

MINUTES OF THE BOARD OF PUBLIC WORKS MEETING HELD AT GREENFIELD CITY HALL, COMMON COUNCIL CHAMBERS, ROOM 100, ON TUESDAY, AUGUST 25, 2015 AT 6:30 P.M.

1. Ald. Lubotsky called the meeting to order at 6:31 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. Jeff Katz, City Engineer

2. Approval of the May 26, 2015 Meeting Minutes

Approval of the 5/26/15 Meeting Minutes

It was moved by Ald. Bailey, seconded by Mr. Kasza to approve the May 26, 2015 meeting minutes. Motion carried unanimously

3. Citizen Commentary

Citizen Commentary

4. Director of Neighborhood Services Report

Director of Neighborhood Services Report

Mr. Sokol reviewed the creation of three TID's as well as some of the Economic Development activities.

The 2016 budget for DNS includes no new personnel and one new initiative for the Drop Off Center which will be discussed later tonight.

Mr. Sokol discussed 2015 street construction issues.

5. Superintendent of Public Works Report

Superintendent of Public Works Report

A report from the Superintendent of Public Works was distributed.

6. City Engineer Report

City Engineer Report

Mr. Katz reviewed the progress on the Lynndale Area project. Work is finishing up on the north/south streets and will then start on the east/west streets. The project will extend into next year for the second layer of asphalt and to touch up the landscaping. There were some issues with poor soil which will add some extra costs to the project.

The intersection of South 60th Street and West Layton Avenue is a State project being constructed by the County. DPW has been assisting the project by relocating light poles and trees. The project will be closed down during the House of Harley festivities over Labor Day.

Proposed projects in the 2016 budget include South 43rd Street from West Layton Avenue to West Grange Avenue. We've had one public information meeting so far and another one soon. West Howard Avenue from South 43rd Street to West Loomis Road and the South 36th Street and West Bottsford

Avenue neighborhood will be resurfaced. Staff has asked for funds for South 104th Street and West Meadow Drive to complete the design so it is ready for construction in 2017.

The Edgerton Avenue project from South 27th Street to West Loomis Road will be built with Federal funds in 2017. Money was requested in the 2016 budget in order to purchase easements.

The City Center project is a TIF funded project that will include a resurfacing of South 60th Street from West Cold Spring Road to West Layton Avenue and then also West Layton Avenue from approximately South 51st Street to South 60th Street. A new intersection constructed at South 57th Street will provide access to Greenfield High School.

Ald. Akers mentioned that the Mayor noted we may not be making any street improvements on West Layton Avenue because the County may then require the city to take over the road for upkeep. Mr. Sokol noted that it is believed that the liability of maintaining the mediums will be a requirement and that we commonly accept. We are not prepared to take the liability for the street or the storm sewer system.

Ald. Akers also asked if the design fencing in the medians on West Layton Avenue should be extended as far east as West Loomis Road. During the Farmers Market, Dan Jansen Fest and 4th of July, pedestrians cut across the medians. If the design fencing stops at South 51st Street temporary fencing would still be needed for special events at Konkel Park. Mr. Katz stated that we do have some of the improvement work in the medians going further east even though we will not be resurfacing the road that far because it is still in good shape.

The neighborhood odor problems near SouthPointe Health Care System at South 45th Street and West Loomis Road has been identified. The discovery was a very unusual storm sewer system that is designed to hold water during heavy storms and over time sediment built up inside the pipes. The sediment has now been cleaned out and the odor outside has gone away. SouthPointe is now aware that they need to have a plan in place to clean out the pipe more frequently.

The Engineering Division recently conducted a selection process for qualified engineers. The City of Greenfield hires engineering firms to help with street design and manage construction as well as provide studies and preparation of technical reports. We mainly use three firms and every three years we advertise and invite firms interested in doing work for us to present qualifications.

In our most recent advertisement we received twelve responses. A panel of city staff evaluated the proposals and chose seven firms to bring in and interview. Of those twelve, four were selected to hold contracts with the city for the next three years. Those contracts will be going to the Finance Committee and then the Common Council for approval. The four firms are Kapur & Associates, Ruekert-Mielke, Strand and Associates, and Graef.

