

CITY OF DELAFIELD PUBLIC WORKS COMMITTEE MINUTES

1. CALL MEETING TO ORDER

Chairperson D. Jashinsky called the meeting to order at 6:30 p.m.

2. ROLL CALL

Present

Absent

Don Swain
Art Baumann
Dan Jashinsky
Ed Marek
Bruce Neumiller
Harold Roberts
Tom Hafner

Also Present

Steve Hanson, Welch Hanson & Associates

3. APPROVE MINUTES OF JUNE 2, 2004

B. NEUMILLER MOTIONED TO APPROVE THE MINUTES OF THE JUNE 2, 2004 MEETING. H. ROBERTS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

4. OLD BUSINESS

a. SOUTH LAPHAM PEAK ROAD CULVERT – FINAL DESIGN

A design plan was included in the commissioner's packet. S. Hanson stated that the plan now shows more details, i.e. route profile, construction notes, elevations. Basically it is the same design as previously reviewed. The plan was sent out to the DNR last Friday in compliance with 207 Trans. The DNR is working on a letter for the text to be put in the paper for the 30 day notice. The design of the box in regards to wall thickness was discussed – these are pre-cast units and they meet state requirements. Bid opening will take place on July 30, 2004.

Steve Schmidt – His mother, Rose Marie Schmidt, lives at 425 South Lapham Peak, adjacent to the subject property. He inquired about the scheduling/construction time. S. Hanson stated that it looks like it might take place in September. D. Jashinsky clarified that this road would have at least one lane open at all times and will always be

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accessible. T. Hafner stated that they are planning on pulverizing and resurfacing 200 ft. to the north and 150 ft. to the south.

S. Hanson stated that he applied for the wage rate determination by the State. The cost does not require wage rates. He recommended using the Waukesha County prevailing wage rate. If the available period for construction was extended, a lower price might be incurred. D. Jashinsky stated that he liked the present schedule. T. Hafner thought that the proposed schedule would allow for restoration. S. Hanson stated that the specs call for a five day construction time (Monday through Friday).

b. OTHER

None.

5. NEW BUSINESS

a. CUSHING PARK RESTROOM FACILITY – PRELIMINARY SITE PLAN

Jennifer O'Leary of Welch Hanson was present at the meeting to review the facility. Elevations of buildings and the floor plan were included in the commissioner's packets. The packet was presented to the Plan Commission on June 30 and a slightly different architectural concept was presented to the Park & Recreation Committee on June 28. Park & Recreation wanted a slightly different roof structure (now shown on the present plan). Park & Rec has not officially acted on the new elevation at this time. The Site Plan includes the building and an 8' shelter overhang at the front entrance. The restroom doors face the parking lot. She reviewed the site. The building would be placed about 32' from the edge of the existing sidewalk further up the hill above the 100 year floor plain. The sidewalk will need to be extended. They would like to use concrete pavers. A review of the building took place. Electrical service will be provided and is about 40' to the east from the building. There is an existing sewer stub for connection located where the corner of the paved area will be. Water will be obtained from a drilled well. Part of the project is to the flag pole. It was clarified that the sewer would have to be pumped via an ejector pump. The building will be electrically heated and will have timed locks coinciding with the park hours. Public Works will maintain the building. Bids should go out by August 13, 2004 with construction beginning in October and completion by December. The plantings (low maintenance) will take place next spring. T. Hafner stated that this was a preliminary site plan. The final site plan will be ready for the next meeting.

b. TANIS, INC. 3660 KETTLE COURT EAST – PROPOSED BUILDING – SITE PLAN REVIEW

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Chris Jackson from Land Information Services, architect for the project, was present at the meeting. They are proposing to construct a new 48,000 sf building. They are looking for approval on the stormwater management plan, site grading and utility plan. M. Byrne of Briohn Building Corp. described the stormwater management and utility plans. T. Hafner stated that M. Court has reviewed this a few times, however the most recent calculations have not been reviewed at this time. Any approval on this site plan should be contingent on staff reviewing the stormwater calculations to confirm that they meet the City ordinances. Due to the restricted site plan, roof storage is available for some heavier rain events with restrictors on the down spouts to provide for some other stormwater management. The tree line at the back of the property is on the property line and will not be disturbed. T. Hafner discussed the sanitary lateral going underneath the stormwater pond. S. Hanson's memo recommended installing a clay dam to stop any potential stormwater going into the trench. T. Hafner recommended that if the pipe goes under the pond the length of pipe under the pond should be pressure pipe (water main pipe) to ensure better gaskets and joints in the pipe. The pipe will be 9' below the bottom of the pond.

