

CITY OF DELAFIELD PUBLIC WORKS COMMITTEE MINUTES

1. CALL MEETING TO ORDER

Public Works Committee Chairperson D. Jashinsky called the meeting to order at 6:33 p.m.

2. ROLL CALL

Present

Absent

Art Baumann  
Dan Jashinsky  
Ed Marek  
Bruce Neumiller  
Tom Hafner

Pat Hawley  
Ron Miskelley  
Harold Roberts

Also Present

Mike Court  
Evelyn Headley – Park & Recreation Commission  
Beth Leonard – Park & Recreation Commission  
Chris Smith – Park & Recreation Commission  
Marilyn Czubkowski, City Clerk

It was noted that this was not an official meeting of the Park & Recreation Commission since they did not have a quorum.

3. APPROVE MINUTES OF OCTOBER 5, 2005 PUBLIC WORKS COMMITTEE MEETING

**B. NEUMILLER MOTIONED TO APPROVE THE MINUTES OF OCTOBER 5, 2005 AS PRESENTED. E. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

4. OLD BUSINESS:

a. DISCUSS CITY PARK (OAKWOOD ROAD) MASTER PLAN

The motion from the last Public Works Committee (PWC) meeting was read outlining the concerns of PWC. “B. Neumiller motioned to reject the plan and recommend review of centralized parking and restroom facilities (where the current picnic/sled hills are), to consider centralized concession/shelter buildings for the purpose of tournaments, better use of the topography for the location of the sled hill, that the mowed grass trails be paved with the exception of those in the prairie restoration/nature areas/perimeter, to reconsider the design of the parking lots to a more efficient simplified design, if there is a fire station that there be direct access onto Oakwood, and to have the semi-circle road be a public road with a

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dedicated row built to public roadway specs. P. Hawley seconded the motion. All were in favor. Motion carried. Discussion took place.”

Centralized Parking & Restroom Facilities – A document entitled “City of Delafield Community Park Master Plan Design Summary, Bonestroo Project No. 1724-04-100” was distributed to the committee members. M. Czubkowski stated that the park was designed by Bonestroo who is very experienced in the design of parks. The safety of the children must be considered. The centralized road would be shared with the church. The entire park was designed for the potential of shared facilities with the church. The Park & Recreation (P&R) members stated that the roadway is close to the soccer fields. B. Neumiller stated that from a usage standpoint people will not use the park because the parking is not within visual distance of the playing fields. He also felt that the restrooms were located too far away from the playing fields. B. Leonard stated that the soccer and ball fields would be practice and league fields. These fields would not be used for tournament play. She felt that they received good advice and input as to how the park was laid out during the charettes. B. Neumiller questioned if it was beneficial for the community to build a park that was limited in use. E. Marek thought that if the effort, time, and money were to be spent on a new park, the park should be maximized. D. Jashinsky reviewed other parks in the area. Discussion took place on the location of the restroom facilities and parking area. B. Leonard stressed that this is a conceptual plan and would be implemented in phases. The P&R Commission strongly felt that the location of the restrooms would be very usable in the location indicated on the plan. A. Baumann stated that he did not feel the Barn/Pavilion area would be used much due to the distance from the parking lot and that the location of the baseball field from the parking lot was great. Emergency vehicle access to the various areas of the park should be reviewed. Consideration of additional restroom facilities will take place.

Sledding hill – It is the intent of P&R to have the hill follow the natural contour of the land. If the aerial photo does not match up with the drawing, the drawing will be adjusted. P&R will confirm this with the design. The plan layout should label the area as “picnic/run out” area. It was confirmed that the sledding hill will be located where the hill naturally is. This will be confirmed and will be relabeled on the drawing.

Mowed grass trails – The PWC felt that if the trail was within long grass, it would be feasible, but would not make sense if it was a mowed trail in a mowed area. In the latter case, wood chips, mulch, limestone screening, etc. would be a better option on heavier used trails. It was felt that a paved trail would be more cost effective in the long run and would not affect the stormwater pond. By having the trail paved in the shorter mowed areas, it would increase the usage. P&R will refer this back to the park designer, Bonestroo, for their input.

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Parking lot design – PWC was concerned that the parking lot area was not maximized but yet it increased impervious surface. P&R was in agreement. This will be brought forth to the park designer.

Fire Station – The PWC felt that the fire station should have a direct route out and not through the park since this is for emergency response. The size of the fire department parking lot was questioned. P&R agreed.

The issue of the road being public or private was discussed in terms of revenues, grants, maintenance, etc. M. Court discussed the width of the road in regards to pedestrians and biking access (bike path being added to the shoulder). C. Smith stated that there is a path on the design plan that follows Oakwood Road that was supposed to utilize this type of traffic. A. Baumann discussed the right-of-ways needed for a public roadway. It was the PWC's preference to have the road a public roadway.

