

MINUTES OF THE BOARD OF PUBLIC WORKS MEETING HELD AT GREENFIELD CITY HALL, COMMON COUNCIL CHAMBERS, ROOM 100, ON TUESDAY, SEPTEMBER 23, 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 Public Works
Mr. Jeff Katz, City Engineer

2. Approval of the August 26, 2014 Meeting Minutes

Approval of the 8/26/14 Meeting Minutes

It was moved by Ald. Bailey, seconded by Ald. Akers to approve the August 26, 2014 meeting minutes. Motion carried unanimously

3. Citizen Commentary

Citizen Commentary

Jim Meincke of 12010 W Holmes inquired as to when the final assessment for the street reconstruction project in his neighborhood will be sent out. Mr. Katz stated that the final assessment happens after the project is complete. For this project area the final surface will be done next year so the assessments will be sent out in either June or July of 2015. Mr. Meincke stated that back in February he received the preliminary assessment and it was for 130.15' which is the width of his frontage. When the curbs were formed they were short approximately 18' from his eastern property line. Mr. Meincke is asking if this is going to be reassessed. Mr. Sokol stated that there is no direct correlation between actual cost of construction and the assessment. It is a tool that is used to try to fairly distribute costs throughout the project. Property owners are only paying for approximately 15% of the project cost. Mr. Sokol added that staff previously explained to Mr. Meincke that there is storm sewer that runs across the full frontage of his street even though the road may not. It was also explained that the appeal process for appealing a special assessment has expired.

Mr. Meincke also noted that he has two sump pumps that run fairly regularly. When given the opportunity to put in a lateral he felt it was his only option as the water had no other place to go. After the curbs were put in the contractor realized that the slope of Mr. Meincke's land was not enough to get proper drainage so they put a catch basin at the end of the lateral. Mr. Meincke stated that had he known a catch basin was going to be install he would not have chosen a lateral as he would have simply run a hose for his sump pump discharge to the catch basin. Mr. Katz stated that staff would have to look into that issue separately.

James Kroll of 12011 W Holmes stated he has 130' of frontage and only 100' of curb and gutter so is questioning needing to pay for the full 130' of frontage. Mr. Katz reiterated that the city's policy document indicates that property owners pay based on the length of frontage not on the road that was constructed.

Mr. Kroll added that where he doesn't have curb and gutter the contractor placed a rip rap around a culvert and he is not happy with the way it looks. Mr. Sokol stated that staff will meet with Mr. Kroll to look at the issue.

Brian Barnstable of 12007 W Carpenter stated he has a culvert that is draining across his driveway and it is unacceptable. Mr. Katz noted that staff is aware of this issue and will work on a solution that is acceptable for everyone.

At this time item #7 was discussed

4. Director of Neighborhood Services Report

Director of Neighborhood Services Report

Mr. Sokol noted that on August 27th DNS staff, Engineering, Dan Ewert and Ald Bailey met for a neighborhood meeting at South 67th Street and West Holmes Avenue to address concerns residents had regarding the progress of the reconstruction project in that area. Staff explained the complications with the project and the ways the city was trying to minimize costs and complete the project. One resident was very disappointed in the city and the project. Some promises were made about what the completion timetable would be and our contractor has kept those promises. The finish coat will be done in Spring.

City Hall DNS staff has completed training on PubWorks Software so that staff can work more closely with Public Works in coordinating and answering questions.

Next week a video crew is coming to Greenfield to create a sidewalk video. The filming will begin next Monday afternoon here at City Hall as well as at some of our schools.

Safe Routes to School, a Federal Grant program, is ramping up with a timetable now being established for 2016 construction.

Mr. Sokol stated that he and Chuck Erickson have met with representative of the Wisconsin Economic Development Corporation recently to discuss how WEDC can help achieve the city's economic development goals. DNS staff has met to discuss how to enhance and better use the web based GIS. City staff met with Ruekert-Mielke to discuss the next phases of the Wildcat Creek flooding mitigation project. There are some significant challenges that have been posed to us by the DNR and we are working through those challenges.

Mr. Sokol reviewed an exhibit that had been presented to the Greenfield School District to discuss the proposed new development at South 60th Street and West Layton Avenue and how to get the most out of that development and community improvement. One of the successes the city had recently is the Farmers Market development at Konkel Park. The Mayor would like to see a move toward creating a City Center for Greenfield with the focus being between South 51st Street and South 57th Street by adding streetscaping. Staff has discussed with the school district a Tax Incremental Financing District using the increment being created by the new Meijer's store to create or improve the downtown streetscape and enhance the center of Greenfield and define West Layton Avenue. Layton Avenue is a country trunk highway and the county does not have the resources to fix it the way the city would like it to be fixed.

