

MINUTES OF THE BOARD OF PUBLIC WORKS MEETING HELD AT GREENFIELD CITY HALL, COMMON COUNCIL CHAMBERS, ROOM 100, ON TUESDAY, OCTOBER 28, 2014 AT 6:30 P.M.

1. Ald. Lubotsky called the meeting to order at 6:30 pm

Meeting called to order

Roll Call:	Ald. Pam Akers	Present
Ald. Bruce Bailey	Present	
Mr. Richard Kasza	Present	
Ald. Linda Lubotsky	Present	
Mr. Richard Mrochinski		Present
Atty Roger Pyzyk	Excused	

Also Present: Mr. Richard Sokol, Director of Neighborhood Services
Mr. Dan Ewert, Superintendent of Public Works
Mr. Jeff Katz, City Engineer

2. Approval of the September 23, 2014 Meeting Minutes

Approval of the 9/23/14 Meeting Minutes

Mr. Kasza asked for a correction of the September 23, 2014 minutes to reflect that he was in attendance.

It was moved by Ald. Bailey, seconded by Mr. Kasza, to approve the September 23, 2014 meeting minutes as corrected. Motion carried unanimously

3. Citizen Commentary

Citizen Commentary

None

At this time Item #8 was discussed

4. Director of Neighborhood Services Report

Director of Neighborhood Services Report

Mr. Sokol noted that the filming of the sidewalk video was completed to show some of the reasons why sidewalks can be a positive thing for our city. The finalized video should be available soon for viewing.

The Common Council has directed staff to begin the process of evaluating the creation of two tax incremental districts, one at I-894 and Loomis Crossing the other near South 60th Street and West Layton Avenue around the new Meijer's store. Meijer's has not asked for a TID however there are some issues regarding transportation and street condition around the new store which staff are concerned about. Staff is looking at ways to use the TID to anticipate and relieve congestion that we think is going to be created particularly adjacent to the high school. Layton Avenue in that area is not in the best condition. Milwaukee County does not have the necessary funding to take care of the street the way the city would like so we have had some conversations with Milwaukee County about using TIF financing to resurface Layton Avenue. Work should be complete before the new store opens.

Staff has been meeting regarding ESRI and GIS. ESRI is a vendor of GIS systems. We are looking to make some enhancements that make sense for us in our GIS system that would not only help staff but also the public.

The Safe Routes to School committee has met and has endorsed some changes to the Safe Routes to School plan, primarily how the city is using the funding that

is available to us and how we are distributing it amongst all the public schools in Greenfield.

Mr. Sokol stated that he has been involved with meetings with developers as Greenfield is currently in the middle of quite a few development inquiries right now. Announcements will be coming in the months ahead.

Also, at the Mayor's request, preliminary planning has begun to create a city center between South 60th and South 51st Streets on West Layton Avenue. The object is to begin with some streetscaping and landscaping to try to create a focal point for our city in the civic corridor with the High School, Police and Fire Departments, and Public Works in this location as well as Konkell Park and the Library.

Mr. Kasza commented that he is concerned with taking a tax increment from one taxing entity and making improvements on West Layton Avenue which is a County asset. Mr. Sokol stated that the idea is to focus the tax increment on needed improvements in Greenfield. If we don't create the TID the tax money that the county receives could go anywhere in the county. Theoretically all the taxing entities get their money back from TIF but it's focused in Greenfield providing a benefit to Greenfield and it doesn't leave the control of Greenfield. This is a unique situation with a unique approach.

5. Superintendent of Public Works Report

Superintendent of Public Works Report

Mr. Ewert stated that the new City Hall lighting is complete and he is very proud of the DPW staff that put the lights in and retrofitted all the old poles.

Leaf collection is currently taking place. Please look at your schedule and note that the pick-up is by Aldermanic District and could take place any of the days during the week it is scheduled. A schedule is posted on the Public Works webpage under Leaf collection. You may also call Public Works and a schedule will be mailed to you.

Crack sealing is finished. A large area was done this year, particularly the east side of Greenfield from South 76th to South 27th Streets from north city limits to south city limits. Some areas on the west end were done and if weather permits after leaf season has concluded staff plan on finishing some of those area.

