however, it should also be noted that the chatter on social media has recently increased stating how dangerous that intersection is.

I observed some of the morning commute on August 7, 2024, and did not see anyone blowing through the intersection as past complaints and social media would lead people to believe. I did observe numerous slow & go situations especially in the southbound movement when there was a vehicle making a left turn onto 22<sup>nd</sup> Street or when there were no other vehicles at the intersection. The other significant drive error that I observed was southbound vehicles making left turns from the far west (curb) lane onto 22<sup>nd</sup> Street.

The committee discussed this and were ready to make a motion to do nothing as there have not been any additional incidents since our last discussion on this issue in September 2023.

Director Heckenlaible suggested reconsidering that plan. Although he concurs that nothing has changed and recent and past visual observations did not indicate any vehicles proceeding through the intersection at full speed, he suggested possibly considering doing something.

Next steps could be to:

- Increased enforcement
- Increase the stop signs from the existing 30"x30" size to 36"x36"
- Add "Stop Ahead" signs in advance of all four legs of the intersection
- Add flags
- Add rumble strips
- Red flashing lights
- Other attention getting devices
- Red LED flashing stop signs

The committee reconsidered and Doug Brant made a motion to implement a relatively low cost option of increasing the stop sign size from 30 inch to 36 inch, seconded by Scott Stechmesser. Motion carried.

#### **H. Memorial Drive request to lower speed limit**

Staff received an email from the City Manager's office from an individual looking to reduce the speed limit along Memorial Drive (STH 42) from its present posted speed of 45 mph to 35 mph or even 25 mph. Staff response back to the City Manager's office was that the City has no jurisdiction relative to modifications of the speed limit on that stretch of highway and they would need to contact the Wisconsin Department of Transportation.

No action required.

#### **I. Downtown ADA parking discussion**

With the Senior Center 70<sup>th</sup> Anniversary celebration that is going on August 7, 2024, a special request to create some additional ADA parking spots was made and granted by the City Manager. Four additional spots were created along Washington Street between 17<sup>th</sup> Street and 18<sup>th</sup> Street adjacent to Central Park West.

That led to a discussion of should the downtown area, primarily Washington Street have some officially designated ADA parking spaces.

No formal items were prepared for the meeting; but was looking for general feedback from the committee prior to advancing this forward for input primarily from the Police Department, Park & Recreation and Main Street.

The committee discussed the idea of ADA parking in the downtown area and concurred that during some special events it would be warranted. But they were concerned with creating permanent ADA parking regarding the impact to regular business parking. Examples were discussed with certain downtown special events. If permanent ADA parking accommodations were created on Washington Street and the special event closed Washington Street, such as with the car show, the ADA parking accommodations would not be available. As such they would be more inclined to create temporary ADA parking accommodations on a case by case, event by event, basis.

A motion was made by Scott Stechmesser not to create permanent ADA parking accommodations in the downtown area but consider implementation of temporary ADA parking accommodations on an event by event basis. Motion seconded by Doug Brant. Motion carried.

**10. OTHER ITEMS THAT MAY COME BEFORE THE COMMITTEE: CONSIDERATION AND ACTION, IF NEEDED**

Director Heckenlaible noted that he was brought into a discussion regarding the beach jet ski/kayak launch area due to a complaint raised by a jet ski user and the inconvenience of beach goers while they are trying to launch and recover their jet ski. There are some concerns with signing and clarity of the use of the parking area, where vehicles are supposed to park and restricting beach goers from utilizing the beach in proximity to the launch area. An email was sent back to Park & Recreation staff inquiring about these concerns and will await feedback from them to see if anything further needs to be done.

**11. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING**

Proposed as Wednesday, September 4, 2024, at 4:30 pm

**12. ADJOURNMENT: 7:25 pm**

Scott Stechmesser made a motion to adjourn the meeting, seconded by Doug Brandt. Motion carried.

Respectfully submitted by: *Matthew R. Heckenlaible*  
Public Works Director/City Engineer