The ideas were well received by the school board. Access to the High School from West Layton Avenue was also discussed. The traffic signal installed at the current High School access on South 60th Street has helped alleviate some of the problems during peak periods. With the new Meijer's store those problems are going to be exasperated. An access point on West Layton Avenue could go around the ball fields and tie into the current parking lot of the High School.

5. Superintendent of Public Works Report

**Superintendent of
Public Works Report**

Mr. Ewert noted that Public Works continues to work on crack sealing trying to finish up before leaf season comes. Work also continues on line striping and storm sewer problems on South 106th Street and South 101st Street.

Mr. Ewert reminded residents that leaf season does not start until the 2nd week of October so leaves should not be placed out into the street yet. Yard waste pick-up is still ongoing so leaves can be brought to the city yard and dumped into the bin.

DPW began using a new software program to track all DPW functions. Some of the things that can be tracked are man hours, inventory, equipment maintenance and service, service requests and building maintenance. Mr. Ewert gave each alderperson a report for their district to show all open and closed items for the year.

6. City Engineer Report

City Engineer Report

Mr. Katz summarized the road construction projects for the year. The majority are in the punch list phase. The larger projects ongoing under design are West Morgan Avenue from West Forest Home Avenue to South 43rd Street as well as West Edgerton Avenue from West Loomis Road to South 27th Street. Some preliminary engineering has started for projects for 2015.

The ground water issues on West Cold Spring Road near the Highlands Development are still being studied. The Highlands understands they need to address the pumps and lining the ponds. This week they were doing some testing to try to find where the ponds are not holding water.

At this time item #8 was discussed

7. Discussion and decision to limit parking on South 43rd Street Service Drive behind Real Leather. (Lubotsky/Ewert) (BPW 8/26/14)

**Parking on S 43rd
Street Service Drive**

Mr. Sokol stated that following the BPW meeting last month Ald. Lubotsky had an opportunity to visit the site and talk with some of the businesses located in the Real Leather building. The Code Enforcement Officer also visited the site. It was determined that there were three businesses located in the building that the city was not aware of. Subsequently the Community Development Manager has met with all three of those businesses and has indicated to them that they need to follow proper city procedures. One of the things Mr. Erickson explained to them was the hardship that the businesses were causing on the neighbors regarding parking. We believe that since these discussions took place the parking issues have been improved. The issues of the current businesses and how they conduct business are now being addressed.

At this time Item #4 was discussed

8. Discussion and decision to place no parking signs on the east side of South 69th Street between West Carpenter Avenue and West Squire Avenue. (Ald. Bailey)

**No Parking on S 69th
Street between W
Carpenter and W
Squire Avenue
COMMON COUNCIL**

Ald. Bailey stated that a resident contacted him concerned about parking on South 69th Street near the Willowick apartment complex feeling that Emergency Vehicles would not be able to get through especially in winter. Ald. Bailey is asking for No Parking signs on the east side of South 69th Street. Mr. Ewert noted that this has been a constant problem for Public Works as well. Public Works staff have asked

for No Parking in the past in this area. There is currently no parking on South 72nd Street in this area so this request on South 69th Street will mirror other streets around this complex.

It was moved by Ald. Bailey, seconded by Ald. Lubotsky to approve installation of No Parking signs on the east side of South 69th Street between West Carpenter Avenue and West Squire Avenue. Motion carried unanimously

9. Discussion and decision to establish a permit fee schedule for festivals and businesses in need of signs and barricades from Public Works. (Public Works)

**Establish Permit Fee
Schedule for
Barricades and Signs
LEGISLATIVE
COMMITTEE**

Mr. Ewert noted that this request came from staff. A report was distributed showing the usage of barricades and signs for 2014. Staff delivered and picked-up barricades 35 times for residential use and 23 times for City events. A poll was done of neighboring municipalities which was distributed. Signs are also produced for certain entities for temporary handicap parking or motorcycle parking when an event is held. At times barricades are damaged or missing and signs not returned. Staff would like a process to recover some of the cost for damaged or unreturned signs and barricades.

It was moved by Ald. Lubotsky, seconded by Mr. Kasza to approve fees for barricades and signs as proposed. Motion carried unanimously

During discussion a suggestion was made for a charge of \$5 per sign and \$15 for a barricade delivery fee.

10. Discussion and decision to update the 7-year Capital Improvement Program. (Sokol) (BPW 8/26/14, 6/24/14, 3/25/14, 2/24/14)

**7-year Capital
Improvement Program
COMMON COUNCIL**

Mr. Sokol reviewed the changes to the existing adopted Capital Improvement Program including removal of South 67th Street and West Holmes Avenue from 2016 because that project is being completed in 2014. The Program would add South 43rd Street for 2016, South 81st Street and West Bottsford Avenue area for 2020 and South 64th to South 72nd Streets and West Allerton Avenue area for 2021. Mr. Sokol would like to adopt the map as presented tonight and make modifications in the future in the event that the City proceeds with the items on West Layton Avenue and South 60th Street as mentioned earlier. With this schedule all neighborhoods with a current PASER rating of four or less will be completed as well as the areas with the highest density of residential development.