During last year's deep freeze, Greenfield had quite a few water laterals freeze in Cold Spring Road between South 35th and South 27th Streets and also between South 60th and South 68th Streets. In conjunction with Milwaukee Water Works (MWW), the city is working to correct the issue by lowering the laterals so that our residents don't have that problem in the future. On Monday Public Works crews started removing concrete panels in the area where they need to dig up those laterals. MJ Construction who is the contractor for MWW will hopefully start on Monday lowering the laterals. The city will have Arrow-Crete come in and redo the concrete road so that everything is buttoned up for winter. The only thing that might hold us back is the concrete shortage and Arrow-Crete is keeping in touch with us daily letting us know whether or not they are still able to get concrete.

Public Works is getting six new plow trucks this year. Two of the chassis have been delivered to Badger Truck and from there they will be sent out to Monroe Equipment to have all the plow equipment and dump boxes put on.

DPW hosted a Public Works Expo at Konkell Park. It was a one day event. We had over 44 different vendors offering different municipal equipment and/or services that they sell. It was not only for municipal employees or county

employees but also for park and rec maintenance, ground maintenance and also school district ground maintenance. Along with the 44 vendors, there were 133 representatives for those vendors on site and we had 68 different entities whether they be school districts, parks departments, muni or counties that visited Greenfield for that day. It was a very good success.

6. City Engineer Report

City Engineer Report

Mr. Katz advised that most of the roadway reconstruction projects are complete and we are already hard at work working on next year's anticipated projects. Some primary design work has already begun in anticipation of early bidding on next year's projects. Bidding is best if it is done in January, no later than February.

The projects that are expected to be in 2015's budget are the Lynndale neighborhood around South 35th Street and also West Howard Avenue from South 35th to South 40th Streets. Staff will be working cooperatively with the City of Milwaukee on both projects as Greenfield will be completing part of their roadway and they will in turn pay us for that work.

In addition to the Lynndale area and Howard Avenue projects staff is also working on the design for West Layton Avenue and South 60th Street, West Morgan Avenue and West Edgerton Avenue. We will be holding off on sidewalk work and the South 43rd Street projects. There is a pathway being designed for Kulwicki Park near the baseball diamond and work continuing on the Wildcat Creek.

There is another project that Milwaukee Water Works is doing in Greenfield to relay some water mains near West Cold Spring Road and South 68th Street. The work has been completed and the pavement repair has begun.

Mr. Katz also gave an update on the ground water issues on West Cold Spring Road near the Highlands. The developer has drained the north pond and they are looking at doing some work there but staff has not received confirmation of what that work is. One of the neighbors communicates with Mr. Katz regularly and since the wells have not been running there have not been any water issues so there seems to be a correlation.

7. Discussion and decision to place a street light on South 31st Street, north of West Bottsford Avenue. (Engineering)

Place Street Light on South 31st Street North of West Bottsford Avenue COMMON COUNCIL

Mr. Sokol stated that this is a short cul-de-sac where there are six houses on the street. One resident has asked the City to install a light at the northern end of the street. Normally that light would fit our standards for street lights and normally we would unconditionally recommend that the light be installed. In this case it would be a We Energies light installed on an existing pole located on the property line between 4370 and 4360. Staff sent out a survey to these two properties and one resident is opposed to the light and the other agreed to the installation of a light.

The resident who requested the light would prefer it to be at the dead end, however using an existing pole would be more economical. A house side shield can be installed to shield the opposing resident.

We have asked We Energies for a cost estimate to place a new pole at the end of the street but we do not have that yet. Mr. Kasza feels the light should be at the end of the street but would like to see the cost not exceed \$800 to \$1000.

It was moved by Mr. Kasza, seconded by Ald. Akers, to approve the installation of a street light at the dead end on South 31st Street, north of West Bottsford Avenue at an installation cost not to exceed \$800, or place a light on an available pole with a house shield. Motion carried unanimously

At this time Item #10 was discussed

8. Discussion and decision regarding a request for a handicap parking zone along the side yard of 3700 W Howard Avenue, Tax Key 554-1024. (Ald. Lubotsky)

Handicap Parking Zone
at 3700 W Howard Ave.
COMMON COUNCIL

Mr. Sokol advised that the family of the resident at 3700 West Howard Avenue has requested a handicap parking zone be established along the side yard of the property on South 37th Street. There is approximately 30' along the eastern side of the property beginning at the service walk on the western side of the street. Staff is recommending approval of this handicap parking zone.

Dan Schultz of 5511 South 42nd Street, who is the son-in-law of the resident, would recommend the handicap zone be centered along the service walk of the residence in question. Mr. Sokol stated that was acceptable. Mr. Ewert reminded the resident that the handicap zone would not prevent another handicap individual from parking in the space.