E. MAREK MOTIONED TO APPROVE WITH STAFF APPROVAL ON THE KEY POINTS OF THE MEMORANDUM THAT WAS SENT WITH THE USE OF THE PRESSURE PIPE AND A FINAL REVIEW OF THE STORMWATER CALCULATIONS BY THE CITY ENGINEER. H. ROBERTS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

c. LANG INVESTMENTS, LTD. – THE CARPENTER'S SHOP – 805 WELLS STREET – SITE PLAN REVIEW

Rob from Lang Investments was present at the meeting. There are three lots. They plan on keeping the area wooded. H. Roberts addressed the flow of water. A. Baumann discussed the parking. S. Hanson stated that the parking area is increasing. It was suggested to combine all three lots to prevent future issues in regard to the build-out of the area. S. Hanson reviewed the drainage issue at Wells Street – the engineer may consider ramping the drive to the east to convey stormwater to the east into a ditch that could be improved to get stormwater to the improved ditch – about the location of the power pole east of the drive. Discussion took place about the area and the elimination of the parking spaces on the west side of the building and to bank parking spaces.

A. BAUMANN MOTIONED TO APPROVE THE DEVELOPMENT SUBJECT TO STAFF REVIEW, THAT THE PLAN COMMISSION REVIEW THE PARKING STALLS REQUIREMENT AND REDUCE THE PARKING STALLS IF POSSIBLE (BANK THE STALLS), AND THAT THE

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THREE PARCELS BE COMBINED INTO ONE PARCEL. E. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- d. REVIEW NE & NW STORMWATER MANAGEMENT PLAN – DRAFT REPORT

Gary Raasch was present at the meeting and gave an overview of the project. This plan addresses the northwest and northeast portions of the City. They looked at the areas that were undeveloped or yet to be developed and what the potential for regional stormwater facility would be. They found that particularly on the west side, there is relatively low density of development and many large parcels are internally drained. These areas are identified on the map. There was no reason to look at regional facilities on the west side. On the northeast side there are some areas that drain to the Bark River, some that drain to the lake, and some that are internally drained. They have made recommendations for five potential sites for regional stormwater facilities. The development schedule will determine when this should be done. The report reviewed approximate area and location required. T. Hafner stated that discussions have taken place regarding the possibility of adopting this report into the city's master plan and using it as a tool to make requirements of developers. Discussion took place on the various areas for proposed detention facilities. The commissioners thought that the report was very well done.

- e. REVIEW PROPOSED STORMWATER UTILITY ORDINANCE

A copy of the proposed stormwater utility ordinance was included in the commissioner's packets. Chuck Boehm of EarthTech was present at the meeting. He distributed a handout reviewing progress. The reason for a stormwater utility was to focus on the principles of taking the watershed area in 194/83 off of the tax roll for stormwater purposes and use a stormwater utility. This would shift the cost based on who is using the services and who is providing the stormwater quantity. The first part of the report looks at the fairness and equity issues. Those driving the cost would be paying their fair share. The watershed area was reviewed on the map. There is a block of residences included, but it is primarily commercial. Discussion took place on how the boundaries were determined. A. Baumann stated that there will be a question of fairness and inquired if the City would be prepared to answer it. Discussion took place on the inclusion/exclusion of residential properties. T. Hafner stated that the system must be fair and equitable. C. Boehm stated that he had data that would back up the fact that single family residences in the low density area are not the problem and did not impact the watershed. Based on discussions that took place in September he has looked at five other land use categories. He reviewed the methods. A

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formal credit policy would be needed be designed to define who would be eligible for what sort of credit and to what percentage of the total budget. Stormwater ponds and facilities that offset the costs should be given consideration. Discussion took place about using the Modifier Method. C. Boehm stated that they were looking for a recommendation to move with finalizing the ordinance and if they would like to use the Modifiers as shown in Method 1, they would modify it appropriately. It was the consensus of the commissioners to use the Modifier as shown in Method 1.

D. SWAIN MOTIONED TO PURSUE COMPLETION OF DEVELOPING THE ORDINANCE AND INCLUSION OF THE MODIFIER METHOD 1. A. BAUMANN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

f. OTHER

None.

6. DIRECTOR OF PUBLIC WORKS/ENGINEER/TRAFFIC COMMITTEE – REPORTS

a. DIRECTOR OF PUBLIC WORKS

1. GENESEE STREET PROJECT

A walk-through of the project took place. The State Field Manager came up with a punch list of which was included in the commissioner's packets. The contractors have been pursuing the punch list items over the last two weeks and continue to do so. Approximately 10-20% of the list has been completed.

2. CUSHING PARK BRIDGE PROJECT

A walk-through of the project took place. The Field Engineer has developed a punch list of which was included in the commissioner's packets. To his knowledge, no items on the punch list have been completed.

3. 2004 STREET IMPROVEMENT PROGRAM

S. Hanson reported. St. John's has had both lifts of asphalt. The area north of St. John's going up to Hillcrest and Oakwood have binder on. The shouldering will start tomorrow at St. John's. Nagawicka Shores and Indian Springs patch work has not been started yet. Hirschman should be paved tomorrow. Ditch clean out should take place before patching.