M. Czubkowski stated that this is a plan that is subject to change.

B. Neumiller stated that a concrete plan is needed before any phases are implemented. B. Leonard stated that some flexibility is needed due to possible fundraising activities. A. Baumann stated that the Corp. of Engineers at times provides earthmoving activities at no charge.

5. NEW BUSINESS

a. REVIEW PROPOSED CITY STANDARD CONSTRUCTION DETAILS

T. Hafner reviewed. This would be a standard document that would provide consistency as to how the city's infrastructure would be constructed. These standards would be provided to the developers prior to construction. The committee members thought that this was would advantageous and was an excellent idea. Suggested changes were:

- Text size needs to be larger
- The lines on the silt fence page were very faint and should be clarified and made darker
- Some of the names should be clarified
- Typical sections, recommended cross grades should be labeled.
- Terrace slopes and sidewalk slopes should also be looked at.
- The use of the word "bituminous" should be changed to "asphalt pavement".
- Extend gravel 1-2' beyond the curb.

J. Romanowski distributed his memo dated 11/2/05 dealing with Pavement Mixes and Standard Selections. Discussion took place regarding changing the City's pavement mix specification (gravel 6" & 4") and slope ratios (4:1). On the third sheet, on lower left corner it should state "interim".

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

a. DIRECTOR OF PUBLIC WORKS

No report.

b. CITY ENGINEER

1. SHOPPES OF NAGAWAUKEE/GOLF ROAD PLAN

Jim Romanowski was present at the meeting and distributed plans for paved striping and signage. The comments from the last meeting have been incorporated and were reviewed. Signage is the same as that used by the Roundy's Distribution Center on Highway 67 in Oconomowoc. The various lane widths were reviewed. A. Baumann stated that P. Hawley sent an email with comments and also recommended the retiming of the signals on Highway 83. M. Court stated that this is being worked on.

The width of the right turn lane into the upper entrance to Marshall's is tight. Delivery trucks will not be able to use this but will have to turn right from the travel lane in order to make the corner. The radius on the corner is not big enough. The stripping of the exiting of the actual physical site was reviewed. This will be reviewed to make sure that a truck can get in there turning from the right travel lane without having to cross one of the exiting lanes. A turn template should be put on it to make sure that it works. J. Romanowski stated that beginning Friday some rebuilding would take place. A. Baumann stated that if additional distance is needed to get the width on the incoming, the two outbound lanes should be narrowed down to 11' each to gain a couple of feet for trucks.

The monument sign was discussed in regards to vision concerns. It was thought that cars should stop at the stop bar and then proceed with caution. The question was if the area becomes an accident issue if the owner would be required to move the sign. M. Court stated that if this area became a problem, there may be a way to open up the bottom of the sign to provide better visibility. B. Neumiller would like staff to work out an arrangement with the developer. The Committee was in consensus.

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c. TRAFFIC COMMITTEE

1. CONSIDERATION OF RECOMMENDATIONS FROM 10/27/05 MEETING

A memo dated 11/2/05 from Mike Court was distributed to the commissioners. The Traffic Committee met last week. Issue #1 was "No parking on the south side of Milwaukee Street from Main Street to 3<sup>rd</sup> Street". The recommendation was to update the City code to reflect current field conditions.

**E. MAREK MOTIONED TO APPROVE THE RECOMMENDATION TO UPDATE THE CITY CODE TO REFLECT CURRENT FIELD CONDITIONS. A. BAUMANN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

Issue #2 dealt with the "Closure of a portion of Meadow Lane in the Steeple Pointe subdivision". The Traffic Committee's recommendation was to 1) Contact the Town to explore the option of connecting Meadow Lane to the Town road to the south; 2) If the connection of the roads is not feasible at this time, explore the option of barricading the road. 3) The road right-of-way is recommended to stay in place as originally intended to provide for the potential second access point.

**E. MAREK MOTIONED TO CONTACT THE TOWN TO EXPLORE THE OPTION OF CONNECTING MEADOW LANE TO THE TOWN ROAD TO THE SOUTH, THAT ADDITIONAL ENFORCEMENT TAKE PLACE, AND TO REVISIT THIS ISSUE NEXT YEAR. A. BAUMANN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

7. CORRESPONDENCE

None.

8. ADJOURN

**B. NEUMILLER MOTIONED TO ADJOURN FROM THE MEETING. E. MAREK SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:17 P.M.**

Minutes Prepared By:

**November 2, 2005**

**6:30 PM**

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Accurate Business Communications, LLC