



# Public Works Committee

Alderman Bill Mott Chairman

Alderman Arleen Krohn

Alderman Frank Marsala

Alderman Ellyn Kehoe

Alderman Tom Hartz

Director of Public Works Daniel S. Winkler, P.E.

Street Superintendent Ron Carstensen

City of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

## Minutes of the November 17, 2011 Meeting

**DATE:** November 21, 2011

**TO:** Chairman Bill Mott & Members of the Public Works Committee

**FROM:** Daniel S. Winkler, P.E. \_\_\_\_\_  
Director of Public Works & Utilities

**SUBJECT:** November 17, 2011 Public Works Committee Meeting Agenda Explanation

The Public Works Committee met at **6:01 PM** at City Hall.

**Members in attendance:**

Chairman Bill Mott   X    
Alderman Ellyn Kehoe   X    
Alderman Arleen Krohn   X    
Alderman Tom Hartz   X    
Alderman Frank Marsala   EXC    
Public in attendance:   Dale Buelter, Tom Connon and Don Witkowski-Museum Board  

**Staff Present:**

City Administrator Dennis Jordan   X    
Director Daniel Winkler (DPW)   X    
Ron Carstensen (Street Supt.)   X    
Mayor Jim Connors:   X    
Other:   Sue Barker & Jeff Knudson, C-S  

**Approval of the Minutes of the Prior (October 2011) Meeting:**

The minutes were approved 4-0 on a motion by Krohn and second by Kehoe.

**Public Comments:**

Chair Mott indicated the compact car signage on South Center Street was moved.

**Communications:**

None.

**Agenda Item No. 1- Museum Parking Area on North Side of Building – Discussion & Recommendation.**

The museum representatives spoke to the need for reserving with signage the seven parking spaces against the north side of the museum, exclusively for the museum. In order to accommodate customers, they requested the 16 spaces on the north end of the lot area north of their building during the season. Issues discussed included closing the gap between lots and gaining up to 10 more possible spaces, pay lot or not, identifying the parking lot signs with the 4 PM closing time of the museum, and Mr. Buelter building a removable parking lot sign similar in style to the one in front of the museum when it is open. The board members also did say that once the museum closes for the year, that the public can use the entire lot.

No action was taken.

**Agenda Item No. 2– Update on Traffic Study for the Downtown Area.**

Crispell-Snyder presented an update on the downtown study to include a projection presentation. There was much discussion regarding capacity, parking and the fact that Lake Geneva is a destination. The interactive software showed in simulated fashion, all the turning movements and conflicts. Mr. Knudson explained they had taken counts on an August Wednesday, looked at the equipment and wiring with Mr. John Nish, checked the crash data, and noted that ½ of all accidents are parking related. The 3 main deficiencies were the pre-timed turns, lack of interconnectivity, and the cycle lengths were fixed. Crispell was asked to come back for the January 2012 meeting with a more complete report and recommendations.

**Agenda Item No. 3 – Private Drives – Discussion (Continued).**

DPW Winkler introduced the two decision points, hold harmless and public street minimum standards. City Attorney Draper provided a draft of the hold harmless agreement for signing by the property owners on private drives. With an executed hold harmless, the residents could anticipate leaf & brush collection and garbage collection. The City will not plow snow, repair the drive surface or sweep it. The PWC wished to exclude leaf and brush pickup from the hold harmless and send the list of private drives along with the document so everyone knew what locations were under consideration. The minimum standards by which the owners on private drives can upgrade the facility and donate right-of-way as prerequisites for dedication to the City as a public street were also determined. The recommendation was a minimum of 16' wide asphalt road with 30" mountable curb and gutter on both sides, 8" compacted stone base, 4" asphalt surface applied in two lifts, and a 40' minimum right of way dedication. This minimum standard applies only to the roads on the identified private street list and streets built before 2012.

It was moved by Kehoe and seconded by Mott to forward the hold harmless to Council for consideration striking the pick up of leaf and brush and setting an effective date of January 1, 2012. The discussion clarified that the only activity performed on a private drive after signing off by all residents was garbage collection. The intent was to not plow snow, sweep, pick up leaf and brush, or repair any private drive after January 1, 2012. If the hold harmless as adjusted was not signed, then garbage collection would only be made off the nearest public way. The motion passed 4-0.

It was moved by Hartz and seconded by Kehoe to recommend the minimum of 16' wide asphalt road with 30" mountable curb and gutter on both sides, 8" compacted stone base, 4" asphalt surface applied in two lifts, and a 40' minimum right of way dedication. This minimum standard applies only to the roads on the identified private street list and streets built before 2012. The motion passed 4-0.

**(This item needs to be sent to Council for action. The City Attorney needs to provide the revised Hold Harmless Agreement.)**

**Agenda Item No. 4- North Broad Street Lighting Replacements – Discussion. (Continued).**

Administrator Jordan reported that he compiled the list of property owners but held off sending out the letter of inquiry because the equal assessment share per owner would be \$11,000. He felt that the PWC should discuss the high cost before he sent it out. Hartz and others questioned the possibility of forming a B.I.D. along Broad Street that could raise funds for lighting and other amenities. It was moved by Hartz and seconded by Krohn not to send out the letter of inquiry. Motion passed 3-1 (Kehoe-Nay). It was moved by Kehoe and seconded by Hartz to refer further discussion of North Broad Street lighting replacement to the next Committee of the Whole meeting. The motion passed 3-1 (Mott-Nay). It was also moved by Kehoe and seconded by Krohn to not install new ornamental street lights on Broad Street up to the alley at the Regional News. There was discussion whether or not the City wished to get the lights replaced now under TIF. The motion tied 2-2 (Hartz & Mott-Nay).