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4. DIX STORMWATER QUALITY POND

T. Hafner reported that this has gone to Plan Commission where they recommended approval of the plans. It will now go to the Common Council meeting to be held on July 12, 2004 where it is anticipated that approval of plans will take place. Advertisement of bids will take place on July 15, 2004 (assuming Council approval). EarthTech is looking at issues raised by the PWC, i.e., 2:1 side slopes on current concrete lined ditch. They are concerned about the stabilization. They think it will take the contractor a number of attempts, but with erosion matting they should be able to get this established. The possibility of completely lining it with rip rap has been looked at. They have contacted the DNR and the DNR is opposed to it and will not approve. The DNR would like to see the water to vegetation interface for water quality purposes. The City Arborist has been consulted in regards to the landscaping and progress is being made. The three residents who live on the shared access to the Dix property are in favor of the project.

5. OTHER

None.

b. TRAFFIC COMMITTEE

1. TRAFFIC ANALYSIS – TURN LANES – MAIN STREET AT INTERSECTION WITH GENESEE STREET

An analysis done by A. Baumann was included in the commissioner's packet. His opinion was to concur with Ruckert-Mielke's. The Ruckert-Mielke report had determined that the historical growth on Genesee Street is about 3.4% - reasonable growth for an area that is developing. There are still parts along Highway C that have not developed. A. Baumann also did an analysis that used a more conservative growth on Genesee Street of 2%. At 2013 it would be very close to requiring signals. It was his recommendation is that he would not remove the striping unless there are changes on Genesee Street and that signals would most likely be warranted in ten years. A. Baumann was thanked for his efforts.

2. GENESEE STREET ENTRANCE SIGN

At the last meeting this committee wanted to see the boards on the sign come down as soon as possible and for Ruckert & Mielke

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to look at the situation and justify placement of the sign. Following that meeting, the Common Council directed that opinions be sought in writing from the City Engineer and the contact at Ruekert-Mielke and that it then come back to Common Council for their consideration. This will happen at the Common Council meeting on July 19, 2004. Ruekert-Mielke's justification for placement of the sign and a review by the City Engineer will be provided to the Common Council. The City Engineer basically talks about how it doesn't meet the site triangle requirements for AASHTO, but it does meet the stopping sight distance requirements. Based on this, it could be considered reasonable to keep the sign in place. The driveway entrance issue still needs to be addressed. This is not covered by AASHTO standards and it is a decision that the City will have to make.

A. Baumann did further research in regards to driveway site distance in AASHTO on page 353/2001 which stated that "site distance and other important design control (for driveways, under the section titled "Driveways") can be limited by the presence of unnecessary roadside structures, therefore, no advertising signs should be permitted in the ROW. Billboards or other elements outside the ROW that obstruct site distance should be controlled by statutory authority or by purchase of easement." The type of the sign is up for interpretation. The stopping site distance was discussed. This area does require adherence to the FDM guidelines and if the City does not meet those guidelines, the Federal government may have the ability to pull some of the funding off. This should be thoroughly investigated. T. Hafner stated that the opinion of the City Engineer and Ruekert-Mielke was that although meeting the departure site triangle is desirable, it is not required by AASHTO standards. T. Hafner will provide the Common Council with a copy of all of the minutes for each time this issue was addressed by the PWC. A. Baumann may speak during the citizen comment section at the Common Council meeting. He felt that in his opinion, the sign should be moved and that it may be a hazardous problem. Discussion took place regarding the City's liability.

D. Jashinsky asked if it was known where the jurisdictional boundary was on Highway C between the County and City. T. Hafner thought it was from the interstate and that the entire intersection would be in the City. He thought that the entire length of the reconstruction was within the jurisdiction of the City.

It was stated that this problem should have been documented in a Design Study Report stating that the City was warned about this situation. This would have been included in a PS&E document.

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Investigation should take place to see if there was anything about this situation included in the Design Study Report.

D. Jashinsky stated that the intersection meets a minimum standard, not a desirable standard, and that the driveway issue is danger/safety hazard.

A. BAUMAN MOTIONED THAT THE INTERSECTION ONLY MEETS A MINIMUM STADARD AND THE PUBLIC WORKS COMMITTEE IS CONCERNED ABOUT THE DRIVEWAY SAFETY ISSUE. IN ADDITION, A CHANGE IN THE SIGN SHOULD TAKE PLACE TO BRING IT TO DESIREABLE SAFE STANDARDS BECAUSE OF THE SAFETY ISSUES. E. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

3. OTHER

The Traffic Committee will be looking at a three-legged intersection and issues by the Post Office, Nagawicka Road, and Weber Court. These will come before the PWC next month.

7. CORRESPONDENCE

- a. LETTER TO PROPERTY OWNER AT 1856 MILWAUKEE STREET REGARDING SITE RESTORATION

A letter will be written by the City Attorney.

8. ADJOURN

B. NEUMILLER MOTIONED TO ADJOURN FROM THE MEETING. D. SWAIN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED. THE MEETING ADJOURNED AT 8:52 P.M.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications LLC