It was moved by Ald. Akers, seconded by Ald. Lubotsky, to approve a handicap parking zone centered with the service walk along the side yard of 3700 West Howard Avenue, Tax Key 554-1024. Motion carried unanimously

9. Discussion and decision regarding a request for exceptions to City ordinances related to a vacant parcel of land. Tax Key 620-9944-002. (Engineering)

Vacant Parcel Tax Key
620-9944-002
NEXT AGENDA

Mr. Katz advised that Richard and Katherine DeSpears purchased a lot in 2003 that is considered unbuildable. The owners had the intention to make improvements to the lot to build a home but have since put the property up for sale and have had it for sale since October of 2013. Mr. Katz stated that the DeSpears' have not had any offers on the property though people have looked at the property. Besides purchasing the property there is also a cost in making it buildable which means someone would have to extend sewer and water to the property as well as the roadway. There are other instances like this throughout the city where the property is platted but until someone decides to extend sewer and water and put a street through they won't be developed.

Katherine DeSpears spoke to the Board and stated that there is no accessible housing in the City of Greenfield. She is currently in a wheelchair and had to sell her old house because she could no longer use stairs. Mrs. DeSpears stated that originally when she talked with the City of Greenfield about the property she was told she only needed to put the road through at a cost of approximately \$18,000. After numerous meetings with the city she was issued a temporary lateral because originally the road was supposed to extend further down which didn't happen. Mrs. DeSpears said she is paying taxes on a property that she can no longer use.

Richard DeSpears approached the Board and noted that originally the road was planned to extend further and that didn't happen and next he was told he had to put in another three sets of laterals to other properties that border his just in case somebody might want to build later on and he would then get his money back. It was restriction after restriction after restriction. Mr. DeSpears then stated that he

received a letter that said he could put in a temporary lateral then it was revoked. Mr. DeSpears questioned why someone would have to put in laterals for everybody else even if they don't want to build. He and his wife are asking for some kind of easement to these restrictions so they can sell the property.

Mr. Katz stated that he is not familiar with what transpired when Mr. and Mrs. DeSpears looked at trying to develop this property in the past, but the way the City Ordinance is written in order to develop a piece of property you need to have utilities to it. Currently no one is interested in buying this parcel because not only is there the cost of buying the property but the cost of running utilities to it so they can have sewer and water. Mr. Katz felt that staff could look into a compromise as to what the minimum amount of improvement is that still fits within the city's guidelines

Mr. Sokol showed other properties in the area that are in the same predicament. Some of the neighboring residents that staff have talked with, who are the neighbors who changed their minds, stated they didn't want to pay a special assessment for a road which is what stopped the road from being extended. If the city wants to make some accommodations staff will need to go through a process of going back and replanning this area and seeing what the neighbors intentions are about subdividing the property and perhaps there is a modification that could be made to the plan that would allow the DeSpears' to do what they want to do. Unfortunately this takes time.

Ald. Akers asked if the property owner is asking for the city to make these improvements. Mr. Ewert stated that he believes they are looking for the city to put in a temporary storm and sanitary lateral and water pipe to service only that one property and possibly have it in the paper work that if the rest of the area was developed they would have to hook up and pay the assessment at that time. They would pay to put that in now so they can sell the lot.

Mr. Sokol suggested that with the Board of Public Works agreement he would convene a group of staff from DNS including the planning director based upon the discussion today, getting out the files and records of what was previously discussed, to figure out an interim or compromise solution. Staff would also like to consult with the City Attorney and see what he feels would be legally appropriate to do in this situation and have this issue brought back to the Board next month. We do want to help but we need to make sure that we are treating everyone across the city fairly and equally.

At this time Item #4 was discussed

10. Discussion and decision to support the Sweet Water public outreach program and comply with WI-DNR permit terms by pledging \$2,000 in 2015 and again in 2016. (Engineering)

**Sweet Water Public
Outreach
COMMON COUNCIL**

Mr. Sokol stated that the city has made contributions to Sweet Water to support public outreach information and education regarding storm water issues. Historically the city is required under our storm water permit to do outreach and education and this has helped us comply with those requirements. These are relatively inexpensive and simple ways for us to comply with the requirements of our permit. The city has pledged funds the last few years and staff feels that the outreach has been effective.