**(This item needs to be sent to the next Committee of the Whole Meeting for discussion/recommendation.)**

**Agenda Item No. 5 – Sidewalk along Edwards Boulevard Walgreens to Geneva Square– Discussion.**

Chair Mott explained a constituent asked about sidewalk on the west side of the street, but since there is access to Home Depot and the bike trail from Main Street to Sheridan Springs that it was sufficient until the area develops further than it is. No action was taken.

**Agenda Item No. 6– Street Lighting Along Edwards Boulevard from Walgreens to Geneva Square– Discussion Continued.**

DPW Winkler explained the Alliant Energy pricing for the two segments of Edwards spanning Sheridan Springs to Main Street. It was moved by Hartz and seconded by Krohn to continue this item to the next meeting to give the DPW an opportunity to investigate LED light fixtures with Alliant. The motion passed 4-0. *(For the Committee's information, the DPW contacted Alliant regarding LED fixtures and they do not install them as an option at this time nor do they have a lease tariff rate for LED lighting. The Alliant representative is checking into the future feasibility of LED installations).*

**Agenda Item No. 7– Consideration of Accepting CTH “H” in the City from Walworth County.**

The DPW explained the routing of CTH “H” and the request from Walworth County for the City to take it over from them as ours for maintenance. The discussion included the current arrangement with the Piggly Wiggly traffic signal, that the reimbursement structure for the additional 4 miles of streets couldn't either be accurately calculated or future guaranteed with the fiscal condition of the State, that the County route marking would probably still follow the same streets whether it was ours or the County's for maintenance, and the declining level of service for snow removal and other City maintenance by taking on 10% more mileage was a concern without the ability to hire any more staff. Because the benefits of controlling access and State reimbursement for the additional mileage didn't outweigh the negatives, it was moved by Hartz and seconded by Kehoe not to take CTH “H” through the City from Walworth County for maintenance at this time. The motion passed 4-0.

**(This item needs to be sent to Council for action.)**

**Agenda Item No. 8– Veterans Park West Parking Lot Island Repairs – Discussion.**

Chair Mott explained the condition of the islands and said they need attention. DPW Winkler said the Sons of the American Legion had discussed a project for the spring of 2012 where they would replace the rotting timbers with two layers of landscaping stone and spread new chips or stone. The PWC discussion included a hope that the landscaping would be upgraded also. It was moved by Kehoe and seconded by Hartz to allow the S.A.L. to proceed with the island improvement/repairs next spring. The motion passed 4-0.

**Agenda Item No. 9 – Sidewalk Clearing as Arranged for by the Street Superintendent-Discussion**

**(Continued).**

Superintendent Carstensen said he found a private contractor with insurance whom he believed to be reliable to assist with clearing delinquent sidewalks of snow this winter. The firm's name is Yard Dogs LLC. By consensus he was given the latitude to proceed.

**Agenda Item No. 10– Public Works Policies – Discussion & Recommendation.**

Consideration of the policies for speed bumps, mail boxes, sidewalks, and snow & ice control were continued to the next PWC meeting to give all an opportunity to thoroughly review them on a motion by Mott and second by Krohn. The motion passed 4-0.

**Agenda Item No. 11– Downtown Street Lighting Upgrades to LED - Discussion.**

DPW Winkler explained the two proposals for LED lighting we received. It was moved by Mott and seconded by Krohn to continue this item to a future meeting when more information on the Holophane conversion kit when such upgrade is available. The motion passed 4-0.

**Agenda Item No. 12– Possible Striping and/or Signage Reconfigurations (Southbound Interchange North at Center Street, Westbound Main Street at Center Street, Westbound Main Street at Peller Road) – Discussion/Action or Recommendation.**

Hartz introduced the three areas where the pavement markings were confusing. The area of westbound Main Street between Mill and Center Streets was turned over to Crispell to make a recommendation as part of its downtown traffic study on a motion by Hartz and second by Krohn. The motion passed 4-0. On south or west bound CTH “H”, it was moved by Hartz after considerable discussion with the Committee and Mayor, to ask the County to install diagonal merge arrows in the left lane beyond the new traffic signal to move people over to the right lane more efficiently. The motion passed 4-0. On westbound STH 50 from Edwards to Peller Road, there was no obvious solution to the confusion for cars merging. It was moved by Mott and seconded by Hartz to ask DPW Winkler to study the situation further and bring a recommendation back to the PWC at a future meeting. The motion passed 4-0.

**Agenda Item No. 13– City Ordinance Section 2-49, City Clerk Typing Up Standing Committee Agendas for All Standing Committees - Discussion.**

Hartz explained that the agenda for PWC was not being processed per City Ordinance 2-49 which calls for the City Clerk to prepare it. After much discussion, it was the general consensus of the Committee that to comply with the ordinance, the DPW and Chairman will decide the agenda, the DPW will type a draft, that draft will be reviewed by the City Clerk, the City Clerk will copy and paste it with any changes onto a Public Works Committee letterhead, the City Clerk will post the agenda and provide a copy back to the DPW for inclusion with the normal PWC packet of information. This procedure replaces the DPW copying and pasting the Chairman’s approved agenda to a Public Works Committee letterhead sheet and sending it to the City Clerk for posting.

**Motion to Adjourn:**

It was moved by Kehoe and seconded by Krohn to adjourn. The motion passed 4-0 and the meeting was adjourned at 9:59 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Mike Hawes/Common Council Members not on Committee/File