

PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, JUNE 27, 2023 AT 5:30 PM

Commission members present: Alders Bartz, Board, Wetzel and Comm'r Thompson

City employees present:

Public Works Director/City Engineer Jaynellen Holloway

Assistant City Engineer Andrew Beyer

Street Department Operations Manager Stacy Winkelman

1. CALL TO ORDER

Chairman Wetzel called the meeting to order at 5:35 p.m.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

3. REVIEW AND APPROVE MINUTES

Public Works Minutes from June 13, 2023

Motion to approve Comm'r Thompson

2nd Ald Bartz

Carried by unanimous voice vote

4. BUSINESS

A. Review and take possible action: collection of solid waste and recycling for residence outside City limits: N534 Second Street Road for \$19.08/month

Ald Bartz asked if the City provides the carts to which Stacy Winkelman answered that the City provides waste and recycle carts as is done for City residents.

Motion to approve Comm'r Thompson

2nd Ald Bartz

Carried by unanimous voice vote

B. Review and take action: Change order #3 for Contract #5364-23-01 (Fourth St.) to Forest Landscape and Construction Co. for a total of \$93,190.15. After a discussion with our contractor, it has been determined that the overrun costs due to the additional street work requested by the Public Works Team during a post-bid project walk-through should be accounted for in a change order. The concrete saw cutting was adjusted to match control joints in the existing concrete pavement, which increased the amount of concrete needed to replace prior to the resurfacing project. The following extra quantities/items included:

Line 4 – Remove Concrete Pavement additional 5725 SF at a cost of \$11,450.00 Line 10 – Concrete Pavement 7" additional 5725 SF at a cost of \$74,425.00 Line 14 – Crushed Agg Base Course #3, 6" additional 636.1 SY at a cost of \$ 3,180.50 Line 15 – Breaker Run Course, Light, 8' thick additional 636.1 SY at a cost of \$ 4,134.65. These change orders reflect the current quantities completed through pay request #4 and increase the approved contract price (\$853,260) by \$93,190.15 for a revised contract price of \$978,600.15.

Motion to approve Ald Board

2nd Ald Bartz

Carried by unanimous voice vote

C. Review and take possible action: Change Order No. 1 to Contract #6-23 with Payne & Dolan for \$320,689.65

At the May 23, 2023 Public Works Commission Meeting, additional street resurfacing candidates were discussed as a change order to the 2023 bituminous surfacing contract. Payne and Dolan has provided agreed prices for full-depth resurfacing to be performed as part of the City's 2023 Bituminous Surfacing Project via contract change order. Engineering is recommending the following streets be added to the contract:

1. Liberty Lane – South Street to termini – PASER 2
2. Sunnyfield Court – Elm Street to termini – PASER 2
3. Woodbridge Trail – Crestview Drive to Briar Court – PASER 3-4
4. Fieldcrest Court – Woodbridge Trail to termini – PASER 3

In answer to Ald Bartz question, CE/PWD Holloway stated that Colonial Drive would be added to the 2024 street budget.

Motion to approve Comm'r Thompson

2nd Ald Bartz

Carried by unanimous voice vote

D. Review and take possible action: Ruth Street/N. Concord Avenue Alley solid waste collection

The alley connecting the 1200 block of Ruth Street and the 100 block of N. Concord Avenue is currently used for solid waste collection. A property owner reached out to City staff regarding alleged damage resulting from a solid waste collection vehicle accessing an alley to collect solid waste. The property owner recently had a plat of survey conducted at 1209 Ruth Street which appears to show a portion of the paved alley encroaching onto private property. The property owner is seeking resolve to the rutting and broken concrete suspectedly caused by a City solid waste vehicle. There are two possible scenarios;

- 1. City negotiates easement or fee land transfer for pavement area suspected to be encroaching onto private property at 1209 Ruth Street and continues solid waste collection from the Ruth Street alley. It is our belief that solid waste collection trucks need this paved area to effectively access the alley and collect solid waste, without causing damage to private property.*
- 2. City saw cuts and removes pavement area suspected to be encroaching on private property. The removed pavement would be restored with topsoil, seed, and matting. If this option moves forward, solid waste would be collected from N. Concord Avenue, Ruth Street, or N. Maple Street and solid waste vehicles would no longer access the alley.*

Any scenario would likely require the City to hire a professional land surveyor to verify any encroachment area and delineate a property boundary. A ballpark quote received for a plat of survey at 1209 Ruth Street & the surrounding alley area is \$2,000. Funding for said survey would come from the Solid Waste Utility.

Stacy Winkelman shared that the City has placed no parking signs on garbage pick up days on N. Concord with noticeable improvement.

Ald Bartz and Board stated their backing of option #1.

Ald Board motioned to go forward with the survey with a second by Comm'r Thompson.

CE/PWD Holloway asked if the motion was only for the survey while Ald Bartz asked if we could add the permanent signs saying "no parking."

Comm'r Thompson suggested that Public Works take to Public Safety that we ask for the signs to be placed as that is not in our purview to require parking restriction.

Ald Board approved the change to his original motion and offered up this final motion: The City proceed with a survey. The PW Committee agrees that Option #1 is the preferred approach. We encourage the Public Safety Committee to consider no parking in that area from 6:00-noon on Wednesdays or days of collection on a permanent basis.

2nd Ald Bartz

Comm'r Thompson stated "I assume this is a fairly small lot and my thought would be that we pursue some sort of easement rather than a land transfer which would further reduce this small lot in size which may affect future setbacks or whatever, a permanent, limited easement...I guess the attorney can figure that out.

Carried by unanimous voice vote

E. Review and take possible action: sidewalk repair order for 136 S Concord Avenue

Engineering is seeking approval to send a letter via certified mail per Wisconsin State Statute noticing the property owner to repair the sidewalk at a cost not to exceed \$680.

Motion Comm'r Thompson

2nd Ald Bartz

Carried by unanimous voice vote.

5. ADJOURNMENT

Motion to adjourn Ald Board

2nd by Ald Bartz

Carried by unanimous voice vote

Meeting adjourned at 5:57 p.m.

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

Note: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.