It was moved by Ald. Lubotsky, seconded by Mr. Kasza to pledge \$2,000 in support for the storm water public outreach and education program of Sweet Water calendar for 2015 and 2016. Motion carried unanimously

11. Discussion and decision regarding approval of the 2015 Special Assessment Rate Schedule. (Engineering) (9/23/14 BPW)

**2015 Special
Assessment Rate
Schedule
COMMON COUNCIL**

Mr. Sokol stated that the Board previously approved the Special Assessment Rate Schedule and sent it on to the Common Council. The Common Council was asked to send it back to you. After this was sent on to the Common Council an issue of concern had come up internally.

In the most recent reconstruction projects staff had a few discussions and debates with some of the residents regarding the implementation of the Special Assessment policy as it relates to the installation of storm sewer laterals. What the city has been doing over the last several years is making storm sewer laterals voluntary, bidding out a storm sewer lateral price and that bid price is passed along to the residents who want a storm sewer lateral. The change would charge residents for a storm sewer connection rather than a storm sewer lateral connection. The difference is that a lateral may or may not be provided depending upon the geometry of each individual property. If the resident gets the benefit of the service, of connecting some discharge pipe directly into our storm sewer system, we want to charge them one flat fee no matter how many connections there are on the property. This change will simplify the policy, make it a little more flexible, uniform and fair across every situation by eliminating the reference to laterals and replacing it with a reference to connections. If you are benefiting from the storm sewer system by making a connection you are asked to pay a fee.

Mr. Katz gave an example of some people needing a separate new pipe into the storm sewer system, while others were able to connect into an existing catch basin so both of them benefit the same but we were only charging for the person who received the new pipe even though they both received the same benefit and that really wasn't fair to both situations.

It was moved by Ald. Akers, seconded by Mr. Kasza to accept the policy change and proposed rates so that the optional storm sewer connections and not storm sewer laterals are specifically assessed. Motion carried unanimously

12. Discussion and decision to amend Resolution 3150 regarding Special Assessments to include amendments for Pavement Improvements for Regular Shaped Lots and Disproportionate Assessments. (Engineering)

**Amend Resolution
3150 Regarding Special
Assessments
COMMON COUNCIL**

Mr. Sokol noted that this is another issue that is a product of the discussion that staff has had with residents over the last year or two when they've come to the Board of Public Works and Common Council. Staff is asking for Resolution 3150 to be amended under the Pavement Improvements – Regular Shaped Lots section, to add the language that if the street improvement does not extend across the full frontage of the lot the lessor dimension shall be used. This is a direct effort to adjust the policy to address the concerns that were raised by residents on South 120th Street and West Holmes Avenue regarding the fact that they were at the end of the street and the way we applied our policy.

In this same section a new heading, Disproportionate Assessments, would add language regarding pavement improvements that mirrors language contained elsewhere in this policy that talks about when an assessment for street improvements is on a unique or odd shaped lot. If you recall near South 67th Street and West Carpenter Avenue there was a gentleman that came in because he had a severe angle on his frontage and he asked for the Board to reassess based upon a different criteria. Staff defended our position based upon the policy as it was written. This change is consistent with the way the Board of Public Works and the Common Council interpreted the policy and applied the

assessment to that parcel so staff is asking you to endorse this change.

The last change would be under the Improvement Life – Reassessment section to add a sentence “special assessments shall not be made for identical infrastructure within 50 years” That is a policy that the Board had previously discussed and approved in a different document that staff would also like to have repeated in this document for consistency and clarity.

Staff is asking you to approve these changes to this Resolution so that Engineering can apply what we believe to be the intent of the Board of Public Works and the Common Council consistently.

It was moved by Ald. Akers, seconded by Mr. Kasza to approve the special assessment policy intent by making the attached modification to language contained within resolution 3150. Motion carried unanimously

13. Discussion and decision regarding cancellation of the December 23, 2014 Board of Public Works meeting. (Neighborhood Services)

It was moved by Ald. Lubotsky, seconded by Ald. Akers, to approve the cancellation of the December 23, 2014 Board of Public Works meeting. Motion carried unanimously

**Cancellation of
December 23, 2014
Meeting
COMMON COUNCIL**

14. Other topics for future agendas

**Other Topics for
Future Agendas**

15. Adjournment

It was moved by Ald. Lubotsky, seconded by Ald. Akers, to adjourn the Board of Public Works meeting at 7:55 PM. Motion carried unanimously.

Meeting Adjournment

Respectfully submitted,
Laura Young
Administrative Assistant
Department of Neighborhood Services

Date distributed: November 12, 2014