It was moved by Ald. Akers, seconded by Mr. Kasza to approve the 7-year Capital Improvement Program as presented. Motion carried unanimously

11. Discussion and decision regarding approval of the 2015 Special Assessment Rate Schedule. (Engineering)

**2015 Special
Assessment Rates
COMMON COUNCIL**

Mr. Sokol indicated that several years ago the BPW asked staff to make annual adjustments to the Special Assessment rate based upon an index of construction called the BCI index from Minneapolis. The proposed increase is 2.29%. Staff asks for the Board's approval of this increase.

It was moved by Mr. Kasza, seconded by Ald. Bailey to approve the 2015 Special Assessment schedule as presented. Motion carried unanimously

12. Discussion and decision regarding the adoption of a Fats, Oils & Grease Ordinance (FOG Ordinance) (Engineering)

**Fats, Oils & Grease
Ordinance
LEGISLATIVE
COMMITTEE**

Mr. Sokol stated that under the CMOM program with MMSD the City of Greenfield needs to adopt a Fats, Oils & Grease (FOG) Ordinance which essentially provides more formalization of our current policy and provides a system for managing FOG in our sanitary sewer system. This ordinance was modeled after an ordinance provided by MMSD and reviewed by staff. We are now recommending that this be approved as a tool to help manage the city's sanitary sewer system.

Mr. Ewert noted currently during the cleaning and maintenance of sanitary sewers when greases are found in the system, Public Works turns the problem over to the City Plumbing Inspector who makes contact with the business or property owner.

It was moved by Ald. Lubotsky, seconded by Ald. Akers to approve the FOG Ordinance as written. Motion carried unanimously

13. Discussion and decision regarding adoption of an ordinance establishing the 2015 Service Charges for the Collection of Garbage, Refuse, Yard Wastes and Recycling Services. (DPW)

**2015 Service Charge
for Collection of
Garbage, Refuse, Yard
Waste and Recycling
FINANCE COMMITTEE**

Mr. Sokol stated that our contract with Johns Disposal calls for an annual increase based upon the Consumer Price Index which ends in August of the previous year. The inflation factor for 2015 is 1.7% Staff is recommending, based upon the contractual increase of 1.7%, that we pass along to residents an increase of the same 1.7% resulting in an annual rate for 2015 of \$172.70

The Board agreed that Johns Disposal has been doing a very good job.

It was moved by Ald. Lubotsky, seconded by Mr. Kasza to establish a solid waste collection rate of \$172.70 per individual unit with no changes in the services. Motion carried unanimously

14. Discussion and decision to rebate a portion of the funds held in the Garden Village Condominium development escrow account ES0507, Tax Key Nos. 606-0232 through 606-0247. (Neighborhood Services)

**Rebate Garden Village
Condominium
Development Escrow
Account
FINANCE COMMITTEE**

Mr. Sokol noted that this is a very unique situation. This condo development on the southeast corner of South 92nd Street and West Cold Spring Road was constructed about the time of the financial crisis in 2008 and it wasn't completed. The developer went bankrupt. The city received pressure from the banks to allow occupancy and the sale of the condos that were complete and the city did so. Ald. Pietrowski had been assisting a neighbor to the southeast of the development who had realized a hardship for storm water management because the site work was never completed. The city has been working for years trying to get the new owners/association to complete the site work. Mr. Katz and Mr. Tamblyn have been working with the association president to develop a plan to complete the site work so that the storm water problems don't occur off site on the neighbor's property. The cost to do that will be about \$33,000. The city collected escrow funds from the developer, who went bankrupt, for future sidewalks and curb on West Cold Spring Road and South 92nd Street in the event that a curb was ever put in. Right now based upon what was adopted earlier today, there is no plan to put curb and gutter on that street in the next seven years. Staff would like to rebate \$12,688.71 of escrowed money that we have no immediate plans to invest on improvements on the site and make that money available as a down payment of the \$33,000 investment that the residents are going to make to fix the storm water problem. In returning this escrow, if in the future the city does provide curb

and gutter to this area, the development will be assessed.

It was moved by Ald. Bailey, seconded by Mr. Kasza to approve the recommendation to rebate \$12,688.71 in escrowed monies to Garden Village Condominium association. Motion carried unanimously

15. Other topics for future agendas

Street light request for South 31st Street

**Other Topics for
Future Agendas**

16. Adjournment

It was moved by Ald. Lubotsky, seconded by Ald. Bailey to adjourn the Board of Public Works meeting at 8:15 PM. Motion carried unanimously

Meeting Adjournment

Respectfully submitted,
Laura Young
Administrative Assistant
Department of Neighborhood Services

Date distributed: October 03, 2014