7. Discussion and decision to place stop signs at South 33rd Street and South 34th Street at St. Francis Avenue. (Engineering) (TSWG 070715)

Mr. Sokol advised that this issue was discussed by the Traffic Safety Working Group about two months ago. Mr. Katz showed a drawing noting cut-through problems in the area between West Loomis Road and West Morgan Avenue. Some time ago stop signs were placed at South 33rd Street and West St. Francis Avenue as a way to make it less convenient to cut through this area. The TSWG

Stop Sign at South 33rd and 34th Streets at West St. Francis Avenue

suggested waiting until the Lynndale neighborhood project is complete and then take another look at the situation. We believe the stop signs that are currently in place will stay but making it a four-way stop would not make any difference at this location.

Mr. Sokol added that part of the current construction is to remove the parking pads, and widen the street a bit. What we believe will happen is that more vehicles will be parked on the street leaving one through lane between the vehicles. This will act as a natural traffic calming situation. We will suggest no action at this time and bring it back to the Board in one year to review.

NO ACTION

8. Discussion and decision regarding Small Cell Wireless Node Policy. (Engineering)

Small Cell Wireless Node Policy

Mr. Sokol stated that about one year ago the Common Council approved the installation of eight small cell nodes, which are antenna on street light poles, primarily in the southeast portion of the city installed by Verizon Wireless to fill what was thought to be a gap in coverage. Staff presumed that when these were completed that would be the end of the request. However, Verizon has now requested to install more structures on poles.

The proposals that have come forth recently have been in single or dual requests. Some have been for installation in the public right-of-way on utility poles and some have been for installation on private property on utility poles. There have been no specifications given on what these will look like in the future though there have been some assertions made that they can look cleaner than the ones currently installed.

The existing eight locations each pay the City of Greenfield a license fee of approximately \$150 per month per location. Verizon is asking our permission to install additional nodes, but not paying us a license fee for antenna installed on utility poles. It doesn't seem right to allow a non-utility to install these antennae's in public right-of-way without paying a license fee.

Mr. Sokol suggested that we develop a simple policy to treat proposals for wireless installations in the right-of-way separate from those that are on private property. Public right-of-way proposals would come before the BPW and private property requests would go through Chuck Erickson and the Plan Commission who typically review proposals for private property improvements.

NO ACTION

9. Discussion and decision to implement a new customer service program at the solid waste drop off center (DOC). (DNS)

Customer Service Program at the Solid Waste Drop Off Center

Mr. Sokol stated that the only initiative that DNS is planning for next year of any significance is to introduce a new service at the Drop Off Center (DOC). With the new Johns Disposal Contract we offer DOC services at no extra charge. The use of the DOC has gone up significantly this year and there have been some complaints about long delays. In talking with the operator of the site, he indicates that he believes that there is some abuse that he is unable to identify at the site particularly from contractors. He is not able to control simply by asking for an ID because an employee of a contractor could live in Greenfield and be bringing in debris from a construction job.

The new service would provide a City of Greenfield seasonal employee to greet each person as they come into the DOC and set up a system where we will issue a laminated barcode key to each residential property in Greenfield. A small hand held computer would read the code and the greeter would in effect check in every person that comes in verifying that they are a Greenfield resident, and providing some general information about what kinds of items they are bringing in.

One of the problems that we've had this last year is that a lot of construction debris has been brought in by people that staff thinks are contractors. The second problem is that we have an oil tank that gets tested and the oil tank was found to be contaminated with hazardous materials. There is a huge cost to properly dispose of the hazardous material. There is no simple way of knowing or identifying or discouraging people right now from putting in hazardous material. Staff believes that if we were to check people in, record what they are bringing, and try to keep a record from day to day that it will discourage abuse and misuse of the DOC.

It was moved by Ald. Lubotsky, seconded by Ald. Akers to approve a new customer service program at the solid waste drop off center (DOC) all costs to be charged to the solid waste disposal program. Motion carried unanimously.

Under discussion the balance of the solid waste disposal program fund was questioned. Mr. Sokol stated that there is currently \$260k in a fund balance so the one-time expenses would come out of that balance and we would increase the annual fee approximately \$1.00 per year per household to cover that \$10,000 seasonal employee salary.

10. Other topics for future agendas

**Other Topics for
Future Agendas**

11. Adjournment

Meeting Adjournment

It was moved by Ald. Lubotski, seconded by Ald. Akers to adjourn the Board of Public Works meeting at 7:39 PM. Motion carried unanimously.

Respectfully submitted,
Laura Young
Administrative Assistant
Department of Neighborhood Services

Date distributed: 9/8/15